**Presbytery of detroit**

**Committee on Ministry**

### **Check List for**

### **Interim Pastor Search Process**

**WHO**: The Session is responsible for the search; it may delegate to a Transitional Team. The Session makes a contract with an interim pastor subject to Committee on Ministry approval. The congregation does not call an interim.

**WHAT**: Interim pastors are called by God to serve in transition times and have received specialized training for this specialized ministry.

* a guide in transition
* a comfort to the congregation during unsettled times
* a source of freedom for the search process for the next installed pastor to take as long as it needs

**WHY**: Interim pastors help congregations grieve the loss of the former pastor, understand ministry in today’s context, look towards the future, and prepare to welcome new installed leadership. The interim pastor may not become the next installed pastor.

Here’s the Check List for an interim pastor

🞏 COM liaison meets with Session to introduce the process

🞏 Session decides who (what group) will conduct the search and whether and how far to search beyond the presbytery

🞏 Search group prepares (with COM liaison help and approval)

* Ministry Information Form (MIF) focused on transition
* Job description for interim pastor
* Terms of call to be offered (should be at least at the minimum current terms of call for the Presbytery)
* Session approves the above documents

🞏 If search is beyond the presbytery, a complete MIF for the interim is placed on the CLC.

🞏 Presbytery Executive provides names of possible local interims

🞏 The search committee conducts interviews.

🞏 Presbytery Executive does the reference checks on any interim who is being seriously considered. Then COM conducts a clearance interview.

🞏. Search Committee makes choice and presents candidate to the Session where the Contract and Terms of Call are approved. See [*Covenant Agreement for Interim Pastors*](http://www.pbygenval.org/documents/committees/com/transition/covenant-agreement-for-interim-pastors.doc).

🞏 The signed Contract and Terms of Call then go to the COM for their approval.

🞏 Interim is introduced to congregation and begins work.

🞏 COM liaison establishes a pattern for building a relationship with the Interim.

**FAQ**

How many interim names will we get to review?

*It depends on the times, sometimes many are looking; other times few. It depends on the salary you are able to offer. It depends on whether you are willing to move an interim into the area from out of state.*

When can we start?

*As soon as the COM liaison has educated the Session about the process. The search process should begin no sooner than 90 days before the departure of the pastor. The departing pastor does not have to be gone, but is NOT involved in the interim search in any way.*

How long will it take to get an interim?

*The names you receive from the Presbytery are of interims who are ready for new service. They will be able to be with you fairly quickly. If you drag out the process asking for lots of names, it will take longer.*

What if the interim is different from the kind of pastor we are used to?

*a. Remember the interim is for the transition time, not forever.*

*b. Part of the interim experience is for the congregation to experience a different kind of ministry from that of the former pastor. Different kinds of experience open the congregation up to new ways of ministry. This is especially important if the departing pastor has had a long tenure with the congregation.*

*c. Experiencing an interim will help the congregation accept a new installed pastor who is neither a clone nor a complete opposite of the departing pastor.*

**COMPENSATION GUIDELINES FOR THE TRANSITIONAL PASTOR**

Assumptions:

1.) All transitional packages will meet the Presbytery minimum standards.

2.) Transitional pastors will negotiate their own compensation package with Session including annual increases and cost of living adjustments.

Guidelines:

1.) In determining the appropriate salary for the transitional pastor, the following items may be considered:

1. Compensation provided previous Pastor
2. Transitional Pastor’s previous salary
3. Transitional Pastor’s “successful” experiences in a transitional role
4. Transitional Pastor’s special skills and talents that will be especially helpful to the congregation

2.) If the transitional ministry is part-time, the financial and benefit package should be pro-rated accordingly.