

Presbytery of Detroit  
Committee on Ministry

**Pastoral Transition Check List**

Church: \_\_\_\_\_

Phone: \_\_\_\_\_

Church Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

COM (TPR) Liaison \_\_\_\_\_

Phone: \_\_\_\_\_

\*(See end of paper for explanation of all abbreviations)

Email: \_\_\_\_\_

The pastoral transition process has four stages.

- Stage 1: Making Interim arrangements
- Stage 2: Self-Study: congregation envisions a new future
- Stage 3: Selection and work of the Pastor Nominating Committee
- Stage 4: Evaluation of Process

The following is a check list of tasks to be completed during the pastoral transition process. The process usually takes between 12 and 36 months, depending a lot upon the activity level of the committee.

**Stage 1 -- Interim Arrangements**  
**Timeframe: Months 1 and 2**

<u>Task</u>	<u>Date Completed</u>
1. Minister informs the Clerk of Session that he/she has received a call or is retiring ( <i>see PSH-K, page 5, Appendix A-1, "Pastor's Responsibilities at Dissolution," in "GIP", page 13</i> )	_____
2. Minister notifies Executive Presbyter ( <i>see PSH-K Appendix A-1 &amp; GIP 14</i> )	_____
3. Session calls a congregational meeting to dissolve the pastoral relationship ( <i>see PSH-K 5 and Appendix A-2, "Session Responsibilities at Dissolution" in "GIP," page 14</i> )	_____
4. Executive Presbyter or representative attends session when pastor announces resignation or retirement ( <i>GIP 2</i> )	_____

- a. Gives Session "Guidelines for the Interim Period" and this "Pastoral Transition Check List" & (GIP 19) \_\_\_\_\_
  - b. Explains interim period (GIP 6) \_\_\_\_\_
  - c. Presents list of available pulpit supplies to Session's Worship Chairperson (GIP 6) \_\_\_\_\_
  - d. If requested, provides Session with a list of "approved" interim candidates \_\_\_\_\_
  - e. Notifies TPR and PS chairs of Committee on Ministry of pending vacancy \_\_\_\_\_
  - f. Preaches a sermon and provides information to the congregation on the first Sunday following the exiting of the minister (PSH-K 5) \_\_\_\_\_
5. TPR assigns:
- a. Moderator of Session (this step is a temporary situation between a pastor's leaving and the arrival of an interim pastor. It is not necessary when there is a pastor and the search is for an interim): and, \_\_\_\_\_
  - b. Liaison to walk congregation through the interim process: (GIP 19) (when the liaison is clergy, (a) and (b) may be the same person) \_\_\_\_\_
6. Exit interview conducted by representatives of: (GIP 3, 4, 10)
- TPR: \_\_\_\_\_
- PS: \_\_\_\_\_
7. Session presents Interim Pastor's job description and compensation package to TPR for approval (GIP 20) \_\_\_\_\_
8. TPR helps Session identify, solicit, and screen potential interim candidates (GIP 20) \_\_\_\_\_
9. TPR guides Session in preparation of contract; reviews and recommends contract approval to COM (GIP 20) \_\_\_\_\_
10. Congregational search committee for interim calls session meeting to present its recommendation for interim pastor \_\_\_\_\_
11. TPR approves congregation for Self-Study and informs CLMT that the church is ready for Stage 2 \_\_\_\_\_

TPR signature \_\_\_\_\_

**Stage 2 -- Self-Study, Congregational Envisioning  
Timeframe -- Months 2 to 12**

- 12. Session contacts chair of the CLMT (GIP, appendix A-2, 14) \_\_\_\_\_
- 13. CLMT assigns liaison: \_\_\_\_\_
- 14. CLMT consults with Session about Self-Study (GIP 6 & 8) \_\_\_\_\_
- 15. Self-Study Components
  - 1. Facts and History \_\_\_\_\_
  - 2. Community Information \_\_\_\_\_
  - 3. Congregation Analysis \_\_\_\_\_
  - 4. Vision \_\_\_\_\_
  - 5. Mission \_\_\_\_\_
  - 6. Leader \_\_\_\_\_
- 16. After session adopts the Self-Study it is presented to CLMT \_\_\_\_\_
- 17. CLMT informs TPR that the church is ready for Stage 3 \_\_\_\_\_  
CLMT signature \_\_\_\_\_

TPR meets with session to discuss readiness, and inform PS church is ready for a PNC

**Stage 3 -- Pastor Search and Call  
Timeframe -- Months 10 to 36**

- 18. Session requests permission from COM through PS rep to form Pastoral Nominating Committee (PNC) (GIP 8) \_\_\_\_\_
- 19. COM (PS rep):
  - a. Reviews pastoral search process with session and gives Church Leadership Connection Manual to Session \_\_\_\_\_
  - b. Gives permission to congregation to elect PNC \_\_\_\_\_
- COM signature \_\_\_\_\_

- 20. Session:
  - a. Requests Nominating Committee to form a PNC \_\_\_\_\_
  - b. Calls meeting of the congregation to elect PNC \_\_\_\_\_
- 21. Congregation elects PNC \_\_\_\_\_
- 22. PSC representative of COM works with PNC in preparing the CIF and assists in the search process, assuring that the PNC keeps the self-study in mind throughout the process. (GIP 8) \_\_\_\_\_
- 23. PSC approves completed CIF and:
  - a. Notifies COM rep to give ID and Password to PNC (PSH-K 5) \_\_\_\_\_
  - b. Authorizes the PNC to forward CIF to Church Leadership Connection (CLC) \_\_\_\_\_
- 24. TPR conducts an Evaluation of Interim Pastor
  - 6 months: \_\_\_\_\_
  - 12 months: \_\_\_\_\_
  - 18 months: \_\_\_\_\_
  - 24 months: \_\_\_\_\_
- 25. TPR reviews interim contract at least 2 months before expiration to determine if it should be reapproved (GIP 20) \_\_\_\_\_
- 26. PSC gives PNC approval to consider three finalists (GIP 8) \_\_\_\_\_
- 27. PSC asks Executive Presbyter to conduct reference and background checks on finalist (GIP 8) \_\_\_\_\_
- 28. Finalist interviewed and reviewed by PSC (GIP 8) \_\_\_\_\_
- 29. PSC grants approval to PNC to negotiate with finalist \_\_\_\_\_
- 30. Candidate preaches and congregational meeting is held to approve the Call (GIP 8) \_\_\_\_\_
- 31. COM presents the Call to Presbytery for approval and Installation (GIP 8) \_\_\_\_\_
- 32. Session sends letter to TPR requesting termination of Interim Pastor's contract \_\_\_\_\_

**Stage 4 -- Process Evaluation**  
**Timeframe - Final Month of Transition**

33. Consultation and Credentials Committee of COM meets with representatives of session and PNC to evaluate the process to determine its effectiveness and to find new ways COM can be more helpful in meeting needs of congregations during the Pastoral Transition period. Results will be forwarded to chairs of PS and TPR sub-committees of COM for consideration and implementation..

C&C signature: \_\_\_\_\_

Identification of initials used in this document:

C&C	Consultation and Credentials Committee (a sub-committee of COM)
CIF	Church Information Form
CLC	Churchwide Leadership Connection: "On Calling a Pastor: A Manual for Churches Seeking Pastors"
CMLT	Congregational Life Ministry Team
COM	Committee on Ministry
GIP	"Guidelines for Interim Period" (Part of COM Manual)
PIF	Pastor Information Form
PNC	Pastoral Nominating Committee
PSC	Pastoral Search Committee (a sub-committee of COM)
PSH-K	Pastor Search Help-Kit: Presbytery of Detroit (Part of COM Manual)
TPR	Temporary Pastoral Relations (a sub-committee of COM)