

VA CONFERENCE PROCESS FOR APPOINTMENT OF ASSOCIATE PASTORS

1. During the January interviews, the DS will ask if individuals are interested in being appointed as an associate pastor. DS's should remember to contact those seminary graduates who will be seeking an appointment.
 - a. Each district superintendent gives specific counsel to all first time appointments regarding inclusion on the list of potential associate pastors.
 - b. While senior pastors may encourage candidates to pursue becoming a prospective associate, the candidate alone is responsible for contacting their DS for inclusion on the associate pastor list.
 - c. Any persons who are not currently appointed shall register for Licensing School. Once registered, they will receive instructions for completing a Pastor Profile on EVC.
 - d. Not everyone requesting to be an associate will necessarily be interviewed for an associate position or receive an appointment as an associate.
2. The SPR Committee of churches that have an Associate position should annually update the position description. In churches where a change may take place, this description should be sent to the DS by the Senior Pastor.
3. DSs will submit names of interested individuals who would serve as associates and the churches that anticipate a change in their associate to the Cabinet Secretary who will prepare a list of "Churches That Anticipate Open Associate Positions", and a list of "Individuals Who Desire Appointment as an Associate Pastor". The deadline for submission for these lists should be by February 1. The lists will be distributed to the Cabinet by February 20. Additional names may be added to the list as new situations arise (see 4.d).
4. After February 20:
 - a. The process for the appointment of associate pastors is given to the Senior Pastors seeking an associate and the candidates on the associate list by their district superintendent.
 - b. Profiles and/or contact information of all the potential associates will be emailed to the senior pastors seeking an associate by the Assistant to the Bishop.
 - c. Senior pastors, and if desired, one or two representatives from the SPRC interview as many candidates on the associate list as they want to.
 - d. If additional prospective candidates for associate are identified by either senior pastors or candidates themselves after the initial list has been circulated, the candidate contacts their district superintendent. No one can be a candidate for an associate position until their DS has placed their name on the associate list. If added after the initial

February distribution, an updated associate list will be redistributed to the Cabinet and to the senior pastors seeking an associate by the Cabinet Secretary.

- e. In the event of a change in Senior Pastor in a church seeking a new associate, the projected Senior Pastor will have the privilege of interviewing potential associates.
 - f. Senior pastors are encouraged to talk with the potential associate's district superintendent for additional information.
5. The senior pastor will convey a list of three (3) or more preferred potential candidates in priority order to the DS; candidates will convey a list of up to three (3) preferred potential churches to their DS. As these preferences are received, the DS's will share them with the Bishop and Cabinet. Senior Pastors are encouraged to interview more than one possible associate.
 6. In the March or April Cabinet meetings, associate appointments will be projected as openings are created.
 7. The Bishop and Cabinet will have ultimate authority in making associate appointments.
 8. Senior Pastors and candidates will be called by their DS to receive news of the projected appointment of the associate.