

**PRESBYTERY OF GENEVA
COMMITTEE ON MINISTRY**

**DISSOLUTION OF INSTALLED PASTORAL RELATIONSHIP
at Request of the Pastor
CHECKLIST**

- ☐ 1. Pastor decides to leave current position, either by searching for a new call, or planning retirement or for some other reason.
 - ☐ a. The Pastor should contact the Presbytery Leader and the Stated Clerk prior to posting PIF on Church Leadership Connection in order for the Clerk to attest to the Pastor's standing in the presbytery and the Presbytery Leader may respond to executive checks.
- ☐ 2. Pastor notifies COM liaison or chair of call or other change in status.
 - ☐ a. If retiring, Pastor consults with COM liaison well in advance.
 - ☐ b. The Pastor calls a special meeting of the Session. The Pastor should consult with the COM liaison as to whether do this alone or with the COM liaison and/or Presbytery staff member present.

If the Pastor does it alone, a date for another Session meeting is set to have a visit from the COM liaison, and the conversation is limited to dissolution plans (dates, notification of congregation, contract terms). The Pastor is prohibited from entering into conversations about future ministry at this church.
- ☐ 3. Pastor and COM liaison meet with Session.
 - ☐ a. Pastor requests dissolution (if not already done).
 - ☐ b. Liaison presents the next steps with Session in one or more meetings.
 - ☐ 1) COM's Dissolution of an Installed Pastoral Relationship provisions, the Model Dissolution Agreement and the Presbytery's Promoting Healthy Boundaries Between a Departing Pastor and a Congregation Policy are shared with Session.
 - ☐ 2) Pastor and Church are advised to contact the Board of Pensions regarding next steps. (phone number: 800-773-7752, ask for Member Services).
 - ☐ c. Pastor sends letter to the congregation notifying them of pending dissolution.
 - ☐ d. Session calls congregational meeting to act on Pastor's request and to make recommendations to Presbytery.
 - ☐ e. Session or group appointed by it works out the terms of dissolution with Pastor, using the Model Dissolution Agreement. COM reviews the Dissolution Agreement for compliance with the Terms of Call approved by the Presbytery. The Session recommends the Dissolution Agreement to the Congregation for approval at the Congregational Meeting.

- ☐ f. COM liaison discusses with Session various options for temporary supply ministry. Pastor is excused for this section of the meeting.
 - ☐ 1) If a transitional/ interim pastor is to be sought, Session appoints an Interim Search Committee.
 - ☐ 2) If the congregation can no longer support an installed person in the position, other temporary supply options are discussed with the Session.
 - ☐ 3) COM shares the current Pulpit Supply List with the Session.
- ☐ 4. Congregational Meeting.
 - ☐ a. Pastor may moderate, invite another Teaching Elder in the Presbytery to moderate, or ask COM to appoint a moderator.
 - ☐ b. Pastor, together with the Session, request dissolution.
 - ☐ c. Congregation votes on the request and on the Dissolution Agreement.
 - ☐ d. COM liaison explains next steps to the congregation and answers questions.
- ☐ 5. Pastor and the Clerk of Session sign the Dissolution Agreement. The Agreement and report on the vote of the congregation are sent to COM for approval.
- ☐ 6. COM acts on behalf of the Presbytery to approve the dissolution of the pastoral relationship and the Dissolution Agreement. The Agreement is signed on behalf of COM and copies are sent to the Pastor, Clerk of Session, and Stated Clerk of the Presbytery.
- ☐ 7. COM, on behalf of the Presbytery, appoints a moderator effective immediately after the dissolution is effective.
- ☐ 8. Congregation and Pastor develop a service of worship (or a portion of the regular worship) which celebrates the ministry of the Pastor. When possible, the COM liaison or a COM representative should be present at this service.
- ☐ 9. COM liaison sets up exit interview with another COM member and Pastor.
- ☐ 10. The Pastor and the treasurer of the congregation must file the required termination forms with the Board of Pensions. Failure to do so will result in the loss of coverage. The Pastor should contact the Board Pensions directly for information regarding his/her specific transitional situation.
- ☐ 11. COM liaison sets up an exit interview with Session.