

CHURCH LEADERSHIP RESPONSIBILITIES DURING THE TIME OF VACANCY

Session Responsibilities

1. Provide for worship leadership. The pulpit supply list of ministers approved by Presbytery is available. If a person is asked to fill the pulpit that is not on this list, it should be reviewed with the COM Chair of the Transition Team or the Transition Team Representative assigned to the church.
2. Determine the special needs of the congregation that should be addressed during the interim period. Determine goals to be accomplished in the interim period.
3. Select an Interim Pastor Nominating Committee from among the members of the Session. Create a job description and determine terms of call.
4. Seek the concurrence of the COM for electing a Pastor Nominating Committee (PNC). Work with the Transition Team Representative to accomplish this. After receiving COM concurrence, ask the Nominating Committee of the Church to recruit a slate of nominations for a Pastor Nominating Committee (PNC). Submit the nominees to the congregation for its vote and provide a budget that is adequate for its work (for travel, telephone, postage, copying, etc.)
5. Assist the PNC in the completion of the Church Information Form, which contains a job description and proposed compensation arrangements. The Session votes to approve the submission of this form to the denominational offices.
6. Inspect the manse (if there is one) and assure its readiness for the next pastor.
7. Call special congregational meetings as requested by the PNC.
8. At the time the congregation votes on the candidate and to call him/her as the new pastor, the session should work with the PNC and the COM Transition Team Representative to arrange for an installation service. Guidelines for the establishing and Installation Commission and for arranging the order of worship will be made available to the PNC.