

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policy and Procedures
DRAFT – to COM Meeting August 17, 2011**

The Committee on Ministry (COM) Manual of Policy and Procedures in John Calvin Presbytery (JCP) is an important resource and guide to provide information and care to congregations and minister members of the Presbytery.

It is important to underscore the significance of confidentiality in the work and ministry of the Committee on Ministry. In the complex issues before the COM, it is important to maintain confidentiality because it shows respect for the people involved and creates trust in our relationships with others. This trust provides the foundation for people to share concerns and to be safe in doing so.

As we live into the new Form of Government, it is important to recognize that it defines functions, but not structures. This means that each presbytery has the flexibility to structure itself in ways that work for its own life together. The attached documents are the ways the Committee on Ministry of John Calvin Presbytery proposes to address our life and ministry together. We will be in mission and ministry together empowered by trust and love that is undergirded by our faith in Jesus Christ.

The COM Manual of JCP is divided into four major sections. These major categories are: people, policy, procedures and resources.

The **PEOPLE** section provides policy and procedures regarding the varieties of ministers who serve congregations of JCP and/or hold membership in the Presbytery. In addition, it provides information regarding the significant relationships relevant to COM work within the bounds of JCP.

The **POLICY** section provides guidance regarding significant policy applicable to all who serve the Presbytery. The Sexual Misconduct Policy of JCP is one policy that applies to officers, staff, minister members and all who serve within the Presbytery.

The **PROCEDURES** section gives instruction regarding process relevant to the work and ministry of the Committee on Ministry and its relationship with its congregations.

The **RESOURCES** section provides forms and helpful information related to policy, procedures and the work of PNCs and others.

+ + + + + + + + + + +

PEOPLE

Position Description of COM Leadership and Staff
Role of COM Liaison
Designated Pastor
Commissioned Lay Pastor
Interim Pastor Policy and Process
Validated Ministry

POLICY

Pulpit Supply Policy
Maternity/Paternity Leave Policy
Sabbatical Policy
Continuing Education Policy
Sexual Misconduct Policy

PROCEDURES

Mission and Ministry (Triennial) Visitation
Resignation of a Pastor or Associate Pastor
The Search Process for A Pastor
Ordination/Installation Process
Conflict Resolution and Mediation

RESOURCES

Annual Form
Installed Call Agreement Form
Temporary Call Agreement Form
Commissioned Ruling Elder Application
Administrative Commission Form for Ordination/Installation
Dissolution Agreement Form
Covenant of Closure Agreement Form

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

PEOPLE

POSITION DESCRIPTIONS OF COMMITTEE ON MINISTRY OFFICERS AND SUBCOMMITTEES

1. Members of the Committee on Ministry shall:

- Pray for the mission and work of the COM
- Be familiar with:
 - the *Book of Order*
 - the COM Manual of Policy and Procedures
 - Church Leadership Connection
 - the PNC Handbook
 - the Sexual Misconduct Policy
- Attend meetings of the COM (including training and other special meetings and events).
- Attend meetings of the subcommittee to which assigned.
- Serve as a liaison to the congregations to which assigned.
- Attend meetings of Presbytery when possible with voice privileges (*Bylaws 2.40c*).
- Read and be conversant with the minutes of meetings of the Presbytery and the COM.
- Serve members at large.
- Serve ministers serving outside the congregation.

Note: All relevant expenses incurred as a member of the COM (phone calls, copies duplicated, postage and travel) are reimbursed by voucher. Mileage for elders is reimbursed at a per mile rate annually set by the Presbytery General Council; for clergy it is the same.

2. Subcommittees (each having a chair) shall be:

Reception and Care:

- Examine and recommend pastors, provide mentor assignments and reception/care of educators, special ministers-at-large.

Mediation and Reconciliation:

- Work with congregations in difficulty, recommend those to be trained in Healthy Congregations or other mediation/conflict management.

Transition:

- Work with churches with vacancies and their liaisons, oversee work of supply pastors, work with honorably retired pastors and pastors leaving the Presbytery and with interims.

Commissioned Ruling Elders:

- Examine and mentor CRE's and those desiring to become CRE's, help them through the process.

Liaisons:

- Assign liaison relationships, encourage triennial visits and assist with any necessary follow-up. Keep accurate records of triennial visits and insure reports are given to the Stated Clerk.
- Serve members at large and ministers serving outside the congregation.

3. The Stated Clerk shall:

- Keep accurate minutes and records of all reports and actions of the COM.
- Transmit minutes of the COM to COM Moderator for review and then be responsible for transmitting to all COM members.
- Confer with the COM Moderator to determine the contents of the Report to Presbytery.
- Respond to special correspondence when requested.
- Review all PIF's and/or check references on all potential candidates and ministers requesting transfer or permission to labor within the bounds of the Presbytery.
- Be primary liaison to the Vocations Office of General Assembly
- With the Pastoral Presbyter, provide training and regular update on policies and procedures of the COM

4. Vice Moderator of the COM shall:

- Preside at the meetings of the COM in the absence of the Moderator.
- Be prepared to represent the COM Moderator when called upon to do so.
- Serve on a Subcommittee.

5. Moderator of the COM shall:

- Prepare the agenda and preside at the meetings of COM.
- Prepare and transmit the report and supporting documentation in the required form in time for use in the General Council meetings (conferring with the Stated Clerk).
- Prepare and present the COM report to Presbytery (conferring with the Stated Clerk)
- Be a resource person to COM members.
- Be a primary resource person for the Stated Clerk and Pastoral Presbyter.
- Appoint special Task Forces as needed.
- Consult with the Stated Clerk and the Pastoral Presbyter concerning activities and actions of the COM.
- Be enrolled as a member of presbytery for the term of office with voice and vote (*Bylaws 2.40b*).

6. The Pastoral Presbyter shall:

- Develop meaningful and appropriate relationships with minister members of Presbytery, shaped by honor, respect and confidentiality.
- Convene the quarterly meeting of the CREs of the Presbytery
- Convene the quarterly meeting of Interim Pastors serving in the Presbytery
- Attend the regularly scheduled meetings of Retired Pastors in the Presbytery
- Communicate and consult with the Stated Clerk regarding issues related to COM

- Serve as a resource person for the COM to be primary advocate for minister members.
- With the Stated Clerk, provide training and regular update on policies and procedures of the COM

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

PEOPLE

ROLE OF THE COMMITTEE ON MINISTRY LIAISON

The Liaison Coordinator of COM shall assign each member to serve as liaison to particular churches of the presbytery, those serving outside the congregation, and members at large. Good pastoral care extended by the committee through the liaison relationship helps provide security and stability on occasions COM is called upon to speak a difficult word, or respond to a delicate situation.

In *Transforming Church Board into Communities of Spiritual Leaders* Charles Olsen points out how “stories build community.” (p.55) In their liaison relationship the COM member can provide a stimulus to good storytelling in congregations, and particularly in helping to discern God’s presence in their story. As Duncan MacIntosh points out, “Congregations that mention God as a player in the story tend to be congregations with vitality; they are often growing. Those that do not mention God (later stating, “we just assumed God was a player”) tend to be lethargic often in decline.

In their role as liaison, members of COM shall:

- Conduct six month and one year visits with pastors new to JCP and their sessions.
- Conduct Mission and Ministry Visits (Triennial) every three years.
- Meets with sessions when pastoral resignation is announced.
- Conduct exit interviews with pastors and sessions.
- Assist PNC’s
- Meet annually with ministers serving outside the congregation
- Meet annually with members at large
- Meet annually with CREs.

In addition, these activities are among those that shall assist the COM liaison in building community:

- Secure the birthdays of the pastor, ordination date, and anniversary if the pastor is married. Remember these special occasions with a card or note.
- Request to be added to the church’s mailing or email list, especially for the church newsletter. Check church’s website.
- Visit the congregation for special events such as ice cream socials, church dinners, concerts, etc. These provide opportunity for mingling and informal conversation can be especially helpful. If the liaison is available to attend worship, especially early in the assigned year, that is fine too.
- Visit with the pastor at JCP meetings and any members of the church who are also attending.
- Visit with ministers serving outside the congregation at JCP meetings
- Visit with members at large at JCP meetings

The Liaison Coordinator of COM shall keep a chart on when visits are due, when visits were made and remind members to schedule their visits and turn in their reports.

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

PEOPLE

DESIGNATED PASTOR ROLE

1. The Designated Pastor (DP) is an approach wherein carefully selected pastors and churches may be matched by the Committee on Ministry (COM), thereby greatly reducing the time required to call a pastor. These persons are selected in certain situations where an agreement has been reached by a congregation and the presbytery. A pastor nominated as DP is selected by the congregation for a term of two (2) years. The terms of call are approved by Presbytery, the same as a pastor nominated by the usual process.
2. After prior consultation and approval of the COM, any congregation or yoked field or larger parish may call a DP. Ministers may choose to be considered as a DP, and need to demonstrate competencies relevant to the context of the call. Both the Designated Pastor Nominating Committee and the minister should interview one another face-to-face before the minister is nominated to the congregation.
3. The terms of the call, including the length of time of the contract (two years), would be agreed upon at the beginning of the negotiations with the COM.
4. Both ministers and churches seeking a DP relationship should study its implications carefully and consult with the COM.
5. Typically, a Designated Pastor is appropriate in a congregation where there are extenuating circumstances when a congregation would best be served by avoiding a long search for a new pastor. There may be special circumstances in a congregation when a designated pastor relationship would be desirable.
 - following the death of a pastor
 - deeply conflicted situation
 - time to test new possibilities for growth or to gain a firmer financial position before entering a permanent pastoral relationship.
 - stability after a period of conflict.
 - a few years for planning for new mission or ministry.
 - self-confidence in their ability to call a pastor rather than continuing in a stated supply relationship.
 - an alternative way to call a pastor when the usual referral system has not been effective.

If the DPNC cannot decide on one of the persons recommended by the COM, at any time the COM can recommend, or the DPNC may request, that the DP plan no longer be pursued and the usual calling procedure be used.

The process for a Designated Pastor looks like the following:

- The COM discusses this alternative with the session and secures their agreement to proceed.
- A congregational meeting is called to elect a DPNC and approve the process to be used in calling a DP. The plan is outlined to the congregation; a PNC is elected.
- The COM liaison and Stated Clerk meet with the DPNC to explain its requirements for forms and process, and outlines the suggested time line. DPNC completes all these requirements.
- The Stated Clerk provides the DPNC with the names of persons (3-5 PIFs) who have been selected for their suitability and who are interested in a call as a DP.
- DPNC considers these persons. The DPNC, COM and the candidate selected agree on terms of call.
- DPNC asks the session to call a congregational meeting; the congregation hears the report of the DPNC and elects the pastor in the usual manner. The pastor is installed in the usual manner.

At six months, a review of the Designated Pastor relationship occurs with the Designated Pastor, Session, COM liaison, Stated Clerk and Pastoral Presbyter. At the one year marker, a review of the Designated Pastor relationship occurs with the Designated Pastor, Session and COM liaison.

If, when the review is held at one year, the pastor and the session want to continue the pastoral relationship beyond the agreed upon term, the congregation is asked to join in making a request to the COM to continue the relationship either for another specified period of time or to proceed to call the minister as the permanent installed pastor. The COM recommends that the Presbytery approve this change in the terms of call. If the recommendation is that the relationship become an installed call, a congregational meeting will be called to affirm it. An installation service will be scheduled for the newly elected installed pastor.

If the one year review is unsatisfactory, the contract with the DP ends at the agreed upon time. One year prior to the end of the contracted time, the congregation, the DP and the COM meet and agree to discontinue the relationship at the end of the contract period. The DP will then have up to one year to secure a new call.

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

PEOPLE

COMMISSIONED RULING ELDER (CRE)

Purpose and Goals

The purpose of this program is to provide competent, informed, and consistent lay ministry for churches unable to have full or part-time ordained pastors, as well as to outline procedures for the preparation examination, and continuing education of Commissioned Ruling Elders in John Calvin Presbytery.

For a definition of a Commissioned Ruling Elder, refer to Book of Order G-2.1001.

Requirements for Entering the CRE Program:

1. Applicant must be an ordained Elder in the Presbyterian Church (USA).
2. Applicant must submit a written statement of their personal faith journey and sense of call.
3. Applicant must have the endorsement of the Session of their church.
4. Applicant must have a college education (or equivalent, as determined by the Committee on Ministry).
5. Applicant must meet with and obtain the approval of the Committee on Ministry or its sub-committee for Commissioned Ruling Elders.

Program Description:

Training for those who have met the requirements outlined above takes place through the "Education for Laity" program of the University of Dubuque Theological Seminary. Training is offered online through www.udtslearning.net. Participants benefit from a theological education, including interaction with faculty and other students, via the Internet.

Eight core courses are required of CRE's in the Presbyterian Church (USA). These are:

- Introduction to Old Testament
- Introduction to New Testament
- Pastoral Care
- Presbyterian Polity
- Reformed Theology
- Introduction to Preaching
- Foundations of Christian Education
- Reformed Worship and Sacraments

An Online Learning Certification is also required. Taking two courses at a time, a student can complete the basic courses in approximately 18 months.

Courses for advanced studies and continuing education opportunities for lay pastors and lay leaders are being slowly implemented into the basic curriculum.

The cost of the program is approximately \$55 for the Online Learning Certification and \$250 for each core course and elective, plus books and supplies.

Requirements During CRE Training:

1. Meet at least annually with the Committee on Ministry or its CRE subcommittee.
2. Meet at least annually with a liaison from the Committee on Ministry.
3. Undergo a psychological/career assessment with those costs to be shared between the CRE, the Session and the Presbytery.

Requirements for Commissioning:

1. Successful completion of the CRE Training program through the University of Dubuque Theological Seminary.
2. Preparation of a written Statement of Faith to the Committee on Ministry.
3. Preside at the Sacrament of the Lord's Supper and preach for representatives of the Committee on Ministry.
4. Preparation of an abbreviated Personal Information Form.
5. Examination by the Committee on Ministry.
6. Appointment by the Committee on Ministry to a congregational setting.
7. Approval of call by the Presbytery.

Requirements For Renewal of Commission of CREs:

1. At least two continuing education courses per year.
2. Quarterly meetings with other CRE's in the Presbytery, to be convened by the Pastoral Presbyter.
3. Attend Stated Meetings of John Calvin Presbytery.
4. In an annual visit with the COM liaison and Session being served, determine ministry needs for renewal.
5. Quarterly meetings with a mentor assigned by the CRE Subcommittee of COM.

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

PEOPLE

INTERIM PASTOR POLICY AND PROCESS

Policy Statements

1. The COM believes that all full-time pastoral vacancies shall ordinarily be filled by an "interim pastor" or associate interim pastor, herein after referred to as "interim". Occasionally even part-time positions might be strengthened by an interim as well but an interim will not necessarily be required in part-time positions. All interims are required to have completed Phase One of Interim Training of the PCUSA or its equivalent.
2. The following procedures, accountability, expectations and termination provisions will guide the agreement between the interim, the church and the Presbytery.
3. Under no circumstances will an associate pastor of the church with a pastoral vacancy be permitted to serve as an interim pastor (or defacto interim pastor) of that church.

Process

1. The Stated Clerk will provide resumes, after checking references and availability, endorsed by COM to the session's Interim Search Committee for selection among them (usually a list of three (3) qualified interim candidates).
2. The Interim Search Committee will make telephone contacts with the possible candidates, make reference checks, conduct interviews, and make a decision as to which person they wish to present to the session. After the session decides, they shall notify the Stated Clerk, who will inform the COM. The COM approves the choice of the Session.
3. Ordinarily, the compensation for an interim is at least 100% of the compensation of the last installed pastor. Financial compensation for the position of interim should parallel that of other clergy in the Presbytery. For example: full-time interim positions should meet Presbytery minimum compensation guidelines for full-time pastor positions; half-time interim positions should meet Presbytery guidelines for half-time pastoral positions, etc.

Accountability Expectations of the Interim Pastor

1. The interim is accountable to the session through the Personnel Committee and the Presbytery through the COM.
2. Interims will hold membership in (or will transfer to) Presbytery of John Calvin.

3. Interim pastors will serve as Moderator of session and head of staff. Associate interim pastors will not serve as Moderator or head of staff.
4. Interims will provide preaching and worship leadership and officiate at weddings, funerals, and the sacraments.
5. Interims will provide pastoral care for the congregation including hospital, home and crisis visitation, and counseling with individuals and families.
6. Interims will provide programmatic support for the church as approved by the session.
7. Interims will provide leadership concerning change and conflict management, healing, grief work, reconciliation, futuring, and other interim specialist skills, such as:
 - assist the church to come to terms with its history,
 - help the church reassess its identity,
 - assist the church to cope with changes within the lay leadership,
 - help strengthen the church's linkages with the Presbytery
 - prepare the congregation for new pastoral leadership.
8. Interims will continue professional training to develop interim pastoral skills by participation in Presbytery/ Synod/ General Assembly sponsored interim support groups, study events and conferences.
9. Interims will not assist in preparation of Church Information Forms. In addition, Interims will have no direct relationship with the Pastor Nominating Committee (PNC). This means that interims will not give advice or direction to the Pastor Nominating Committee (PNC).
10. Interims will not (under any circumstances) become the next installed pastor, associate pastor, stated supply, or on-going minister of the church.
11. Interims will submit a quarterly written report to the COM liaison, Stated Clerk, and Pastoral Presbyter.

Accountability Expectations of the Session

1. The session will provide spiritual support for the interim.
2. The session will review the work of the interim (through the Personnel Committee) at six month intervals.
3. The session will review the agreements with the interim for changes and extension at least 90 days prior to the end of the agreements. The agreements may be extended by mutual consent between the interim, the session, and the COM.

Accountability Expectations of the Presbytery

1. The COM will provide professional support to the interim.
2. The COM liaison and Stated Clerk will assist the Search Committee.
3. The COM liaison, Stated Clerk and Pastoral Presbyter will assist the session and the interim with emerging needs related to ministry.

Termination Provisions

1. The agreements between the church and the interim may be terminated by the session (with COM approval) with 30 days written notice.
2. The agreements may be terminated by the interim (with COM approval) with 30 days written notice.
3. The church shall pay full salary, housing, and benefits to the full-time interim for a maximum of no more than two (2) months from termination of the position, or until the interim has secured another position (whichever comes first).
4. Vacation, if accrued, will be paid in full at the time of termination.
5. If an interim is terminated for cause, there will be no requirement for payment of salary, housing, benefits or accrued vacation time.

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

PEOPLE

VALIDATED MINISTRY

Oversight of Service Outside a Congregation and Of Members At-Large

The Book of Order in G-2.0503 outlines categories of membership for teaching elders. A validated ministry is defined therein and the Committee on Ministry has oversight of all teaching elders. This guideline gives the process for oversight of those teaching elders who are in validated ministry outside the congregation and for members-at-large.

Teaching elders in validated ministries outside the congregation shall inform the Committee on Ministry annually, using the attached questions, of the scope of their work and how it conforms to G-2.0503a 1-5. If communion is celebrated regularly by the teaching elder in the work done, COM shall be informed in the annual response. Terms of the contract for the validated ministry shall be given to the COM as terms of call.

If the validated ministry is chaplaincy or counseling, the COM shall be made aware of Association memberships held and adequate insurance coverage. On an annual basis, written documentation shall be given to the COM (Stated Clerk and Moderator) verifying Association membership and adequate insurance coverage.

Members-at-large will also provide answers to the attached questions annually. Such members will be involved in such ministry as is possible and will share with COM their ability to provide services to congregations through preaching, teaching or moderating.

Teaching elders in validated ministry outside the congregation and members-at-large will have a liaison from the Committee on Ministry. An annual visit with each teaching elder will occur to provide pastoral care, guidance, and a sense of connection with the presbytery.

ANNUAL QUESTIONNAIRE FOR COM (See form under Resources section)

Response to the following questions shall be submitted to the Committee on Ministry annually by teaching elders in validated ministry beyond the congregation and by members-at-large.

1. In which congregation are you involved for worship, nurture and growth in your faith?

2. Have you officiated in celebration of the sacraments over the last year? If so, where and when?

3. Have you been able to attend Presbytery meetings and do you serve on any committees of Presbytery? Are there ways you believe you would like to serve within the Presbytery?

4. Are you available to preach in congregations or to moderate Sessions?

5. If you are in a validated ministry, please describe some of the highlights of your work this past year.

6. Are there ways that the Committee on Ministry could assist you in your work or faith journey?

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

PEOPLE

APPOINTMENT OF MODERATORS OF CHURCHES
WITHOUT INSTALLED PASTORS

The Book of Order states that the presbytery has the responsibility of “overseeing churches without pastors.” In part, this oversight is exercised through the appointment of moderators for such churches. The COM is responsible for this specific function. In fulfilling its responsibilities to presbytery and to churches without installed pastors, guidelines and policies will be as follows:

Appointment of Moderators

It is the responsibility of the presbytery to appoint such moderators. In recommending moderators for vacant churches, the COM will be guided by the following:

- A. The COM will give priority to recommending members of presbytery who are:
 - Associate pastors
 - Pastors without pastoral charge
 - Retired ministers
 - Installed pastors of other churches of the presbytery.
- B. The COM will recommend a minister member of presbytery if that person is serving as occasional and/or temporary supply or stated supply of the vacant church.
- C. Ordinarily, a minister will serve as moderator of only one vacant church at a time.
- D. The COM (through the COM liaison or Stated Clerk) will secure the agreement of the minister member of presbytery to moderate a particular church.
- E. The COM will consider any requests from a particular vacant church, pertaining to whom to recommend as moderator of that church.
- F. Ordinarily, moderators of vacant churches shall be appointed by the Committee on Ministry, and reviewed at each meeting of the Committee on Ministry.
- G. The Stated Clerk of presbytery will notify by email the Clerk of Session of a vacant church of the name, address, and telephone number of that church's appointed moderator, following Committee on Ministry action.

Expectations of Moderators

The COM sets the following minimal expectation of those appointed by presbytery as moderators of vacant churches:

- A. The moderator will convene the session of the vacant church at the next stated meeting of the session, not to exceed 90 days from appointment as moderator.
 - 1. The Clerk of Session will forward a copy of the docket to the appointed Moderator in advance of each meeting of the session.
- B. The appointed moderator will moderate, at least, the four quarterly stated meetings of the session, required by the Book of Order. Exceptions may be made for valid reasons.
- C. The moderator will attempt to make time available to moderate any and all meetings the session holds.
- D. If, for valid reason, a moderator is unable to complete the duties and responsibilities as moderator of a vacant church, he/she will so inform the Stated Clerk and COM Moderator which will ask the COM to nominate another moderator for that particular vacant church.

Compensation of Moderators

The needs of churches of presbytery vary from church to church. No single rate of compensation is equitable or desirable. The COM approved the following schedule in regard to compensation for moderators appointed during a vacancy:

- A. A session of a vacant church will pay mileage at the current IRS rate to the appointed moderator for all travel necessitated by that session's business.
- B. Sessions of vacant churches will pay \$50 for Congregational or Session meetings which must be moderated.

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

POLICY

PULPIT SUPPLY POLICY

The Presbytery is responsible for approving all persons who preach in the pulpits of the congregations of the Presbytery, including those who serve as temporary supply (pulpit supply) preachers.

The Committee on Ministry shall establish and provide a list of persons who are minister members of the Presbytery*, have been authorized to preach, are currently in seminary, have been trained or are currently undergoing training as a Commissioned Ruling Elder. While Presbyterian Elders as well as ministers of other denominations may be available and willing to preach, they must first be authorized to do so by the Committee on Ministry on behalf of the Presbytery. In an emergency situation where a previously authorized preacher is not able to serve on a given Sunday or time of worship due to health, weather, or other emergency circumstances, an elder of that congregation may lead worship and deliver a message or sermon without prior authorization, for that Sunday only.

Recognized minister members of the Presbytery, trained Commissioned Ruling Elders, Inquirers and Candidates under care of the Presbytery (who have been approved by the CPM to preach) may, upon request and consent of COM, be added to the Presbytery's Pulpit Supply List.

The COM has determined that any person preaching more than two consecutive Sundays in the same congregation/pulpit shall have the prior approval of the COM.

Presbyterian Elders, PC(USA) Ministers who are not members of John Calvin Presbytery and ministers of other denominations shall meet the following requirements before being added to the Presbytery's Pulpit Supply List:

- Provide a resume to the COM Moderator including formal education, occupation/employment, church/presbytery membership and service, additional learning experiences, relevant gifts and skills, and a brief statement of faith and personal faith journey.
- Interview with representative(s) of COM to assess theology, understandings of Presbyterian government, and their reasons for wanting to be included on the Pulpit Supply List.
- Provide a letter of endorsement from home church session or home judicatory.
- Provide a sample sermon in manuscript form and preach before representatives from COM.

- Sign the Sexual Misconduct Self Certification Form and be subject to any background/reference checks that may be required of minister members of the Presbytery.

In addition, ministers from other denominations shall be required to present a baccalaureate degree from an accredited college or university and a theological degree from an institution acceptable to the Presbytery.

COM shall annually review those on the Pulpit Supply List, and distribute an updated list to the Presbytery in the first quarter of the new year.

Those interested in being on the Pulpit Supply List should contact the COM Moderator.

Preaching Honorarium Schedule

- Churches are expected to provide an honorarium plus mileage (IRS approved mileage rate per vouchered mile) for pulpit supply preachers. The following schedule lists the COM approved minimum honorariums:
- \$100 for one worship service; \$50 for each additional service on the same day, plus mileage.
- If overnight lodging is required, motel and meals should be provided at the church's expense.
- Our Pulpit Supply List can be found on the presbytery's web site:
www.johncalvinpresby.org

Feedback

Congregations/Supply Preachers – COM wants to know about your church's pulpit supply experience, including ideas for strengthening the pulpit supply ministry and process. Please contact the COM Moderator with feedback.

*** Note:** Minister members of the Presbytery can also be requested to serve communion, baptize children and adults, ordain/install new officers. If a session decides to schedule a session meeting on a Sunday, a minister member of the Presbytery serving as pulpit supply can also be available to moderate such a session meeting, at the invitation of the assigned moderator.

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

POLICY

PARENTAL LEAVE POLICY

Purpose

The whole family of faith celebrates the birth of a child.

Parental leave should support the parents needs for celebration, nurture, rest and recovery upon the birth or adoption of a child.

The following policy is recommended by the John Calvin Presbytery to aid in negotiation between session and pastor for Maternity and/or Paternity Leave. The negotiated leave shall be incorporated into the Terms of Call.

- I. Parental leave:
 - A. Time and duration of a Parental Leave:
 1. Shall be mutually agreed upon between pastor and session.
 2. Suggested duration of leave is eight (8) weeks.
 3. The timing of leave should be the pastor's choice. She/he may choose to begin leave prior to the childbirth or take entire time following the birth/adoption.
 - B. Compensation During Parental Leave:
 1. It is recommended that full salary and benefits be granted for at least eight (8) weeks. (If longer leave has been agreed upon, other options may be considered, e.g. full salary for three (3) months, half salary for six (6) months, etc.). Further leave can be negotiated without full salary.
 2. If the parental leave should extend beyond the intended time due to medical complications, application to the Board of Pensions for disability can be considered.
 3. The COM liaison and the Stated Clerk stand ready to provide help with acquiring pulpit supply and pastoral care needs for the congregation during the parental leave.

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

POLICY

SABBATICAL LEAVE POLICY

INTRODUCTION

Sabbath rest is built into the fabric of creation and is necessary for the well-being of community, for it reminds persons who they are and who God is. Jesus offered this invitation to his disciples: “Come away... and rest awhile.” (Mark 6:31) Amidst the constant demands of ministry, Jesus knew the need for Sabbath time. Sabbatical is a time to receive, to be nurtured, to dig deeper into yourself, your relationship with God, and your own roots and stories, so that you can be renewed, refreshed and revitalized by the breath of God. Sabbaticals often allow a minister to commit to a longer term of service, which benefits the life and mission of a congregation.

John Calvin Presbytery strongly recommends that pastors be granted a compensated sabbatical of at least three (3) months after six (6) years of full-time, continuous service to an individual church. Upon completion of the sabbatical leave, it is required that the minister continue to serve the same congregation for at least one year. Failure to fulfill this requirement will result in the minister reimbursing 50% of any sabbatical expense to the congregation.

DEFINITIONS

While a sabbatical is a time of rest and renewal, it is not vacation. Proper sabbaticals involve a plan, a goal, and accountability. It should not, however, be so tightly structured that the Spirit has no freedom to lead and reveal. The plan should have built-in flexibility.

A Sabbatical is not academic leave. Earning advanced degrees is a commendable goal, and every pastor should be committed to life-long learning. But theological education is, for many, stressful work and not always conducive to renewal and visioning. Churches must recognize that academic work should not be an expectation of their pastor’s sabbatical.

A Sabbatical is not escape. If there is significant conflict in a congregation, it should be worked through in the pastor’s presence, not his or her absence. A sabbatical should never be used to escape difficulties, nor is it ever a time for the pastor to seek a new call.

FINANCIAL IMPLICATIONS

Pastors and churches planning sabbatical leaves are encouraged to save, on a yearly basis, sufficient funds to finance sabbatical leaves. The local church may, but is not required to be financially responsible for the pastor’s expenses of sabbatical leave. Sabbatical expenses may

be offset by existing continuing education or pastoral expense funds within the sabbatical year, as agreed upon by the Session and minister.

This agreement will be stated in the terms of call and will be revisited annually.

RESPONSIBILITIES OF THE MINISTER

- A minimum of six months prior to the proposed commencement of the sabbatical, bring a proposal to the Session for its approval. The proposal shall include a detailed description of the plan, the goals to be achieved, the expected results, and a personal statement of how the sabbatical will be beneficial to the minister and to the church.
- In cooperation with the Session, make any necessary arrangements for coverage of pulpit, pastoral, and other responsibilities during sabbatical leave.
- Upon return, present an overview of the sabbatical experience with the Session. Sharing of the experience with the entire congregation is strongly encouraged.
- Commit to serving the congregation for at least one year after returning from sabbatical.

RESPONSIBILITIES OF THE SESSION

- Review the sabbatical proposal with the minister and negotiate any necessary clarifications or changes.
- Communicate to the congregation the importance and value to the church of the sabbatical leave.
- Continue terms of call/financial commitments to the minister during sabbatical leave.
- Consider taking on or delegating responsibilities for pastoral care and routine administrative functions.
- Commit to employing the minister for at least one year after his/her return from sabbatical.
- Other responsibilities may be agreed upon between the Session and the minister.

COM RESPONSIBILITIES

- Provide someone to moderate the Session during sabbatical leave.
- Develop a team of ministers/CRE's willing to provide services for congregations while their minister is on sabbatical.
- Serve as a resource to the minister and congregation in planning and carrying out the sabbatical.

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

POLICY

Continuing Education/Study Leave

The Committee on Ministry of the Presbytery affirms the value of lifelong learning as Christian disciples and leaders, acknowledging that we are “transformed by the renewal of our minds” (Romans 12). The world in which we live constantly offers opportunities for leaders to grow in our understanding of how applications of the gospel may enrich our Christian practices.

Calls approved by the presbytery include both time and funds for continuing education, and it is important that pastors make wise use of these resources in order that they achieve the greatest potential benefit for the people God has called them to serve in the congregation and the presbytery.

The Presbytery through its Committee on Ministry shall host an annual continuing education event mandated for the minister members of the Presbytery and those pastors/leaders serving JCP congregations. On a triennial basis, this event will be boundaries training facilitated by the Faith Trust Institute, or another accredited organization. Other annual events will be planned with an intentional plan for nurturing vital relationships among colleagues and challenging the professional skills of pastors. Annual continuing education event attendance shall be recorded and maintained by the Stated Clerk of the Presbytery.

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

POLICY

MINISTERS AT RETIREMENT AND THEIR RELATIONSHIPS WITH CONGREGATIONS FORMERLY SERVED

When a pastor leaves a charge, there are bonds of affection between the minister and members of the church, which continue to be cherished. Relations of friendship continue but the pastoral relationship does not.

The Presbytery of John Calvin recognizes that there are potentially difficult situations involving the relationship of a minister to his or her former congregation. Its Committee on Ministry provides this guideline as a means of assisting both pastors and congregations in avoiding awkward situations, maintaining the church's ethical standards, and encouraging new pastoral relationships that will be established.

The particular focus of this guideline is the relationship of ministers with congregations at the time of their retirement, and the relationship of retired ministers with congregations formerly served.

The General Assembly (1998) adopted a Professional Code of Ethics which contains the paper, *"Life Together in the Community of Faith: Standards of Ethical Conduct for Ordained Officers of the Presbyterian Church (USA)."* It contains three rubrics, one of which is "I will conduct my ministry so that nothing need be hidden from a governing body or colleagues in ministry. Therefore I will: (among its seventeen implications are these):

- Accept the discipline of the church and the appropriate guidance of those to whom I am accountable for my ministry.
- Deal honorably with the record of my predecessor and upon leaving a ministry or office speak and act in ways that support the ministry of my successor.
- Participate in the life of a ministry setting I left or from which I have retired only as directed by presbytery.
- Provide pastoral services for a congregation I previously served only as directed by the presbytery, and provide pastoral services to members of another congregation only with the consent of their pastors.
- Consult with the Committee on Ministry in the presbytery of my residence regarding my involvement in any ministry setting during my retirement.

The ending of a pastoral relationship sometimes is a trying and traumatic experience and it always means change in the life of the pastor and his or her family and also of the congregation.

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

PROCEDURES

MISSION & MINISTRY (TRIENNIAL) VISITATION

The Committee on Ministry shall visit each session of the Presbytery at least once every three years, discussing with them the mission and ministry of that particular church and encouraging full participation of each session and congregation in the life and work of the presbytery and the larger church. The exception to this is when a new pastor is called to serve a church within John Calvin Presbytery; visits shall be made (6) six months and one (1) year after the new pastor begins their call.

BACKGROUND

Every church is special in the life of John Calvin Presbytery. Social, economic situations, theological tendencies differ among our churches. Part of the work of the Committee on Ministry is to encourage each of our congregations in their ministry and challenge Christians to minister not only to themselves but to the larger world.

WHAT IS A MISSION & MINISTRY VISIT?

- It is a visit of sharing with the hope that both session and visitors can gain helpful knowledge and insight.
- It is an opportunity for session members to share their feelings about their church, its mission and its ministry and talk about their perception of the health of their church.
- It is a time to thank the congregation for their work in the presbytery and the larger church (be specific) and encourage further participation from the session and congregation.
- It is a chance for the session to tell the presbytery representatives what they feel they need from the governing body to help them accomplish their mission as a church.

HOW DOES IT HAPPEN?

- The Committee on Ministry liaison shall call the session moderator to schedule the date and time of the visit.
- It is recommended that the COM visitation team be composed of one elder and one minister currently serving on COM. with the elder leading the discussion since this seems more relaxing for the elders on the session. If necessary one member can be someone who has recently served on COM.
- The session visit is normally scheduled first on the agenda at a regular stated meeting. If necessary, it can be at a special called meeting.
- Normally the team meets with the session moderator one hour before the session meeting.

- The session moderator opens the meeting, leaves, and is then present the last 20 minutes of the visit.
- A report shall be sent to the stated clerk of John Calvin Presbytery, the moderator of COM, the pastor of the church and the clerk of session. A copy shall also be placed in a file maintained by each liaison for the churches they serve. These records shall be passed on to the next COM member serving as the liaison for each individual church or to the COM moderator.

SUGGESTED QUESTIONS FOR A MISSION AND MINISTRY (TRIENNIAL) VISIT

- What has been the most significant event in the life of your church in the past year?
- What about this church gives you the most joy or has brought you the greatest blessing?
- What are some of the strengths of your congregation?
- What are some of your current mission activities?
- Are there events in the community that have impacted your ministry and how have you responded?
- What are some of the long term goals for your congregation?
- Do members of your congregation attend Presbytery meetings and/or serve on a Presbytery committee?
- How can the Presbytery be helpful to you in carrying out the mission of your church?

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

PROCEDURES

PROCESS FOR RESIGNATION OF A PASTOR/ASSOCIATE PASTOR

Before the pastor announces their resignation or retirement to members of the church, the Presbytery Committee on Ministry (COM), the Stated Clerk and Pastoral Presbyter should be notified by the minister member.

The COM liaison and Stated Clerk meet with the session when the announcement is made. The COM liaison will provide information to the session concerning:

- the dissolution of the pastoral relationship (Board of Pensions requirements, terms of dissolution, congregational meeting, etc.)
- the interim period

Terms of dissolution are reviewed with the session. The session calls a congregational meeting to vote upon the resignation. The session elects an Interim Pastor Search Committee. The COM shall appoint a Moderator of the session when there is a vacancy.

The COM Moderator or COM Vice-Moderator appoints a special moderator for the congregational meeting (dissolution) and a temporary moderator for the session during a vacancy.

When the congregational meeting is held, the liaison or a COM representative gives information concerning the dissolution of the pastoral relationship, the interim period, and the new pastor search process.

The COM liaison in collaboration with the COM Transition Team conducts an exit interview with the pastor and the session. A written report of each exit interview will be provided to the COM Moderator and Stated Clerk.

The COM liaison or Pastoral Presbyter or a designee ordinarily supplies the pulpit the first Sunday after the pastor leaves (or soon thereafter).

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

PROCEDURES

THE SEARCH PROCESS FOR A PASTOR

A Pastor Nominating Committee (PNC) shall be elected in consultation with the Committee on Ministry and its approval. Ordinarily, the COM shall receive a recommendation from the interim Pastor (if one is on the field) and the session regarding the congregation's readiness for new leadership.

The Nominating Committee of the Congregation will discern 5-7 church members (broadly representative of the congregation in their spiritual gifts, leadership skills and abilities) to be nominated for the Pastor Nominating Committee (PNC).

The session calls a congregational meeting to elect the PNC.

The PNC shall schedule its first meeting as education and orientation with the COM liaison and the Stated Clerk at this first meeting. At the first meeting of the PNC, the COM liaison will provide an overview of the search process. The following resources will be reviewed:

- The Search Process for a Pastor (JCP COM Manual)
- The Church Leadership Connection
- The Church Information Form (CIF)
- The Compensation Guidelines

At appropriate points in the process, the COM liaison helps the PNC develop a procedure for reading and evaluating Personal Information Forms (PIF); making reference checks. The COM liaison helps the PNC develop an interview procedure (face-to-face, telephone, preaching, etc.)

The Officers of the PNC will be elected at the end of this first meeting. *On Calling A Pastor: A Manual for Churches Seeking Pastors from Churchwide Personnel Services* (available at <http://store.pcusa.org/OGA08090>) will be given to the PNC.

The PNC prepares a draft of the CIF. The draft of the CIF should be submitted to the COM Liaison to provide helpful feedback before session approval. The COM liaison will provide all relevant Presbytery related information to the PNC required for completion of the CIF.

The session reviews the draft of the CIF and either approves or sends the draft back for further revision by the PNC.

The COM reviews and approves all CIFs circulated by congregations of the Presbytery. The Stated Clerk issues the PNC Chair and Clerk of Session their log-on number and temporary

password. Please refer to instructions provided by the Stated Clerk on entering your CIF. Your CIF can be entered directly by the PNC. Once it is online the form will be approved by the Clerk of Session indicating that the session has given its approval. Then the COM Chair will give approval on the internet and the presbytery office can begin matching for the congregation.

The completed CIF will appear on the Opportunities List online within 48-72 hours after approvals. If your church is not listed contact the presbytery office for immediate support.

When the CIF is approved and all sign-offs are complete the Stated Clerk of the Presbytery will provide matching services and provide Personal Information Form's (PIF) – either by referral on the internet to the PNC's designated contact person.

The PNC reads and evaluates PIF's which will be provided by the presbytery through the Stated Clerk.

The PNC chooses their top potential candidates, contacts them to inquire of their interest, and checks references.

After the PNC has made initial reference checks and determined those who are going to be pursued further, the Stated Clerk shall be notified and will also conduct reference checks with appropriate presbytery staff. The PNC may not proceed until these reference checks are made.

The COM liaison will be in regular communication with the PNC Chair so that an interview regarding fitness for membership in the Presbytery can be scheduled well in advance of the weekend the candidate is scheduled for a candidate sermon. If the candidate is not yet ordained, a meeting with the Presbytery Committee on Preparation for Ministry (CPM) is also arranged at this time. The COM votes on the final candidate and approves next steps. The announcement that the PNC has a final candidate is NOT reported to the session or congregation until AFTER approval by COM.

The PNC arranges visits to the top candidates at their locations, and/or the PNC arranges visits by the candidates to a local "neutral pulpit," and the PNC conducts interviews.

The PNC reduces the top list to three finalists. A second interview may be arranged with the top two or three finalists. When it decides upon a final candidate, the PNC will establish a date for a "candidate sermon" with the congregation.

The PNC selects the final candidate, notifies the COM liaison, and the Stated Clerk.

The PNC proposes a call to the top candidate having negotiated compensation, congregational meeting date, start date, etc.

The session is asked to call a congregational meeting to vote on the final candidate. The session is not asked to approve or disapprove of the candidate.

The congregation votes upon the PNC's final candidate and terms of call. The appropriate Pastoral Call Form is signed.

If the presbytery finds the call in order and determines that it is for the good of the whole church, it shall inform the person being called of its decision and shall proceed to present the call through the presbytery having jurisdiction over the minister or candidate. (Book of Order G-2.0502). No pastor moves onto the field until the Presbytery has examined the candidate and approved the call.

The Service of Installation is conducted. The PNC is formally dismissed and ordinarily will serve in an advisory role. The first year the PNC is requested to give support and welcome to the pastor and his/her family.

The new pastor, the session, the session Personnel Committee, the members of the PNC, and representatives of the COM are encouraged to meet and discuss start-up issues, expectations, first-year goals, and annual review procedures.

At six months and twelve months the COM liaison shall arrange a pastoral care visit with the newly called and installed pastor.

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

PROCEDURES

EXAMINING ORDAINED MINISTERS OR CANDIDATES FOR MINISTRY SEEKING MEMBERSHIP IN
JOHN CALVIN PRESBYTERY

(in cooperation with the *Committee on Preparation for Ministry*)

Note: In most of their work the Committee on Ministry and Committee on Preparation For Ministry have separate roles and functions. However, the two committees sometimes share a function at the point of examining ministers and candidates seeking membership within the Presbytery. The Book of Order states that “the presbytery shall examine each teaching elder or candidate who seeks membership in it” (G-3.0306). In order that the Presbytery of John Calvin may be clear about the process of examining those seeking membership in the Presbytery, the COM and CPM have agreed to the following policies:

I. Ministers of Word and Sacrament

A. In the case of a minister member of another Presbytery of the Presbyterian Church (U.S.A.) seeking membership in the Presbytery, the appropriate committee for examination shall be the COM.

B. In the case of a minister of another denomination seeking membership in the Presbytery:

1. All the requirements of G-2.0505a shall be met. If the minister needs to complete any of the requirements of education before transferring, the responsible committee shall be the CPM. When the time comes for the minister to be examined on matters of theology and polity, the responsible committee shall be the COM. Additional requirements may be added by either committee, provided these requirements do not exceed the Book of Order standards for ordination as a teaching elder.

2. The CPM shall report its findings with regard to academic credentials and standard ordination examinations to the COM. If examination scores and credentials are in order, the remainder of the examination process shall proceed at the discretion of the COM. A member of the CPM who is familiar with the minister's file shall be invited to sit with COM during the COM's examination of the minister.

3. If the COM examination so warrants, the minister shall be presented to the Presbytery by the COM. The Presbytery may pursue any further examination it deems necessary and the minister shall answer questions for ordination as provided in W-4.4003.

II. Candidates for Ordained Ministry

A. **Under Care of John Calvin Presbytery**

In the case of a candidate of the Presbytery of John Calvin seeking membership within this Presbytery:

1. The appropriate committee for examination as to the candidate's readiness for ordination (G-2.0702) shall be the Committee on Preparation for Ministry (CPM). The appropriate committee for examination as to the candidate's suitability for the particular call which has been extended shall be the Committee on Ministry (COM).

2. When the candidate is presented to the Presbytery, the COM shall first affirm that the candidate has received a validated call. The CPM shall then proceed with its report and recommendation (G-2.0701) after which the Presbytery may conduct any further examination it deems necessary.

B. **Under Care of Another Presbytery**

The Book of Order states that ordinarily the presbytery of call shall examine, ordain and install the candidate (G-2.-0702):

1. The CPM shall request all the necessary documentation from the candidate's Presbytery and shall review the documentation for completeness.

2. The examination of the candidate shall proceed at the discretion of the CPM.

3. The candidate shall be presented to the Presbytery by the CPM, to be examined on the floor of presbytery.

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

PROCEDURES

INTERVIEWING APPLICANTS SEEKING PRESBYTERY MEMBERSHIP

Note: The Committee on Ministry (COM) is entrusted by the Presbytery of John Calvin to recommend to the Presbytery calls for service of ministers, the transferring of ministers from other presbyteries, resolving the pastoral relationship in cases where the congregation and pastor do concur, and to dismiss ministers to other Presbyteries.

Policy: The Reception and Care Subcommittee shall provide for an examination of all persons seeking membership in the Presbytery as to their suitability for a pastoral call to churches or for other work within the Presbytery. The Reception and Care Subcommittee shall make a report to the full COM. (If there are circumstances that warrant, the Reception and Care Subcommittee may ask for a full COM examination.) If the COM affirms the call, a recommendation shall be made to the Presbytery for examination.

Procedure for ministers nominated by search committees (PNC and APNC):

1. When the PNC has settled on an individual with who they wish to make “face to face” contact and schedule for a “neutral pulpit” they should contact COM through their COM liaison. The COM liaison shall be notified and will make arrangements to receive the following information from the perspective pastor:

- Copy of Personal Information Form (PIF)
- Statement of Faith
- One page biography

A Confidential Employment Reference should be completed prior to the examination.

Following review of the requested documents the COM liaison will contact the candidate for either a face-to-face or phone conference interview. The examination of the applicant shall be conducted by the COM Review Team.

The COM Review Team will ordinarily be composed of clergy and elders, male and female, the COM liaison with the church, the COM Moderator, Stated Clerk and the Pastor Presbyter. A quorum will consist of no less than four (4) members of the COM.

2. In **G-2.0502**, the Book of Order makes clear that pastoral relationships are established, changed, or dissolved only with the approval of presbytery. Therefore, examination by the COM and by the full presbytery is a vital part of affirming the call. The interview team of COM may use the following questions as a place to begin:

1. Please share with us your journey in faith.
2. What is the place of Jesus Christ in human salvation?
3. Share your understanding of the importance of the sacraments in today's church.
4. How do you understand your call to this congregation? What are the gifts you bring to this context?

3. The interview will afford the opportunity for the applicant to question the COM Review Team; part of the interview may include representatives from the PNC in order that all issues surrounding the interview may be understood.

4. The COM Review Team may use any of the following: the applicant's PIF, the CIF or position description, the congregational self-study and the report of the background checks by the Stated Clerk and the COM Moderator.

5. In addition to the above, all applicants seeking membership in the Presbytery will meet the criteria in **G-2.0503a, b, or c**.

6. Following the interview a written recommendation of the COM Review Team must be promptly reported to the Applicant, the PNC Moderator, COM Moderator and the Stated Clerk.

7. If the applicant or PNC does not comply with the above procedures the PNC shall be financially responsible for bringing the applicant back for an interview.

Special Cases:

8. Ministers from other denominations called to validated ministries listed in **G-2.0503** shall fulfill all the above and also the special provisions of **G-2.0505**.

9. Ministers seeking reinstatement should first see **G-2.0507**.

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

PROCEDURES

ORDINATION/INSTALLATION PROCESS

When the Pastor Nominating Committee (PNC) of a church has completed its task, and when the minister has been approved by the Presbytery, called by the congregation, and when the pastor-elect has signified his/her intention to accept the call, it is time to plan a service of installation/ordination.

An Administration Commission for ordination/installation will be elected by the Presbytery upon the recommendation of the COM and consist of five (5) or more persons having authority to act for the Presbytery. The pastor-elect and the calling church have the privilege to nominate the persons who will comprise the Commission, one of whom shall be the Moderator of the Presbytery. The Pastoral Presbyter welcomes invitations to participate in the Ordination/Installation service.

1. Before the date of the Ordination/Installation service is set, the Moderator of the Presbytery shall be consulted. The Moderator of the Presbytery (or designee) shall be the Moderator of the Commission.

2. There shall be at least five (5) elders and minister members from the Presbytery in as balanced a ratio as possible. No more than one elder may come from a single church of the Presbytery. The Commission shall include both men and women. Presbytery permits the pastor-elect to invite ministers and elders from another Presbytery to participate in the service as corresponding members. Expenses for ministers and elders from other presbyteries are underwritten by the local church, and not the Presbytery.

3. Because ordination/installation is a worship service for the whole Presbytery, it shall ordinarily be held on Sunday afternoon at a time allowing the widest possible participation by the members of presbytery. The Commission gathers thirty minutes before the service and is convened in prayer by the Moderator. It is dismissed by the act of the Benediction at the conclusion of the worship service.

4. A report will be filed with the Presbytery (to the Stated Clerk) including the commission minutes.

5. Specifics of the service:

A. The service of worship should begin with the Moderator (or other member of the Commission) making a clear statement as to who is present and the reasons we are gathered, e.g. "The Presbytery of John Calvin is assembled here in the persons of this

Commission for the worship of God and the ordination/installation of the Rev. _____
as pastor (associate pastor) of the _____ Presbyterian Church."

B. The service will include a "Charge to the Pastor" and "Charge to the Congregation" to be offered by members of the Commission.

C. An offering during the worship service will be received for the Candidates Fund (CPM) of John Calvin Presbytery.

D. Following the sermon the service of ordination/installation shall be conducted. The pastor-elect will be presented by a member of the PNC and will answer the Constitutional Questions of W-4.4003. Any and all ordained ministers and elders of the Presbyterian Church (U.S.A.) who are present may participate in the laying on of hands.

E. At the conclusion of the worship service, the newly installed pastor shall pronounce the benediction.

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

PROCEDURES

CONFLICT RESOLUTION AND MEDIATION

Preamble

Conflict and resolution will rest within the purview of the Mediation and Reconciliation Sub-Committee of the Committee on Ministry. In all conflict within the churches of the JCP, the Mediation and Reconciliation Sub-Committee will first promote the Peace of Christ. The Mediation and Reconciliation Sub-Committee will serve in the capacity of facilitator rather than enforcer, promoting healthy congregations rather than bringing the authority of the COM into the resolution. In doing so, the Committee will always exhaust efforts to achieve resolution and reconciliation at the church level. Should mediation and reconciliation be unachievable at the church level, the Mediation and Reconciliation Committee will make recommendations to the COM that will result in actions by the COM to form an administrative commission to further deal with the unresolved conflict in a manner deemed best for the pastor(s), church leadership and congregation. Any action taken by COM will only be performed after seeking prayerful discernment of God's will and in the spirit of the Love and Peace of Christ.

Purpose of Mediation

Inevitably there will be differences in the community life of the Church, and therefore the potential for conflict exists in the middle of navigating those differences. The purpose of mediation through the Committee on Ministry will be to establish a conciliatory process to settle differences and reconcile people, with the end that the difficulties may be corrected by the session of the church (if possible), and the well-being of the church may be strengthened, and the unity of the body of Christ may be evident.

Duties of Mediation and Reconciliation Sub-Committee:

The Mediation and Reconciliation Sub-Committee will develop a Healthy Congregation program designed to help pastor(s), church leadership and their congregations remain Godly, vital and growing. Churches will be encouraged to take Healthy Congregations training congregation wide or minimally at the session/diaconate level. It will be the goal of the Mediation and Reconciliation Sub-Committee to present Healthy Congregation training to every church in the JCP. Included in Healthy Congregation training will be an action to form a mediation team at the church level to address conflicts or issues that they may be equipped to handle.

NOTE: Any of the following parties in disagreement may request the counsel and mediation of the Mediation and Reconciliation Sub-Committee of the Committee on Ministry:

- The pastor involved;
- The pastor's immediate family;
- The session, as a governing body;
- A number of elders equal to a quorum of the session; and
- A number of members equal to a quorum of the congregation.

A request may be made in writing to the Pastoral Presbyter or Stated Clerk of John Calvin Presbytery for assistance with conflict resolution and initiating a mediation process.

The Committee on Ministry will always seek to offer resources to settle the disagreement beginning at the lowest level. Expenses for the mediator will ordinarily be the responsibility of the session. Expense may include mileage, accommodations, meals and a fee for the mediator. These expenses shall be agreed to prior to the mediation relationship.

Mediation Process in the Midst of Conflict:

1. The Personnel Committee (or other authorized committee of the session) shall regularly consult with the pastor(s), regarding the health of the congregation, including any problems, difficult situations, disagreements, or conflicts between the pastor(s) and member(s) of the congregation or between individual members or faction of the congregation.

2. If the Personnel Committee and the pastor(s) are unable to resolve the difficulties the following process shall be followed:

Step 1: John Calvin Presbytery expects parties in disagreement first to seek a mutually acceptable resolution of the disagreement through the counsel and mediation of the Committee on Ministry. Such guidance is provided in accordance with G-11.0501.

Step 2: The Committee on Ministry will provide the names of available mediators from a team of persons within the presbytery or by engaging trained mediators from other presbyteries or by helping churches engage the services of a professional mediation organization such as the Lombard Mennonite Peace Center.

Step 3: The mediation facilitator(s) will work with the parties and arrive at as many points of agreement as are possible. It is the assumption in mediation that parties will agree on various points of conflict, or they will agree on the resolution of the entire conflict. If they only agree on various points of conflict, but do not agree on full resolution, the conflict will not be considered to be resolved and reconciliation will not have been achieved.

Step 4: If resolution is not achieved, those unresolved issues will involve a mediation process with the following persons: Pastor(s), Session representative(s), Congregation representative(s) and COM representatives(s). In any case, depending on the nature of the mediation, congregational members may also be included. Again the mediation facilitator(s) will work with the parties to arrive at as many points of agreement as possible.

Step 5: If the mediation is unsuccessful and the parties are deemed to be in deadlock and unable to make any further progress, the COM will recommend that the Presbytery appoint an Administrative Commission, to look into and settle all differences in accordance with the Book of Order (G-3.0109b(5)). An Administrative Commission will be the measure of last resort by the COM.

Mediation Guidelines:

1. All parties will agree with the Mediation and Reconciliation Sub-Committee to a defined period of time allowed for resolution and reconciliation to occur. If full resolution and reconciliation has not occurred but the parties are making demonstrative progress, an extension may be agreed to.
2. All parties shall agree on what the issues of conflict are – specifically – and they are to be listed in detail. Further, all parties shall agree on what would constitute a “resolution” of the issues.
3. Regular contact with the mediator facilitator(s) shall be maintained throughout the process.
4. If the mediation fails entirely, the Mediation and Reconciliation Sub-Committee shall suggest the COM recommend to Presbytery that the Presbytery appoint an administrative commission (G-3.0109b). The administrative commission shall determine whether the pastor should resign, or if the Presbytery should assume original jurisdiction of the church. If it is determined that the pastor should resign, then “Dissolution and Separation Guidelines” shall apply.
5. The Mediation and Reconciliation Sub-Committee will report progress in all actions it undertakes to COM on a regular basis.
6. Every meeting in the mediation process will begin and end with prayer

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

RESOURCES

**JOHN CALVIN PRESBYTERY
INFORMATION FORM FOR MINISTER MEMBERS
2011**

Full Name: _____

Church/Employer Name: _____

Church/Employer

Address: _____
PO Box/Street City State Zip

Home

Address: _____
PO Box/Street City State Zip

WorkPhone: _____ HomePhone: _____ Cell Phone: _____

Email Address: _____

Birthdate: _____ Anniversary Date: _____

Spouse's Full Name: _____

Children

(name/age/gender): _____

Emergency Contact Name: _____

Emergency Contact Phone Number: _____

Ordination

date: _____ Presbytery: _____ Denomination: _____

Honorably Retired Date: _____

Please return this form by or before (date), to:
John Calvin Presbytery
2150 West Republic Road
Springfield, MO 65807

**John Calvin Presbytery
Annual Report of Participation in Continuing Education**

TO: Minister Members
FROM: The Committee on Ministry

POLICY: The Committee on Ministry has the responsibility to support continuing education for ministers of the presbytery. A yearly record is expected to be reported from each minister. Would you please list your name, indicate the calendar year covered by this report, check the appropriate box and respond to the questions as appropriate. A report will be made by the COM each year.

Name: _____
Church with City/State: _____

Calendar year: 2011

- I did not participate in continuing education for 2011.
- I participated in the following continuing education for 2011.
- Reported my continuing education for 2011 to the Session

| Continuing Education Event | Amount of Time Involved | Sponsoring Organization |
|----------------------------|-------------------------|-------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

(Use additional sheets if needed)

Please return this form by **NO LATER THAN (date)**, to:

John Calvin Presbytery
Attention: Stated Clerk
2150 West Republic Road
Springfield, MO 65807
(417) 883-8033

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

RESOURCES

MINUTES OF THE ADMINISTRATIVE COMMISSION TO INSTALL/ORDAIN

_____ (name of person to be installed/ordained)

The administrative commission to install/ordain _____ (name – same as above)

as pastor of _____ (church and town)

convened at _____ (time, day and date)

The following commission members were present (please include name, title, and church):

The meeting was opened with prayer by _____. The Moderator of the Commission reviewed the responsibilities of the various members of the commission. _____ shared in the liturgy of the worship service. _____ delivered the sermon based on the text, _____. The constitutional questions to the pastor were asked by _____. The constitutional questions to the congregation were asked by _____. Following the prayer of installation/ordination delivered by _____, the charge to the pastor was given by _____. The charge to the congregation was given by _____. Following the declaration of installation/ordination, the benediction and closing prayer were given by _____.

Respectfully submitted,
_____, Moderator

JOHN CALVIN PRESBYTERY
REPORT OF TERMS OF CALL FOR (Year)

Minister _____ Church _____
Church location _____

Please return this form to the presbytery office no later than **February 11, 2011**. If the congregation has not yet acted on the terms, send the completed form anyway. Corrections can be made later.

Check all that apply:

- Stated Supply Full-time Part-time (_____% of full time)
- Interim Pastor Associate Pastor
- Designated Pastor Commissioned Ruling Elder Other

COMPENSATION *(subject to Board of Pensions Dues)*

- 1 \$ _____ Annual cash salary
- 2 \$ _____ Housing allowance
- 3 \$ _____ Deferred Income
- 4 \$ _____ Bonuses, lump sum allowances, gifts, etc
- 5 \$ _____ Other:
- 6 \$ _____ Fair Rental value of manse (or at least 30% of Lines 1 - 5)
- 7 \$ _____ Total Effective Salary (Lines 1-6) [Presbytery Minimum: \$ 40,380.00]

It is recommended that all salaries be adjusted by the Cost of Living Standard of the Bureau of Labor & Statistics. The adjustment for 2010 is 0.0%

- 8 \$ _____ Board of Pensions Dues (31.5% of Line 7)

ACCOUNTABLE REIMBURSEMENT PLAN *(voucher expenses)*

- 9 \$ _____ Continuing education allowance [Minimum: \$ 500.00]
Check One: IRS rate Car with full expenses
- 11 \$ _____ Professional expenses⁸
- 12 \$ _____ Social Security Tax supplemental income
- 13 \$ _____ Medical deductible, coinsurance payments, dental
- 14 \$ _____ Other
- 15 \$ _____ Total cost to church budget (Lines 7 - 14)
- 16 _____ Continuing Education leave [Minimum: two weeks]
- 17 _____ Vacation leave [Minimum: four weeks]
- 18 _____ Sabbatical leave allowance [See sabbatical leave policy]

+Rental value of manse is the larger of fair rental value or 30% of the total of all other amounts in SALARY items 1-6.

*Professional expense reimbursements paid through an Accountable Expense Reimbursement Plan are listed under Professional Expenses. Reimbursements paid through a nonaccountable plan are to be listed as Salary.

**IRS maximum allowable mileage reimbursement for 2011 is \$0.55 per mile

The session has reviewed the adequacy of compensation with minister? Yes___ No___

The session has conducted an annual performance review of the minister? Yes___ No___

Date of congregational approval _____

Signed: _____
Minister

Clerk of Session

**JOHN CALVIN PRESBYTERY
COMMISSIONED RULING ELDER APPLICATION**

FULL NAME

ADDRESS

PHONE _____(h) _____(c) _____(w) E-MAIL _____

OCCUPATION _____ EMPLOYER _____

CHURCH MEMBERSHIP _____

DATE ORDAINED AS ELDER _____ DATE OF SESSION ENDORSEMENT _____

SERVICE TO LOCAL CHURCH _____

SERVICE TO PRESBYTERY AND BEYOND _____

FORMAL EDUCATION

ADDITIONAL LEARNING EXPERIENCES (travel, conferences, training events, leadership
experience)

WHY ARE YOU APPLYING FOR THIS PROGRAM? _____

WHAT GIFTS AND SKILLS DO YOU BRING TO THIS PROGRAM OF STUDY? _____

ARE THERE FACTORS WHICH MAY PLACE LIMITS ON YOUR ABILITY TO SERVE OR PURSUE THIS COURSE OF STUDY? (medical, familial, financial, etc.)

ON A SEPARATE SHEET OF PAPER, PLEASE SHARE A BRIEF STATEMENT OF YOUR PERSONAL FAITH JOURNEY, YOUR SENSE OF CALL TO THIS MINISTRY, AND WHY BEING PRESBYTERIAN IS IMPORTANT TO YOU.

**JOHN CALVIN PRESBYTERY
COMMITTEE ON MINISTRY
Manual of Policies and Procedures**

RESOURCES

**ANNUAL QUESTIONNAIRE FOR MINISTERS SERVING OUTSIDE THE CONGREGATION
AND MEMBERS-AT-LARGE**

Response to the following questions shall be submitted to the Committee on Ministry annually by teaching elders in validated ministry beyond the congregation and by members-at-large.

1. In which congregation are you involved for worship, nurture and growth in your faith?
2. Have you officiated in celebration of the sacraments over the last year? If so, where and when?
3. Have you been able to attend Presbytery meetings and do you serve on any committees of Presbytery? Are there ways you believe you would like to serve within the Presbytery?
4. Are you available to preach in congregations or to moderate Sessions?
5. If you are in a validated ministry, please describe some of the highlights of your work this past year.
6. Are there ways that the Committee on Ministry could assist you in your work or faith journey?