

## Interim Process

Barbara Ranta, 09/23/2003 - 10:01 AM

### **Presbytery of Seattle Interim Search Process**

1. The Committee on Ministry, in consultation with the session, shall name a person as moderator of the session to be elected by the Presbytery. This may be a current associate pastor following consultation with that pastor. The Committee on Ministry will act to name the moderator of session.
2. The Committee on Ministry will name a liaison to work with the Interim Search Committee and the Pastor Nominating Committee.
3. Session will elect an Interim Search Committee of three to five people. All may be members of session, but in some cases others in the congregation may be asked to serve. The majority should be members of session.
4. The Interim Search Committee will need to develop:
  - The Interim Pastor job description which establishes goals that focus on the primary tasks expected of the interim. This is not to be a repeat of the previous pastor's job description and goals, but is to focus on the main tasks of the interim period:
    1. Assisting the congregation to come to terms with its history
    2. Encouraging the congregation to discover and articulate a new identity and vision
    3. Aid the congregation in preparing to welcome new pastoral leadership
    4. Help strengthen connectional ties with the presbytery and other church bodies

If the church has an Associate Pastor, then the Interim Search Committee and Personnel Committee need to consult with the Associate to identify any tasks that may be added to the Associate job description and whether those tasks merit salary adjustment. The Personnel Committee will make recommendations to the session regarding the Associate Pastor. The interim search committee will take this

information into account as the interim job description is completed.

- a person description which describes the style, personality, theological stance and relational skills desired. For example, we are seeking a pastor who is a reserved autocrat that disagrees with our general theological perspectives and is an introvert.

These two documents will be forwarded to the Presbytery Executive. The Committee on Ministry's Temporary Relations subcommittee will review the material and potential Personal Information Forms to be sent to the Interim Search Committee.

- Each candidate, whose PIF is submitted to the Interim Search Committee, will have been contacted by the EP and will have indicated interest in the position and is cleared to serve..
- Information that the EP discovers from those contacts will be forwarded to the Interim Search Committee unless confidentiality issues are involved.

5. The committee will develop its own screening and interview process. The committee will use the same process with each candidate

- The session shall determine the compensation for the interim pastor. It is recommended that the interim receive the same compensation as the previously called pastor. If the session has significant financial concerns they may choose to reduce the compensation by a percentage necessary to meet some of the Pastor Nominating Committee expenses..
- The committee will present the candidate of their choice to the session with the interim contract completed.
- The Committee on Ministry will recommend that Presbytery approve the contract and name the person as moderator of session.

Ordinarily, the Interim Pastor is in place in the congregation for several months before the Session decides that it is time to proceed with the Pastor Nominating Committee process. Permission to proceed with a congregational meeting for the purpose of electing a Pastor Nominating Committee and the development of a Mission Study which will be used in the writing of a Church Information Form, take place in consultation with the Committee on Ministry. **See Committee on Ministry papers, Outlining the Process for Churches in Pastoral Transition and Pastor Nominating Process, available on Spirit-Net.** ( Go to [www.](http://www.teamtapestry.net/QuickPlace/seattle/PageL...D5EDBED8825706900801361/?OpenDocument&Form=h_PrintUI)

[presbytery.org/spirit-net](http://presbytery.org/spirit-net) and click on Church Resources on the left hand side bar. Then click on "For Churches in Pastoral Transition" for forms, information and support documents used throughout this period of transition.