

GUIDELINES FOR DESIGNATED PASTOR PROCESS

Presbytery of Northern Kansas

Committee on Ministry - revised November 5, 2013

Book of Order: G-2.0805

1. Designated pastor is a form of transitional ministry. Designated pastors are considered for churches who are in a process of discernment about their future, are in situations where it may be difficult to call a full-time pastor or which have experienced significant conflict either internally and/or with a pastor. This is not a practical "short-cut" for getting a pastor more quickly.
2. Because this is quite different from what most congregations have experienced in a pastoral search, it is critical to be clear about the process and to explain it up front with the session and congregation. This process requires active involvement by and leadership from COM (Committee on Ministry).
3. In a designated pastor position, the session must recommend to the congregation that a designated pastor be sought. The congregation, prior to the congregational meeting, must be given information about the process and the minimum length of service of a designated pastor.
4. COM must recommend to PNK (Presbytery of Northern Kansas) that a designated pastor position be sought. This is because the designated pastor is a "new position"; the previous position was probably "installed pastor."
5. A PNC (Pastor Nominating Committee of the congregation) will be elected by the congregation. They will develop a MIF (Ministry Information Form) which will be approved by both the session and COM before it goes on-line through the Church Leadership Connection.
6. COM will appoint the PSC (Presbytery's Search Committee). Ordinarily the General Presbyter will receive the PIFs (Personal Information Forms) and forward them to the PSC.
7. In reading PIFs, the PSC should keep in mind the history and unique dynamics of the congregation. There should also be some agreement about the skills being sought for this position and these should be reviewed while checking references, listening to sermons, and interviewing candidates. The General Presbyter will do an executive reference check of each candidate the PSC wishes to interview.
8. Ordinarily three names of potential candidates will be provided to the PNC by the PSC. The PNC will be told that these candidates have been reviewed and that all of them are acceptable. The PNC is expected to choose from among these candidates.
9. The PNC will listen to sermons and interview potential candidates. Representatives from the PSC should review possible questions with the PNC and be present for the interviews.
10. Once the interviews have been completed, a candidate may be selected and invited to the community to meet with the PNC. If so desired, the candidate may be asked to preach in a

neutral pulpit. If the PNC believes that based on the interview there is no viable candidate, the PSC will start the process again.

11. When the PNC agrees on a candidate, the terms of call are negotiated and must meet at least the minimum standards of PNK. The term for designated pastor is for not less than two nor more than four years. The candidate is examined by COM for membership in PNK.

12. The PNC then informs the session that it has a candidate and asks session to call a congregational meeting. The candidate preaches for the congregation, and a congregational meeting is held to vote on the candidate.

13. The candidate is installed as "designated pastor" by PNK. At the end of the designated period, a decision is made whether to continue the pastoral relationship as designated pastor for a designated term for up to a maximum of four years, discontinue the relationship or call the candidate as an installed pastor. Like a call, this decision involves agreement of the pastor, the congregation and COM. If the candidate becomes the installed pastor there will be a second installation service.

14. Because of the extraordinary nature of the two-year minimum, there must be a clause in the call paper which indicates that should the designated pastor wish to sever the relationship prior to two years, or should the congregation wish to do so, the *Book of Order* procedure for dissolution of a pastoral relationship will be followed. It should further state, "In no way is either the Presbytery of Northern Kansas or 'X' Presbyterian Church obligated to pay 'Rev. X' for the difference between his/her term of service and the two year minimum."