



Guidelines for Pastoral Retirement

Pastor's Work: To complete duties as Pastor and Moderator per schedule and make exit

- Presbytery Policy on Departing Pastors
- Resolve, if any, matters of loans and other financial arrangements
- Complete plans to vacate manse
- List routines which will need to be picked-up by members: opening and closing buildings, contacts with vendors and outside organizations, etc.
- Keep up-to-date with Board of Pensions

Session's Work:

- Identify pastoral duties to be assumed by church leadership; teaching, pastoral care, business and administrative responsibilities
- Design intentional system of pastoral oversight, particularly for emergencies and crises events. Use Elders/Deacons on call or arrange with area minister to be available
- Keep up-to-date with Board of Pensions while pulpit is vacant: vacancy dues (BOP) and Med-Wrap dues (NCP) will need to be addressed
- Set-up regular communication system to keep members apprised of next steps and Session activities
 - Newsletter, email, phone tree, minute for mission, weekly flyers, contact person and phone numbers
 - Arrange worship leadership, preaching, lay liturgist, etc.
 - Plan celebration of ministry for exiting pastor (and spouse)

Presbytery's Work:

- Appoint Moderator of Session and Liaison
- Assist with pulpit supply
- Coach Session through choice of Interim or Designated Pastor
- Arrange for training events for on-going work of Sessions, Personnel Committee, Church Treasurer, Clerk, etc.

Action Steps:

- Review manual "On Calling a Pastor" (Section II, Transition Beginnings)
- Session: Scheduled meetings for the coming months with a stated purpose and expectations
- Congregation: Called meetings to elect Search Committee members **in collaboration with NCP's Committee on Ministry**
- Identify who should serve and who should not