#### **Presbytery of Detroit – Committee on Ministry Policy**

#### **Designated Pastor Policy**

#### **Process Checklist**

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#### **Guidelines for Designated to Called/Installed Pastoral Relationship**

**Process Checklist**

* Session facilitates completion of a Congregational Self-Study. Session and then COM approve.
* Session submits a rationale for calling a Designated Pastor to COM for approval. Or based on the circumstances of the congregations (financial concerns, conflict over an extended period of time, or misconduct) the COM may recommend a Designated Pastor.
* This rationale can also be used in interpretive communication to the congregation.
* DPNC would be elected by the congregation.
* DPNC completes the MIF and Session approves the MIF.
* COM approves MIF.
* COM forms a committee to review PIFs and presents the DPNC with recommended candidates.
* DPNC conducts final interviews and chooses a final candidate.
* Final candidate is interviewed and approved by COM.
* Final candidate is presented to the congregation and the congregation votes to call the candidate.
* Candidate is installed.

A Designated Pastor Nominating Committee is nominated by the Session or the church’s Nominating Committee and is elected at a meeting of the congregation. The Designated Pastor Nominating Committee (DPNC) 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 MIFs follows the procedure for the selectionof Designated Pastor MIFs below:

1. Committee on Ministry acquires the necessary usernames and passwords from the CLC Office in Louisville and enters the approved MIF into the system.
2. In order for the MIF to become active on the CLC Website, both the Session and the COM verify the approved MIF is properly posted. and reports to the COM and the assigned liaison to the searching church are informed that this step has been completed.
3. 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.
4. PIFs self-referred directly to a church are not permitted. They must be sent to the General Presbyter who performs the necessary clearance check and if found acceptable refers them to the COM Review Team sub-committee for consideration.
5. The COM designates a Review Team sub-committee charged with the task of sorting the PIFs and discovering those who would be best qualified to serve the particular church. This Review Team sub-committee usually consists of 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 PIF and agrees upon criteria they will use to narrow their choices. Then each member of the Review Team sub-committee will independently review all the matched PIFs and select the ten most qualified candidates.
6. The Review Team sub-committee gathers together in order to compare their choices and develops a final list of up to ten quality PIFs which the COM Liaison of the searching church then gives to the Designated Pastor Nominating Committee. This group of PIFs will match the basic criteria for the DPNC’s search. When the DPNC has determined three or four candidates of interest, those will be already have been cleared by the Presbytery Leader (executive). and the availability of the candidates ascertained.
7. 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 guideline process, the church submits the *Pastoral Call Form,* and *Guidelines 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 converting 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 *Pastoral Call Form,* and *Guidelines for Installation Service* worksheet

 to COM for approval.

#### **Background Information: 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 five 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 is completed 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 2-5 years of stabilized pastoral services following unusual or difficult circumstances in the congregation’s life.

**Guidelines for Designated to Installed Pastoral Relationship**

If a Session, with the concurrence of the designated pastor in consultation with the COM Liaison, desires to pursue a permanent relationship, they shall first assess the health of the ministry of the congregation under the leadership of the designated pastor, by using the suggested norms and behaviors found in the *Advisory Handbook for Ministry Committees/Commissions* of the PCUSA:

* Vibrant faith in God is expressed in lively, faithful worship and in a commitment to engage in ministries of justice and compassion.
* Caring response to the needs of people outside the church is as important as fostering relationships of friendship and caring within the congregation.
* Following God’s intentions for the congregation is more important than maintaining buildings or merely balancing the budget.
* Respect for tradition and the past are balanced by flexibility and creativity.
* People of all ages are growing in wisdom and knowledge.
* Relationships of friendship and mutual accountability provide the context for inclusive hospitality and respectful evangelism.
* Respect, accountability and trust rather than control, individualism and secrecy characterize relationships within the congregation.
* Clear structures of authority and decision-making are coupled with open access to those structures by the entire congregation.
* Transparency and openness in regard to communication, information sharing and decision-making are balanced by appropriate and respectful treatment of confidential information.
* Respect for the authority of called and elected leaders is coupled with the awareness that leaders are only part of a very complex organism.
* Congregational self-confidence is balanced by appropriate humility.

If the Session, with the concurrence of the designated pastor, desires to move forward on the basis of this assessment, they shall contact the Committee on Ministry through their Liaison.

If the Committee on Ministry concurs with this assessment and concludes that it is in the best interests of the mission strategy of the Presbytery and congregation to proceed with the process to certify the designated pastor as eligible to serve as the permanent installed pastor, co-pastor, or associate pastor, then the following steps shall be followed.

1. The Session shall inform all members of the congregation by letter of their recommendation to seek exception found in the Book of Order from the Presbytery. They shall provide a rationale for their recommendation and seek to demonstrate how this action will enhance the mission and ministry of the congregation.
2. The Session, in consultation with the COM Liaison, shall initiate an opportunity for open discussion and discernment within the congregation. At minimum, there shall be one congregational gathering for discussion and discernment. The Liaison or the COM designee shall be present at all congregational gatherings.
3. Following this time of discussion and discernment, the Session and COM shall determine if the process should go forward.
4. If the decision is to go forward, then the Session shall act as a Pastor Nominating Committee and nominate the designated pastor to the congregation as the installed pastor. It shall call a Special Meeting of the Congregation according to the polity of the PCUSA and the congregational bylaws and/or *Manual of Administrative Operations* for the purpose of electing an installed pastor, co-pastor, or associate pastor.
5. The called Special Meeting of the Congregation shall be moderated by a designee of the Committee on Ministry.
6. Following full discussion at a Congregational meeting, a vote shall be taken by ballot. By mutual agreement between the Session and the Committee on Ministry, a supermajority (three-fourths vote of the members of the congregation present and voting) shall be established for the election of the installed pastor.
7. Upon successful election by the congregation, the Committee on Ministry shall seek approval of the Presbytery under the terms found in the Book of Order.
8. The church again submits the *Terms of Call* *Worksheet, Pastoral Call Form,* and *Plans for Installation Service* worksheet to COM for approval.