

Guidelines for Pastoral Changes



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	Pastor	Session/Congregation/PNC	Presbytery
1	<p>Pastor notifies COM and EP when he/she is requesting the dissolution of the pastoral relationship and asks Session to call a congregational meeting.</p>	<p>The Session calls a congregational meeting to concur with the pastor's request that presbytery dissolve the call.</p>	<p>COM or WP votes to dissolve relationship upon request of pastor/congregation.</p> <p>(Appendix A)</p>
2	<p>Pastor participates in Exit Interview with COM.</p> <p>Pastor understands and clearly shares "Separation Ethics" information with congregation.</p>	<p>Session participates in Exit Interview with COM.</p> <p>Congregation celebrates the pastor's ministry.</p> <p>"Separation Ethics information is made available.</p>	<p>COM conducts Exit Interview with pastor and Session.</p> <p>COM explains the theology of "Separation Ethics" and publicly expresses appreciation for service within WP.</p> <p>(Appendix B & C)</p>
3	<p>Types of transitional leadership:</p> <ul style="list-style-type: none"> • stated supply • interim • temporary supply • designated (G-14.0520) <p>Transitional pastors (except short term) must become members of WP.</p> <p>No interim pastor is eligible to be considered as the next installed pastor. (G-14.0513b.</p>	<p>Session considers and selects transitional leadership that best meets needs of the congregation.</p> <p>Session selects method for hiring a transitional leader.</p> <p>Transitional leaders require WP y approval.</p> <p>Steps 4-14 are followed only if an Interim or Designated Pastor is selected.</p>	<p>COM appoints a temporary moderator and liaison who meet with the Session to discuss transitional pastoral leadership. COM/Presbytery approves the selection.</p> <p>COM representative participates in a Litany of Welcome at the first worship with interim.</p> <p>(Appendix D)</p>

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4	Interim/Designated (I/D) pastor may advise on PNC election and CIF preparation processes.	<p>Session:</p> <ul style="list-style-type: none"> • approves a process for PNC election/budget • approves a process for studying the mission of the congregation, and CIF data gathering/writing • calls congregational meeting for PNC election 	<p>COM liaison discusses with Session options for electing a PNC, completing a mission study process and writing a CIF.</p> <p>(Appendix E & F)</p>
5	I/D pastor is not involved in the decision making process of the PNC, but may be consulted on procedural matters.	<p>Session/congregation receives periodic reports from the PNC via Sunday morning announcements, newsletter articles, information table, etc.</p> <p>Session approves CIF and Clerk electronically confirms approval.</p>	<p>COM liaison and Session/PNC prepare CIF. Forms are available at www.pcusa.org/clc/forms.</p> <p>COM chair assigns log-in information and electronically confirms CIF approval.</p> <p>When all approvals are completed, EP will use CIF to do a computer match.</p> <p>(Appendix G)</p>
6	<p>I/D Pastor presents developmental tasks:</p> <ul style="list-style-type: none"> • Coming to terms with history • Discovering a new identity • Shifts of power • Rethinking denominational links • Commitment to new leadership and a new future 	<p>Participates in the developmental tasks of Interim Ministry.</p> <p>PNC reviews the call process (http://www.pcusa.org/resource/calling-pastor/) and WP “Steps to Required Membership.”</p> <p>(Appendices H and J)</p>	<p>COM liaison gives training and guidance in the steps of the call process—evaluating dossiers, interviewing, checking references, etc. EP meets with PNC to discuss referencing the church with candidates.</p> <p>(Appendices H & J)</p>

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7	<p>Persons seeking a call introduce themselves with a PIF. Some may offer a DVD or website.</p> <p>Persons selected may be interviewed via phone, computer or in person.</p>	<p>As the PNC begins to select candidates for second interviews, PNC chair contacts EP and COM chair for REFERENCES.</p> <p>If a person is not yet ordained, CPM chair is also contacted for references.</p> <p>UPON REFERENCE CLEARANCE, PNC invites selected finalists for an on-site visit</p>	<p>EP and COM Chair conduct reference checks. If a person is not yet ordained, CPM chair is also contacted for references.</p> <p>During the on-site visit, COM and/or CPM conduct(s) an initial interview. (G-11.0402)</p> <p>(Appendix I)</p>
8	<p>The finalist is selected by the PNC.</p> <p>When the finalist receives the membership packet from WP, he/she completes and signs the background release and background request forms and returns them to the WP immediately.</p> <p>Background check process begins as soon as signed forms are received by WP.</p> <p>(Appendix J)</p>	<p>PNC selects a finalist to candidate.</p> <p>PNC notifies COM, (CPM if not ordained) and the EP and sends EACH a copy of the PIF.</p> <p>Background check process begins as soon as signed forms are received by WP.</p> <p>FOR THE PROTECTION OF THE CONGREGATION, NO FINALIST MAY CANDIDATE UNTIL BACKGROUND CLEARANCE IS RECEIVED.</p> <p>If the background check raises concerns, EP will confer with COM Liaison, COM/CPM Chair, and PNC Chair.</p> <p>If the background check is cleared, the process continues.</p>	<p>Presbytery sends membership exam packet and background check release forms to the finalist.</p> <p>Background check process begins as soon as the signed forms are received from the finalist.</p> <p>Presbytery Office gives background clearance report to COM Chair, COM liaison to PNC, and PNC Chair.</p> <p>(Appendix J)</p>

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9	<p>When background clearance is received, PNC & finalist determine a date to candidate.</p> <p>Finalist sends faith & bio statement to WP or meets with CPM to begin the ordination process.</p> <p>-----</p> <p>I/D pastor prepares congregation for her/his farewell and creates a welcoming environment for the new pastor.</p> <p>(Appendices K & L)</p>	<p>PNC asks Session to call congregational meeting and works with it to plan the candidating event. (Samples are found in Appendix K)</p> <p>FINALIST MAY NOT ASSUME PASTORAL POSITION UNTIL MEMBERSHIP AND CALL ARE APPROVED BY COM OR PRESBYTERY.</p> <p>(Appendices K & L)</p>	<p>If the background check is cleared, the process continues.</p> <p>Faith and bio statement are received from finalist.</p> <p>Non-ordained person completes CPM requirements for ordination exam.</p> <p>(Appendices K & L)</p>
10	<p>The finalist leads worship prior to congregational meeting.</p> <p>-----</p> <p>I/D pastor or a WP approved moderator presides at the called congregational meeting.</p>	<p>At the called congregational meeting, (see G-.0803) the PNC explains the search process used and places the name of the finalist and the proposed Terms of Call before the voting members.</p> <p>An approved Call must include all terms, the effective date, and signatories to the Call.</p> <p>Call Forms are signed by the Moderator, approved signatories, and the candidate.</p> <p>All four copies are sent to WP.</p> <ul style="list-style-type: none"> • Submit Completed EEO Report Form II 	<p>Upon receiving a Call, the finalist appears before either the COM or the Presbytery; the Terms of Call are approved and the person is examined for membership.</p> <p>If finalist is not ordained, CPM facilitates the examination process, and he or she must appear before Presbytery.</p> <p>In the rare event of non-approval, COM/CPM will confer with the finalist and the PNC.</p> <p>When all approvals have been given, the Call forms are signed by the Stated Clerk and copies given to all parties.</p> <p>(Appendix M)</p>

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11	<p>I/D pastor says farewell and announces future plans.</p> <p>COM conducts exit interview with I/D pastor.</p>	<p>Session/congregation says farewell to I/D pastor and holds a celebration of her/his ministry.</p> <p>COM conducts exit interview with Session.</p>	<p>COM conducts exit interview with I/D pastor and Session.</p>
12	<p>Pastor-Elect contacts Presbytery Moderator regarding availability for Ordination/Installation.</p> <p>Submit info to COM for Presbytery approval.</p> <p>Commission is usually 5-7 members. See G-3.01b.</p> <p>(Appendix N)</p>	<p>Session may be asked for suggestions for the Commission to Ordain/Install.</p> <p>PNC may assist in selecting persons to serve on Commission.</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>
13	<p>Pastor plans Ordination/Installation Service.</p>	<p>Congregation gathers for Ordination/ Installation and pays expenses of the Commission.</p>	<p>Presbytery, through its Commission, ordains/ installs pastor.</p>
14	<p>Enjoys start-up bliss.</p>	<p>Welcomes newly installed pastor.</p>	<p>COM conducts 6 month and one year visits.</p>