

## STEPS TOWARD A FULL-TIME INTERIM PASTOR

(may also be used for part-time interims)

### TIME LINE

- \_\_\_\_\_ 1. Committee on Ministry representative meets with the session to outline steps and authorize session to proceed.
- \_\_\_\_\_ 2. Session, through the appropriate committee:
- develops position descriptions (what do you want interim to do?)
  - determines salary brackets
  - determines term of service, i.e., "The term of employment shall be (3, 6, 9 months, or specific date), with the privilege of negotiation of adjustments in the contract by the session and the interim pastor."
  - seeks Committee on Ministry approval of plan.
- \_\_\_\_\_ 3. Session:
- approves Personnel Committee plan.
- \_\_\_\_\_ 4. Committee on Ministry and session, through the appropriate church committee, seek the person:
- personal contacts
  - Synod and General Assembly
  - suggestions from Committee on Ministry and General Presbyter
- \_\_\_\_\_ 5. Session, in consultation with the COM:
- screens interim candidates and interviews
  - have General Presbyter check references with appropriate EP
  - may hear them preach and lead worship through tapes or in person
  - chooses the interim they desire and negotiates terms
  - requests approval of Presbytery through the Committee on Ministry
- \_\_\_\_\_ 6. Committee on Ministry recommends approval of Presbytery.
- \_\_\_\_\_ 7. Presbytery gives approval.
- \_\_\_\_\_ 8. Person starts interim pastorate.

1. Session, not Pastor Nominating Committee, secures the interim.
2. Allow ample time. Committee on Ministry representative will assist in steps 1 through 5.  
Steps 6 and 7 require Committee on Ministry and Presbytery action.
3. Presbytery salary and time guidelines need to be observed.
4. Presbytery must approve.
5. Interim must be or become a member of Albany Presbytery to be named moderator of Session.

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