

# **BASIC OUTLINE FOR CALLING AN ASSOCIATE PASTOR**

## **COMMITTEE ON MINISTRY PRESBYTERY OF NEW COVENANT JULY, 2009 (adopted by COM)**

### **To fill a position that has been vacated:**

1. Session determines if calling an Associate Pastor (AP) meets the needs of the church's ministry, or if hiring a Christian Educator or other Church Professional would better suit those needs. If calling an Associate Pastor for a position already established is the preference,
2. Session requests permission of the Committee on Ministry to elect an APNC (Associate Pastor Nominating Committee).
3. The congregation elects an APNC.
4. The Pastor/Head of Staff serves ex-officio on the APNC with voice but no vote. The expectation is that the Pastor/Head of Staff would participate primarily in the early APNC stage (i.e., creation of the CIF) and late stage (i.e., serious contact and interviews) of the process. Regardless, the APNC may request to meet with the Pastor/Head of Staff or the Pastor/Head of Staff *may request* to meet with the APNC at any time in the process.
5. The APNC conducts the search and narrows candidates to a "small list" of finalists.
6. When the list of candidates is narrowed to a small list of finalists it is appropriate for the APNC to invite the Pastor/Head of Staff to participate in the interviews (generally as an observer) and/or have a separate interview/conversation with each of the finalists. The Pastor/Head of Staff may share thoughts with the APNC before the APNC makes its final candidate choice.
7. APNC notifies Committee on Ministry (COM) of the final candidate choice.
8. COM approves Terms of Call and schedules candidate to meet with Examinations sub-committee of COM (if needed - ALL THE ABOVE MUST HAPPEN BEFORE APNC NOTIFIES SESSION OR CONGREGATION!
9. Once all approvals have been obtained from the Committee on Ministry and the candidate has been successfully examined, the APNC shall ask Session to schedule a meeting of the congregation to elect the Associate Pastor. The announcement of the call for the congregational meeting should include information about the candidate.
10. After the congregation approves the call for the Associate Pastor, he or she may begin work at the church.

### **To create a new Associate Pastor position:**

1. Session considers if there is a need for a Christian Educator or other Church Professional on the staff or if there is a need for another ordained minister on staff, to meet the needs of the church's ministry.
2. Session requests permission of the Committee on Ministry to establish a new Associate Pastor position for the church and to elect an APNC.
3. The congregations votes to establish the position and elects an APNC. Both of these actions may be taken, in sequence, at one meeting of the congregation.
4. See process above beginning with Step 4.