

PASTORAL TRANSITION: A TIMELINE

PASTOR DEPARTS

Pastor announces and prepares for departure. Session celebrates their mutual ministry with the congregation.

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PRESBYTERY
& SESSION

2

CONTACT PRESBYTERY

Clerk of Session contacts COM and requests a meeting with Session to form a Transition Team for the church.

TRANSITION TEAM

Session establishes a Transition Team & a job description for a Transitional Pastor. Together they begin to search for a Transitional Pastor.

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TRANSITION
TEAM

SESSION &
TRANSITION
TEAM

4

HIRE A PASTOR

Transitional Team works with the Session to hire a Transitional Pastor.

SURVEY THE CONGREGATION

Transitional Pastor & Transition Team survey the congregation for feedback on the future direction of church's ministry.

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TRANSITION
TEAM

WHOLE
CONGREGATION

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CONGREGATIONAL GATHERINGS

Congregational discussions focused on HERITAGE, MISSION, COMMUNITY, LEADERSHIP, & VISION are each completed.

INFORMATION SHARING

Transition Team shares information gathered in conversations with the entire congregation over a period of time.

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TRANSITION
TEAM &
CONGREGATION

SESSION
& COM

8

MISSION STUDY

Session approves the Mission Study. Transition Team submits Mission Study to COM for approval & permission to elect a PNC.

PNC & CLC

Transition Team requests Session set a Congregational Meeting to elect a Pastoral Nominating Committee. COM gives Clerk of Session access to the PCUSA's CLC System.

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COM, SESSION,
TRANSITION
TEAM &
CONGREGATION

COM, PNC
& SESSION

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PNC TRAINING

COM assigns a Transitional Liaison who trains the PNC in required processes. Clerk of Session invites PNC Chair to join the PCUSA's CLC System.

MDP

PNC compiles a Ministry Discernment Profile (MDP) & enters it into the CLC system. MDP must be approved by Clerk of Session & COM.

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PNC, CLERK OF
SESSION & COM

PNC &
CANDIDATES

12

RECEIVING PDPS

PNC receives and reviews Personal Discernment Profiles (PDPs) from potential pastoral candidates.

INITIAL INTERVIEWS

PNC listens to sermons, holds initial interviews by phone, Skype, Zoom, etc, and then checks candidate references.

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PNC & CANDIDATES

PNC

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THE SHORT LIST

PNC sets up in-person interviews with a short list of candidates. Usually two or three. These are usually on-site and around town for the candidate (& their family).

EXTENDING A CALL

PNC extends an offer to their top candidate and negotiates terms of call.

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PNC & PASTORAL CANDIDATE

COM & EXECUTIVE PRESBYTER

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COM & EP

COM meets with the candidate and PNC to offer their approval. COM reviews the terms of call and checks for compliance with all Presbytery standards. Executive Presbyter completes necessary EP reference checks.

CONGREGATIONAL VOTE

PNC asks Session to set a Congregational Meeting for the purpose of a vote on a pastoral candidate. (Requires two weeks notice.) PNC presents candidate. Congregation votes.

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PNC, SESSION, & WHOLE CONGREGATION

TRANSITIONAL PASTOR & TRANSITION TEAM

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SAYING GOODBYE

Transitional Pastor sets departure date. Transition Team holds a celebration for the Transitional Pastor. Transition Team work is complete.

WELCOMING PASTOR

PNC readys the congregation for the arrival of the pastor (& family) in a style befitting the congregation. Planning for the first day, week, month, etc. in conjunction with the new pastor and other staff.

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PNC & WHOLE CONGREGATION

PASTOR & PNC

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PASTOR ARRIVES

Your new pastor arrives to the church and begins work. The congregation celebrates & welcomes their new pastor (& family).

INSTALLATION

The Pastor works with the COM and the Session to schedule and plan an installation service. The pastor is installed, and the PNC's work is complete.

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COM & SESSION WITH PASTOR

A JOB WELL DONE.