



Who Does What during a Pastoral Transition?

1. The Session
 - a. Conducts a mission study or goal setting process for the church.
 - b. Ordinarily the Clerk consults with the Commission on Ministry (COM) before the current pastor departs.
 - c. Meets with the COM Liaison and the General Presbyter to be briefed on the transition process.
 - d. Engages an Interim/Transitional Pastor.
 - e. If searching for an Installed Pastor, provides a process for the congregation to elect a Pastor Nominating Committee (PNC). If searching for a non-Installed Pastor, appoint a Pastor Search Team (PST).
 - f. Assists the PNC/PST in drafting a Ministry Information Form (MIF) and provides a budget for PNC/PST expenses.
 - g. Reviews and approves the completed Mission Information Form (MIF).
 - h. For an Installed Pastor, calls the congregational meeting to hear the PNC's report and elects the new pastor. For a non-Installed Pastor, approve the recommendation of the PST and engage the Pastoral Leader in a contract.
2. The Interim Pastor (if one is employed)
 - a. Carries on the ministry of the church and prepares it to receive a new Pastoral Leader.
 - b. May assist/lead/compile the mission study.
 - c. Supports and prays for the PNC, but is not directly involved with its work.
3. The Pastor (in the case of an Associate Pastor search)
 - a. Participates in the search process to the extent that is appropriate.
 - b. Honors the independence of the APNC.
 - c. Is kept abreast of the progress of the APNC by the APNC Chair.
 - d. Interviews the final candidates and may attend the MTT/CHT Interview Team examination along with the candidate.
4. The Congregation
 - a. Elects the PNC and votes on the call of a new pastor.
 - b. Prays for the PNC and respects its confidentiality.
 - c. Votes on the call and terms of call of the PNC's recommended candidate.

5. The Pastor Nominating Committee (PNC)/Pastor Search Team (PST)
 - a. Completes the Mission Information Form (MIF) using information from the mission study.
 - b. Reads and evaluates Personal Information Forms (PIFs) from potential pastors.
 - c. Interviews and does reference checks on candidates of interest.
 - d. Selects a candidate to place in nomination before the congregation (PNC) or session (PST).
 - e. Provides support to a new pastor during the transition period.

6. The Commission on Ministry (COM)
 - a. Appoints a COM Liaison to work with the church.
 - b. Appoints a Session Moderator, if needed.
 - c. Provides names of potential pulpit supply pastors and/or interim pastors.
 - d. Grants permission for a church to elect a PNC or PST.