

**THE PRESBYTERY OF CAYUGA-SYRACUSE
COMMITTEE ON MINISTRY**

**PROCESS FOR CALLING
A DESIGNATED PASTOR**

In addition to teaching elders being installed for an indefinite period of time, the *Book of Order* in G-2.0504a also states that teaching elders may be installed “*for a designated term determined by the presbytery in consultation with the congregation and specified in the call.*” In order to call a designated pastor, the congregation shall meet one or more of the following criteria:

- Congregational stability would be significantly endangered by a full vacancy process;
- The congregation lacks sufficient leadership to sustain its mission while at the same time conducting a search process;
- The congregation’s ministry is not sufficiently developed to attract applicants;
- A designated pastorate would help the congregation implement or develop its plans for ministry, particularly a redevelopment strategy.

When one or more of these criteria has been met, this process shall be followed:

1. The session, in consultation with the Ministry Work Group (MWG), reviews the above criteria and determines if the congregation desires to call a designated pastor. The session may also select a Pastoral Transition Team (PTT) to review the above criteria and make recommendations to the Session as to how to proceed.
2. If the MWG, in consultation with the session or the PTT, determines that one or more of the above criteria has been met, it gives the congregation permission to elect a Designated Pastor Nominating Committee (DPNC).
3. The DPNC, assisted by the MWG representative(s), will complete a mission study and prepare a position description and a Ministry Information Form (MIF) based on the results of the mission study. The MIF will be posted on the Church Leadership Connection (CLC) with all PIFs sent to the Chairperson of the MWG. The term will be for two years with the possibility of either being elected for another two-year term or called by the congregation as pastor.
4. The MWG representative to the congregation informs the session that a criminal background check will be required for their final candidate before the congregation votes.
5. The MWG will review PIFs of potential candidates and send identified PIFs to the DPNC chairperson through the MWG representative. The Stated Clerk of the Presbytery will complete the necessary Clearance Checks with the appropriate person in the potential candidate’s presbytery so that it does not have to be done later in the process.

SECTION 2 LETTER Q

6. While maintaining contact with the MWG representative(s), the DPNC will conduct phone/Skype and face-to-face interviews with those persons whose PIFs they have been given.
7. They will select the final candidate, agree on the terms of call, and send in the signed background check forms to the Stated Clerk.
8. The final candidate will make arrangements to meet with MWG for examination.
9. Once the DPNC receives clearance on the background check and the MWG examination, the session will call a congregational meeting. At this time the candidate will be presented to the congregation for election as designated pastor and the terms of call approved.
10. Acting on behalf of the Presbytery, the MWG will approve the call extended by the congregation and install the candidate as designated pastor.
11. The work of the designated pastor shall be reviewed every six (6) months with the session and MWG, at which time the DP shall present a written report.
12. During the last six (6) months of the first two-year term, the session and congregation, assisted by the MWG and in consultation with the DP, will do one of the following:
 - a. Approve another two-year term. If the session desires the DP to serve a second two-year term and the DP is willing to fulfill a second term, the session shall call a congregational meeting to elect him/her as DP to a second two-year term. If there is at least a $\frac{3}{4}$ favorable vote, the MWG may act on behalf of Presbytery to approve a second term.
 - b. Elect the designated pastor as pastor. After at least two years of the DP relationship, upon concurrence of the MWG, the DP and the session acting in place of the Pastor Nominating Committee (PNC) for the single purpose of calling the DP, a congregational meeting shall be held to call the designated pastor as pastor. The action of the congregation is reported to the Presbytery through the MWG. If the action is affirmative, the Presbytery, after voting to approve the new pastoral relationship, shall install the designated pastor as pastor.
 - c. Elect a pastor nominating committee. If the session and DP decide to end the pastoral relationship, the session, with the concurrence of the MWG, shall call a congregational meeting to elect a pastor nominating committee to conduct a full pastoral search.
13. A DP may serve a total of four (4) years before either a) being called and installed as pastor or b) ending the pastoral relationship. During the last six (6) months of the second two-year term, the session and congregation, assisted by the MWG and in consultation with the DP, will do one of the following:

SECTION 2 LETTER Q

- a. Elect the designated pastor as pastor. If there has been an open search process conducted by the MWG and after at least two years of the DP relationship, upon concurrence of the MWG, the DP and the session, acting in place of the Pastor Nominating Committee (PNC) for the single purpose of calling the DP, a congregational meeting shall be held to call the designated pastor as pastor. The action of the congregation is reported to the Presbytery through the MWG. If the action is affirmative, the Presbytery, after voting to approve the new pastoral relationship, shall install the designated pastor as pastor.
- b. Elect a pastor or associate pastor nominating committee. If the Session and DP decide to end the pastoral relationship, the Session, with the concurrence of the MWG, shall call a congregational meeting to elect a Pastor Nominating Committee to conduct the full pastoral search.