

Some sessions decide to hire a Stated Supply Pastor. Most likely they have concerns about sustaining a long term pastorate. Session decides they need a pastor to provide worship leadership and pastoral services, while session leads the other ministries. Session approves an annual contract with the Stated Supply Pastor. The position is not installed by Presbytery. When the session has decided they want a Stated Supply Minister, the Commission on Ministry helps discern God's direction for the church and guides the search for new leadership. COM guides the process outlined below.

**Email**

**Phone**

**Clerk:**

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**COM Liaison:**

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**Search Chair:**

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Date Completed		COM Use Only
	Pastor/Stated Supply informs the Session that he/she is resigning.	
	Pastor notifies COM, the Resource Presbyter, or the Stated Clerk of Presbytery.	
	Session calls a Meeting to dissolve the pastoral relationship, approved by COM. (Or a meeting of the congregation if the person leaving was installed by Presbytery.)	
	COM Chair assigns Liaison to work with Church through entire process if the current liaison is unable to serve.	
	Liaison meets with the Session and discusses transitional leadership possibilities (interim, stated supply, CRE). Calling an installed pastor requires the process outlined by COM for finding an interim pastor.	
	Once Session decides it wants to have a Stated Supply Pastor, they appoint a search committee.	
	The search committee conducts a mission study. This may be brief, based on the last search for a pastor. They review the work of the last pastor and consider the qualities, tasks, availability, and time commitments desired in their Stated Supply Pastor.	
	Liaison assists in the preparation of a position description for approval by Session and COM. This includes terms of call which must meet or exceed the Grand Total Minimum Terms of Call established by the Presbytery Policy on Minimum Compensation for Parish Ministers. Terms are prorated for part time service, based on the proportion to full time equivalent.	
	They decide if they want to publicize nationally. If they do, the search committee writes a Mission Interpretation Form, and sends it to session and COM to approve. COM posts the MIF for the position on CLC and provides access to referrals.	
	The liaison helps the search committee consider where to publicize the position and identify potential candidates. The position is posted.	
	The search committee reviews applications and interviews potential candidates.	
	A Presbytery to Presbytery (by Resource Presbyter or Stated Clerk) reference check is done on each candidate prior to interviewing.	
	Interviews may be virtual, but an on-site final interview with the session is recommended, as well as an opportunity for the candidate to lead worship and to preach.	

Presbytery of Northern New England  
Pastoral Transition Checklist  
Stated Supply Pastor

	Session and candidate agree on the terms of call, and session acts on the contract, in accordance with the COM contractual templates for Stated Supply.	
	COM Liaison reviews and recommends contract approval to COM, who interviews the candidate. A criminal background check is completed. COM explains the policies of the presbytery with regard to boundary training and dismantling racism. COM helps connect the Stated Supply Pastor to other clergy for support.	
	COM approves contract, transfers Presbytery membership of the candidate, and welcomes the candidate to Presbytery at its next Assembly.	
	The Pastor begins ministry. Session evaluates ministry annually and submits a revised contract to COM, one month before the end of the contract.	

**Glossary of Terms**

**CLC** Church leadership Connection, General Assembly Data base for pastoral searches

**COM** Commission on Ministry, Presbytery commission with oversight of Churches and Teaching Elders

**MIF** Ministry Information Form, a church's resume form in the PCUSA

**PCUSA** Presbyterian Church (U.S.A.)

**PIF** Personal Information Form, a Pastor's resume form in the PCUSA