

DESIGNATED PASTOR: BACKGROUND INFORMATION and CHECK LIST

DESIGNATED PASTOR RELATIONSHIP

The Presbyterian Church (U.S.A.) has available a pastoral relationship that is unique in nature. This position provides for a temporary relationship to happen but also affords the congregation and pastor an opportunity for a more permanent or installed relationship.

A designated pastoral relationship, full or part-time, is a call to a Minister of the Word and Sacrament / Teaching Elder established by the Presbytery for a term of not less than two and not more than four years. The congregation and minister must both have agreed to the designated relationship and the Committee on Ministry given its approval.

Ordinarily, the congregation gives its approval in the context of a congregational meeting at which the designated pastor nominating committee is elected or under unusual circumstances at another called meeting for that purpose.

If a designated pastor and congregation wish to pursue a longer relationship, this can happen only after an open search conducted by the Committee on Ministry, and after at least two years of the designated pastor relationship has expired and the Committee on Ministry has given its concurrence. The initial search will be considered as open if the Church Leadership Connection resources were utilized. The designated pastor and the Session acting in place of the pastor nominating committee with vote of the congregation can issue a call to the designated pastor as the installed pastor.

We encourage congregations to seriously consider this option when looking at 2-4 years of stabilized pastoral services following unusual or difficult circumstances in the congregation's life.

PROCESS CHECK LIST

Session submits a rationale for calling a Designated Pastor to COM for approval.

This rationale can also be used in interpretive communication to the congregation.

Session facilitates completion of a Mission Study or Congregational Self-Study. Session and then COM approve.

Session completes and approves CIF.

COM approves CIF.

A Designated Pastor Nominating Committee is nominated by the Session or the church's Nominating Committee and is elected at a special meeting of the congregation. The Designated Pastor Nominating Committee indicates its readiness to begin its work to COM through the COM liaison.

The presbytery advertises the position on the Church Leadership Connection (CLC) website in order to have a fair and open search process.

The process of securing PIFs follows the procedure for the selection of Designated Pastor PIFs below:

1. Committee on Ministry's Church Leadership Connection Liaison (COM's CLC Liaison) acquires the necessary usernames and passwords from the CLC Office in Louisville and enters the approved CIF into the system.
2. In order for the CIF to become active on the CLC Website, the COM CLC Liaison verifies the approved CIF is properly posted and reports to the COM and assigned liaison to the searching church that this step has been completed.
3. The COM, acting as the PNC on behalf of a particular church through its CLC Liaison enters appropriate parameters in order to generate matches.
4. If a church is determined by COM to be in serious distress or conflict, particular care will be taken to secure candidates with suitable background and experience.
5. Self-referred PIFs to a church are not permitted. They must be sent to the Presbytery Leader who performs the necessary clearance check and if found worthy refers them to the COM sub-committee for consideration.
6. The COM designates a sub-committee charged with the task of sorting the PIFs and discovering those who would be best qualified to serve the particular church. This sub-committee usually consists of COM's CLC Liaison, the COM liaison of the searching church, and up to two other COM members. This group discusses the needs of the church based on their CIF and agrees upon criteria they will use to narrow their choices. Then each member of the sub-committee will independently review all the matched PIFs and select the ten most qualified candidates.
7. The sub-committee gathers together in order to compare their choices and develops a final list of ten quality PIFs to be given to the COM Liaison of the searching church who then gives the PIFs to the Designated Pastor Nominating Committee. This group of PIFs will already have been cleared by the Presbytery Leader and the availability of the candidates ascertained.
8. The COM Liaison cautions the church that if they do not wish to interview or call someone from the group of PIFs they were given, they ordinarily will need to consider changing the position to called/installed and conduct a full search or consider changing the position to Stated Supply.

Following the usual candidating process, the church submits the *Terms of Call* worksheet, *Pastoral Call Form*, and *Plans for Installation Service* worksheet to COM for approval. The *Pastoral Call Form* is completed including the length of term agreed upon and a list of specific concerns/tasks to be addressed.

It is critical to note here that the Designated Pastor's position must be reviewed with the session prior to the renewal of the call in order to determine the status of the position for the future.

1. A time of discussion and discernment designed to meet the particular needs of pastor, session, Congregation, and COM should be a part of this process.
2. If the decision is to proceed with moving toward an Installed Pastor position, the session calls a meeting of the congregation to issue the call. The church again submits the *Terms of Call Worksheet*, *Pastoral Call Form*, and *Plans for Installation Service* worksheet to COM for approval. See document entitled "Guidelines for Designated Pastor to Installed Pastor."