

	Pastor	Session/Congregation	Presbytery
1	Pastor notifies COM and EP when he/she is requesting the dissolution of the pastoral relationship and asks Session to call a congregational meeting.	The Session calls a congregational meeting to concur with the pastor's request that presbytery dissolve the call.	COM or WP votes to dissolve relationship upon request of pastor/congregation. (Appendix A)
2	Pastor participates in Exit Interview with COM.	Session participates in Exit Interview with COM.	COM conducts Exit Interview with pastor and Session. (Appendix B)
3	Clearly presents the concept of "Separation Ethics" as an important part of saying good-bye.	Celebrates the pastor's ministry and acknowledges the material within "Separation Ethics."	COM explains the theology of "Separation Ethics." If possible, publicly expresses appreciation for service within WP. (Appendix C)
4	Types of transitional leadership: stated supply, interim pastor, interim co-pastor, interim associate pastor, temporary supply or organizing pastor. The transitional pastor may be appointed moderator. No interim pastor is eligible to be considered as the next installed pastor. (G-14.0513b.) If transitional leader is not already a member of presbytery, the "Required Steps to Membership" must be followed.	Session is introduced to types of transitional leadership and selects the one that best meets the needs of the congregation. Transitional leaders are hired by session or appointed by COM with presbytery approval.	COM appoints a temporary moderator and liaison. The liaison and the moderator meet with the Session to discuss transitional pastoral leadership. COM approves the selection and appoints a moderator for the transition period. COM representative participates in a Litany of Welcome at the first worship with interim. (Appendix D)
5	If appropriate, the transitional pastor assists with Mission Study Process with guidance from COM.	Session institutes a Mission Study.	COM provides options in conducting a Mission Study. (Appendix E)
6	Transitional pastor may moderate the meeting to elect the PNC.	Session calls congregational meeting for election of PNC and to advise congregation of EEO directives. The PNC maintains strict confidentiality.	COM liaison assists in establishing a process for election of the PNC with specific directives concerning EEO. (Appendix F)

	Pastor	Session/Congregation	Presbytery
7	Transitional pastor is not involved in the decision making process of the PNC, but may be consulted on procedural matters.	Session/congregation receives periodic reports from the PNC via Sunday morning announcements, newsletter articles, information table, etc. Session approves CIF and Clerk electronically confirms approval.	COM liaison and PNC prepare CIF. Forms are available at www.cps.pcusa.org COM chair assigns a login number & password for PNC chair and clerk of session. When CIF is completed, electronically submit form to COM chair. When all approvals are completed, EP will use CIF to do a computer match. (Appendix G)
8	Transitional Pastor presents developmental tasks: 1. Coming to terms with history 2. Discovering a new identity 3. Shifts of power	Participates in the developmental tasks of Transitional Ministry. PNC reviews the call process and “Steps to Required Membership.” (Appendices H and J)	COM liaison gives assistance, training and guidance in the remaining steps of the call process—evaluating dossiers, interviewing, checking references, etc. EP meets with PNC to discuss referencing the church with candidates. (Appendices H & J)
9	Developmental tasks continue: 4. Rethinking denominational links 5. Commitment to new leadership and a new future	When PNC has selected 3-5 finalists to come for a neutral pulpit, PNC chair contacts EP for executive references and COM chair for COM references BEFORE visit. If a person is not yet ordained, CPM chair is contacted. Upon clearance, PNC invites potential candidates to interview.	COM or CPM makes arrangements for initial interviews with the 3-5 persons being considered as the candidate. (G-11.0402). (Appendix I)
10	A finalist is selected by the PNC. (Appendix J)	PNC selects a finalist to candidate & notifies COM & the EP. A copy of the PIF is sent to COM Chair & EP. NO PERSON MAY CANDIDATE UNTIL BACKGROUND CLEARANCE IS RECEIVED.	Presbytery sends membership exam packet and background check release forms to the final candidate. (Appendix J)

	Pastor-Candidate	Session/Congregation	Presbytery
11	<p>Transitional pastor prepares congregation for her/his farewell and creates a welcoming environment for the new pastor.</p> <p>The person proceeds to candidate after background clearance is received.</p> <p>-----</p> <p>Pastor-Candidate receives Appendices K & L</p>	<p>PNC asks Session to call congregational meeting and works with Session in planning means to introduce candidate to congregation.</p> <p>PERSON MAY NOT ASSUME PASTORAL POSITION UNTIL MEMBERSHIP AND CALL ARE APPROVED BY PRESBYTERY.</p> <p>(Appendices K & L)</p>	<p>After background clearance and a call are received, if person is ordained, COM or presbytery conducts a membership exam at a regularly scheduled meeting. Terms of Call must be approved by Presbytery.</p> <p>If person is not ordained, CPM facilitates the Book of Order examination process. If passed, Presbytery approves the call.</p> <p>(Appendices K & L)</p>
12	<p>Pastor-Candidate leads worship prior to congregational meeting.</p> <p>-----</p> <p>Transitional pastor or an approved moderator presides at the called congregational meeting.</p>	<p>At the called congregational meeting, the PNC explains the process of recommending a particular candidate and then places the name of the candidate before the voting members. The vote is to be by ballot. The call must include all terms and the effective date.</p>	<p>Call Forms are then signed following the congregational meeting and the Call is placed in the hands of the COM Liaison.</p> <p>(Appendix M)</p>
13	<p>Transitional pastor says farewell and announces future plans.</p> <p>COM conducts exit interview with transitional pastor.</p>	<p>Session/congregation says farewell to transitional pastor and holds a celebration of her/his ministry.</p> <p>COM conducts exit interview with Session.</p>	<p>COM conducts exit interview with transitional pastor and Session.</p>
14	<p>Pastor-Elect and PNC select persons to serve on Commission to Ordain/Install and submit information to COM.</p>	<p>Session may be asked for suggestions for the Commission to Ordain/Install.</p>	<p>COM liaison provides Guidelines for Ordination/ Installation and suggests possible names for Commission.</p> <p>Presbytery approves the time, date, and Commission members.</p> <p>(Appendix N)</p>
15	<p>Pastor plans Installation Service.</p>	<p>Congregation gathers for ordination/ installation and pays costs of ordination/installation commission.</p>	<p>Presbytery, through its commission, installs pastor.</p>
16	<p>Enjoys start-up bliss.</p>	<p>Welcomes newly installed pastor.</p>	<p>COM liaison conducts six month and one year check-ins.</p>

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Appendix B	Exit Interviews
Appendix C	Separation Ethics
Appendix D	Interim Pastor Contract and Litany of Beginnings
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ALL APPENDICES LISTED ARE DOCUMENTS NEEDED FOR THE PROCESS AND ARE AVAILABLE AT THE WINNEBAGO PRESBYTERY OFFICE (1-800-353-3598).

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Glossary of Terms

The following are used repeatedly in this handbook:

- CIF** **Church Information Form**: The form containing data which describes the situation, goals and priorities of a particular congregation, together with a precise description of the skills, experience, and interest needed to meet the expectations held for the pastor-elect.
- CLC** **Church Leadership Connection**: Using the latest technology to provide matching services for churches, organizations, governing bodies and church professionals, CLC utilizes Presbyterian Church Web Page: www.pcusa.org/cls/forms
- COM** **Committee on Ministry**: The committee of elders and ministers elected by the Presbytery to serve as pastor and counselor to the ministers of the Presbytery; to facilitate the relations between congregations, ministers and the Presbytery; and to settle difficulties on behalf of Presbytery when possible and expedient. It is responsible for the concerns of the ministers and congregations of the Presbytery. It is the committee having first decision in all processes of Presbytery regarding the establishment and dissolution of all pastoral relationships.
- CPM** **Committee on Preparation for Ministry**: The committee of elders and ministers elected by the Presbytery is responsible for the full preparation of persons to serve the church as ministers of the Word and Sacrament. This committee is involved when the person being called to a pastoral position has not yet been ordained.
- CPS** **Churchwide Personnel Service**: The office within the National Ministries Division of the General Assembly that processes PIFs and CIFs and provides support services to COMs, PNCs, and pastors seeking new calls. 1-800-398-3912.
- EP** **Executive Presbyter**
- PIF** **Personal Information Form**: The form containing data on a particular minister. Often called a “dossier” or “data form.” It is used in the search process.
- PNC** **Pastor Nominating Committee**: The committee elected by the congregation to search, in consultation with the COM, for a pastor. The PNC is elected by the congregation and reports to the congregation, not the Session.
- WP** **Winnebago Presbytery**

