

P-13 Concerning COM Response to Minister Leaving Congregation

1. When anyone learns that an installed minister (Pastor; Associate Pastor; Co-Pastor; Designated Pastor, Associate Pastor, Co-Pastor) is leaving a congregation, contact staff at once.
2. As soon as staff learns of an installed minister leaving a congregation
 - a. The staff will contact the Moderator of Calls and Vacancies so that a Liaison for the congregation may be appointed as soon as possible
 - b. The staff person will arrange to meet with the Session, **BEFORE** the Minister leaves.
 - c. At that Session meeting, the staff person (with the Liaison, if possible) will share with the Session: the interim process, the pastoral search process, the function of a Transition Committee, and present to the **Minister** and to the **Session** a copy of Presbytery's Policy on the Relation of Ministers to Former Congregations.
 - d. The Staff will do an exit interview with the Minister leaving before the Minister is off the field.
3. Following the Minister's leaving the field, the COM Liaison will see to it the exit interview is done with the Session. And further, the Liaison will make sure that the Session understands the Presbytery's Policy on the Relation of Ministers to Former Congregations.
4. It assumed that the staff person and/or the Liaison will communicate any concerns discovered in the exit interviews to the appropriate subcommittees of COM.