

**When a Pastor Determines it is Time to Depart from a Congregation:
What to do first?**

When you, the Pastor or Associate Pastor, are sensing a call to another ministry setting or deciding it is time to retire, this is what you do first:

Notify the General Presbyter (or Chair of the Committee on Ministry if the GP is unavailable) before announcing your departure to the Session or congregation. Do not talk with your Associate Pastor or Pastor, your Clerk of Session, Chair of Personnel Committee, Administrative Assistant, or anyone in the congregation until you have had a conversation with the General Presbyter.

Together, you and the General Presbyter will work out a timeline for making the announcement to the Session and congregation. At that time you will be provided a chronological list of steps to follow that will make your leave-taking smoother.