

## **Presbytery of East Iowa Contingency Plan for Leadership During Executive Presbyter Vacancy**

### **Purpose:**

This contingency plan provides clarity on leadership roles and operational continuity in the event of a vacancy in the Executive Presbyter position. It ensures that the ministry and mission of the presbytery continue smoothly during the transition.

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### **1. Overall Leadership and Oversight**

**Temporary Oversight Team:** The following structure will be activated immediately upon the Executive Presbyter vacancy to ensure continued leadership:

- **Personnel Committee (via its Moderator or Moderator's Designee):**
    - Responsible for staff supervision and human resources-related issues.
    - Conducts regular check-ins with presbytery staff to offer support and accountability.
    - Coordinates any temporary staffing needs or reallocation of responsibilities in collaboration with the Presbytery Moderator.
    - Handles performance concerns, approvals for leave, and conflict resolution involving staff.
    - Provide regular staff updates to the Presbytery Coordinating Commission (PCC).
  
  - **Moderator of the Presbytery:**
    - Provides spiritual leadership, PEIA mission and vision continuity, and pastoral encouragement for the staff and Presbytery.
    - In collaboration with the Stated Clerk, represents the presbytery in ecumenical and denominational settings as needed.
    - May be called upon to speak at events or lead certain gatherings.
    - Thought partner and consultant with Committee Moderators, staff, and the Stated Clerk for ongoing discernment and leadership.
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## 2. Committee and Commission Functionality

- Each **Committee and Commission Moderator** will take primary responsibility for the activities and decisions of their respective bodies.
    - Moderators will ensure that meetings are scheduled and conducted, including ensuring Zoom links are made available and minutes/agendas are shared.
    - Routine business and decisions will be managed at the Committee/Commission level.
    - Significant or unusual matters should be brought to the Presbytery Moderator and/or Stated Clerk for consultation.
    - Regular reports/updates will continue to be shared at monthly PCC meetings.
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## 3. Staff Collaboration and Communication

- A **monthly coordination meeting** (led by the Personnel Committee Moderator or Moderator's Designee) will be held with Presbytery staff and Presbytery Moderator to ensure communication, workflow alignment, and shared updates.
  - The **Stated Clerk** continues to fulfill constitutional and administrative duties, and acts as a key contact for polity-related matters. They will also assume responsibility for Presbytery-to-Presbytery reference checks.
  - The **Communications and Administrative Specialist** duties will remain the same.
  - On a daily basis, staff will be encouraged to collaborate with the Presbytery Moderator and with Committee/Commission Moderators, especially in areas where leadership is absent.
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## 4. Communications Protocol

- A clear communication plan will be shared with:
  - Presbytery members
  - Church leaders (Pastors, Ruling Elders, and Clerks of Session)
  - Committee/Commission leadership
- Regular updates (e.g., monthly e-newsletters or special announcements) will include communication from the Stated Clerk and Presbytery Moderator and be sent out by the **Communications and Administrative Specialist**.

- When it is not clear which Committee/Commission to direct a matter to, inquiries regarding presbytery operations or leadership should be directed to the **Stated Clerk and Moderator**, who collaborate to triage them appropriately.
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## 5. Emergency Decision-Making

- In cases requiring urgent decisions:
    - The **Presbytery Moderator, Stated Clerk, and Personnel Committee Moderator** (or their designee) will form an **Executive Coordination Group** to act quickly and responsibly on matters the EP would normally handle.
    - This group will consult with the Presbytery Coordinating Commission, appropriate Committee/Commission moderators, or others as needed.
    - A record of such decisions will be shared with the Presbytery Coordinating Commission, respecting confidentiality.
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## 6. Search and Transition Support

- The **Transitional Executive Presbyter Search Committee** is tasked with the process for nominating the next Transitional Executive Presbyter.
  - The committee will consult with the Synod and PC(USA) resources to ensure a faithful and equitable process.
  - The committee will provide regular updates to the PCC and will provide reports at Stated Meetings of the Presbytery.
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## 7. Review and Feedback

- This contingency plan will be reviewed quarterly during the vacancy and may be adjusted based on:
    - Feedback from staff and Presbytery leaders
    - New developments in the search or transition process
    - Needs that arise within the Presbytery or its congregations
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**Adopted by the Presbytery Coordinating Commission on May 22, 2025**