

PRESBYTERY OF PROSPECT HILL (Revised 3-2006dr)

Committee on Ministry

Church checklist for process from pastoral dissolution to pastoral installation

- Committee on Ministry (COM) is notified by a pastor or session that a dissolution is to occur.

- COM appoints a representative to meet with the session at the earliest possible time to:
 - Explain process.
 - Provide list for pulpit supply.
 - Arrange for an exit interview with the pastor and the Session.
 - COM rep reviews Separation Ethics document with pastor and Session.

- Following the action of the congregation to concur with the request for dissolution, COM recommends:
 - That the presbytery dissolve the relationship between the church and the pastor.
 - A moderator for the session.
- COM Representative briefs the moderator of the church seeking a pastor.

- Following the departure of the pastor, the COM representative and if possible the Executive Presbyter meets with the session to:
 - Review the self-study process and establish a time-line.
 - Explore interim pastor or pulpit supply possibilities and concerns.
 - Review steps for calling a pastor using the manual, "On Calling a Pastor".

- Session appoints a self-study committee for the congregation. COM representatives assist in process using one of the recommended documents.
- Session reviews and approves the completed self-study.
- Session submits the completed self-study to COM for approval.

- COM acts to approve the establishment of a Pastor Nominating Committee (PNC).

- Session consults with COM rep to establish a time to elect a Pastor Nominating Committee (PNC).
- Session establishes a salary range.

- Congregation elects a PNC. (Size may be recommended by the Session.)

- COM rep convenes the PNC to:
 - Discuss process.
 - Organize committee to elect chair, vice chair and secretary.
 - Discuss commitment to and affirmation of an Equal Opportunity search.
 - Plan type and frequency of PNC reports to the congregation.
 - Begin work on the Church Information Form (CIF).

- Observe recommended salary range.
- PNC consults with Session to:
 - Review PNC procedures.
 - Determine PNC budget.
 - Secure Session endorsement of CIF.
 - Session re-approves salary range for CIF.
- PNC submits approved and signed CIF to COM rep.
- COM rep submits CIF to the presbytery office for distribution by e-mail to the COM for approval.
- After COM approval, Chair signs the CIF, retains a copy for presbytery office file and gives the PNC Chair the LoginID and Password to enter the CIF online with Referral Services in Louisville (www.clc.pcusa.org) and the LoginID and Passwords for the members of the PNC and the Clerk of Session.
- After the CIF has been submitted and the Clerk of Session has attested to it, the PNC should notify the COM Chair and the Stated Clerk to also attest to the CIF.
- Stated Clerk and COM Chair attest to the CIF online.
- COM rep continues to work with PNC to:
 - Advise on how to evaluate PIFs and self referrals.
 - Instruct how to interview using confidentiality procedures.
- PNC establishes interview and evaluations procedures.
- PNC receives and reviews PIFs.
- PNC makes initial contact with top candidates to check availability.
- PNC requests COM rep to ask the Executive Presbyter to make reference checks on persons of special interest before making a decision to interview such persons and/or hear them at a neutral pulpit site.
- PNC requests the assistance of COM rep if a neutral pulpit is needed.
- PNC notifies COM rep as soon as plans are made for interviews, so COM can have an opportunity to interview prospective candidates during the same visit. Committee on Preparation for Ministry (CPM) must be involved before a non-ordained candidate is brought in for a neutral pulpit and/or a candidating visit.
- PNC conducts interviews.
 - Makes final decision.
 - Negotiates terms of call with the approval of Session. (See persons.org for guidelines.)
 - Requests COM rep to ask COM for approval to invite one person to candidate.
- PNC requests the Session to call a meeting of the congregation to receive the recommendation of the PNC and vote on the call.
- PNC plans for the presentation of the candidate to the congregation. This may include:

- Preparing biographical material.
- Having an informal fellowship time prior to congregational worship and vote.
- Session acts on PNC's request and calls a special meeting of the congregation to follow the worship period at which the candidate will preach.
- Moderator of congregational meeting receives guidelines for the meeting from the COM rep.
- Congregation hears the candidate and at the called meeting of the congregation, votes on the nominee of the PNC.
- If there are a number of negative votes the moderator of the meeting will advise the PNC of necessity to notify the candidate.
- If vote is favorable, use the guidelines from the Book of Order, G14.0506, to fill out the call forms.
- PNC, Candidate and Moderator of congregational meeting sign the call papers and submit them to the Stated Clerk.
- The congregation votes to dissolve the PNC.
- COM reviews the congregation's call to a pastor and prepares its recommendation to Presbytery.
- Presbytery acts on the recommendation of the COM.
- COM rep notifies the Pastor - Elect to contact the presbytery office for the installation packet and recommends commission members for the service.
- Pastor - Elect clears the date with the presbytery moderator and the presbytery office and then contacts persons to participate in the installation and serve on the commission.
- Pastor - Elect, in consultation with the Session and COM, submits plans for an installation service to the Stated Clerk.
- Presbytery elects the Installation Commission which conducts an Installation Service on the date voted upon by the Presbytery.
- Installation Service takes place and the Commission reports to COM and requests dissolution of the Commission.