

## WHEN A PASTOR LEAVES

1. The pastor notifies the Chair of the Committee on Ministry (COM) of intention to request dissolution of the pastoral relationship.
2. A Transition Team (1 Teaching Elder and 1 Ruling Elder) is appointed by the COM
3. The Transition Team meets with the Session when the pastor presents the request for dissolution of the pastoral relationship and call for a congregational meeting.
  - A date is set for the congregational meeting to act upon the pastor's request for dissolution of the pastoral relationship. The Transition Team discusses the process for electing an Interim Pastor Nominating Committee and a Pastor Nominating Committee, alternatives for Interim leadership for the congregation and other areas of concern. The Teaching Elder on the Transition Team will serve as the Moderator the session and congregation.
4. The outgoing pastor schedules an exit interview with the COM.
5. The session shall:
  - Develop an appropriate dissolution package for the pastor. The Transition Team will assist with this process.
  - Inform the Board of Pensions of the vacancy. Vacancy dues will be charged on the last effective salary of the pastor who is leaving at 12%. When an Interim Pastor is employed, the Board of Pensions should be informed and the vacancy dues will be adjusted.
  - Determine the Interim leadership needs and steps to accomplish them.
6. When the congregation has voted to dissolve the pastoral relationship, the Session may appoint an Interim Pastor Nominating Committee (3-5 members)
  - The IPNC may be composed of session members and congregation members
  - The IPNC creates a Church Information Form (CIF), which requires the approval of the Transition Team before it is sent to the Coordinator of COM for permission to post online
  - The Transition Team works with the IPNC to assist in selecting an Interim Pastor
  - When a contract is extended to an Interim Pastor (approved by COM), that individual shall be named the Moderator.
  - The departing pastor shall have no involvement in the process of selecting an Interim Pastor
7. Once the pulpit is vacant, the session:
  - Requests approval from COM to elect a PNC
  - Requests the church's nominating committee to develop a slate for the PNC and call a congregational meeting to elect the PNC.
  - Develops a budget for the PNC.
  - Develops a salary range for the pastor to be called.
  - Endorses the Church Information Form (CIF) before forwarding it to the COM for endorsement
  - Keeps in touch with COM regarding questions, concern and needs.
8. Both members of the Transition Team assist the Pastor Nominating Committee (PNC).
  - The Transition Team assists the work of the PNC through the time of the "Fast Track" event conducted by the COM within the first three months after the call to the Pastor.