



SEPARATION ETHICS GUIDELINES:

WHEN PASTOR AND CONGREGATION SAY GOODBYE

I. THE BACKGROUND TO THESE GUIDELINES

The pastoral relationship is very important, often deeply personal, and, in some cases, lifesaving to people in a congregation. This relationship evolves through study, teaching, preaching, administering the sacraments of baptism and the Lord's Supper, weddings, funerals, presence in crises, and praying with and for members of the congregation. With the leadership of a congregation and particularly the elders, the pastor works to encourage the people in the worship and service of God, equipping them for their tasks within the church and their mission in the world. In all of these dimensions of the pastoral relationship there are the elements of trust, confidence, admiration, affection, fondness, caring, and love.

The ending of the pastoral relationship is often a trying and traumatic experience for both the pastor and the members of a congregation. It always means change for the life of the pastor involved and the congregation. Therefore, in the light of our *Book of Order*, the *Standards of Ethical Conduct* adopted by the General Assembly in 1998 and the best of our traditions, the following guidelines represent what the departing pastor and the congregation will want to do as they face the situation of pastor and congregation saying "Goodbye."

II. THE GUIDELINES

A. Saying Goodbye When the Pastoral Relationship is Dissolved

The need to say goodbye to a congregation occurs for one of several reasons. A pastor may receive a call to another field of service. A pastor may decide to retire. A pastor may decide to leave the pastoral ministry and enter another area of service. The presbytery may, for cause, take the initiative to dissolve the relationship. This break can be a difficult time for both the pastor and the congregation.

Whatever the cause, it becomes the occasion when pastor and congregation find

they must say goodbye.

1. Saying Goodbye to Accept a Call a Distance Away

When a pastor accepts a call to a ministry a distance from the congregation which she or he is leaving, the opportunity for contact with members of the former congregation is quite limited, often non-existent. However, there frequently arise certain circumstances which pose questions for the departing pastor as to what is appropriate and what can be most helpful to the congregation, the interim and the following pastors. **It is always incumbent upon the departing pastor to make sure that parishioners know that her or his relationship with the congregation will come to an end when the pastoral relationship is dissolved. It is important that parishioners understand that this change of relationship is necessary in order that the congregation be free, in all respects, to make the adjustments necessary for changes of leadership, both interim and permanent, without the departing pastor's influence.** (See Section B, "Responsibilities in Saying Goodbye".)

2. Saying Goodbye But Remaining a Neighbor

When a pastor says goodbye and remains nearby, there are particularly sensitive aspects of separation which require careful attention on the part of the departing pastor.

The experience of pastors and congregations over the years has led many to believe that when a pastor ends a ministry with a congregation, it is best for the pastor to move out of the community. However, this is not always possible or advisable. **Thus, it is particularly important when a departing pastor remains in the community and in proximity to the former congregation, that he or she, with care and forethought, pay particular attention to what is said below with reference to a departing pastor's responsibilities to the congregation, individual members of the congregation, and to the interim and subsequent installed pastors.** (Section B, "Responsibilities in Saying Goodbye.")

The departing pastor should not be a part of the worshipping or fellowship life of the congregation except upon the initiative and invitation of the moderator, interim or installed pastor. If such an invitation is extended, normally, it should not occur until the interim or next installed pastor has had an opportunity to establish relationships with the congregation.

A retiring pastor who remains in the proximity of the congregation, from which he or she has retired, will need to give careful consideration to the

responsibilities that follow in Section B, “Responsibilities in Saying Goodbye.”

3. When One is Elected Pastor Emeritus/Emerita

There may be cases when any pastor or associate pastor retires that the congregation is moved by affection and gratitude to continue an association in an honorary relationship by electing him or her, at a regularly called congregational meeting, as pastor emeritus or emerita, with or without honorarium, but with no pastoral authority or duty. This action shall be taken only after consultation with the Committee on Ministry of the presbytery concerning the wisdom of this relationship for the peace of the Church. This action shall be subject to the approval of presbytery and may take effect upon the formal dissolution of the pastoral or associate pastoral relationship or anytime thereafter.

To elect one as pastor or associate pastor emeritus/emera:

- is evidence of a long and loving, mutually caring pastoral relationship;
- is a congregation’s way of saying to the church-at-large and to the world that they love this person and are thankful for his or her time with them, and;
- is a gift to the retired pastor which says something special to him or her.

However, the pastoral relationship has been dissolved. The relationship of pastor to the individuals in the congregation has ended and there should be no expectation on the part of those individuals that the retired pastor will be present with the congregation because of this election.

All expectations related to the former pastor of a congregation apply to a pastor emeritus/emera (see Section B below).

B. RESPONSIBILITIES IN SAYING GOODBYE

These Guidelines speak of “Separation Ethics.” The use of the term “ethics” implies certain values which are important to consider during this often highly charged experience of the dissolution of the pastoral relationship. Such values include:

- effective leadership;
- congregational health and stability;
- the growth of pastor and members in dealing with the pain, the problems, and the possibilities of separation, and;

- the ability of the session and congregation to move positively and effectively toward the next phase of their life together.

These values instruct the conduct and responsibilities of both the pastor and the congregation regarding their separation.

The material which follows is addressed to pastor, session, and congregation as appropriate, and finally the Committee on Ministry of the presbytery. However, **the pastor is the one in the professional leadership role and; therefore, the one who has the responsibility for making sure that the separation that occurs is anticipated and carried through with foresight and effectiveness.**

1. Responsibilities of the Departing Pastor

Because of the sensitivity of the pastoral relationship, it is important that the departing pastor, in **any** dissolution, assume certain responsibilities to the former congregation, to the remaining staff and personnel of the church, to individual members of that congregation, and to the interim and next installed pastors.

a. To the Congregation

When the date has been set for the dissolution of the pastoral relationship, the departing pastor must take the lead in beginning to prepare the congregation for separation. Certain things will need to be communicated clearly to the congregation in order to avoid confusion on the part of members in the days ahead.

This communication can be accomplished in several ways. A letter from the pastor should be addressed to the congregation spelling out clearly the matters below which are part of the separation and the time that follows. In addition, a sermon might contain references to the approaching separation and speak to these matters. In casual conversation one-on-one or in groups, in public presence, in newsletters, in all contacts with people of the congregation, it is important that these matters be communicated and every effort made to have them understood. These matters are:

- 1) that all pastoral and professional relationships and responsibilities of the pastor with the congregation will end as of the effective date of the dissolution;
- 2) that the pastor will not be involved in any way in the selection process of either the interim or the next installed pastor. Neither will he or she be involved in any way with the selection of any search team or pastor nominating committee;
- 3) that the pastor, after leaving, will not become engaged in conversations

with church members or staff which, in any way, offer opinions or criticism about the life of the congregation or the performance of the interim or any subsequent installed pastors;

- 4) that any desire on the part of members of the congregation for the departing pastor to participate in congregational life or services should be discussed not with the departing pastor, but with the interim or subsequent installed pastor;
- 5) that the departing pastor may participate in a wedding, a funeral, or a baptism of the congregation, after the date of dissolution, only by invitation of the interim pastor or installed pastor, who shall be the officiant.

b. To Individual Members of the Congregation

It is important that, with particular friends, it be made clear that the pastoral relationship will come to an end. This does not mean that friendships must come to an end. Friendships are priceless and are to be preserved, but there is a special responsibility on the part of the departing pastor to prevent friendships from becoming confused with the pastoral relationship. The pastoral functions of counseling, calling, conducting weddings, funerals, or baptisms are not appropriate. Neither is the rendering of opinions or judgments about the ministry of the former church or its pastor. **It is the departing pastor's responsibility to see that this really happens.**

If the former pastor receives a request to return to the congregation for a particular occasion, it is important for her or him to remind those making the request that the present pastor is the one to whom the request should be made.

In any social context, where the former pastor is with friends or other members of the former congregation, it is the responsibility of the former pastor to be sure that he or she voices no criticism or evaluative comments about the new leadership of the congregation. It is not appropriate for the former pastor to comment on the "state of the congregation" or to be involved in any way in the selection of a successor.

c. To the Remaining Staff and Personnel of the Church

The former pastor has a responsibility to the remaining staff and personnel of the church in the following ways:

- 1) to prepare them for the separation that will occur;
- 2) to encourage them to receive and welcome the interim pastor and the next installed pastor and be prepared to alter working patterns and

relationships as may be needed, and;

- 3) to make clear that he or she will not be available for counsel or advice regarding the life and work of the church.

d. To the Interim and Subsequent Installed Pastors

The former pastor has a responsibility to the interim pastor and to subsequent installed pastors to make sure that any requests that come to him or her for services in the former congregation are redirected by the requesters to the interim pastor or installed pastor.

It is important that, when any request comes to the former pastor, she or he be in touch with the current pastor to let it be known that contacts have been made with him or her. This is a courtesy which is important to be extended to the current pastor. There should be no pastoral functions of any kind performed by the former pastor without the prior invitation or request of the current pastor.

Should any community non-church function call the former pastor back into the community for public appearance of whatever nature, as a courtesy, the former pastor should inform the current pastor of the fact and the nature of the occasion.

2. Responsibilities of the Session

a. To the Departing Pastor

Following the pastor's decision to request dissolution of the pastoral relationship, the session can give support and encouragement to the pastor in the implementation of the decision. This can be done by assisting the pastor in interpreting the meaning of the end of the pastoral relationship to the congregation, and, if need be, to the wider community.

As a caring expression of closure, it is appropriate for the session to arrange for an occasion when the congregation and pastor may formally say goodbye.

b. To the Congregation

The session will want to be sensitive to the feeling of loss experienced by members of the congregation while demonstrating through their actions the meaning of the end of the pastoral relationship.

Additional session leadership may be needed in the transition period so that worship, congregational life, and fellowship may continue.

The session can help the members of the congregation by encouraging them to see this time as an opportunity for growth and change. It can be a time for listening to individuals and groups in the congregation. It can be a time for examining present life, ministry, and service, and to be open to new possibilities. It is important that the congregation be prepared for change and for new pastoral leadership.

When a congregation plans to elect a retiring pastor as Pastor Emeritus/Emerita, the congregation should contact East Iowa Presbytery's Committee on Ministry for further guidance.

c. To the Interim and Next Installed Pastors

It will be important for the Committee on Ministry to review these guidelines with the interim pastor and the next installed pastor and to be available for counsel should any difficulties arise regarding relationships with the former pastor.

These Guidelines have been prepared in the hope they will provide guidance, support, and encouragement to pastors, sessions, and congregations in those situations in which a pastor and a congregation discover that they must say goodbye.

III. BIBLIOGRAPHY

"Standards of Ethical Conduct," Approved by the 210th General Assembly (1998) Presbyterian Church (U.S.A.) OGA#-98-009.

"Pastor and Congregation Face Retirement." By R. J. Kirk. From Special Papers and Research: Reports, The Alban Institute.

"Report from the Task Force on Ministerial Ethics, Eastern Oklahoma Presbytery." Adopted by presbytery, February 13, 1990.

"Running Through the Thistles." By Roy M. Oswald, The Alban Institute.

"Saying Goodbye, A Time of Growth for congregation and Pastors." By Edward A. White, The Alban Institute.

IV. RELEVANT BOOK OF ORDER REFERENCES

W-4.9003 Christian marriage should be celebrated in the place where the community gathers for worship. As a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the session. Others may be invited to participate in the service at the discretion of the pastor.

W-4.10003 *Services on the occasion of death*: The service is under the direction of the pastor. Others may be invited to participate as leaders in the service at the discretion of the pastor.

V. RELEVANT REFERENCES FROM THE “Standards of Ethical Conduct,” approved by the 210th General Assembly (1998) Presbyterian Church (U.S.A.) OGA#-98-009: Section II: “I will conduct my ministry so that nothing need be hidden from a governing body or colleagues in ministry. Therefore I will...:

15. Participate in the life of a ministry setting I left or from which I have retired only as directed by presbytery;

16. Provide pastoral services for a congregation I previously served only as directed by the presbytery and provide pastoral services to members or other congregations only with the consent of their pastor; and

17. Consult with the committee on ministry in the presbytery of my residence regarding my involvement in any ministry setting during my retirement.”