

Procedure: Selection of Associate Pastor

The Role of the Pastor Nominating Committee

1. The congregation elects an Associate Pastor Nominating committee (PNC).
2. This committee follows the procedure outlined in the Book of Order for the call of the pastor and associate pastor, and North Puget Sound Presbytery policy outlined in “Pastor Search Process.”
3. This committee prepares, in cooperation with the Session, the Church Information form as required by the Churchwide Personnel Services.
4. It is important that this committee fulfill its responsibility with thoroughness and integrity.

The Role of the Pastor in the Process of Selection of Associate Pastor

1. Because of the importance of staff relationships within the congregation, the pastor should be involved with the Associate Pastor Nominating Committee in the selection of the person. The pastor shall not dominate the committee. In keeping with this policy, the pastor’s role is defined as follows:
 - The pastor is an ex-officio member of the committee without vote.
 - The pastor, as an ex-officio members, has the right to speak in the committee, to suggest names for consideration by the committee, as every other member of the committee, and to give input to the committee regarding the qualifications of the candidate(s).
 - When a candidate is interviewed, the pastor may be a member of the interviewing committee, and should have time to visit with the candidate in private.
 - At the congregational meeting when the report of the Associate PNC is presented, the pastor will indicate to the congregation his/her positive or negative recommendation.
2. Presbytery’s Committee on Ministry (COM), before recommending to Presbytery the approval of the call of an associate pastor, shall ascertain whether or not the pastor recommended a favorable vote on the candidate to the congregation. If the pastor did not make a favorable recommendation and the congregation approved the call as recommended by the Associate PNC, the COM will make a careful evaluation of the situation before recommending approval of the call to Presbytery.