

PASTORAL TRANSITION PROCESS FOR PRESBYTERY OF GREATER ATLANTA CHURCHES

PHASE 1 – PASTORAL DISSOLUTION – VOLUNTARY OR INVOLUNTARY

- Pastor notifies Congregational Consultant.
- COM appoints COM Liaison.
- Consultant and COM Liaison meet with Session to explain PGA Pastoral Transition Process.
- Session appoints Transition Team, if necessary.
- Church holds Congregational Meeting to vote on dissolution of pastoral call.
- Congregational Consultant arranges Exit interviews, conducted by Transition Team of COM.
- Pastor leaves 4 to 6 weeks after the announcement.
- PGA Health and Vitality Assessment

PHASE 2 – INTERIM PROCESS

- Session appoints an Interim Pastor Search Committee of 3-5 people.
- IPNC and Personnel Committee define job description and financial package for Interim Pastor.
- Congregational Consultant provides PGA candidates for consideration.
- IPNC nominates Interim Candidate for Session's approval.
- Interim Pastor ensures Church Assessment Tool or other PGA approved visioning process is completed.
- Interim Pastor oversees demographic information collection.

PHASE 3 – TRANSITION PROCESS

- Session, Interim, Congregational Consultant, and COM Liaison determine timing of Pastor Nominating Committee election.
- PNC nominated by Congregation Nominating Committee.
- Session calls Congregational Meeting to elect PNC.
- Clerk of Session notifies Congregational Consultant and COM Liaison of results.

PHASE 4 – PNC PROCESS

- COM Liaison meets with PNC for first meeting orientation and training. Intentional bonding activities, including sharing of faith stories, for PNC.
- PNC gets started.
- PNC creates Ministry Discernment Profile.
- MDP approved by (1.) Congregational Consultant and COM Liaison before going to (2.) Session.
- MDP posted to PC(USA) Church Leadership Connection.
- Begin Receiving Personal Discernment Profiles.

PHASE 5 – CANDIDATE PROCESS

- Evaluate PDPs.
- Establish interview process including reference checks.
- Congregational Consultant conducts Executive Reference Checks when top 4-6 candidates are selected.
- PNC conducts interviews and hears candidates preach (via online options or in person at a neutral pulpit arranged by the PNC).
- When narrowed to 2-3 candidates, the COM Liaison and one other person recruited by COM Liaison conduct a Suitability of Call interview with each final candidate.

PHASE 6 – FINAL APPROVALS

- PNC selects final candidate.
- PGA Stated Clerk performs background check.
- PNC negotiates proposed Terms of Call with candidate.
- Final Terms of Call must be approved by Congregational Consultant and Stated Clerk.
- After Terms of Call are approved, the Presbytery's Stated Clerk arranges a meeting with the Examinations Commission, if candidate is not a member of PGA.
- If candidate passes Examinations Commission, PNC requests Session to call a congregational meeting to hear the report of the PNC regarding its candidate.
- Congregation votes on candidate. If candidate is approved, the Call Form is signed and sent to Stated Clerk of the Presbytery.
- PNC notifies CLC to remove the MDP.

PHASE 7 – FINAL TASKS

- Congregational Consultant conducts Exit Interview with Interim Pastor.
- Session is encouraged to conduct an evaluation with the Interim Pastor.
- PNC coordinates with the new pastor, Session, and Presbytery for ordination and/or installation of new pastor to occur within 3 months.
- PNC will function throughout the first year as a source of support for the new pastor.