

Transition Responder and Liaison Responsibilities

GP:	general presbyter
COM-TR:	transition responder*
PNC:	pastor nominating committee
PNC-L:	Liaison to pastor nominating committee liaison* (from the COM)
TT:	transition team
COM TF:	COM Task Force on Transitions in Ministry (*the COM TR and PNC-L could be the same person.)

Transition Responder Responsibilities

1. The COM-TR will guide the Session of the church from the point that the pastor announces their resignation to the point that the Session is ready to begin the self-study of the congregation.
 - a. COM-TR's will be trained in transitional issues and process
 - b. Ordinarily, COM-TR's will be members of COM; other pastors and ruling elders with prior COM experience may be asked to serve.
2. The GP and a member of the COM TF will conduct an exit interview with the outgoing pastor or associate pastor; the GP and COM-TR together will conduct an exit interview with the Session as soon as practical after the pastor announces their resignation (or retirement announcements)
3. The COM-TR will orient the Session to the Transition Period, including:
 - a. Presentation of policies concerning ministers and their former congregations.
 - b. How a session functions during the transition period:
 - i. Who can moderate
 1. The COM-TR will moderate session meetings until a moderator has been appointed by the COM Task Force.
 2. See BOO G-3.0104 for rules governing who may moderate a session meeting.
 - ii. Who is responsible for securing temporary pastoral leadership, including pulpit supply
 - iii. The role of the GP, the Session, the Transition Team, and COM-TR
 - c. Establishment of a Transition Team
 - d. The decision/desirability/affordability of a Transitional pastor
 - e. When a PNC can be elected and how
 - f. The several options of permanent and temporary pastoral relations
4. The COM-TR will assist the Session/Transition Team in securing
 - a. Temporary Supply preaching if and/or until a Transitional Pastor has been secured
 - b. Transitional Pastor for the congregation
5. The COM-TR will orient the Transition Team to its responsibilities once it has been appointed by the Session, including an explanation of the Presbytery's AAEEEO policies. (The GP may be invited to participate if that seems prudent or necessary.) The COM-TR will be knowledgeable about Mission Study resources and personnel, and in the event that no Transitional pastor has been hired, assist the Transition Team in securing qualified leadership for the self-study of the congregation. They will be available to the Transition Team for problem solving and particular questions.
6. The COM-TR will coordinate with the COM TF regarding Transitional Pastor Ministry Information Form (if used), Suitability & Fit interviews with a potential Transitional Pastor, and contracts for COM TF approval.

7. The COM-TR will send the completed Mission Study Report to the COM TF for approval, and communicate back to the TT the results. The approval is ordinarily accompanied by permission for the congregation to form a PNC, including the assignment of a liaison of the COM PNC-L
8. The COM-TR will communicate to the church the name of the PNC-L.

9. The COM-TR's last responsibility will be to summarize any issues or concerns that have arisen from the Transition process to the PNC Liaison.

PNC Liaison Responsibilities

The COM Liaison to the PNC begins once the PNC has been elected.

1. The PNC-L will meet with the Pastor Nominating Committee at its Transitional meeting, and the PNC shall not hold its first meeting without the Liaison. If there is a transitional pastor, they shall also be present at the first meeting of the PNC. The first meeting will be an orientation to the search process and include the election of PNC officers.
2. If there is no transitional pastor in place, the PNC-L will guide the PNC through the writing of the Ministry Information Form.
3. Whether guided by a transitional pastor or the PNC-L, care shall be taken to ensure that the MIF accurately reflects the congregation, its mission study, and that there is agreement between the Session, its Personnel Committee, and the PNC regarding the position description, expectations, and qualifications of a new pastor.
4. The PNC-L will send an electronic form of the completed MIF to the COM Task Force. If changes to the MIF are required or suggested by the COM-TF, those changes shall be communicated back to the PNC through the PNC-Liaison.
5. The PNC-L will meet with the PNC when the first batch of PIF's have been delivered to the PNC; the primary focus of the Liaison's input is to review with the PNC what they have indicated is required and desired in the new pastor.
6. Ordinarily, the PNC-L will meet with the PNC at least once a month during the search process. They will assist the PNC in the interview process and keep track of their progress. The PNC-L will update the COM TF periodically, The PNC-L should strongly encourage the Search Committees to interview Salem Presbytery persons where appropriate.
7. The PNC-L will shepherd the pastor-elect through the process of appearing before the COM TF for Suitability & Fit interviews, COM Task Force on Examinations, and the COM TF making sure that the call, in correct form, is in the Presbytery Office two weeks before the COM meeting when the candidate is examined.