

SELECTING A STATED SUPPLY PASTOR/STATED SUPPLY ASSOCIATE PASTOR*

National Capital Presbytery – Committee on Ministry Congregational Transitions Commission

Approved by CTC 12/4/14; last updated 11/22/16

Step	Responsible Party
1.0 Presbytery is notified of the congregation's interest in / intention to contract with a Stated Supply Pastor/Associate Pastor (SS).	Pastor or Clerk of Session
1.1 Co-Chairs of Congregational Transitions Commission (CTC) are notified.	COM Administrator
1.2 Arrangements are made for a member of the CTC to meet with Session regarding the selection of a new Stated Supply Pastor. Links to materials are sent to Pastor or Clerk before the Session meeting: • Selecting a Stated Supply Pastor/Stated Supply Associate Pastor Procedure • Stated Supply Contract Form • Compensation Guidelines	CTC Co-Chair
2.0 COM Transitions meets with the Session, sharing the following information: • Definition of Stated Supply pastor and determination if this is the category of pastor appropriate at this time in the life of the congregation ○ SS pastors are temporary employees of the session. ○ Search is conducted by a session appointed committee. ○ NCP ordains (but does not install) SS pastors. ○ If finalist is not a minister member of NCP, s/he will need to be examined. ○ Stated supply contract terms cannot exceed one year, but is renewable. ○ NCP compensation guidelines must be followed. ○ CTC approves final contracts.	CTC Co-Chair or a member of CTC

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General Presbyter's role in recommending candidates and vetting candidates prior to interviewing	
3.0 Session selects Stated Supply Search Committee (SC) and sets compensation package for Stated Supply pastor. 3.1 SC is usually elected by Session; sometimes the church personnel committee is designated. SC should have 3-5 members; at least one member should be on the Session. It is recommended that the chair be on the Session. 3.2 SC requests preliminary review of proposed compensation package for compliance with Presbytery policies.	Session
3.3 Proposed compensation package is reviewed for compliance with Presbytery policies and is approved.	COM Administrator
4.0 SC drafts position description in consultation with the Session, General Presbyter, and COM Congregational Transitions Commission. 4.1 SC drafts a Stated Supply position description, specifying duties and responsibilities, whether full- or part-time, desired starting date, salary and benefits, accountability and supervision, and SC contact information. 4.2 If a nationwide search is desired, SC also drafts MIF for posting on CLC. <i>It is helpful for the draft MIF to be sent to Presbytery staff for preliminary review before submitting it for Session approval.</i>	SC & Session

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4.3 SC drafts a position vacancy notice, based on the position description, suitable for posting on NCP website.	
4.4 Position description, compensation package, vacancy notice, and MIF, if applicable, are approved by Session.	
4.5 Position vacancy notice is emailed to COM Administrator and CTC Co-Chairs. A hard copy of the MIF, signed by SC chair and Clerk of Session, is mailed to COM Administrator.	
5.0 Stated Supply Pastor position vacancy is advertised.	
5.1 Position vacancy notice for NCP website is reviewed and approved. Vacancy notice is forwarded to NCP Director of Communications for posting.	CTC Co-Chair
5.2 Position vacancy notice is posted to NCP website. ISC contact person is informed of posting.	Director of Communications
5.3 If applicable: 5.4.1 MIF is reviewed and approved.	CTC Co-Chair
5.4.2 A hard copy of the MIF, signed by the SC chair and Clerk of Session, is mailed to COM Administrator.	SC Chair & Clerk of Session
5.4.3 ISC uploads MIF to CLC, using passwords provided by Presbytery staff.	SC Chair
5.4.4 CTC approval of MIF is attested to online, using password provided by COM Administrator.	CTC Co-Chair
5.4.5 SC Chair is notified of COM approval of MIF; online attestation by Clerk of Session is requested.	COM Administrator

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5.4.6 Clerk of Session attests to Session approval of MIF online, using password provided by COM Administrator.	Clerk of Session
5.4 Position, if requested, may be matched by Church Leadership Connection (without an MIF) with pastors who have indicated an interest in stated supply pastorates. This search must be requested of CLC by the General Presbyter.	SC Chair & General Presbyter
6.0 SC continues its work, culminating in selection and recommendation of a finalist for session approval.	
6.1 General Presbyter is contacted for recommendations on local candidates.	SC Chair
6.2 PIFs/resumes are received and evaluated.	SC
6.3 Names of candidates the SC wishes to interview are submitted to COM Administrator for General Presbyter clearance.	SC
6.4 General Presbyter conducts presbytery Exec2Exec checks for candidates who are not members of NCP and provides personal reference for those that are members of NCP.	General Presbyter
6.5 SC is notified of results of checks. Permission to interview granted, as appropriate.	COM Administrator
6.6 SC considers candidates by listening to sermons, checking references, conducting interviews, and hearing candidates preach. SC chooses a finalist and negotiates contract. SC submits proposed contract to COM Administrator and CTC Co-Chairs for preliminary review.	SC & Session
6.7 Proposed contract gets preliminary OK; SC informed.	COM Administrator
6.8 SC presents the candidate and proposed contract to Session for approval. This is a one-year, renewable contract. <i>The name of the candidate must be kept confidential within Session until the candidate has successfully passed the examination and has been approved by CTC. Also candidate cannot begin work until he/she has successfully passed an examination, if required.</i>	SC & Session

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6.9 Approved contract is signed by the Clerk and sent to COM Administrator.	Clerk of Session
7.0 Presbytery approves the contract.	
<u>7.1 NCP strongly prefers that a stated supply pastor whose membership is outside NCP become a minister member of NCP.</u> If such a pastor has a reason to remain a member of another Presbytery that is compelling to the COM, the pastor must be given permission to labor within the bounds. <i>See Policy for Laboring Within and Without the Bounds.</i> Pastor generally will not begin work until the exam has been passed and contract approved by CTC. In certain unique circumstances the pastor may begin work earlier than the examination and approval of contract.	
<u>7.2 If pastor is from outside NCP and wants to move membership to NCP,</u> he/she may not begin work until the entrance exam is passed and the contract is approved by the CTC. <i>See Procedure for Receiving New Members into NCP.</i> In certain unique circumstances pastor may begin work earlier than the examination and approval of contract.	CTC Co-Chair
<u>7.3 If candidate for Stated Supply position is not yet ordained, his/her readiness for ordination is verified.</u> The steps below continue, except that membership into Presbytery is pending a successful examination and ordination. Following a successful examination, however, the SS may begin work, but may not administer the sacraments until ordination is complete.	CTC Co-Chair
7.4 Contract approval and presbytery membership for Stated Supply Pastor, if applicable, are placed on the next CTC agenda. If an expedited approval is required, an electronic vote may be taken by the CTC prior to the next stated meeting.	CTC Co-Chair
7.5 Affirmative vote of contract and membership request are reported to Stated Supply Pastor and the Clerk of Session. The final contract is signed by Stated Clerk on behalf of	COM Administrator & Stated Clerk

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COM and the final copy is sent to the church (along with a letter from Presbytery staff) and a copy is placed in the Presbytery files. Pastor is cc'd on that correspondence.	
7.6 Ask the Director of Communications to take down the job posting from the Presbytery website, and the COM Administrator to contact CLC to take down the MIF, if applicable.	CTC Co-Chair
7.7 If applicable, Stated Supply Pastor is placed on presbytery agenda for welcoming and remarks.	Stated Clerk
8.0 Stated Supply Pastor begins work.	
8.1 <u>If the Stated Supply Pastor has not yet been ordained:</u>	Stated Supply
The candidate contacts the Stated Clerk to arrange for ordination service.	
After the ordination service, the COM Administrator sends the candidate's PIF, bio, and Statement of Faith to CTC for vote on minister membership.	COM Administrator
Following a positive vote by CTC, the Stated Supply pastor is placed on the presbytery agenda for welcoming and remarks	Stated Supply
8.2 Annually, the Stated Supply Pastor is reminded to provide Presbytery office with a signed copy of the renewed contract.	COM Administrator

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

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Book of Order: G-2.0503 (Categories of Membership), G-2.0504 (Pastoral Relationships), 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; Compensation and Personnel Policies for Pastors; Code of Ethics for Clergy and Other Church Professionals; Policy on Examination Process; Stated Supply Contract Form.

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