

CALLING A DESIGNATED PASTOR AS PASTOR*

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National Capital Presbytery – Committee on Ministry Congregational Transitions Commission

Approved by CTC, 10/01/15; last update, 05/23/16

A Designated Pastor may serve in this capacity from 2-4 years. Shortly before the designated period is over, the Session evaluates the Designated Pastor and decides if it wishes to recommend that the congregation call him/her as the regularly installed Pastor. (The procedures described below are the same for a Designated Associate Pastor or Designated Co-Pastor.)

Step	Responsible Party
1.0 The Session decides whether to call the Designated Pastor as the called/installed Pastor. There are 3 available options: • to delay the decision by extending the designated relationship for another designated period, with the entire designated period not to exceed four years; • to <u>not</u> extend the call to the Designated Pastor; • to extend the call as Pastor at the end of the current designated period.	Session
2.0 If the decision is to <u>extend</u> the designated period: 2.1 The Session consults with the Designated Pastor if he/she is willing to continue as Designated Pastor for another term, with the total designated period not to exceed four years. If the pastor agrees: 2.2 The terms of call are negotiated. 2.3 The Session requests permission from CTC to extend the designated period, and asks CTC to approve the terms of call, as well as the calling of a congregational meeting for the purpose of extending the designated period. 2.4 The terms of call and the request to call a congregational meeting are approved by CTC at its next meeting. 2.5 A congregational meeting to extend the designated period and approve the terms of call is held.	Session & CTC

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3.0 If the decision is <u>neither</u> to extend the call <u>nor</u> to contract for another designated period:	Session
3.1 The Session notifies the CTC Co-Chair and requests a meeting to discuss next steps.	
3.2 CTC representative meets with Session to determine next steps and discuss pastoral leadership options.	CTC representative and Session
3.3 CTC provides appropriate support to the Session and congregation, based on the decision regarding pastoral leadership.	CTC & Session
4.0 If the decision <u>is</u> to extend a call for the Designated Pastor to become the called/installed Pastor, the remaining steps in this procedure apply:	Session & Designated Pastor
4.1 The Session, with the concurrence of the Designated Pastor, negotiates the terms of call for the called Pastor.	
4.2 The terms of call are sent to the COM Administrator for preliminary review and these terms are shared with the CTC Co-Chair. The COM Administrator reviews the terms and informs the Clerk of Session if they are acceptable.	Clerk of Session
4.3 Necessary modifications to the terms of call are made, and the Clerk of Session informs the CTC Co-Chair and the COM Administrator that the Designated Pastor has accepted the terms of call. The terms of call are approved by Session, and the Session requests CTC permission to call a congregational meeting for the purpose of calling the Designated Pastor as the called Pastor.	Clerk of Session & Session
5.0 The COM approves the call, pending a congregational meeting.	
5.1 The Terms of Call are presented to CTC for approval, pending the results of the congregational meeting. If expedited approval is needed, this action may be taken by electronic vote.	CTC Co-Chair
5.2 The Clerk of Session, COM liaison, and the Designated Pastor are informed of the CTC's actions.	COM Administrator
6.0 The call is approved by the congregation.	

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6.1 Congregational meeting to call the pastor is duly announced.	Session
6.2 The Session presents a report to the congregation. The congregation votes on the pastor and the terms of call in a single vote. Vote must be by paper ballot.	Congregation
6.3 Moderator attests to the congregation's actions, and Clerk completes formal call forms and returns them to the COM Administrator.	Moderator, Clerk of Session
7.0 Pastor begins his/her work as Called Pastor.	
7.1 If applicable, pastor is placed on the agenda of the next Presbytery meeting for welcoming and remarks.	COM Administrator
7.2 The COM Administrator sends to the Pastor information about planning the installation service. Plans are made for the service of installation.	Pastor & COM Administrator
7.3 Stated Clerk of Presbytery approves all final installation plans. Stated Clerk shall send exceptional plans to CTC for approval.	Stated Clerk
7.4 Installation service is conducted.	Presbytery Moderator

- *COM Administrator & CTC Co-Chairs need to be copied on all the email correspondence.*

Authority:

Book of Order: G-2.0503 (Categories of Membership), G-2.0504 (Pastoral Relationships), G-2.0504(a) and G-2.0805 (references to Designated Pastor); G-2.08 (Call and Installation), G-3.0303 (Relations with Sessions), G-3.0307 (The Presbytery: Pastor, Counselor, and Advisor to Teaching Elders and Congregations)

NCP Policies: *A Handbook for Pastor Nomination Committees and Sessions of Churches Seeking Pastors; and A Handbook for PNC Liaisons); Pastoral Categories Policy; EEO/AA Policy and Supplement (NCP); Background Check Policy; Terms of Call Packet and Policy for PNCs; Compensation and Personnel Policies for Pastors; Code of Ethics for Clergy and Other Church Professionals; Policy on Examination Process*

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