

ESTABLISHING A NEW ASSOCIATE PASTOR POSITION*

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National Capital Presbytery – Committee on Ministry Congregational Transitions Commission

Drafted 11/23/15; last updated 5/23/16

This document describes the steps to be taken when the Session has determined that it would like to establish a **new Associate Pastor position** and to begin the search for a new called/installed associate pastor. Because this is a new position, no interim period is required.

Step	Responsible Party
1.0 Presbytery is notified that the church is interested in establishing a new Associate Pastor position and is ready to begin the search process.	Pastor & Clerk of Session
1.1 The Pastor invites a CTC representative to meet with Session to explain the process.	Pastor
1.2 Session receives a copy of this procedure, the procedure for “Calling a Pastor and Associate Pastor,” and the PNC and Session Package, which consists of: • <i>On Calling a Pastor</i> (Presbyterian Church (USA)) • <i>Handbook for Pastor Nominating Committees and Sessions of Churches Seeking Pastors</i> (NCP) • <i>EEO/AA Policy and Supplement</i> (NCP) • <i>Searching for a Pastor the Presbyterian Way</i> (by Dean Foose, Geneva Press) Presbytery provides one copy. Church orders additional copies for the PNC.	COM Administrator and CTC Co-Chair
1.3 The CTC Co-Chair and/or COM liaison meets with Session to explain the process of establishing a new AP position, the constituting of a PNC, and an overview of the search process.	CTC Co-chair and/or COM liaison
2.0 Presbytery grants permission for the new position to be established and assists the initiation of the search process.	
2.1 Session sends a written request to CTC Co-Chair and COM Administrator, requesting COM permission to (a) request COM to approve the establishment of a new AP position	Clerk of Session

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(pending approval of the congregation) and (b) request COM to grant permission to call a congregational meeting to elect a PNC.	
2.2 CTC acts upon the above requests. If necessary, the approval may be accomplished by e-vote. Session is informed about the results of the vote.	CTC Co-Chair & COM Administrator
3.0 PNC is elected. The remainder of the process is described in the procedure, “Calling a Pastor or Associate Pastor,” beginning with Step 2.0 <i>PNC is Elected</i> . In Step 2.2 of that procedure, the call for a congregational meeting must include the establishment of a new AP position, and the congregation in Step 2.3 must vote not only to elect the PNC but also to establish this new pastoral position.	

* Copy the COM Administrator and CTC Co-Chairs on all the email correspondence.

Authority:

Book of Order: G-2.0503 (Categories of Membership), G-2.0504 (Pastoral Relationships), 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*

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