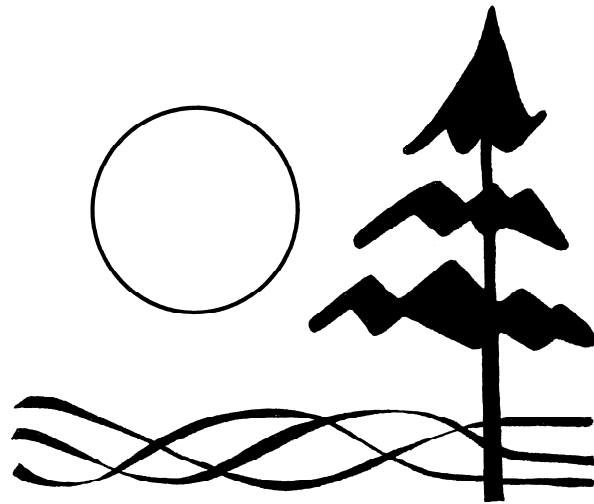


# *Guidelines for Pastoral Changes*



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	<b>Pastor</b>	<b>Session/Congregation</b>	<b>Presbytery</b>
<b>1</b>	Pastor notifies COM and EP when he/she is requesting the dissolution of the pastoral relationship and asks Session to call a congregational meeting.	The Session calls a congregational meeting to concur with the pastor's request that presbytery dissolve the call.	COM or WP votes to dissolve relationship upon request of pastor/congregation.  <b>(Appendix A)</b>
<b>2</b>	Pastor participates in Exit Interview with COM.  Pastor understands and clearly shares "Separation Ethics" information with congregation.	Session participates in Exit Interview with COM.  Congregation celebrates the pastor's ministry.  "Separation Ethics" information is made available.	COM conducts Exit Interview with pastor and Session.  COM explains the theology of "Separation Ethics" and publicly expresses appreciation for service within WP.  <b>(Appendix B &amp; C)</b>
<b>3</b>	Types of transitional leadership: <ul style="list-style-type: none"> <li>• stated supply</li> <li>• interim</li> <li>• temporary supply</li> <li>• designated</li> </ul> Transitional pastors <b>must</b> become members of Winnebago Presbytery.  <b>No interim pastor is eligible to be considered as the next installed pastor.</b> (G-14.0513b.)	Session is introduced to types of transitional leadership and selects the one that best meets the needs of the congregation.  Session decides method for recommending a transitional pastor.  Transitional pastors require Presbytery approval whether hired by Session or appointed by COM.	COM appoints a temporary moderator and liaison who meet with the Session to discuss transitional pastoral leadership. COM/Presbytery approves the selection.  COM representative participates in a Litany of Welcome at the first worship with interim.  <b>(Appendix D)</b>
<b>4</b>	Transitional pastor may advise on PNC election and CIF preparation processes.	Session: <ul style="list-style-type: none"> <li>• approves a process for PNC election</li> <li>• approves a process for CIF data gathering/writing</li> <li>• calls congregational meeting for PNC election</li> </ul>	COM liaison discusses with Session options for electing a PNC and writing a CIF.  <b>(Appendix E &amp; F)</b>

	<b>Pastor</b>	<b>Session/Congregation</b>	<b>Presbytery</b>
<b>5</b>	<p>Transitional pastor is not involved in the decision making process of the PNC, but may be consulted on procedural matters.</p>	<p>Session/congregation receives periodic reports from the PNC via Sunday morning announcements, newsletter articles, information table, etc.</p> <p><b>Session approves CIF and Clerk electronically confirms approval.</b></p>	<p>COM liaison and Session/PNC prepare CIF. Forms are available at <a href="http://www.pcusa.org/clc/forms">www.pcusa.org/clc/forms</a>.</p> <p>COM chair assigns log-in information and electronically confirms CIF approval.</p> <p>When all approvals are completed, EP will use CIF to do a computer match.</p> <p><b>(Appendix G)</b></p>
<b>6</b>	<p>Transitional Pastor presents developmental tasks:</p> <ul style="list-style-type: none"> <li>• Coming to terms with history</li> <li>• Discovering a new identity</li> <li>• Shifts of power</li> <li>• Rethinking denominational links</li> <li>• Commitment to new leadership and a new future</li> </ul>	<p>Participates in the developmental tasks of Transitional Ministry.</p> <p>PNC reviews the call process and “Steps to Required Membership.”</p> <p><b>(Appendices H and J)</b></p>	<p>COM liaison gives assistance, training and guidance in the remaining steps of the call process—evaluating dossiers, interviewing, checking references, etc. EP meets with PNC to discuss referencing the church with candidates.</p> <p><b>(Appendices H &amp; J)</b></p>
<b>7</b>	<p>Pastors seeking a call introduce themselves with a PIF. Some may offer a DVD or website.</p> <p>Selected pastors may be interviewed via phone, computer or in person.</p>	<p>When PNC has selected finalists for an on-site visit, PNC chair contacts EP and COM chair for references <b>BEFORE</b> visit.</p> <p>If finalists are not yet ordained, CPM chair is also contacted for references.</p> <p><b>UPON REFERENCE CLEARANCE</b>, PNC invites selected finalists for an on-site visit</p>	<p>During the on-site visit, COM and/or CPM conducts an initial interview. (G-11.0402)</p> <p><b>(Appendix I)</b></p>

	<b>Pastor</b>	<b>Session/Congregation</b>	<b>Presbytery</b>
<b>8</b>	<p>A finalist is selected by the PNC.</p> <p><b>(Appendix J)</b></p>	<p>PNC selects a finalist to candidate &amp; notifies COM and/or CPM &amp; the EP.</p> <p>A copy of the PIF is sent to COM chair (CPM chair if appropriate) &amp; EP.</p> <p><b>FOR THE PROTECTION OF THE CONGREGATION, NO FINALIST MAY CANDIDATE UNTIL BACKGROUND CLEARANCE IS RECEIVED.</b></p> <p><b>If the background check raises concerns</b>, EP will confer with COM Liaison, CPM Chair, and PNC Chair.</p> <p><b>If the background check is cleared</b>, the process continues.</p>	<p>Presbytery sends membership exam packet and background check release forms to the finalist.</p> <p><b>(Appendix J)</b></p>
<b>9</b>	<p>Transitional pastor prepares congregation for her/his farewell and creates a welcoming environment for the new pastor.</p> <p>The finalist proceeds to candidate after background clearance is received.</p> <p>-----</p> <p>Pastoral finalist receives <b>Appendices K &amp; L</b></p>	<p>PNC asks Session to call congregational meeting and works with Session in planning means to introduce candidate to congregation.</p> <p><b>FINALIST MAY NOT ASSUME PASTORAL POSITION UNTIL MEMBERSHIP AND CALL ARE APPROVED BY COM OR PRESBYTERY.</b></p> <p><b>(Appendices K &amp; L)</b></p>	<p>Upon receiving a Call, the ordained pastor appears before either the COM or the Presbytery; the Call and Terms are approved and the pastor is examined for membership.</p> <p>If finalist is not ordained, CPM facilitates the examination process, and he or she must appear before Presbytery.</p> <p>In the rare event of non-approval, COM/CPM will confer with the finalist and the PNC.</p> <p><b>(Appendices K &amp; L)</b></p>

	<b>Pastor</b>	<b>Session/Congregation</b>	<b>Presbytery</b>
<b>10</b>	<p>Pastoral finalist leads worship prior to congregational meeting.</p> <p>-----</p> <p>Transitional pastor or an approved moderator presides at the called congregational meeting.</p>	<p>At the called congregational meeting, the PNC explains the process of recommending a particular finalist and then places the name of the finalist before the voting members. The vote is to be by ballot. The call must include all terms and the effective date.</p> <ul style="list-style-type: none"> <li>• <b>Submit Completed EEO Report Form II</b></li> </ul>	<p>Call Forms are then signed following the congregational meeting and the Call is placed in the hands of the COM Liaison.</p> <p><b>(Appendix M)</b></p>
<b>11</b>	<p>Transitional pastor says farewell and announces future plans.</p> <p>COM conducts exit interview with transitional pastor.</p>	<p>Session/congregation says farewell to transitional pastor and holds a celebration of her/his ministry.</p> <p>COM conducts exit interview with Session.</p>	<p>COM conducts exit interview with transitional pastor and Session.</p>
<b>12</b>	<p>Pastor-Elect contacts Presbytery Moderator regarding availability for Installation. PNC may assist in selecting persons to serve on Commission.</p> <p>Submit information to COM for Presbytery approval.</p> <p>Commission membership is usually 5-7 members. See G-9.0504b(3).</p> <p><b>(Appendix N)</b></p>	<p>Session may be asked for suggestions for the Commission to Ordain/Install.</p>	<p>COM liaison provides Guidelines for Ordination/ Installation and suggests possible names for Commission.</p> <p>Presbytery approves the time, date, and Commission members.</p>
<b>13</b>	<p>Pastor plans Installation Service.</p>	<p>Congregation gathers for ordination/ installation and pays costs of the commission.</p>	<p>Presbytery, through its commission, installs pastor.</p>
<b>14</b>	<p>Enjoys start-up bliss.</p>	<p>Welcomes newly installed pastor.</p>	<p>COM liaison conducts 6 month and one year visits.</p>