

PASTORAL SERVICES AND RELATIONSHIPS

I. Types of Relationships:

A. Temporary Supply—may be:

- ordained minister
- ordained elder
- candidate under care
- commissioned lay pastor

B. Commissioned Lay Pastor

- Presbytery trained and commissioned

C. Interim Pastor

- When a church is seeking a minister who will be installed pastor

D. Interim Associate Pastor

- When a church is seeking a minister who will be installed associate pastor

E. Stated Supply

- When a church is not seeking an installed pastor

F. Designated Pastor

- An installed pastoral relationship with a term-specific relationship

G. Pastor or Associate Pastor

- An installed pastoral relationship

H. Co-Pastors

- Installed pastoral relationships

I. Parish Associate

- Requires that an installed pastoral relationship exists

II. Committee on Ministry Policy & Process

All forms of pastoral relationships require consultation with and approval of the Committee on Ministry.

A. Pulpit Supply (Sunday worship leader)

Ordinarily, the Committee on Ministry will give approval to the session to secure pulpit supplies from the Approved Preaching List (www.albanypresbytery.org). Pulpit supplies are limited to preaching and leading worship, and, if the same person is to be used regularly in this capacity, the committee should be consulted. If the session desires

to invite someone who is not on the Approved Preaching List to preach for more than one service, permission should be secured in advance from the Committee on Ministry.

B. Temporary Supply

A temporary supply may be a minister, a candidate, a commissioned lay pastor, or an elder secured by the session to conduct services when there is no pastor or the pastor is unable to perform pastoral duties. The session shall seek the counsel of Presbytery through its Committee on Ministry before securing a temporary supply. A temporary supply may not be called to be a pastor or associate pastor of a church in which he or she has served as temporary supply, unless six months have elapsed since the end of the temporary supply relationship.

C. Commissioned Lay Pastor (Book of Order G-14.0801)

With the approval of the session, the Committee on Ministry, and the Presbytery, a local commission is granted for a period of up to three years and subject to renewal.

D. Interim Pastor

Should the session and/or the Committee on Ministry desire an interim pastoral relationship for a particular congregation, the following steps should be followed:

1. The session and Committee on Ministry consult.
2. A position description is developed and budget provisions provided.
3. Dossiers and/or resumes for the interim position are secured.
4. Candidates are interviewed by the session and the Committee on Ministry.
5. Requirements for clearance interviews and reference checks shall be the same as for installed pastors.
6. A position description is approved by the candidate, session and Committee on Ministry.
7. Final approval is given by the session, the Committee on Ministry, and the Presbytery, including terms and starting date.

E. Interim Associate Pastor

The same steps should be followed as outlined in D. above.

F. Stated Supply (Book of Order G-14.0513a)

When, in consultation with the Committee on Ministry/General Presbyter, a session determines that it is not appropriate to undertake a search for an installed pastor, it may request assistance in securing a stated supply for a period of up to one year (renewable). The following steps are required:

1. The session and Committee on Ministry consult.
2. A position description is developed and budget provisions provided.
3. Dossiers and/or resumes for the stated supply position are secured.
4. Candidates are interviewed by the session and the Committee on Ministry.
5. Requirements for clearance interviews and reference checks shall be the same as for installed pastors.
6. A position description is approved by the candidate, session and Committee on Ministry.
7. Final approval is given by the session, the Committee on Ministry, and the Presbytery, including terms and starting date.

G. Designated Pastor (Book of Order G-14.0501e)

This follows the practice for calling an installed pastor, with the use of a Pastor Nominating Committee. The session and congregation must receive the prior concurrence of the Committee on Ministry before undertaking the search for a designated pastor. The relationship is that of an installed pastor elected for a term of not less than two nor more than four years by vote of the congregation and concurrence by the Presbytery. A designated pastor may be called as pastor after two years subject to provisions in G-14.0501e. Only candidates recommended by the Committee on Ministry may be considered for the position of designated pastor.

H. Installed Pastors, Associate Pastors, and Co-Pastors

A separate document outlines the process which is used for filling these positions. The process begins with a consultation between the session and representatives from the Committee on Ministry.

I. Parish Associate (Book of Order G-14.0515)

A parish associate relationship requires nomination by a pastor with the concurrence of the session, the parish associate and the Presbytery. No formal call is involved. The parish associate is responsible to the pastor, as head of staff, on an "as needed, as available" basis, with or without remuneration. The Committee on Ministry shall review the relationship initially, and annually thereafter, with respect to the time and energy expectations, its effectiveness, and the parish associate's continuing eligibility for this designation. Any change in the relationship, including its termination, must be approved by the Presbytery.

III. Minimum Compensation Standards for Pastoral Relationships

- A. All installed pastoral relationships, be they permanent or designated, full-time or part-time, shall conform to Presbytery's minimums for compensation. Part-time positions shall be based on a percentage of a 48-hour work week. (The Board of Pensions defines "full-time" as 35 hours per week.)

- B. Stated supply or interim pastoral relationships may be part-time or full-time. Part-time shall be based on a percentage of a 48-hour work week and shall conform to presbytery's minimums for compensation. Full-time interim positions usually are based on the compensation paid the prior pastor and include a termination allowance (usually one month full compensation).
- C. The minimum remuneration for a pulpit supply is as approved by Albany Presbytery.

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