

# GUIDELINES FOR PASTORAL TRANSITION

## PRESBYTERY of BOSTON

<b>Pastor</b>	<b>Session/Congregation</b>	<b>Presbytery</b>
<p><b>Step 1</b></p> <p>When a pastor decides to leave a congregation, he/she notifies the Committee on Ministry (CoM), informs the session, and asks the session to call a congregational meeting. The pastor may invite someone else to moderate the congregational meeting if he/she chooses.</p>	<p><b>Step 1</b></p> <p>The session calls a congregational meeting to concur with the pastor's request that the presbytery dissolve the call.</p> <p>The clerk of session informs the CoM how the congregation voted on the motion to concur.</p>	<p><b>Step 1</b></p> <p>CoM provides these guidelines to the pastor to distribute to the session and names a liaison to the session and congregation.</p> <p>If the pastor and congregation are in agreement, CoM votes to concur with the congregation's vote and reports to presbytery; otherwise CoM recommends that presbytery vote to dissolve the pastoral relationship.</p>
<p><b>Step 2</b></p> <p>The pastor clearly presents the concept of separation ethics as an important part of saying goodbye.</p>	<p><b>Step 2</b></p> <p>The session plans a congregational celebration of the pastor's ministry and acknowledges the need for good separation ethics.</p>	<p><b>Step 2</b></p> <p>CoM provides pastor with material on separation ethics. CoM arranges for a public expression of appreciation for the pastor within the Presbytery.</p>
<p><b>Step 3</b></p> <p>Pastor participates in exit interview with CoM.</p>	<p><b>Step 3</b></p> <p>Session participates in exit interview with CoM.</p>	<p><b>Step 3</b></p> <p>CoM conducts exit interview with pastor and session.</p>
<p><b>Step 4</b></p>	<p><b>Step 4</b></p> <p>Session is introduced to types of transitional leadership and selects the type that best meets the needs of the congregation.</p>	<p><b>Step 4</b></p> <p>CoM appoints a temporary moderator. The liaison and the moderator meet with the session to discuss transitional pastoral leadership and other functions that may have been covered by the pastor.</p>

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<b>Step 4, continued</b>	<b>Step 4, continued</b>	<b>Step 4, continued</b>
	Session creates a job description and contract terms, and sends these to CoM for approval.	CoM approves job description and contract terms.
	Session serves as interim search committee or appoints interim search committee.	CoM chair provides to session the PIFs of teaching elders who have indicated their willingness to serve as interim pastors or stated supply.
If the chosen teaching elder is not already a member of the Presbytery, he/she must provide a PIF, a one-page faith journey and a statement of faith to the CoM for review and presentation to the Presbytery.	The search committee maintains confidentiality until final candidate is announced. The committee conducts search, interviews candidates, and selects a candidate for the position. The committee chair informs the session. The session approves the candidate and informs the CoM.	The CoM interviews the chosen candidate and informs the session of their approval.
<b>Step 5</b>	<b>Step 5</b>	<b>Step 5</b>
Candidate signs release and returns to recording clerk of CoM.	<b>No person may begin ministry at the church until background check is complete.</b>	CoM's recording clerk initiates a criminal background check. Clerk gives release form to candidate, and upon receipt of signed form, sends it to Synod for the background check. Synod sends results to Stated Clerk, who notifies the session.
<b>Step 6</b>	<b>Step 6</b>	<b>Step 6</b>
Interim pastor (or Stated Supply begins term of service at the church.	Session presents candidate to the congregation and dismisses the search committee with thanks.	Presbytery votes on candidate if not already a member, and to approve the employment contract.

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<p><b>Step 7</b></p> <p>Interim pastor presents the five developmental tasks:</p> <ol style="list-style-type: none"> <li>1. Coming to terms with history.</li> <li>2. Discovering a new identity.</li> <li>3. Recognizing emerging leaders.</li> <li>4. Renewing denominational links.</li> <li>5. Commitment to new leadership and a new future.</li> </ol>	<p><b>Step 7</b></p> <p>Congregation participates in developmental tasks of transitional ministry.</p>	<p><b>Step 7</b></p> <p>CoM liaison stays in touch.</p>
<p><b>Step 8</b></p> <p>As moderator of the session, the interim pastor assists with the mission study process.</p>	<p><b>Step 8</b></p> <p>Session institutes a mission study with guidance from the CoM.</p> <p>Session sends mission study to CoM for approval.</p>	<p><b>Step 8</b></p> <p>CoM provides guidance to session in conducting a mission study.</p> <p>CoM reviews and approves the mission study.</p>
<p><b>Step 9</b></p> <p>Interim pastor moderates congregational meeting to elect PNC.</p>	<p><b>Step 9</b></p> <p>Session calls a congregational meeting to elect a pastor nominating committee. Session creates a budget for the PNC, including a range for new terms of call.</p> <p>The PNC is representative of the congregation and reports to the congregation. The PNC observes EEO guidelines and maintains strict confidentiality.</p>	<p><b>Step 9</b></p> <p>CoM liaison assists in establishing a process for election of the PNC.</p>
<p><b>Step 10</b></p> <p>Interim pastor is not involved in the decision making process of the PNC, but may be consulted on procedural matters.</p>	<p><b>Step 10</b></p> <p>Session and congregation pray for the PNC.</p> <p>PNC creates Ministry Information Form (MIF) using information in the mission study.</p>	<p><b>Step 10</b></p> <p>CoM liaison works with PNC as MIF is being developed.</p>

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<b>Step 10, continued</b>	<b>Step 10, continued</b>	<b>Step 10, continued</b>
	Session/congregation receive periodic reports from the PNC via Sunday announcements, newsletter updates, etc.	
	MIF is submitted to session for approval.	Completed MIF is submitted to CoM for approval.
	PNC Chair files MIF electronically with the Church Leadership Connection [CLC]. Clerk of session validates the filing using access code.	CoM chair calls Church Leadership Connection [CLC] and obtains an access code to post the MIF. CoM chair gives the code to the PNC chair and clerk of session.
	PNC maintains strict confidentiality regarding specific candidates being considered	CLC does matches and sends PIFs to PNC.
<b>Step 11</b>	<b>Step 11</b>	<b>Step 11</b>
Interim developmental tasks continue.	When PNC has selected one or two finalists to come to a neutral pulpit, PNC chair asks CoM chair to get presbytery executive and CoM references. PNC sends a copy of the PIF(s) to the chair of CoM.	CoM liaison gives assistance, training, and guidance in the remaining steps of the call process: evaluating PIFs, interviewing, checking references, etc.
Candidate(s) who are not already a member of presbytery provide CoM with a one-page Statement of Faith and a one-page account of their Faith Journey.		CoM chair arranges for neutral pulpit(s) and contacts E.P.s and CoM chairs to get references. If this is a first call, the candidate's CPM chair is contacted. CoM chair makes arrangements for CoM to interview the candidate(s).
Candidate(s) for permanent position preach in neutral pulpits.		CoM interviews the candidates and reports back to PNC.

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<b>Step 12</b>	<b>Step 12</b>	<b>Step 12</b>
Candidate agrees to terms of call.	PNC selects a finalist to candidate, and notifies CoM chair.	CoM's recording clerk initiates a criminal background check. Clerk gives release form to candidate, and upon receipt of signed form, sends it to Synod for the background check. Synod sends results to Stated Clerk, who notifies the PNC.
Candidate signs release and returns it to recording clerk of CoM.	PNC negotiates terms of call and reports to session.	
	PNC submits EEO form to CoM chair.	
	<b>No person may candidate until background check is complete.</b>	
<b>Step 13</b>	<b>Step 13</b>	<b>Step 13</b>
	Session votes on terms of call and reports terms to CoM chair.	CoM approves terms of call and reports approval to PNC and session.
<b>Step 14</b>	<b>Step 14</b>	<b>Step 14</b>
Candidate sends requested materials to CoM.	PNC asks session to call a congregational meeting and works with session to plan a means to	CoM chair asks candidate for Statement of Faith and Faith Journey, if necessary, and arranges for the presentation of the candidate to the presbytery for examination if he/she is not already a member.
	PNC introduces the candidate to the congregation.	
<b>Step 15</b>	<b>Step 15</b>	<b>Step 15</b>
The candidate preaches before the congregation and meets its members.	The congregation meets after worship. The PNC explains the process of choosing a candidate and places the name of the candidate before the body for a ballot vote.	The CoM liaison attends the congregational meeting.
	The terms of call are voted on. The terms must include an effective date. Call forms are signed and given to the CoM liaison.	If the candidate is not ordained, the CoM facilitates the examination process.
		The presbytery approves membership for the candidate if necessary, and approves the terms of call.

Pastor	Session/Congregation	Presbytery
<b>Step 15, continued</b>	<b>Step 15, continued</b>	<b>Step 15, continued</b>
	<b>No person may assume the pastoral position until membership and call are approved by the Presbytery.</b>	
<b>Step 16</b>	<b>Step 16</b>	<b>Step 16</b>
Interim or other transitional pastor says farewell and announces future plans.	Session/Congregation says farewell to interim or other transitional pastor and holds a celebration of his/her ministry.	CoM conducts exit interview with interim or other transitional pastor, and conducts a review of the transition with session.
Interim or other transitional pastor participates in exit interview with CoM.	Session participates in review of transition period with CoM.	
<b>Step 17</b>	<b>Step 17</b>	<b>Step 17</b>
Pastor-elect and PNC select persons to serve on commission to ordain and/or install, and submit the membership of the commission to CoM.	Session informs liaison the potential date and time for ordination and/or installation, which is then cleared with the presbytery moderator.	CoM liaison provides guidelines for ordination and/or installation and suggests possible names for the commission.
	Invitations are sent to members of the presbytery.	Presbytery approves the date, time, and membership of the commission.
<b>Step 18</b>	<b>Step 18</b>	<b>Step 18</b>
Pastor-elect plans the ordination and/or installation service and submits a copy of the bulletin to the Stated Clerk of Presbytery for approval. Constitutional questions, names of commissioners, and an announcement that the offering goes to the presbytery's ministers' emergency fund must be included in the bulletin.	The ongregation gathers for the ordination and/r installation service, and usually provides a reception.	Presbytery Stated Clerk approves the bulletin, making sure that the sure that the constitutional questions and commission names are in order and that the offering is designated to the ministers' emergency fund.
		The Presbytery's commission (ordains)/installs the pastor.

**Pastor**

**Session/Congregation**

**Presbytery**

**Step 19**

Pastor begins new ministry.

The pastor meets with CoM members for a triennial visit in six months.

**Step 19**

The congregation welcomes its newly installed pastor.

Session meets with CoM members for a triennial visit in six months.

**Step 19**

CoM conducts a triennial visit in six months.

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