

**PRESBYTERY OF PROSPECT HILL**

(Revised 2018)

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. (G-2.08)

\_\_\_\_\_ COM appoints a representative to meet with the session at the earliest possible time to:

\_\_\_\_\_ Explain process.

\_\_\_\_\_ Help arrange Pulpit supply or temporary pastoral services (interim, etc.).

\_\_\_\_\_ 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 under G-2.09 will:

\_\_\_\_\_ Report to the presbytery dissolve the relationship between the church and the pastor.

\_\_\_\_\_ Appoint a moderator for the Session.

COM requires some form of Mission Study

\_\_\_\_\_ Session appoints a self-study/mission study committee for the congregation. COM representatives assist in a process

\_\_\_\_\_ Session reviews and approves the completed self-study.

\_\_\_\_\_ Session submits the completed self-study to COM for approval.

\_\_\_\_\_ After approval of Mission study, COM acts to approve the establishment of a Pastor Nominating Committee (PNC). Congregations cannot establish a PNC prior to approval by COM to do so. (G-2.0801)

\_\_\_\_\_ Session consults with COM rep and calls a congregational meeting to elect a PNC.

\_\_\_\_\_ COM 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 MIF and Church Leadership Connection (CLC).

\_\_\_\_\_ Meet with session to approve a broad compensation range.

\_\_\_\_\_ PNC submits Session-approved MIF to COM.

\_\_\_\_\_ COM meets and discusses MIF. If more work is needed, it will be returned to PNC. If approved by COM, then PNC will be given CLC passwords to upload it online with the national church.

\_\_\_\_\_ Clerk of Session will also need to approve the MIF with a password from chair of COM. COM will also need to give approval 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 the assistance of COM rep if a neutral pulpit is needed. A Background Check is also completed by COM at this time, billed to the congregation. The COM normally will conduct a membership interview with the candidate the same weekend as the neutral pulpit. If a neutral pulpit is deemed unnecessary, the COM will work with the PNC on alternative procedures for background check and membership interview.
  
- \_\_\_\_\_ PNC conducts interviews. Confers with COM on whether way is clear to present a candidate to Congregation (G-2.0803). If way is clear then PNC will:
  - \_\_\_\_\_ Negotiate terms of call with help of COM that will be presented to congregation for their vote. (G-2.0804)
  - \_\_\_\_\_ Request 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.
  
- \_\_\_\_\_ COM will appoint a Moderator of congregational meeting.
- \_\_\_\_\_ 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. (10% or more negative votes means the call is not in order.)
- \_\_\_\_\_ If vote is favorable, fill out the call forms.
- \_\_\_\_\_ PNC, Candidate and Moderator of congregational meeting sign the call papers and submit them to the COM. PNC dissolved by vote of Congregation.
  
- \_\_\_\_\_ COM reviews and approves the congregation's call to a pastor and prepares its recommendation to Presbytery. This also requires approval of the candidate's current presbytery.
  
- \_\_\_\_\_ Presbytery acts on the recommendations of the COM.
- \_\_\_\_\_ COM follows the Installation/Ordination procedures of the Presbytery (G-2.0805) as outlined in the manual of operations.