

Transition Checklist for Session When A Pastor Leaves

- Pray for the Pastor and his/ her family as they depart the church family as well as for the congregation and leadership that God may guide them in their work.
- Issue a Call for a Special Meeting of the Congregation to dissolve the pastoral relationship.
- Communicate with the Congregation
 - Call of the Special Meeting
 - Letter from Pastor to the Congregation
 - Information on Separation Ethics for Church Members
- Session arranges for temporary Pulpit Supply and makes arrangements to address pastoral care needs of the congregation.
- Session requests COM to appoint a Moderator until Interim is in place.
- Session makes decision regarding best type of leadership in time of transition. The Session may choose to form an Interim Pastor Search Committee (in some cases the Session may act as the Search Committee).
 - Presbytery is able to provide information regarding the availability of qualified Interim Pastors.
 - The Session enters into a Contract with the Interim. Interim Pastor Contract form is available on-line or through the Presbytery Office.
- Session requests permission to form a Pastoral Nominating Committee (PNC) from COM.
- With permission of COM, Session calls a Special Meeting of the Congregation to elect a Pastoral Nominating Committee (PNC).