

# COMMITTEE ON MINISTRY MANUAL

## PART VII: TRANSITION RESOURCES

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## **CALLING A DESIGNATED PASTOR OR ASSOCIATE PASTOR**

### **Presbytery of New Covenant**

#### **Committee on Ministry**

A designated pastoral relationship, full or part-time, is a call to a minister of the Word and Sacrament established by the presbytery for a term of not less than two nor more than four years. The congregation and the minister must both have agreed to be considered for a designated relationship. The congregation's pastoral nominating committee shall nominate to the congregation for its consideration and vote, only from among those ministers designated to it by the presbytery's committee on ministry. The minister is installed by the presbytery and is a member of the session.

The call approved by the presbytery is renewable anytime during the last six months of the term, and cannot be changed or dissolved except by consent of the presbytery, at the request of the pastor or at the request of the church by action of the congregation, when the presbytery, after consultation with the minister and the congregation finds that the church's mission under the Word imperatively demands it, or when the term specified in the call expires without action having been taken to renew the call. The presbytery may designate and the congregation may call more than one minister to serve as designated pastor, sharing duties within the congregation as agreed upon by the session and approved by the presbytery. When there is more than one pastor, the ministers and the session shall agree on a schedule for sharing the times each will moderate.

If there has been an open search process conducted by the committee on ministry and after at least two years of the designated pastor relationship, upon the concurrence of the committee on ministry, the designated pastor, and the session, acting in place of the pastor nominating committee for the single purpose of calling the designated pastor as pastor, a congregational meeting may be held to call the designated pastor as pastor. The session, with the concurrence of the committee on ministry, may call a congregational meeting to elect a pastor nominating committee to conduct a full pastoral search or to prosecute the call to the designated pastor to become pastor. The action of the congregation shall be reported to the presbytery. If the congregational action is affirmative, the presbytery, after voting to approve the new pastoral relationship, shall install the designated pastor as pastor.

#### **In sum:**

#### ***Designated Pastor or Associate Pastor:***

- is selected from among a few candidates forwarded by presbytery's committee on ministry (COM);
- is generally able to move into a new position fairly quickly;
- is an installed position;
- is a term-limited position;
- requires a vote of the congregation to establish position and then to approve specific call;
- requires approval by COM to establish position and then to approve specific call;
- requires an installation;
- requires review and reconsideration as the designated term concludes – whether to convert to a called-installed “permanent” position, or to part company.

**Approved by COM: 2008**

## BASIC OUTLINE FOR CALLING AN ASSOCIATE PASTOR

### COMMITTEE ON MINISTRY

### PRESBYTERY OF NEW COVENANT

**JULY, 2009 (adopted by COM)**

#### **To fill a position that has been vacated:**

1. Session determines if calling an Associate Pastor (AP) meets the needs of the church's ministry, or if hiring a Christian Educator or other Church Professional would better suit those needs. If calling an Associate Pastor for a position already established is the preference,
2. Session requests permission of the Committee on Ministry to elect an APNC (Associate Pastor Nominating Committee).
3. The congregation elects an APNC.
4. The Pastor/Head of Staff serves ex-officio on the APNC with voice but no vote. The expectation is that the Pastor/Head of Staff would participate primarily in the early APNC stage (i.e., creation of the CIF) and late stage (i.e., serious contact and interviews) of the process. Regardless, the APNC may request to meet with the Pastor/Head of Staff or the Pastor/Head of Staff *may request* to meet with the APNC at any time in the process.
5. The APNC conducts the search and narrows candidates to a "small list" of finalists.
6. When the list of candidates is narrowed to a small list of finalists it is appropriate for the APNC to invite the Pastor/Head of Staff to participate in the interviews (generally as an observer) and/or have a separate interview/conversation with each of the finalists. The Pastor/Head of Staff may share thoughts with the APNC before the APNC makes its final candidate choice.
7. APNC notifies Committee on Ministry (COM) of the final candidate choice.
8. COM approves Terms of Call and schedules candidate to meet with Examinations sub-committee of COM (if needed - ALL THE ABOVE MUST HAPPEN BEFORE APNC NOTIFIES SESSION OR CONGREGATION!)
9. Once all approvals have been obtained from the Committee on Ministry and the candidate has been successfully examined, the APNC shall ask Session to schedule a meeting of the congregation to elect the Associate Pastor. The announcement of the call for the congregational meeting should include information about the candidate.

10. After the congregation approves the call for the Associate Pastor, he or she may begin work at the church.

**To create a new Associate Pastor position:**

1. Session considers if there is a need for a Christian Educator or other Church Professional on the staff or if there is a need for another ordained minister on staff, to meet the needs of the church's ministry.
2. Session requests permission of the Committee on Ministry to establish a new Associate Pastor position for the church and to elect an APNC.
3. The congregations votes to establish the position and elects an APNC. Both of these actions may be taken, in sequence, at one meeting of the congregation.
4. See process above beginning with Step 4.

## **Definitions and Process for PNC's**

### **For Preliminary Contact and Contact Requiring Clearance**

#### **Committee on Ministry** **The Presbytery of New Covenant**

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#### **Preliminary Contact**      (Information exchange with no commitment)

Prior to the approval of a candidate by COM, the PNC may

- Telephone the candidate
- Discuss availability
- Conduct a phone interview by most or all of PNC
- Have members of the PNC hear the candidate preach
- Receive audio and video copies of sermons, etc.
- Discuss the CIF, including salary ranges with the candidate

#### **Contact Requiring Clearance**      (Steps One and Two)

To process further with a particular candidate, clearance must be granted through the Administration Committee of COM:

##### Step One:

- The Executive/ General Presbyter (or other person in leadership who has complete knowledge of the candidate) will be contacted regarding Clearance
- The PNC, with the assistance of the Coordinator for COM and CPM, will conduct a Background Check on the Candidate

*Upon completion of Step One, the PNC may proceed to*

- Hear the candidate preach in a neutral pulpit
- Conduct an interview with the candidate
- Discuss the candidate's status in his/ her search
- Negotiate specific terms of call

##### Step Two:

- Whenever the PNC is nearing the point where it is ready to extend a call, there shall be a conversation involving the candidate, members of the PNC, and representatives from COM.

Upon completion of Step Two, the candidate will be cleared for Examination.

### **Step One Clearance**

When the PNC informs COM that they are ready to proceed further with a candidate, the Administration Committee of COM will conduct a clearance check.

Most often this conversation will be with the Executive/ General Presbyter of the Candidate's Presbytery; however, there are cases in which another individual in leadership would have a more complete knowledge (i.e. the Chair of COE would have better information on a candidate newly certified to receive a call).

All conversations regarding candidates shall be held in confidence, with comments being reported in generalities without attribution and refraining from direct, attributed quotes.

Questions should address most of the following areas:

- Is this person a member in good standing in your presbytery? Are there any "red flags" or charges pending?
- How long have you known the individual and in what capacity? Is there someone with whom I should speak who better might know this person? What type of reputation does his/ her work enjoy?
- Is there anything in this person's background that raises questions about her/ his suitability for ministry?
- What might our presbytery expect from this individual in terms of his/ her participation in the ministry of the larger church? In what capacity has she/ he served your presbytery?
- Offer a brief description of the position/ church that is interested, do you think this person has abilities that would be suitable for such a call?
- Would you describe this person as a "visionary" leader or a "maintenance" pastor?

Upon completion of Clearance Step One, please inform the Chair of Administration and the Coordinator for COM and CPM.

*Note:* Clearance by the COM in no way is a substitute for the reference check work performed by the PNC. PNC's are encouraged to "do their homework" asking primary references for suggestions for secondary individuals with whom to discuss the candidate.

### **Step Two Clearance**

Whenever the PNC brings in for an interview any candidate in whom there is a serious investment, there shall be a conversation involving the candidate, members of the PNC, and representatives from COM.

The Liaison may be invited to attend and/ or to provide input.

There would be a conversation, usually lasting no more than one hour, in three segments between the following:

- COM and the Liaison
- COM and the candidate

- COM and the PNC
- COM, the liaison, the candidate, and PNC

The dialogue would center upon the following topics:

- What is it in this candidate/ church that leads you to believe this is a call of God?
- What are the “leading indicators” that you think this will be a good “fit” between both parties?
- How do you see yourself/ this person adjusting to this size of church? Living in this particular community?
- In what ways have specific personal issues played into this potential call?

The concluding conversation between all three parties will highlight

- Those areas in which the candidate and PNC obviously are “in sync”
- Those specific areas, if the call goes forward, there might be issues
- Promotion of participation in *FastTrac* (we can sign you up today!)

**ADOPTED BY COM: April 6, 2007**

# PASTORAL RELATIONSHIPS WITH CHURCHES

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*A description of pastoral relationships within the Presbyterian Church (USA) with possible considerations. 2011*

In the Presbyterian Church (USA), there are three kinds of pastoral relationships: permanent, designated, and temporary. There is also the provision for commissioned ruling elders. This brochure is an attempt to indicate the differences between pastoral relationships when a church transitions from permanent to temporary or from one temporary form to another.

	Permanent	Designated	Interim	Temporary Supply
Description	<p><b>Pastor, Associate Pastor</b> Elected by congregation and the relationship established by presbytery. Call has to be approved by presbytery and can only be changed by presbytery. Ordinarily Associate Pastor may not be called to succeed the pastor.</p> <p><b>Co-Pastor</b> Two ministers called and installed with equal responsibility for pastoral ministry of one congregation.</p>	<p><b>Designated Pastor, Designated Co-Pastor, Designated Associate Pastor</b> Approved by COM and presbytery to serve a term of 2-4 years by vote of the congregation. Nominated by PNC (which can be the Session; if so, elected by the congregation) from among those candidates designated by presbytery's COM. After two years as Designated Pastor, by vote of congregation a Designated Pastor may become the permanent pastor.</p>	<p><b>Interim Pastor or Interim Associate Pastor</b> Invited by the Session to fulfill pastoral duties for a period not to exceed 12 months at a time while the church seeks a pastor. Ordinarily may not be the next installed pastor, co-pastor, or associate pastor of a church served as Interim pastor. Interim covenant may be renewed.</p>	<p><b>Pastor, Associate Pastor</b> Teaching elder, candidate, or ruling elder secured by the Session when there is no pastor. (See "Student Supply" below) May be called to be installed pastor or associate pastor of a church served as temporary supply, if approved by 2/3 vote of presbytery.</p>

<b>Advantages</b>	<p>is installed, moderates, and is a member of the session.</p> <p>Pastor and congregation are committed to a relatively permanent relationship</p> <p>PNC can consider any pastor or candidate across the nation and/or around the world</p>	<p>is installed, moderates, and is a member of the session.</p> <p>may be converted into a continuing called and installed relationship</p> <p>may speed up the process to a permanent pastorate.</p>	<p>Interim leadership with specialized training and experience</p> <p>Intentional focus on accomplishment of interim tasks and taking advantage of transitional opportunities</p> <p>Congregation is more likely to learn from the past and call a pastor that fits congregational culture</p> <p>Continuity of leadership and the option for maintenance or transformational growth</p> <p>Called by Session</p>	<p>Pulpit supply may offer variety in worship</p> <p>Session takes more responsibility for the ongoing life of the congregation</p> <p>Can be less expensive</p> <p>Potential increased awareness of communal and congregational leadership resources</p>	
	<b>Limitations</b>	<p>Call process may take up to two years or longer</p> <p>If congregation is facing transformation or possible dissolution in the near future a change in pastoral relationship may be more difficult.</p>	<p>Those eligible to be considered by a congregation are limited to a list of persons approved and commended to them by the presbytery through its COM.</p>	<p>Ordinarily unable to be called as permanent pastor</p> <p>May need additional resources depending on skills, training, and interests of available interim pastors (i.e. Mission study, PNC support, organizational and leadership development, etc.)</p> <p>Time required to get interim leadership in place and added management and cost of ending of interim contract</p>	<p>Possible loss of continuity</p> <p>Transition tasks may not be completed and as a result the interim opportunities are lost</p> <p>Maintaining status quo is more likely</p> <p>Getting quality worship leadership and readily available pastoral services can be difficult</p>
		<b>Costs</b>	<p>Minimum terms of call or greater.</p> <p>Moving costs.</p>	<p>Minimum terms of call or greater. [Generally, the same terms of call as a permanent position.]</p> <p>Moving costs.</p>	<p>Negotiable – minimum terms of call or greater</p> <p>COM requires a 60-day transition agreement that includes full salary and benefits for departing interim pastor</p> <p>Moving costs (for regional and national interim pastors)</p>

**Other Temporary Types of Pastoral Leadership**

**Stated Supply**

Appointed by the presbytery, after consultation with the Session, to perform the functions of a pastor in a church ***not seeking an installed minister***. Relationship shall be established only by the presbytery and shall not exceed 12 months at a time. With presbytery's approval, may serve as Moderator of Session. May be renewed.

### Student Supply

Invited by Session, with concurrence of COM, and approval by inquirer or candidate's Committee on Preparation for Ministry (CPM). Student may serve as Temporary Supply.

### Pulpit Supply

Invited by the session of a church to preach on occasional basis, with no other responsibilities.

### Commissioned Ruling Elder *(Book of Order, G-2.10)*

A ruling elder of the Presbyterian Church (U.S.A.), who is granted a local commission by the presbytery to lead worship and preach the gospel, watch over the people, and provide for their nurture and service. Commission is valid in one or more specified congregations, new church development, or other validated ministries of the presbytery. Elder is selected by and receives training approved by the presbytery, and is mentored by a minister-member of presbytery. Commission shall be valid for a period up to three years as determined by the presbytery, and may be renewed, by recommendation of COM and vote of presbytery.

## **Who Can Become What?**

- Often the question arises whether a pastor in one relationship with a church can change that relationship to another one.
- Ordinarily an Associate Pastor may not become the next installed Pastor of a church in which he/she has served as Associate Pastor, but the presbytery may make an exception by a three-fourths (3/4) majority vote of those present and voting.
- Ordinarily, an Interim Pastor or Interim Associate Pastor may not become the next installed Pastor of a church in which she/he has served as an Interim Pastor or Interim Associate Pastor, but the presbytery may make an exception by a three-fourths (3/4) majority vote of those present and voting.
- Stated Supply may not become the next installed pastor of a church unless s/he leaves the church prior to the election of a Pastor Nominating Committee. This provision does not apply for someone who serves as a Stated Supply and then is considered for a position as Commissioned Ruling Elder.
- Designated Pastor may become the "permanent" installed Pastor of a congregation.
- Temporary Supply may become the next installed Pastor of a church without the temporary relationship having been terminated for at least six months, if approved by a three-fourths (3/4) rvote of the presbytery.

## Pastoral Transition Support Team

*Committee on Ministry, Presbytery of New Covenant*

*BETA*

### DRAFT SEPTEMBER 2010

#### Purpose of the Team

The purpose of the COM transition team is to provide guidance and support to a congregation during a time of pastoral transition from the moment we learn of a pastor leaving through the arrival of new pastoral leadership and Fast-Trac. The primary concerns of the team are: 1) accommodating the unique needs of each congregation and its ministry, 2) offering consistency of support throughout the transition period, and 3) building the relationship between the congregation and presbytery. The support team will help the congregation through the process of discerning new pastoral leadership in a timely manner, and will recommend other resources the presbytery offers as needed.

#### Members of the Team

The transition team will be made up of at least one elder and one Minister of Word and Sacrament, with additional members as appropriate, assigned by the Care of Congregations Subcommittee of the Committee on Ministry. All members of the transition team will have been trained by the COM on matters pertaining to transition, resources available through the presbytery and the denomination, and their role and responsibilities to the other team members, congregation, and presbytery. Special care to the unique needs of the congregation will be considered when assigning team members, including size of the congregation, cultural sensitivity and language/translation concerns.

Transition Team members will be recruited and trained regularly, so there is an on-going pool of trained volunteers ready to be assigned to a congregation as soon as the presbytery is aware of a pastoral transition. Members of COM, former members of COM, as well as elders with experience on Pastoral Nominating Committees could be excellent transition team members.

#### Responsibilities of the Team

##### *When the Pastor Leaves*

- Upon the announcement of the pastor leaving, the team will meet with the session to explain the transition process, as well as the role and responsibilities of the transition team. The team will assure the session that the presbytery is there to support their ministry and guide the process to move as timely, smoothly, and faithfully as possible. Distribute relevant information to the Pastor and Session (e.g. Termination Agreement forms, Separation Ethics information, etc.)
- At least one member of the team should be present at the congregational meeting called for action on the dissolution of the pastoral relationship. The team member ordinarily would *not* moderate the meeting, but would be present to assure the congregation that the presbytery is there to walk with them, encourage them, and support them through the transition process. Minutes of this meeting must be sent to the Coordinator of COM/CPM

immediately following the meeting. COM is authorized to act on behalf of the presbytery, and will vote to dissolve the pastoral relationship at the next scheduled meeting.

- Meet with the pastor before she/he leaves and conduct an exit interview. Separation ethics, blessings and challenges of the congregation, and other pastoral concerns should be discussed. The support team will also remind the pastor to inform the PCUSA and Board of Pensions of the transition.
- At least one member of the team will attend the first worship service after the pastor departs. A team member may offer to preach at that service.
- Conduct an exit interview with the Session after the Pastor departs. Separation Ethics, blessings of the previous pastor and challenges for the future should be discussed.

### *During the Transition Period*

#### Moderator

- Ordinarily a pastor member of the team will serve as moderator of the session until an interim pastor is in place or until an installed/designated pastor begins his/her call.

#### Communication

- The team will remain in communication with the session and congregation throughout the transition period, attending session meetings and visiting worship at least quarterly.
- If the congregation opts for an interim pastor, the transition team will be in regular communication with the interim pastor, receiving written reports from her/him on the progress of interim tasks at least quarterly.

#### Congregational Assessment

- The team may guide the session and/or congregation through a period of self-assessment in order to 1) discern the type of pastoral leadership which would best serve the congregation, and 2) prepare the background material the PNC and Session can use in preparing and approving the Church Information Form. A consultant from the presbytery or other organization may be called in for this task if desired.
- The team will resource the Session as it decides among the options for on-going pastoral leadership: pulpit supply, temporary supply, interim pastor/associate pastor, designated pastor/associate pastor, called pastor/associate pastor, commissioned lay pastor, Christian Educator or other church professional. If appropriate, the team may offer the congregation support from COM, the Evangelism/Renewal committee, or other consultants in discerning long term strategies for the congregation.

#### Pastor Nominating Committee<sup>1</sup>

- If the session decides to proceed with a called pastor position, instruct the Session to submit a request in writing to COM for permission for the congregation to elect a Pastor Nominating Committee (PNC)

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<sup>1</sup> Or Associate Pastor Nominating Committee or Designated Pastor Nominating Committee. All future references to PNC refer, as well, to APNC or DPNC

- If possible, at least one member of the team may attend the meeting of the congregation when the PNC is elected. Speak briefly to the process, the responsibilities of the PNC, the relationship of the PNC to the congregation, and secure the commitment of the congregation to instruct the PNC to follow AA/EEO process (a vote of the congregation to be recorded in the minutes)
- At least one member of the team will provide support, advice and counsel to the Pastor Nominating Committee as outlined in the PNC Guidelines. Including the following:
  - Training the committee in procedures, using the Church Leadership Connection, writing a Church Information Form (CIF), reviewing Personal Information forms (PIF's), checking references, and interviewing
  - Assisting the PNC establish a budget (including postage, paper supplies, travel for the committee, travel for candidates, interviewing expenses, advertising expenses, moving expenses for pastor-elect and family). The budget needs to be approved by the session.
  - Assisting the PNC establish procedures and expectations for the committee regarding meeting dates and frequency, communication, confidentiality, voting and decision-making, and the need for prayerful discernment.
  - Assisting the PNC follow presbytery and constitutional requirements in the search process by explaining and interpreting the requirements and reminding them to get presbytery approval at the appropriate times.
- If possible, attend the congregational meeting at which the candidate is called to the congregation.

### *When the New Pastor Arrives*

- Assist the new pastor with the scheduling of her/his installation and the recruitment of the installation commission as needed and desired by the new pastor.
- Schedule Fast-Trac to be done during the second quarter of the new call. Ordinarily Fast-Trac will *not* be conducted by the transition team.
- The transition team's work is done when Fast-Trac is completed.

### **Accountability of the Team**

The work of the transition team is overseen and supported by the Care of Congregations Subcommittee of the Committee on Ministry. The transition team shall email a monthly report to the subcommittee including the challenges and joys of the congregation in transition as well as requests for any further help from the presbytery, presbytery staff, or others. A brief verbal report may also be requested.

The transition team members will also attend ongoing training/peer support meetings at least semi-annually.

### **Training of the Team**

The Care of Congregations Subcommittee of the Committee on Ministry will provide initial six-hour training for all transition team members on the following topics:

- Responsibilities and Expectations of the Transition Team members
- Systemic issues relating to pastoral transition

- Identifying problems/challenges that need intervention or support or consultation beyond the transition team (conflict, sexual abuse, etc.)
- Options for pastoral leadership
- Resources available through the presbytery
- Board of Pensions requirements for congregations in transition

On-going training and peer support meetings will also be conducted at least semi-annually for all trained transition team members. These meetings are mandatory for teams that are actively involved with a congregation.

**[THIS MODEL IS IN THE TESTING STAGE: 2010-2011]**

**PHASES CHART FOR CALLED PASTOR**

**(stored separately because formatting would not fold into Manual)**

**Posted online at [www.pbyofnewcovenant.org](http://www.pbyofnewcovenant.org)**

**PHASES CHART FOR DESIGNATED PASTOR**  
(stored separately because formatting would not fold into Manual)  
Posted online at [www.pbyofnewcovenant.org](http://www.pbyofnewcovenant.org)

## TRANSITION TASK LIST FOR SESSION WHEN PASTOR LEAVES

- ❑ Pray for the Pastor and his/ her family as they depart the church family as well as for the congregation and leadership that God may guide them in their work.
  
- ❑ Session welcome Pastoral Transition Team from Committee on Ministry, to work with session and resource the congregation throughout the transition between pastors.
  
- ❑ Issue a Call for a Special Meeting of the Congregation to dissolve the pastoral relationship.
  
- ❑ Communicate with the Congregation
  - Call of the Special Meeting
  - Letter from Pastor to the Congregation
  - Information on Separation Ethics for Church Members
  
- ❑ Session arranges for temporary Pulpit Supply and makes arrangements to address pastoral care needs of the congregation.
  
- ❑ COM appoints member of Pastoral Transition Team to serve as Moderator of Session until interim or transitional pastoral leadership is in place.
  
- ❑ Session makes decision regarding best type of leadership in time of transition. The Session may choose to form an Interim Pastor Search Committee (in some cases the Session may act as the Search Committee).
  - Presbytery is able to provide information regarding the availability of qualified Interim Pastors.
  - The Session enters into a Contract with the Interim. Interim Pastor Contract form is available on-line or through the Presbytery Office.
  
- ❑ Session requests permission to form a Pastor Nominating Committee (PNC) from COM.
  
- ❑ With permission of COM, Session calls a Special Meeting of the Congregation to elect a Pastor Nominating Committee (PNC).