



How is an Interim Minister appointed?

Sept 2016 – v4



Steps	Interim Minister	Community of Faith (CoF) (i.e. congregation, pastoral charge)	Presbytery	Conference
1.		<p>The governing body (i.e. Official Board, Church Council), in consultation with presbytery and the CoF requests an Interim Minister. At a meeting of the CoF, the governing body presents key goals for the Interim Ministry, and the names of the Transition Team members for approval.</p> <p>Form TC 410 ST, Parts A, and B are filled out. The key goals and TC 410 ST form are forwarded to the presbytery office.</p>	<p>Presbytery can also initiate the request for an Interim Minister.</p>	
2.			<p>Presbytery appoints one or two members to the Transition Team.</p>	
3.		<p>The Transition Team develops a position description, (form TC 425 PD), for the Interim Minister based on the key goals. Both forms TC 410 ST and TC 425 PD along with key goals are forwarded to Presbytery.</p>		



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4.			<p>Presbytery ensures that a position description is in place for the Interim Ministry. Presbytery checks to see what vacancy work needs to be done and confirms that mission articulation work will be completed before any further appointment will be considered. A request is made for a Settlement Liaison to be appointed. TC 410 ST – Part C is filled in, scanned (electronically) and forwarded to the Conference Office.</p>	
5.				<p>Settlement and Pastoral Relations Committee appoints a Settlement Liaison to assist the Transition Team to identify eligible Interim Ministers for interviews. Settlement Liaison consults with the CPM for eligible Interim Ministers</p>



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6.		Settlement Liaison helps the Transition Team fill out the appointment form (TC 433 AP , including Parts K and L), attaches the key goals for the interim ministry, and an electronic copy is sent to the Conference office for review.		
7.		At a meeting of the governing body, the Interim Ministry appointment (TC 433 AP) request is approved. Scanned (electronically) paperwork is sent to the Toronto Conference office		
8.				Conference Settlement and Pastoral Relations Committee makes a decision on the request to appoint the Interim Minister.
9.				Settlement and Pastoral Relations Committee communicates the decision to all parties.
10.		LMU prepares for arrival of Interim minister.		
11.	Interim minister is part of the covenanting service.	LMU is part of covenanting service.	Presbytery is part of covenanting service.	Settlement Liaison initiates, coordinates and ensures a covenanting service takes place.

For more information about Interim Ministry, see <http://www.united-church.ca/files/handbooks/interim-ministry.pdf>.