

For Churches in Transition in Albany Presbytery A List of Important Resources

**Whenever a church enters the period of transition between pastors
Committee on Ministry provide personnel, resources and processes
to help you through the transition.**

Committee on Ministry (COM) assigns a liaison to your church, who partners with you throughout the entire transition.

There are many resources available on line through the Albany Presbytery website, the PCUSA national website, and elsewhere. A brief list of those resources most often needed or requested are listed here below.

Some resources are supplied by Albany Presbytery's Committee on Ministry.

Go to the Presbytery's website: www.albanypresbytery.org and click on Churches in Transition

As Your Current Pastor Leaves:

Albany Presbytery has a policy regarding appropriate boundaries for the relationship between the outgoing pastor and the congregation as he or she moves from being pastor to being friend. We strongly encourage you to put it in your Sunday bulletins and newsletter for several weeks.

On Mission Studies:

The Mission Study is the process by which your church evaluates its ministry over the recent past and discerns what God is calling you to do and be now. This study helps you determine what particular gifts and strengths you will seek in your next pastor. In general there are two ways to approach doing a Mission Study. At the earliest possible Session meeting after your former pastor leaves a representative of COM will help you discern which process is best for your situation, and will provide you with relevant resources and information.

Putting Your Church Information Form (CIF) on line:

Whether you are seeking an interim pastor or an installed pastor, churches need to put their CIF on line. The interim search can be done with a very brief CIF. The search for an installed pastor requires a more detailed form. It is important to ensure that the process of entering your information on line is done by someone in your church who is comfortable with computers, and that you seek help or advice whenever you have a question or concern... and whenever you experience a problem.

There are important specific instructions available in the manual, **On Calling a Pastor** on pages 20 and following. They deal with getting a log-in ID, passwords, and clearances, as well as other details. This manual is available on our website

When you experience problems and they are not easily resolved by a phone call to your COM liaison or the Presbytery office, the Church Leadership Connection office in Louisville provides technical support. They can be reached by calling: 888-728-7228 – particular extensions for personnel are found in the Presbyterian Planning Calendar, or you can call the presbytery office.

For Seeking an Interim Pastor:

Please be aware that interim pastors are very mobile, and the search process needs to be focused and brief. Interim pastors do not have the luxury of spending a lot of time seeking a new call when their contracts end, and usually accept new positions within a month or two after they leave an old position. It is important that Sessions move quickly to ascertain what interim pastors are available and act to call the best possible candidate as soon as possible.

Please also be aware that when seeking interim pastors for less than full time calls it is very difficult to attract candidates from beyond our local area.

There is an Association of Presbyterian Interim Ministry Specialists to which many trained interim pastors belong. This association can be of help in matching congregations and potential interim candidates. Their website is: <http://www.apims.org/>

For Seeking a Pastor:

There is an excellent manual, entitled **On Calling a Pastor**, and other resources on the Albany Presbytery website: www.albanypresbytery.org

Whether seeking an interim, installed or supply pastor, congregations are free to seek candidates from all of the four denominations which are part of the Formula of Agreement (Evangelical Lutheran Church, Presbyterian Church USA, Reformed Church of America, United Church of Christ). Information for contacting local judicatory executives in the other three denominations to let them know that you are seeking qualified candidates can be obtained by calling (273-4991) or emailing (main@albanypresbytery.org) the Presbytery office.

When The Church Has a Manse:

The transition time between pastors is the best time to ensure that any needed repairs are done in the manse, and it is critical that the Session, outgoing pastor, and incoming pastor are all clear about and comfortable with the physical condition of the manse when it changes hands. The following policy and guidelines are important:

Manse_review_policy

Manse_use_guidelines

**PLEASE REMEMBER
WHENEVER YOU HAVE A QUESTION OR EXPERIENCE ANY DIFFICULTY
DON'T HESITATE TO CONTACT YOUR COM LIAISON
OR THE PRESBYTERY OFFICE. WE ARE HERE TO HELP!**

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