

## FROM GOODBYE TO HELLO

*A Resource for Sessions and Congregations In the Presbytery of Ohio Valley  
For More Information about all the processes in this document consult  
the Book of Order, G-2.05 and On Calling a Pastor*

### Farewell to the departing pastor

- **Time** is variable.
- **Costs** include a farewell celebration for the pastor.

### After the departure of the pastor and until a new pastor arrives

- **Time** is variable.
- **Costs** include honoraria and mileage reimbursement for guest preachers, and for the moderator. (See presbytery website for information on pulpit supply.)
- The presbytery will appoint a moderator of session after the pastor leaves.

### Securing pulpit supply a week at a time

- **Time** is variable.
- **Costs:** See presbytery website for information on names of potential guest preachers and honorarium and mileage reimbursement.
- **Note:** Any pulpit supply arrangement will be through a COM approved contract if the supply minister is serving more than three Sundays in any six (6) week period.

### Option One: Seeking a new pastor who will be installed for an indefinite term

A session may determine that seeking an installed pastor for an indefinite term will best suit the needs of the congregation and its ministry.

#### **Part One: Finding and Contracting with a Transitional (Interim) Pastor**

- If the session determines that the congregation will seek an installed pastor for an indefinite term ordinarily the session, with the help of the COM, seeks a transitional pastor.
- The session may serve as a Transitional Pastor Search Committee or may elect a committee to serve in that role
- Once trained, the Transitional Pastor Search Committee completes a Ministry Information Form (MIF), submits it to the session and then to the COM for approval.
- The MIF is posted to the Church Leadership Connection (CLC), and the search committee receives matches and self-referrals.
- The Transitional Pastor Search Committee considers potential candidates and presents one to the session for its consideration after receiving approval from the COM for that candidate.
- The session contracts with the transitional pastor. The contract must be for not more than twelve months, may be renewed, and must be approved by the COM.
- **Time** is variable. After the Profile for Transitional Ministry is approved, the session should plan for three-six months before the transitional pastor arrives.
- **Costs** include expenses connected with interviewing candidates and, when a transitional pastor is secured, moving costs for that person and his/her family, if any.

**Part Two: Election of a Pastor Nominating Committee and Search for a New Pastor**

- **Time** is variable, but a session should plan on twelve to eighteen months from the election of the PNC until the arrival of the new pastor.
- **Costs** include expenses connected with interviewing candidates for the position and moving the pastor and her/his family, if any, as well as ongoing costs for pulpit supply and pastoral care.

*More information about the search process is available in “On Calling a Pastor” available from the Church Leadership Connection, PCUSA*

[https://www.pcusa.org/site\\_media/media/uploads/clc/pdfs/the\\_revised\\_on\\_calling\\_a\\_pastor\\_manual\\_march\\_2015.pdf](https://www.pcusa.org/site_media/media/uploads/clc/pdfs/the_revised_on_calling_a_pastor_manual_march_2015.pdf)

**Option Two: Seeking and calling an installed pastor for a designated term**

- A session may determine that the congregation will best be served by calling an installed pastor for a designated term, typically of three to four years. The relationship may, if the congregation, pastor and presbytery agree, be changed to an indefinite term.
- The Committee on Ministry will consult with the session regarding the necessity/possibility of seeking a transitional (interim) pastor. The COM must approve a contract for temporary pastoral services.
- The congregation elects a Pastor Nominating Committee, which will receive from the presbytery the names and Personal Information Forms of a limited number of candidates who have agreed to be considered as pastor for that congregation.
- **Time** is variable, but a session should plan on 9-12 months from the election of the PNC until the arrival of the new pastor.
- **Costs** include expenses connected with interviewing candidates for the position and moving the pastor and her/his family, if any, as well as ongoing costs for pulpit supply and pastoral care.

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**Option Three: An ongoing temporary pastoral relationship**

- A session may determine that a contract with a temporary pastor will best suit the needs of the congregation and its ministry.
- Such a pastoral relationship may be full-time or part-time. The contract is written for not more than twelve months at a time, may be renewed year by year, and must be approved by the COM.
- The Presbytery of Ohio Valley will complete a background check before the Committee on Ministry can consider any candidate for service in a POV congregation.
- A session seeking candidates for a temporary pastoral relationship should consult with the Committee on Ministry through their congregational liaison.

- **Temporary Pastoral Relationships may be:**
  - With a ruling elder or a teaching elder who provides **Extended Pulpit Supply** and may also provide pastoral care should the session request that.
  - With a ruling elder who is **Commissioned to Pastoral Service** in the congregation by the presbytery.
  - With an ordained minister of another denomination as **Ecumenical Supply Pastor**.
  - With a teaching elder as **Stated Supply Pastor**.
- **Time is variable.**
  - A session should plan for six months or more between the departure of the former pastor and the arrival of a new temporary pastor. (See “Securing pulpit supply a week at a time” above.)
- **Costs are variable.**

A session should plan to pay at least the minimum required compensation for their pastor’s work with them.

  - Minimum compensation is lower for Ruling Elders commissioned to pastoral service than for teaching elders or ordained ministers of other denominations.
  - For more information see “Minimum Annual Compensation Standards on the presbytery website.