

## **P-22 First Responder and Liaison Responsibilities**

NGP:	neighborhood general presbyter
COM-FR:	first responder
PNC:	pastor nominating committee
PNC-L:	pastor nominating committee liaison
N-COM:	neighborhood COM
TT:	transition team

### **First Responder Responsibilities**

1. The COM-FR will guide the Session of the church from the point that the pastor announces his or her resignation to the point that the Session is ready to begin the self-study of the congregation.
  - a. COM-FR's will be trained in transitional issues and process
  - b. Ordinarily, COM-FR's will be members of COM; other pastors with prior COM experience may be asked to serve.
2. The NGP will conduct an exit interview with the outgoing pastor or associate pastor; the NGP and COM-FR together will conduct an exit interview with the Session as soon as practical after the pastor announces his or her resignation (or retirement announcements)
3. The COM-FR will orient the Session to the Transition Period, including:
  - a. How a session functions during the transition period:
    - i. Who can moderate
      1. The COM-FR will moderate session meetings until a moderator has been appointed by the N-COM.
      2. See BO, G-10.1013b, 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 NGP, the Session, the Transition Team, and COM-FR
  - b. Establishment of a Transition Team
  - c. The decision/desirability/affordability of an interim pastor
  - d. When a PNC can be elected and how
  - e. The several options of permanent and temporary pastoral relations
4. The COM-FR will assist the Session/Transition Committee in securing
  - a. Temporary Moderator of Session, if necessary
  - b. Temporary Supply preaching if and/or until an Interim Pastor has been secured
  - c. Interim Pastor for the congregation
5. The COM-FR will train the Transition Team once it has been appointed by the Session, including an explanation of the Presbytery's AAEEEO policies. (The NGP may be invited to participate if that seems prudent or necessary.) The COM-FR will be knowledgeable about Mission Study resources and personnel, and in the event that no interim pastor has been hired, assist the Transition Team in securing qualified leadership for the self-study of the congregation. He or she will be available to the Transition Team for problem solving and particular questions.
6. The COM-FR will be responsible to communicate the need for a PNC Liaison to the N-COM.
7. The COM-FR's last responsibility will be to summarize any issues or concerns that have arisen from the Transition process to the PNC Liaison.

## **P-22 First Responder and Liaison Responsibilities**

### **PNC Liaison Responsibilities**

1. The PNC-L when called upon by Transition Team and the interim pastor will assist in conducting the self-study of the congregation.
2. When the congregation has completed a self-study and the congregation is ready to elect a PNC, the PNC-L will bring that request to the COM, after consultation with the NGP and any interim pastoral leadership that has been secured. The PNC-L will guide the Session through the process of electing the PNC.
3. The PNC-L will meet with the Pastor Nominating Committee at its first meeting, and the PNC shall not hold its first meeting without the Liaison. If there is an interim pastor, he or she 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.
4. If there is no interim pastor in place, the PNC-L will guide the PNC through the writing of the Church Information Form.
5. Whether guided by an interim pastor or the PNC-L, care shall be taken to insure that the CIF 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.
6. The PNC-L will send an electronic form of the completed CIF to the NGP, who will be responsible to forward it to the appropriate neighborhood COM sub-committee. If changes to the CIF are required or suggested by the N-COM, those changes shall be communicated back to the PNC through the PNC-Liaison.
7. The PNC-L (and interim pastor, if applicable) 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.
8. Ordinarily, the PNC-L will meet with the PNC at least once a month during the search process. He or she will assist the PNC in the interview process and keep track of their progress, reporting it to Calls & Vacancies monthly. Strongly encourage Search Committees to interview Salem Presbytery persons where appropriate.
9. The PNC-L will shepherd the pastor-elect through the process of appearing before COM (and Examinations Committee), making sure that four copies of the call, in correct form, are in the Presbytery Office one week before the COM meeting when the candidate is examined.