

**PRESBYTERY OF GENESEE VALLEY  
COMMITTEE ON MINISTRY**

**Congregational Meeting Agenda: Dissolution of Pastoral Relationship**

A pastor may preside or invite another member of the Presbytery to preside. The Clerk of Session serves as secretary for the meeting, or, if the clerk cannot be present, a secretary pro tem may be appointed.

1. Convening Prayer
2. The reading of the call of the meeting: “A special meeting of the congregation of \_\_\_\_\_ (name of church) has been duly called and announced by the Session, to be held on \_\_\_\_\_ (date), for the purpose of hearing and acting upon the request of the Reverend \_\_\_\_\_ for the dissolution of the pastoral relationship between herself/himself and this congregation.”
3. The pastor presents this request and may make a few remarks.
4. The Clerk of Session presents the motion: that the congregation of \_\_\_\_\_ (name of church) join with the Reverend \_\_\_\_\_ in requesting the Presbytery of Genesee Valley to dissolve the pastoral relationship now existing between them, effective \_\_\_\_\_ (date).
5. Remarks.
6. Vote on the request and effective date of dissolution.
7. The election of two representatives of the congregation (an elder when possible) and an alternate to testify to the action of the congregational meeting before the Presbytery.
8. Next steps reviewed by COM liaison:
  - a. Announce that a moderator will be assigned.
  - b. Interim Pastor search process by the Session in collaboration with the COM.
  - c. Mission Study and/or Congregational Self-Study process.
  - d. After permission from Committee on Ministry, the nomination and election by the congregation of a Pastor Nominating Committee.
9. The *Policy Regarding Separation Ethics* is shared by the Clerk of Session and/or a representative from Session with the congregation (and printed in bulletin and/or newsletter).
10. The minutes of this special meeting may be approved before adjournment or submitted to the Session for approval.
11. Adjournment and benediction.

November 2014

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