

## Checklist for the Dissolution of a Pastoral Relationship

Name: \_\_\_\_\_

- 1. Minister or Session consulted with the Ministerial Committee before making request to dissolve the pastoral relationship (G.14-1B).
- 2. If relationship of a Pastor or Associate Pastor is being dissolved, a congregational meeting was duly called, and the congregation concurred (G.14-1B).
  - Congregation or Pastor did not concur.
  - Presbytery heard representatives from congregation explain their action (could be handled by an Administrative Commission) (G.14-1C).
  - Decision of Presbytery regarding the dissolution:
  
- 3. Status of Pastor following dissolution:
  
- 4. "Record of Official Change for Minister's Status and Ministry" sent to the minister and Office of the General Assembly (*Procedure Manual*, page 116).

### Sample text for minutes (this section is not fillable):

#### Pastor/Associate Pastor:

The congregation of \_\_\_\_\_ Church, in a duly called congregational meeting on \_\_\_\_\_ (date), approved the dissolution of the pastoral relationship with TE \_\_\_\_\_.  
 On motion, the Presbytery of \_\_\_\_\_ concurred [*or* the Ministerial Committee concurred (G.21-2D.2(e))] and the relationship is dissolved.  
 On motion, TE \_\_\_\_\_ was transferred to \_\_\_\_\_  
 [*or* the call to TE \_\_\_\_\_ from \_\_\_\_\_ as \_\_\_\_\_ was approved].

#### Assistant Pastor:

The Session of \_\_\_\_\_ Church approved the dissolution of \_\_\_\_\_ as Assistant Pastor prior to the expiration of his/her term. On motion, the Presbytery of \_\_\_\_\_ concurred with the dissolution of the pastoral relationship with TE \_\_\_\_\_.  
 Rev. \_\_\_\_\_ was/is \_\_\_\_\_ (new status: transferred, without call, out of bounds, etc.).  
 On motion, the Presbytery of \_\_\_\_\_ concurred [*or* the Ministerial Committee concurred (G.21-2D.2(e))] and the relationship is dissolved.  
 On motion, TE \_\_\_\_\_ was transferred to \_\_\_\_\_  
 [*or* the call to TE \_\_\_\_\_ from \_\_\_\_\_ as \_\_\_\_\_ was approved].