

ESTABLISHING A NEW ASSOCIATE PASTOR POSITION

Procedure of the Commission on Ministry

Presbytery of Western North Carolina

Approved by COM on September 1, 2026

This document describes the steps to be taken when the Session has determined that it would like to establish a new Associate Pastor position and to begin the search for a called/installed associate pastor. Because this is a new position, no interim period is required.

1. Presbytery is notified that the church is interested in establishing a new associate pastor position and is ready to begin the search process.

- Pastor or clerk invites a COM representative to meet with Session to explain the process.
- Session receives a copy of this process.
- COM rep or Presbytery Associate meets with Session to explain the process of establishing a new AP position, the constituting of an APNC, and an overview of the search process.

2. Presbytery grants permission for the new position to be established and assists in the initiation of the search process.

- Session sends a written request to the COM, asking for permission to establish a new AP position (pending approval of the congregation) and to call a congregational meeting to elect an APNC.
 - The request should include: job description, salary range, rationale, financial plan to cover the cost
- COM acts on the request on behalf of presbytery and informs the Session.

3. Congregation acts to approve the new position and begin the search process.

- Session calls a congregational meeting to establish a new AP position and to elect an APNC.
 - NOTE: Session may divide these actions into separate congregational meetings if having a meeting to decide to establish such a position would be beneficial before finding nominees for an APNC. If both actions are to happen at the same meeting, the nominating committee of the congregation will have had to develop the APNC slate to bring to the meeting.