

## **Conducting a Dual Search for Associate Pastor/Stated Supply Associate Pastor (Ordained) and Educator/Youth Director (Non-Ordained)**

The “dual search” process enables a church to broaden the search for positions such as an educator or youth director. In these cases, churches search among both educators/youth directors and associate pastors with interest in these fields. The same steps are followed in a dual search as in calling pastors, with the differences described below.

**Explanation to Congregation:** Before the search begins the Session should communicate clearly to the congregation the decisions made to search for (a) a called and installed Associate Pastor vs. a Stated Supply Associate Pastor, and (b) a non-ordained educator. These distinctions are often confusing to even the most informed church member, yet if they are not clarified and explained, misunderstandings may occur throughout the process and when the final candidate is selected.

**Position Descriptions.** The Associate Pastor or Stated Supply Associate Pastor Search Committee must complete two Position Descriptions, one for the non-ordained position (educator or youth director) and the other for the Associate Pastor position.

### **1. Title of Position**

- a. Ordained: Indicate Associate Pastor or Stated Supply Associate Pastor for either CE or Youth.
- b. Non-ordained: Indicate Christian Educator (non-ordained) or Youth Director (non-ordained).

**2. Major Responsibilities.** In general these would be the same. However, in the pastor’s position description, indicate what pastoral duties the person would be responsible for, including how often he/she would preach. In addition, in the pastor’s position description there should be either a reduction of educator responsibilities if pastoral functions are added or a difference in the number of hours the pastor and the educator would be expected to work.

**3. Description of Characteristics.** This would probably be the same or very similar for both positions.

### **4. Description of Qualifications.**

- a. Ordained: Indicate what experience or interest you want the person to have.
- b. Non-ordained: Specify the **educational requirements** and **experience** you are seeking. You should list degree requirements, i.e., bachelor’s or master’s and/or other specific requirements and/or experience.

- For **educator positions**, indicate whether you want a Certified Christian Educator or other specific criteria, such as Certified Associate Christian Educator or Masters Degree in Christian Education.

**Compensation and Housing.** This might be different if you are not requiring “certification” for the educator. Make sure salaries meet Presbytery minimums. Check both of the following documents. (1.) Compensation and Personnel Policies for Pastors and Certified Christian Educators and (2.) Compensation, Benefits and Expense Reimbursement Standards for Non-Certified Educators. (Both can be found on the Presbytery website, [www.thepresbytery.org](http://www.thepresbytery.org).)

**Position Announcements.** If the positions are going to be advertised nationally, beyond National Capital Presbytery, MIFs (Ministry Information Forms) need to be completed for both the pastoral and the non-ordained position. Part I of the MIF would be the same for both. Part II would be different, as described above under Position Description.

The two MIFs will be filed separately online. You will get two different login IDs and passwords from the COM Administrator. (Make sure to save these to get matches and, if necessary, revise the MIFs. Certain revisions require COM approval.)

- a. For the first (AP or SSAP) MIF - Logon with the first ID and password. Enter part 1; enter the data for Part 2 and then save this as the MIF for the Associate Pastor position. (Suggestion: click “save” at least every 15 minutes so that the system does not time out on you.)
  - b. For the second (Non-Ordained) MIF - Logon using the second ID and password. After you finish part 1, enter the data on Part 2 and then save this as the MIF for the Non-Ordained position.
- ▶ Each of these forms must be approved by the Clerk of Session, so the Clerk must contact the COM Administrator to get two IDs and passwords. (Make sure the clerk saves these in case the MIFs need to be revised.)
  - ▶ You will receive two sets of matches – one for each MIF. The Search Committee chair will be notified that there are matches and that person will need the appropriate ID and password to get each set of matches.

If the positions are only going to be advertised locally, follow the procedure for *Selecting a Stated Supply Associate Pastor* or the procedure for *Calling an Associate Pastor*. Two position announcements will need to be submitted.

**Hiring Body.** The hiring body differs, depending upon the individual that is selected as the final candidate:

- a. If the person is selected for the Associate Pastor position, the person will be called by the congregation. Follow the procedures for calling pastors as outlined in the Liaison Handbook and the Handbook for PNCs and Sessions.

b. If the person is to be a Stated Supply Associate Pastor, a Christian Educator, or a Youth Director, he/she will be hired by Session; the contract is negotiated by Session. No congregational meeting is held.

**Final Contract.** The final negotiated contract for an Associate Pastor or Stated Supply Associate Pastor must be approved by COM's Congregational Transitions Commission (CTC). Contracts for an educator or youth director do not require CTC approval.

*Approved by CTC, December 2016*