

**A Policy on Transitioning from  
Temporary to Called/Installed Position  
February 16, 2013**

It shall be the policy of the Presbytery of Lake Erie to inform every Stated Supply, Temporary Supply, or other limited time pastoral relationship that is not a called/installed position, that such relationships are expected to end at some time, even though the contract may have a renewable clause. However, whenever there is a desire on the part of the pastor and congregation to make that particular relationship into a called/installed relationship, the Committee on Ministry will review the request on an individual basis and make such recommendations as it deems wise without any situation becoming a precedent for any other.

Whenever an Interim Pastor and a congregation may desire to make their relationship into a called/installed pastorate, both parties should know that the presbytery discourages such moves. Interims have specific and unique tasks to perform. When those tasks are completed the interim relationship should conclude and different pastoral leadership be found. This information will be shared with both parties when an interim relationship is established.

The information listed below is not policy; however, it is the general guidelines that would influence the Committee on Ministry if there is a desire for a temporary position to become a called position.

Strategy for transition from Temporary Supply to called Pastor or Associate Pastor

1. A year of time must pass before a church with a temporary supply pastor initiates the process of converting a temporary supply to a called position, with the expectation that the process would take an additional six months to complete, the total timeframe to complete the process of conversion would be eighteen months.  
The Committee on Ministry would review this first step with the temporary pastor and session to explain the rationale and justification for this request.
2. Following that first year a mission study is undertaken with the assistance of the Congregational Life Committee. (There are several options for the mission study process. That would be discussed with the Session at the appropriate time. The church may use information from previous mission studies but the church is also asked to reflect deeply and wisely on how the church and community are different than at the time when the previous mission study was completed.)
3. When the mission study is completed, and approved by the Congregational Life Committee and Session, then the Committee on Ministry would approve the forming of a Pastor Nominating Committee.
4. Session calls congregational meeting to elect Pastor Nominating Committee (PNC).
5. Committee on Ministry appoints liaison.
6. PNC creates CIF or position description as determined in conversation with appropriate Pastor to Presbytery and COM liaison.
7. It may be determined that steps 8 and 9 below have been accomplished at the time of searching for the temporary supply pastor. That will be determined on a case-by-case basis.

8. PNC posts position for a minimum of 2 weeks, if COM deems it necessary to comply with open interviewing process, using any of the following vehicles as determined in conversation with appropriate General Presbyter and COM liaison:
  - Lake Erie Presbytery website
  - PCUSA Church Leadership Connection
  - Conversations with neighboring EPs
  - Relevant journals and/or websites
9. PNC interviews and hears preach at least two candidates (if needed), meeting EEO requirements, providing names of persons interviewed to the Committee on Ministry (COM). The Temporary Supply will be one of the candidates.
10. COM conducts clearance interview and makes recommendation to presbytery.
11. Congregation elects pastor.
12. Presbytery affirms call by 3/4 vote. (It is noted in COM report to Presbytery that 3/4 vote of Presbytery is required).

Benefits to congregation of using this process:

- Assures that the best possible candidate is selected
- Honors the role of the congregation in the call process
- Leaves room for the Holy Spirit to work
- Meets EEO requirements
- Allows the congregation and a candidate to get to know each other through a working relationship
- Provides a chance to develop a newly-created position
- Allows a congregation to employ a person who is not currently ordainable while retaining the option of ordaining that individual

Situations in which Temporary Supply might be the best option for a congregation:

- Part time position
- Small congregation
- Hard-to-fill position
- Associate position with unusual requirements
- Position in which a quick transition is essential
- Newly-created position