

WHEN AN EDUCATOR IS DEPARTING

STEP 1 - YOUR EDUCATOR IS LEAVING. WHAT MUST BE DONE?

- A. Session, in conjunction with the educator, votes to dissolve the relationship.
- B. The Educator Representative on the Committee on Ministry (COM) Transitions Team should be notified that the educator's relationship with the congregation has been dissolved.
- C. The congregation is informed that the educator is leaving.
- D. An exit interview should be held between the COM Representative, educator, pastor, session and/or Christian Education committee when appropriate.

STEP 2 - WHO WILL PROVIDE THE INTERIM LEADERSHIP?

- A. Session determines whether an interim educator is required and desired. It should also be determined in advance if the interim will be eligible for the new position.
- B. Session provides an interim job description to the Presbytery office.
- C. Presbytery announces opportunity for interim educator on the website and via Thursday mail.
- D. Potential interim educators contact session or personnel committee.
- E. Session hires an interim educator.

STEP 3 – BEGIN THE PROCESS FOR CALLING A CHRISTIAN EDUCATOR AS OUTLINED IN THAT DOCUMENT AVAILABLE ON THE NCP WEBSITE AND THROUGH THE COM TRANSITIONS TEAM.