

Presbytery of Baltimore Commission on Ministry (COM)

When a pastoral vacancy is created ...

March 2023

A high-level summary of the search process for an installed or temporary pastor

Contact COM Chair upon notification of a pastor's resignation (Pastor or Session)

Designate a Liaison or COM representative (COM)

Plan for the transition (COM and Session)

- Determine near-term pastoral needs (pulpit supply, moderator, Bridge Pastor)
- Assess financial capability of the congregation
- Discern leadership needs for the future
- Determine ministry model path (Installed, Transitional, Supply)
- Determine if a mission study/ministry assessment will be required
- Review ethics guidelines for the departing pastor

End the relationship (Session/Congregation and Presbytery via COM)

- Installed positions: congregation requests dissolution by COM
- Temporary positions: contract terminates per terms
- Congregation plans the farewell

Conduct exit interview and gather information on the congregation (COM)

Begin the search process (Session/Congregation/Search Committee)

- Interim and temporary supply:
 - Session designates a Search Committee, determines position description and compensation package
 - Position is posted in *Tidings* and on Presbytery website
 - General Presbyter may offer suggestions of potential candidates
 - To broaden the search, Search Committee may post a simplified MIF on Church Leadership Connection
- Installed position:
 - Conduct a Ministry Assessment/Mission Study (Session and Congregation; approved by COM)
 - Session calls a congregational meeting to elect a search committee
 - Session provides guidance on position description and compensation package
 - Search committee writes the Ministry Information Form (MIF)
 - Session and COM approve MIF
 - Search Committee posts MIF on Church Leadership Connection

Receive and review Professional Information Form (PIF) referrals (Search Committee)

Conduct interviews, listen to sermons, conduct reference checks (Search Committee)

Discern leading candidates (Search Committee)

Request executive and background checks (Search Committee, Presbytery staff)

Communicate results of checks to Liaison, Search Committee, and Credentials Team
(Presbytery staff, Liaison)

Select a finalist and extend the call (Search Committee)

Negotiate terms of call/contract (Search Committee and Pastor)

Conduct Credentials Team interview (COM Credentials Team, Pastor, and Liaison)

Elect the pastor/Approve the call (Congregation/Session, COM on behalf of Presbytery)

Installed: Session calls congregational meeting to elect and informs COM Liaison

Temporary: Session approves call and contract and informs COM Liaison

All forms signed and filed

Complete COM and Presbytery office processes (Stated Clerk and other Presbytery staff)

Begin the new pastoral relationship

Installed positions: Ordination/installation service (Session, COM, Pastor)

Check in 6-9 months into first year (Pastor, Session, Search Committee, COM)