Process for Appointing Associates

1. The appointing superintendent is to have a meeting with the Lead Pastor when an associate position is open. The superintendent is to learn about the Lead Pastor hopes for in an associate and invite the Lead Pastor to share potential names for the associate position. The appointment letter is drafted and approved by the Lead Pastor before presenting to the SPRC.
2. When the cabinet identifies someone for an associate position, after the individual agrees to move forward the Lead Pastor is contacted by the supervising superintendent. The superintendent indicates that the Lead Pastor will be receiving an email shortly (draft email is below) and is to contact the intended associate and meet to discuss the appointment and determine if it is a good fit.
3. The Lead Pastor contacts the appointing DS and indicates if it is a good fit. If the pastor seeks reconsideration, the Lead Pastor is to write an email requesting reconsideration to the appointing superintendent. The cabinet will consider the request as it does all requests for reconsideration
4. The associate is to write or call the appointing superintendent and report how she/he felt the meeting went.
5. If the appointment is to move forward, the Superintendent is to contact the SPRC chairperson for a transition meeting. The Lead Pastor is to be present for the transition meeting. This meeting is to proceed as our normal practice.

Email to Lead Pastor from the supervising superintendent

Dear \_\_\_\_\_\_\_\_\_\_,

After prayerful consideration of your and the SPRC’s input, the bishop on advice from the cabinet intends to appoint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the associate pastor. The next step in the process is for you to meet with \_\_\_\_\_\_\_\_\_ within the next 48 hours so that you may discern if the two of you can work together to make disciples and grow a vital congregation to transform the world. Please contact \_\_\_\_\_\_\_ at (phone number) right away to set up a meeting within the next 48 hours.

This is a confidential meeting and should not be at the church. You are not to speak with church members about your meeting or the intended appointee until I introduce the new associate at the SPRC meeting. You are to be present at the meeting and may share your impressions then.

After the meeting, contact me and indicate if you are ready to move forward. If after the meeting, you would like to ask for reconsideration, send me an email with your missional reasons of why you do not believe this is a good fit mission ally for you and the congregation.

Thank you for your leadership and assisting the cabinet in making this appointment.

John Schol, Bishop

The United Methodist Church

of Greater New Jersey