

PASTORAL TRANSITIONS

Procedures of Committee on Ministry

The purpose of this document is to provide the core information for the many steps of Pastors and Associates receiving a call and concluding a call in a local Congregation. Pastors, Sessions and Pastor Nominating Committees will need this document as well as the PCUSA's document called "On Calling a Pastor" which can be downloaded at <http://www.pcusa.org/ocap>.

Committee on Ministry (COM) of the Presbytery of Los Ranchos looks forward to partnering with the Session and the Pastor Nominating Committee (PNC) or Associate Pastor Nominating Committee (APNC) to be a guide through the process.

Contact the Office of Stated Clerk in the Presbytery office as early as possible to begin any of the steps. Committee on Ministry will provide a person to serve as LIAISON with your PNC or APNC. The liaison will be the link to Committee on Ministry and Presbytery staff and will serve to facilitate the process.

EXECUTIVE SUMMARY OF THE PROCESS AND CHAPTER TITLES:

- I. CONGREGATION** votes to dissolve the Pastoral relation.
- II. SESSION** works with COM to obtain an Interim Pastor/Transitional Pastor
- III. SESSION** conducts a Congregational study, after the departure of the installed Pastor.
- IV. CONGREGATION** elects a Pastor Nominating Committee or Associate PNC.
- V. PNC or APNC** searches for new Pastor or Associate Pastor.
- VI. PNC or APNC** identifies a candidate and obtains COM approval.
- VII. CONGREGATION** elects the Pastor or Associate Pastor.
- VIII. PASTOR OR ASSOCIATE PASTOR** begins the call and is installed by Presbytery.
- IX. APPENDIX**

CHAPTER II

SESSION WORKS WITH COM TO OBTAIN AN INTERIM PASTOR/TRANSITIONAL PASTOR

A. FUNCTION OF COMMITTEE ON MINISTRY (COM)

The function of the COM is to be of assistance to the Session of the church which is currently without a Pastor. The Session has direct access to the COM through the moderator appointed by the Presbytery, and through the COM liaison assigned to the church when the PNC/APNC has been elected.

B. PULPIT SUPPLIES – CHURCH WITHOUT AN INSTALLED PASTOR

The ordinary process for supplying the pulpit is for a committee of the Session, or a person named for that purpose, to secure pulpit supplies, in consultation with the COM. The Presbytery has a list of potential pulpit supplies available. *See the Presbytery website.*

C. FORMATION OF INTERIM PASTOR SEARCH COMMITTEE (IPSC)

1. COM representative meets with Session to inform them of procedures to form an (IPSC). *See Section D below for descriptions.*
2. Congregational Meeting to dissolve relation. Pulpit is declared vacant. *See Chapter I*
3. Session appoints an Interim Pastor Search Committee.
4. COM representative guides IPSC through the search process. Concurrently, if not before, Personnel Committee/Session has written a position description for the Interim and set boundaries for salary negotiations.
5. IPSC presents nominee and terms of call to Session for vote. Candidate is usually present to meet with the Session and excused from the meeting for the vote.
6. Session forwards to COM for approval the Terms of Call for the Interim and membership in Presbytery if Interim not currently a member. After a favorable vote, one year contract is signed with Interim Pastor.

D. TEMPORARY PASTORAL RELATIONS and INTENTIONAL INTERIMS

Recognizing that there are different roles and tasks to be undertaken in different Temporary Pastor Relationships, the Presbytery of Los Ranchos has affirmed the following “Temporary Pastoral Relationships” G-2.0504b.

“Intentional Interim” - An Intentional Interim is called by the Session to serve as Pastor, co-Pastor, or Associate Pastor when the Congregation is without an installed Pastor. An Intentional Interim relationship may not be established or dissolved without concurrence of the Presbytery. An Intentional Interim Pastor must have successfully completed Basic Interim Ministry education, offered by several interim ministry education sites of the Presbyterian Church (USA) as Week I and Week II, or begin obtaining such during their first year of service as an Interim Pastor. Additional training is available in specialized skills (e.g., conflict management, ‘after Pastor’ training, etc.) in this specialized field of ministry. Intentional Interims are contracted to guide the Congregation in engaging in those tasks necessary to equip and enable the Congregation to welcome their next installed Pastor. The Intentional Interim’s contract is for up to 12 months, is renewable with approval of Presbytery, and shall include provision for financial support at the conclusion of their

service. **Intentional Interims may not, under any circumstances, be considered as the next installed Pastor of the church they are serving.**

Temporary Interim Pastors - With the approval of Presbytery, Session may contract with individuals (teaching elders, candidate or commissioned ruling elder) to serve as a Temporary Interim Pastor, Temporary Interim Associate Pastor, or Temporary Interim Co-Pastor. Normally, these calls will be to a position in which there are not the “transitional issues” that require an Intentional Interim (e.g., Associate positions or following an extended Intentional Interim, when Pastor is temporarily unable to perform Pastoral functions, or as a “bridge” until an Intentional Interim can be called, etc.). Interim contracts are for up to one year, may be renewed with the approval of Presbytery, and may or may not include provisions of G-2.0504c about eligibility to serve as next installed Pastor or Associate.

Supply Pastors - Supply Pastors serve Congregations in which there is no active search for an installed Pastor (e.g. there is no Pastor nominating committee in place, the church is not paying vacancy dues for a Pastoral position, and the Congregation does not anticipate calling a Pastor to an installed position). Supply Pastors are appointed by Presbytery in consultation with the Session, and their services shall be governed by a contract of not more than 12 months at a time, renewable with the approval of the Presbytery. Normally, they will serve as Moderator of the Session and Congregation. If the Congregation votes to create an installed position, the Supply Pastor shall be governed by the provisions of G-2.0504c.

First Responder – A form of Temporary Interim. These are trained Interim Pastors who have taken advanced work to become “First Responders.” They may serve: between departure of installed Pastor and arrival of contracted Intentional Interim; while a Pastor is on leave—for medical, study, or other reasons; following sudden death or chronic illness of Pastor. The defining nature of this position is that it shall be for 2-4 months—and may only be extended two additional months.

E. ASSOCIATE PASTOR(S) (remaining on staff)

If your church now has an Associate Pastor on its staff, it is in order for the Session to realign his/her duties and compensation during the period you are without a Pastor. The status as Associate Pastor does not change, but he/she may be asked to perform some of the former Pastor’s functions or be relieved of some previous duties to assume additional Pastoral duties.

The official relationship of an Associate Pastor to a church is not dependent upon that of a Pastor, but **an Associate Pastor is not eligible to succeed immediately the Pastor in a church which they have served together**, except as provided in G-2.0504c.

F. LEADERSHIP OF THE CHURCH DURING THE INTERIM

During the period when the church is without an installed Pastor, the Session must assume additional, full leadership responsibility for the life of the church. The Interim Pastor will also support the Session. This need not be a period to “mark time.” Rather, it can be a time for honest evaluation of your church and a time of spiritual renewal.

INTERIM PASTOR CONTRACT/COVENANT

The following Covenant Agreement between
The Session of _____ Presbyterian Church

And

The Reverend _____

And

Los Ranchos Presbytery through its Committee on Ministry

Is for the purpose of providing Interim Pastoral services to

_____ Presbyterian Church within the bounds of
Los Ranchos Presbytery

The Reverend _____ shall be designated Interim Pastor of
_____ Presbyterian Church

Effective Date: _____

1) DUTIES AND RESPONSIBILITIES:

An Interim Pastor is a minister invited by the Session of a church without an installed Pastor to preach the Word, administer the Sacraments, and fulfill Pastoral duties for a specified period not to exceed twelve months at a time, while the church is seeking a Pastor.

The Interim shall perform those duties and responsibilities set forth in the Position Description developed by using the document entitled "Interim Pastor Duties and Responsibilities."

2) GOALS FOR THIS MINISTRY:

The fundamental goals for this ministry shall be (1) to work with the Congregation to examine its history in an effort to discover its present identity, (2) to help the Congregation identify current issues it faces and develop ways to resolve them, and (3) to prepare the Congregation for the arrival of the next installed Pastor. One of the ways these goals are achieved is through a Congregational study process in partnership with Los Ranchos Presbytery.

3) ACCOUNTABILITY:

The Interim shall have completed at least Level I, Interim Pastor Training provided by the PC(USA), or its equivalent. If such training has not been completed, the Interim shall undertake such training with the costs to be shared by the Interim, the Congregation and the Presbytery.

The Interim shall be a member of the Los Ranchos Presbytery. During the length of this Covenant, the Interim shall be accountable to the Session and to Los Ranchos Presbytery through its Committee on Ministry. The Session agrees to participate in a process for reviewing the Interim's performance in accordance with the procedures adopted by the Presbytery Committee on Ministry.

4) NOT A CANDIDATE:

In keeping with the Book of Order (G-2.0504b), it is understood the Reverend _____ shall not become a candidate for the current Pastoral vacancy of _____ Presbyterian Church.

5) LENGTH OF SERVICE:

The Session, the Interim, and the Committee on Ministry agree that this Covenant shall continue for one year or, if sooner, until the arrival of a called Pastor.

This Covenant shall commence _____.

This Covenant may be terminated by the Session, the Interim, and the Committee on Ministry upon thirty (30) days written notice. The Covenant may be extended by agreement of all parties.

6) TERMS OF CALL:

The Interim is employed on a full-time basis and will be compensated at the annual amount as follows:

(Begin typing amounts just to the right of the "\$" and amounts will line up)

