

## OUTLINE OF VACANCY PROCESS

### With Ministry Commission/Liaison Involvement

#### STEPS IN VACANCY PROCESS

#### DATE ACCOMPLISHED

1. Commission on Ministry (COM) shepherd becomes Liaison	
2. COM will meet with the Session and Pastor separately for an Exit Interview.	
3. New moderator is announced (approved by Presbytery)	
4. COM will meet with the Session to talk about the future. Includes District Coordinator (DC), Liaison, and possible General Presbyter (GP)	
5. Session/Treasurer completes Financial Feasibility Study (FFS) and sends to GP.	
6. COM reviews the FFS and notifies Session of approval.	
7. If the Session chooses to seek an Interim Pastor, a search committee is formed and works with COM and GP to identify and contract with the Interim. Liaison is included.	
8. Once the FFS is approved, the Session calls a congregational meeting to elect the Pastor Nominating Committee (PNC).	
9. Congregation meets to elect the PNC.	
10.COM meets with PNC and Session for orientation <ol style="list-style-type: none"> <li>a. Review the process</li> <li>b. Elect leadership for PNC</li> <li>c. Preparation for writing Ministry Information Form {MIF}</li> </ol> Includes Liaison and GP.	
11.PNC completes MIF. Liaison serves as coach and reviews with GP before MIF goes to Session.	
12.PNC meets with Session. <ol style="list-style-type: none"> <li>a. Approves MIF</li> <li>b. Approves tentative salary range</li> <li>c. Approves an expense account for PNC</li> </ol>	
13.MIF is submitted electronically to Church Leadership Connection (CLC).	
14.Ministry Support Team (MST) Chair or GP verifies MIF electronically.	
15.GP and Liaison meet with PNC for 2nd orientation <ol style="list-style-type: none"> <li>a. Reading a Personal Information Form (PIF)</li> <li>b. How to make reference checks</li> <li>c. Interviewing</li> </ol>	

16.PNC receives PIFs. Liaison meets regularly with PNC as coach and to keep COM informed.		
17.PNC notifies Liaison of individuals selected for interview. Liaison will notify GP for reference checks and DC to set up COM interview with possible candidate.		
18.GP conducts reference checks.		
19.COM interviews possible candidates including Statement of Faith. Liaison is included.		
20.COM gives PNC approval to proceed with possible candidates.		
21.PNC invites a person to become the pastoral candidate.		
22.Candidate submits clearances to the Presbytery office.		
23.PNC asks Session to call a congregational meeting to receive and act upon the report of the PNC.		
24.PNC notifies Presbytery Office of proposed "terms of call."		
25.Presbytery Office completes and sends Call forms to the Moderator for the Congregational Meeting.		
26.PNC completes and sends EEO forms to the Presbytery Office.		
27.PNC arranges a social time for the congregation with the pastoral candidate.		
28.The candidate leads worship and the congregation meets to approve the Call. Liaison is present if possible.		
29.Candidate elect sends information to Presbytery Office for the Presbytery meeting: a. Brief biography, b. Statement of Faith, c. Ordination/installation plans with recommendations for the Administrative Commission. (Liaison included.)		
30.COM reviews EEO form and recommends to Presbytery the reception of Minister as a member and approval of Call.		
31.Presbytery a. Examines the candidate b. Approves and enrolls the Minister as a member c. Approves the Call d. Approves the AC and installation date		
32.AC installs the Pastor and the PNC is discharged.		

Modified 3/1/18

## EXIT INTERVIEW QUESTIONS

### Pastor:

1. What are the three or four things about which you feel good in your ministry with this congregation (these congregations)?" Why do these things stand out?
2. What are the three or four things about which you most wish you could change in your ministry with this congregation (these congregations)? Why do these things stand out?
3. As you think about the future of this congregation (these congregations) what most gives you hope for them? Why?
4. As you think about the future of this congregation (these congregations) what most gives you concern for them? Why?
5. What recommendations would you give the Ministry Commission as we work with this congregation?
6. Are there unresolved conflicts, particular problematic people or issues, organizational difficulties which will need to be addressed?
7. Has the congregation satisfied all financial commitments to you? Have you satisfied all financial commitments to the congregation?

### Session:

1. What are the three or four things about which you feel good as a result of the pastor's ministry with this congregation (these congregations)? Why do these things stand out?
2. What are the three or four things about which you most wish you could change about the pastor's ministry with this congregation (these congregations)? Why do these things stand out?
3. As you think about the future of this congregation (these congregations) what most gives you hope? Why?
4. As you think about the future of this congregation (these congregations) what most gives you concern? Why?
5. What recommendations would you give the Ministry Commission as we work with this congregation?
6. Are there unresolved conflicts, particular problematic people or issues, organizational difficulties which will need to be addressed?

7. Has the congregation satisfied all financial commitments to the pastor? Has the pastor satisfied all financial commitments to the congregation?

8. What farewell activities are planned for the pastor?

## THE ROLE OF THE COM IN THE VACANCY PROCESS

### Congregational Responses to a Vacancy

When a congregation becomes aware its pastor is leaving an anxiety reaction usually takes place. People know changes are inevitable. The future will not be the same as the past. Members and groups within a particular congregation will view those possible changes differently. For some, the departure of a pastor signals the end of a happy era. Expressed or unexpressed, the statement, "Things will never be the same," carries with it the feeling that "things will never be as good." For others, the pastor's departure brings a sense of relief and the feeling, "thank God that's over!" For some congregations the pastor's departure is viewed as life threatening for the congregation itself. "Will we be able to afford and attract another pastor?" "Will we have to look at sharing a pastor with another congregation(s)?" "Will the presbytery try to close the church?" In cases where conflict precipitated the departure of the pastor the feelings will be intensified.

### Vacancy Time as a Time of Renewal

The Book of Order (G-11.0500 ff) describes a partnership which is to exist between the congregation and the Ministry Commission during the vacancy period. The primary purpose of this relationship is to transform the initial anxiety into a positive process which facilitates renewal and, in some cases, planned redirection of the mission and ministry of the congregation. The "in between time" is an opportune occasion to examine the life of a congregation. It is a time to determine the style and type of leadership which is appropriate for the congregation's future. It is a time of taking specific steps to insure that the future is addressed with imagination and hope.

### Goals of the Ministry Commission Involvement with a Congregation During a Vacancy

1. *To provide for competent management of the affairs of the congregation during the vacancy period.*

- A. Consulting with the Session on the appointment of a Moderator.
- B. Assure the Session that the Presbytery will assign worship leaders, as available.
- C. Review with the Session the steps of the vacancy process.
- D. Encourage and assist the Session in securing an Interim Pastor.

2. *To evaluate the experience with the previous pastor.*

As in any grief process, the congregation needs to discuss their feelings about the immediate past, including feelings about the previous pastor. The feelings will include the range of assessments they have of the strengths and weaknesses of that period. Additionally, they will need to assess the implications those feelings carry for the future.

3. *To counsel the Pastor Nominating Committee in the pastoral search process.*

The purpose is to facilitate the pastoral search process so it will end in a productive collaborative partnership between the congregation and the person chosen as the new pastor. The pastoral search process has several significant characteristics:

- a. It is to be functional. Congregations vary in their need for leadership skills and

styles. Pastors vary in leadership styles and gifts for service. The pastoral search process needs to focus on identifying a person who can meet the needs of this particular congregation(s) at this particular time, rather than a romanticized ideal.

- b. It is to be inclusive. When left alone, congregations tend to reproduce their past and to confine the search for a pastor to their past experience: personality, race, sex, age and physical characteristics. The Ministry Commission is responsible for encouraging the congregation, through the Pastor Nominating Committee, to consider the positive attributes of all potential pastors without regard to race, ethnic origin, sex, age, marital status, or disability.
- c. It is to be realistic. The time of a vacancy provides an opportunity for the Session/congregation to give new consideration to the "intensity" of pastoral leadership. A significant question is "What level of pastoral leadership does the congregation need and can afford?" Some Sessions/congregations will need to consider a reduction in the level of pastoral leadership because membership and/or finances are not sufficient to support full-time pastoral leadership. During the vacancy is the time to look at part-time, or shared pastoral leadership options. Other Sessions/congregations need to be encouraged to stretch to increase the level of pastoral leadership in response to their vision for mission and ministry and in response to a new reality for the congregation. It may be time to move to full-time or multiple staff pastoral leadership.

The role of the Ministry Commission is critical during the vacancy time. The experience of the Session/congregation to the assistance of the Presbytery during this time can have a significant effect on the relationship of the Session/congregation and the Presbytery well into the future. Timely presence, kept promises, and gentle persuasion are key ingredients to the effective fulfillment of the role of the Ministry Commission.

## PROCEDURES FOR WHEN A MODERATOR IS APPOINTED BY THE PRESBYTERY

### WHEN IS A MODERATOR APPOINTED?

When a congregation is \Without a pastor who is a Presbyterian Minister of Word and Sacrament, a Moderator shall be appointed by the Presbytery. For some congregations this "vacancy" is a temporary one, while they search for an interim or installed pastor or await the appointment of a Stated Supply Pastor. Some congregations will be served by a Presbyterian Commissioned Lay Pastor or an ordained minister from another denomination; both of these situations require the appointment of a Moderator who is a PC(U.S.A.) minister. Some smaller membership congregations are served solely by a Moderator and assigned supply preachers.

### WHO APPOINTS THE MODERATOR?

The Presbytery appoints moderators, based upon the recommendation of the Ministry Commission, in consultation with the Session.

### POLICIES ON MODERATOR COMPENSATION

The Compensation Schedule for appointed Moderators is set by the presbytery. Compensation is based upon the amount of time involved for administrative and pastoral care. Appointed Moderators shall receive a 1099 tax form from the treasurer of the congregation for each tax year in which they serve. Under no circumstances is it appropriate for the Moderator to "donate" her or his time, or for the congregation to request that the Moderator do so. This creates financial inequity between congregations with moderators. Moderators shall be paid monthly, unless a more frequent payment schedule is agreed upon by the Moderator and the Session.

### DUTIES OF APPOINTED MODERATORS

The duties of appointed Moderators are to:

- Moderate Session meetings
  - Moderate Congregational meetings when available
  - Serve as mentor/supervisor for appointed Commissioned Lay Pastors or student pastors.
  - Officiate at Weddings and Funerals, as available; or to be consulted before other officiants are arranged
  - Provide Crisis (life threatening/life ending) hospital calls, when contracted to do so
  - Submit a bi-monthly Moderator's report, either in print or electronically, by the deadline (one week before the COM District Coordinator meetings)
- Home communion, Nursing Home and Homebound visitation will be handled by elders and/or deacons, unless prior compensation arrangements have been negotiated with the moderator

### COMPENSATION SCHEDULE

#### A. Appointed Moderator: Pastoral Care and Administrative Care

1. For months in which a session meeting is held, the Moderator's compensation shall be \$100.00. This entitles the session to up to 4 hours of administrative or pastoral care in addition to the Session meeting. (This includes travel time if hospital visitation is requested.) Compensation shall be made whether the Session requests the hours or not, and the hours do not "roll over" to the next month. In smaller membership congregations a Session meeting may not be necessary every month. Session meetings shall be held at least quarterly.

2. For months in which a session meeting is NOT held, the Moderator's compensation shall be \$50.00. This entitles the session to up to 4 hours of administrative or pastoral care. Compensation shall be made whether the Session requests the hours or not, and the hours do not "roll over" to the next month.

3. Pastoral care or administrative service beyond 4 hours/month shall be compensated at \$13.00 an hour, with the Moderator submitting a monthly statement.

4. Vouchered mileage to Session meetings and for pastoral/administrative care shall be reimbursed at the maximum IRS approved rate. Vouchered telephone calls made from the home shall be reimbursed, along with other negotiated expenses.

**B. Appointed Moderator: Meetings Only**

1. Compensation for a moderator appointed only to moderate meetings of session or congregation shall be \$50.00 per meeting. No further administrative or pastoral care is available from the moderator. Pastoral care is handled by officers of the church, or through contract with an available minister or lay pastor.

2. Vouchered mileage to Session meetings and for pastoral/administrative care shall be reimbursed at the maximum IRS approved rate. Vouchered telephone calls made from the home shall be reimbursed , along with other negotiated expenses

**B. Appointed Moderator Supervising a Commissioned Lay Pastor or Student Pastor**

1. Compensation for an appointed Moderator supervising a Commissioned Lay Pastor or Student Pastor shall be \$100/month for months in which a session meeting is held, and \$50 per month for months in which no meeting of the session is scheduled. This fee covers moderating session meetings, and a monthly supervision meeting with the CLP or Student Pastor.

2. Pastoral care or administrative service beyond moderating meetings and supervising the lay or student pastor shall be compensated at \$13.00 an hour, with the Moderator submitting a monthly statement.

3. Vouchered mileage to Session meetings and for pastoral/administrative care shall be reimbursed at the maximum IRS approved rate. Vouchered telephone calls made from the home shall be reimbursed , along with other negotiated expenses.

**C. Appointed Moderator With Pastoral Care Provided by a non-Presbyterian temporary supply or non-Presbyterian Interim Pastor**

1. Compensation for an appointed Moderator who is only responsible to moderate Session and congregational meetings shall be \$50/month.

2. If required from the Moderator, pastoral care or administrative service shall be compensated at \$13.00 an hour, with the Moderator submitting a monthly statement.

3. Vouchered mileage to Session meetings and for pastoral/administrative care shall be reimbursed at the maximum IRS approved rate. Vouchered telephone calls made from the home shall be reimbursed, along with other negotiated expenses.

**D. Appointed Supervisor/Mentor for Commissioned Lay Pastor who is authorized to moderate meetings of session and congregation**

1. The fee to supervise a Commissioned Lay Pastor who is authorized to moderate meetings of session and congregation shall be \$50 per month. If the supervisor is needed to moderate a meeting of session or congregation, the stipend shall be \$50 per meeting.

2. Vouchered mileage shall be reimbursed at the maximum IRS approved rate. Vouchered telephone calls made from the home shall be reimbursed, along with other negotiated expenses.

## CONGREGATIONAL MEETINGS

When a Congregational Meeting is moderated by:

- An Appointed Moderator with a pastoral/care contract: Compensation shall be included in the regular monthly fee, provided the four hours of allotted administrative or pastoral care have not been exceeded. Otherwise, compensation shall be at \$50 per meeting.
- An Appointed Moderator without a pastoral/administrative care contract: The stipend for moderating a meeting of the congregation shall be \$50 plus mileage.
- Another Minister of Word and Sacrament in conjunction with a Pulpit Supply Assignment: If a congregational meeting is immediately before or after worship, compensation shall be included as part of the preaching stipend. Since more lay preachers than ordained ministers are available for assignment, sessions are asked to be "group" their requests for ordained ministers: i.e. coordinating requests for Communion, Baptisms, Ordinations/Installations of Church Officers, and Moderating Congregational Meetings. There is no guarantee that the presbytery can meet requests for one particular Sunday.
- Another Minister of Word and Sacrament Not in Conjunction with a Pulpit Supply Assignment: If the congregational meeting is not in conjunction with a compensated preaching assignment, the stipend for moderating the meeting shall be \$50.

## GUIDELINES FOR COM LIAISON WITH PASTOR NOMINATING COMMITTEES

### I. Definitions and Abbreviations

A.Ministry Commission (COM)-- The presbytery committee charged with the oversight of pastorless churches {G-11.0500 ff}.

B.Pastor Nominating Committee (PNC)-- the committee elected by the congregation to conduct the search for a pastor or associate and to nominate a potential pastor for election by the congregation. {G-14.0502 ff}.

C.General Presbyter (GP)-- the General Presbyter is charged with providing staff service to the COM {G-9.0700}.

D.COM liaison-- the person assigned by the COM to work with the PNC to represent the concerns and -interests of the Presbytery, facilitate group process, mediate conflict, assure the legality of the PNC's work under the Constitution and policies of the Presbytery COM, and to advise the COM of progress.

E.Affirmative Action/Equal Employment Opportunity (AAEEO)-- standards of inclusiveness and participation, defined by the Constitution {G-4.0400 ff}.

F.Church information Form (CIF)-- the form filled out by the PNC for use in computer matching with potential ministers, and for consideration by ministers potentially interested in the position.

G.Personal Information Form (PIF)-- the form filled out by ministers for use in computer matching with churches, and for consideration by PNCs potentially interested in the minister.

H.Style, Intensity, Type, Experience, Skills (SITES)-- presbytery process to assist the PNC determine preferred pastoral leadership style, and other items which will better enable the PNC to screen potential ministers.

!.Leadership Effectiveness Assessment (LEA)-- process available through the General Assembly to assist ministers in identifying their leadership style and gifts for ministry.

J.Strategic Directions Process (SDP)-- process available through the General Assembly to assist Sessions in identifying their pastoral leadership needs.

## II. COM Liaison Guidelines

A. The COM liaison is accountable to the COM and represents the COM and the Presbytery.

B. The COM liaison and/or GP should be present at the congregational meeting when the PNC is elected to explain the process and the AAEEO standards, prior to the election of the PNC

C. The COM liaison and the GP should convene the first meeting of the PNC to orient the PNC on the completion of the CIF and to facilitate the election of a chairperson, vice-chairperson, and secretary, and to secure from the PNC a positive affirmation of the AAEEO standards.

D. The COM liaison and the GP should conduct a second orientation of the PNC prior to the commencement of receiving PIFs.

E. The COM representative should negotiate an agreement with the PNC regarding his/her role with the committee. The COM liaison should be involved at several critical points in the search process.

a. The point where the CIF is completed and ratified by the Session. The COM liaison and GP must agree on the appropriateness of the CIF before it is submitted to the General Assembly Personnel Referral Services. It is helpful if this agreement is secured prior to the Session's ratification.

b. The point where PIFs are received and screening of them begins.

c. The point where person-to-person interviewing begins.

d. The point where the PNC has the field of potential ministers narrowed down to three candidates. At this point the GP and/or COM chairperson does an in-depth reference check with their counterpart in the ministers' presbytery of membership.

F. The COM liaison should be prepared to help the PNC with decision making process by making suggestions of tools, by mediating conflicts, by calling in other persons including the GP, and by providing morale support.

G. The COM liaison shall inform the COM, through the District Coordinator, of progress at each of the District Coordinator meetings.

## SO YOUR CONGREGATION IS ELECTING A PASTOR NOMINATING COMMITTEE

Maybe YOU would be interested in serving on the PNC.... HERE

### IS WHAT A PASTOR NOMINATING COMMITTEE DOES:

The Pastor Nominating Committee (PNC) is elected by the congregation to serve the congregation in the selection of a new pastor. The Committee is to be representative of all groups and ages of the congregation, but it functions on behalf of the WHOLE congregation. The work of the PNC is extremely important. Persons serving on the PNC must be willing to give this work very high priority in their life and service to the church.

The Presbytery Ministry Commission provides training and support. You are not alone in your work.

One of the first steps is the completion of the Church Information Form. This is the congregation's dossier. It introduces your church to interested ministers. The CIF describes your congregation and community. It states the challenges and opportunities your congregation faces, and the type of minister for which you are searching. Completing the Church Information Form takes time and skill, but in the long run a good CIF is a benefit to any PNC.

After the CIF is completed and approved by the Session and COM it is submitted to Church Leadership Connection of the General Assembly for computer matching. Personal Information Forms of ministers will begin to arrive. Reading, comparing, praying, discussing, ranking, and interviewing will be the main work of the PNC. Some travel might be necessary to see ministers leading worship in the congregation they are presently serving. All of this will one day lead to a consensus on a minister to place in nomination for the position of pastor for your congregation.

The PNC may not discriminate against potential ministers on the basis of age, sex, race, national origin, marital status or disability.

When the PNC is serious about a person, the gears shift. Now approval from the Presbytery's Committee on Ministry must be sought. When the PNC is in agreement about a potential pastor, and after the approval of the COM, the PNC notifies the Session which shall call a congregational meeting for the congregation to vote on the recommendation of the PNC.

Then it is time to present the potential pastor. The Pastor Nominating Committee will become the potential minister's advocate, sharing your enthusiasm with the congregation.

After the minister is called the PNC is dismissed, with the heartfelt thanks of the congregation.

### THINK ABOUT THESE QUESTIONS:

Do you love your church and wholeheartedly want to help it continue its mission and ministry?

Are you willing to alter your personal life and church life to meet the time commitments of serving on the PNC?

Are you open to experiencing God's guidance as the pastoral search goes on? Will you keep the unexpected doors open and not be certain you know exactly who should fill the pulpit?

Are you willing to receive training, carry a fair share of the work and be faithful in committee meeting attendance and participation?

IF YOU ANSWER "YES" TO THESE QUESTIONS AND IF YOU ARE WILLING TO BE CONSIDERED BY THE NOMINATING COMMITTEE TO SERVE ON THE PNC, NOTIFY THE CLERK OF SESSION OR NOMINATING COMMITTEE CHAIRPERSON OF YOUR WILLINGNESS TO SERVE.

## AA/EEO PROCESS

### PRESBYTERY OF KISKIMINETAS

#### Affirmative Action/Equal Employment Opportunity in Ministry

The policy of Kiskiminetas Presbytery is to provide equal opportunity in employment for all persons, to prohibit discrimination in employment because of race, national origin, sex, age, marital status or disability, and to promote a positive and continuing program of affirmative action. The Presbytery, through the Ministry Commission, will assist congregations in taking deliberate and positive steps to consider women and minority pastoral nominees.

#### Step One

1. The Session discusses and agrees to support the Presbytery's Affirmative Action/Equal Employment Opportunity program. Ultimately, the signature of the Clerk of Session is required on the Church Information Form signifying this action.
2. The Pastor nominating Committee discusses and agrees to support the Presbytery's Affirmative Action/Equal Employment Opportunity program. Ultimately, the signature of the PNC Chairperson is required on the Church Information Form signifying this action.

When these two actions have been confirmed by the Ministry Commission liaison, the Pastor Nominating Committee can then proceed to work on the Church Information Form. Any church which has not taken the above two actions will not be approved to submit their Church Information Form to the Office of Personnel referral Services.

#### Step Two

After the congregation has voted to extend a Call to a minister and before the Call is presented to the Presbytery, Form I shall be completed and sent to the Chairperson of the Ministry Commission.

The Call of a minister will not be processed for Presbytery approval until the Report Form has been completed and received by the Chairperson of the Ministry Commission.