

TIMELINE FOR SESSION OF
(church)

<u>DATE</u>	<u>ACTIVITY</u>
_____	Session meeting to hear Pastor's request: Committee on Ministry (COM) representatives available to explain process Call for congregational meeting to concur with request Letter drafted to send to congregation
_____	Congregational meeting
_____	Farewell to Pastor
_____	Pastor's last Sunday
_____	Session meets to decide what next:* Week by week supply? Interim services? Full time or part time? Appoints committee to search Session finds pulpit supply for weekly worship services How to provide for financial audit per <u>G10.0401d</u>
_____	COM meets to approve dissolution, appoint moderator
_____	If possible, COM person or GP supplies pulpit first Sunday after Pastor leaves
_____	COM liaison meets with session to explain mission study process and lead a review of the congregation's mission and ministry to provide relevant information for the PNC's use in preparing the CIF. <i>*Ordinarily a reflection process on the current needs of the church will occur; a full mission study may be most effective six months after the new installed pastor arrives.</i> Session appoints committee to do Mission Study
_____	Mission Study process begins
_____	COM grants permission to the session to call congregational meeting to elect Pastor Nominating Committee
_____	PNC to ensure that manse inspection is done according to Albany Presbytery's Manse Inspection Policy
_____	Search begins for new pastor with COM liaison available

**Note: In the event of a retirement, some steps may be taken early with the permission of the COM, as long as another person moderates the Session at specific meetings.*

February 2002/COM 9.1.05