

PEACE RIVER PRESBYTERY
"Timeline for Pastoral Transitions"

COMPLETE DATE

STEP

ACTION

Revised 03/21/05

Dissolution of Pastoral Relationship

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| Step 1 | COM is advised on the intent to seek a dissolution of pastoral relationship |
| Step 2 | COM Chair assigns a liaison to assist in the transition |
| Step 3 | In a pastoral request to dissolve the relationship, the session is informed |
| Step 4 | The COM liaison meets with the session to outline process of seeking an interim and calling an installed pastor. |
| Step 5 | Session consults with COM regarding any temporary pastoral relationship |
| Step 6 | Session decides on nominating and election process for IPNC (if any) |
| Step 7 | Session calls a cong. meeting to act upon the request of dissolution |
| Step 8 | Exit interview with pastor, COM liaison, & General Presbyter (if available) |
| Step 9 | If cong. & pastor concur, presbytery dissolves the relationship |
| Step 10 | COM assigns a moderator of session in the absence of a pastor |

Interim Pastor

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| Step 1 | Session establishes a salary range for the IPNC to use in recruitment |
| Step 2 | IPNC (with COM liaison) interview and select finalist for interim pastor |
| Step 3 | Background checks are conducted by the General Presbyter in conversation with the sending presbytery's Executive Presbyter |
| Step 4 | IPNC (with COM liaison) negotiate an interim contract with candidate |
| Step 5 | Interim pastor finalist meets with COM for interview and approval |
| Step 6 | IPNC makes recommendation to session and session elects interim pastor |
| Step 7 | COM presents the interim pastor to the next Stated Presbytery Meeting for membership in the presbytery |
| Step 8 | Interim pastor provides regular written reports to COM during interim period |

COM - Committee on Ministry

CIF - Church Information Form

IPNC - Interim Pastor Nominating Committee

PIF - Personal Information Form

PNC - Pastor Nominating Committee

CLC - Church Leadership Connection

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COMPLETE DATE	STEP	ACTION
		<u>The Pastoral Search</u>
	Step 1	COM assigns a liaison for the PNC (the initial liaison may continue)
	Step 2	COM approves session to proceed with election of PNC
	Step 3	Session agrees to a nominating process to select members to serve on the PNC
	Step 4	Session calls a cong. meeting to elect the PNC (floor nominations allowed)
	Step 5	Session approves a salary range for the PNC to use in recruitment
	Step 6	Session establishes a mission statement or conducts a cong. mission study
	Step 7	COM liaison & General Presbyter instructs & trains the PNC, & provides regular guidance
	Step 8	CIF completed and approved by Clerk of Session, COM liaison, PNC chair
	Step 9	COM chair provides church with "on-line" ID number for CIF
	Step 10	CIF is entered into the Church Leadership Connection (CLC) web site
	Step 11	COM Chair approves CIF & Clerk of Presbytery provides verification to CLC
	Step 12	CIF becomes "Active" on CLC website
	Step 13	PIF's are downloaded from CLC site, received from referrals, & recruited
	Step 14	PIF reviews and telephone interviews of candidates take place, (Liaison is to have a copy of all PIF's that the PNC is considering).
	Step 15	Background checks are conducted by General Presbyter or Chair of COM, prior to an invitation for a face to face interview with potential candidates (liaison provides PIFs to be checked)
	Step 16	Sub-committee of COM interviews the final candidate
	Step 17	PNC proceeds with negotiating terms of call
	Step 18	Final candidate and terms of call are examined by the COM. If the COM vote is unanimous the minister can begin serving prior to the next meeting of presbytery.
	Step 19	A start date is established for the final candidate
	Step 20	PNC requests session to call a congregational meeting to hear their report
	Step 21	The congregation receives the PNC recommendation and calls the pastor
	Step 22	Congregation elects persons to sign the call and to present & prosecute it
	Step 23	COM presents the pastor and terms of call at a meeting of presbytery
	Step 24	The pastor & terms of call are approved by presbytery
	Step 25	The presbytery appoints an Administrative Commission to install the pastor
	Step 26	Service of Installation
	Step 27	A three-month "check-up" is scheduled with the COM and Pastor