



# **COMMITTEE ON MINISTRY MANUAL**

Approved:

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POW: September 27, 2025

Amendments: All policies (designated with **P**) must be approved by the Presbytery of Wyoming. All other parts of this manual can be amended with 2/3 vote of the committee.

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## **INTRODUCTION**

### **What role does COM Fulfill?**

#### G-3.0301 Composition and Responsibilities

...The presbytery is responsible ... for assisting and supporting the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love, and witness...

#### G-3.0307 Pastor, Counselor, and Advisor to minister of the Word and Sacrament and Congregations

Presbyteries shall be open at all times to communication regarding the life and ministry of their congregations.

### **Facilitating Relations**

- Presbytery has a responsibility to facilitate relations between the presbytery and its congregations minister of the Word and Sacrament, ruling elders commissioned to pastoral service, and certified Christian educators.
- Presbytery can play a role in facilitating relations among and between congregations and minister of the Word and Sacrament, ruling elders commissioned to pastoral service, and certified Christian educators who serve them.
- In its relations with sessions, presbytery has the responsibility to coordinate, guide, encourage, support, and resource the work of its congregations for the most effective witness to the broader community.
- In facilitating these relations presbyteries develop mechanisms and processes, which are most appropriate to their missional settings.

### **Membership**

1. The COM shall consist of six Teaching Elders and six Ruling Elders.
2. A quorum for all meetings will be at least seven members.
3. Ex officio members are the Stated Clerk and the General Presbyter.

### **Responsibilities of the COM Moderator**

1. Moderate COM committee meetings.
2. Coordinate with the church liaisons appropriate responses to a church or pastoral concern relative to assigned responsibility, areas of conflict, etc.
3. Work with the Budget and Finance Committee regarding COM's financial needs for the upcoming budget. Prepared for May's meeting.
4. Solicit e-votes when a motion has been made and seconded.

5. Seek Terms of Call information in February from all ministers – members of the Presbytery, and submit this comprehensive report to COM and through COM to the Presbytery.
6. Prepare the agenda for COM meetings in consultation with the General Presbyter, the Stated Clerk, and any pertinent liaisons.
7. Work with the General Presbyter to train all new COM members in October or November of the year elected.
8. Seek approval from COM for non-routine expenses, and manage those expenses.
9. Will work in conjunction with General Presbyter

### **Responsibilities of the COM Vice Moderator**

1. Serve as COM moderator in the absence of or at the request of the moderator.

### **Confidentiality**

The Committee on Ministry deals with delicate and critical information, which directly affects people's lives. The COM treats confidential material as a responsibility of the entire committee. All committee members share equally in access to all committee confidentialities. The business of COM is not discussed except in discharging the responsibilities of the office.

### **Conflict of Interest**

Committee members will ordinarily absent themselves from discussions and deliberations and abstain from voting regarding churches or ministers with whom they have a particular interest (such as, my church, my spouse, my minister).

### **Actions Requiring COM Approval**

- Approve a CRE serving a congregation for a specific time
- Approve the initial terms of call for a CRE
- Assign mentors for CREs
- Approve the termination of a called pastor leaving for another call
- Approve the dissolution and severance of a called pastor; as allowed by Presbytery Administrative Manual
- Approve all temporary pastoral agreements
- Approve all pastors for membership in the Presbytery and their terms of call
- Yearly approve/disapprove all minister of the Word and Sacrament who are members-at-large or are in validated ministries
- Yearly approve the terms of call of all called pastors, associate pastors, and commissioned ruling elders serving a church
- Approve the mission study
- Approve all ministry information forms for churches looking for a pastor/associate pastor/CRE

- Approval of a designated pastor becoming a called pastor
- Approval of all temporary moderators of sessions
- Approval for a congregation to form a PNC
- Approval of Administrative Commission for the Ordination/Installation of a Teaching Elder

### **Nurturing New Worshiping Communities**

New Worshiping Communities are in an ongoing relationship with Outreach Ministries Service and Support Committee for much of the work of their ministry. The Committee on Ministry will assign a liaison who will be available as a point of contact for relationship and support as needed.

For any searches or equipping of pastoral leadership COM will use the same process and procedures for whole of the Presbytery – with the ability to discern any adjustments needed in the given situation.

### **Role of Staff**

The General Presbyter gives primary staff support to COM. At COM meetings the General Presbyter provides a resourcing role, and functions as an ex officio member, without vote. Principles of confidentiality will always apply, at times limiting the General Presbyter's full discussion of issues.

The General Presbyter fulfills the primary referencing responsibility for the Presbytery, both in making reference contacts on behalf of the PNC's and in giving references for Wyoming Presbytery minister members.

The General Presbyter will be available to the COM at the direction of COM as resource person in direct contact (including moderating, on occasion, see G-10.0103a) with Sessions dealing with issues, including but not limited to:

- Assisting congregations in transition between pastorates,
- Adopting or modifying yoking agreements, shared pastor agreements, and coordinating work when yoking and shared pastor agreements require the executive to function as a counterpart to another denominational executives,

Stated Clerk will give advisory opinions for COM, interpreting GA actions and rulings regarding polity. The Stated Clerk will also work with COM in the organizing and dissolution of a congregation. At the request of COM, the Stated Clerk will take minutes of meetings.

## **PART 1 – PASTORAL SEARCH PROCESS**

### **DISSOLUTION OF PASTORAL RELATIONSHIPS**

Dissolution of Pastoral Relationships will be done in accordance with the policy's outlines in the Presbytery of Wyoming Administrative Manual found in the section VI: Ministry Church Professionals, item 6.11. Note that some dissolutions cannot be approved by the Committee on Ministry

#### **CALLED MINISTER DEPARTURE**

##### **Phase 1: Announcing the Departure**

1. The Pastor notifies the General Presbyter and the Committee on Ministry (COM) Chairs of his/her intention to leave the congregation to accept a new call or to retire.
  - a. COM Chairs and GP have discussions and discernment with Pastor about possible paths forward and current state of the congregation.
  - b. The COM Chairs (at the appropriate time) will notify the Liaison for the congregation.
  - c. COM will ensure a moderator is appointed to take effect upon pastoral departure.
  - d. Meeting is coordinated with Liaison, Pastor, and any other needed attendees to make sure everyone is up to date on current situation.
2. The Pastor requests a special Session meeting at which the GP and the Liaison (or designee) meet with the Pastor and the Session. At this meeting, the Pastor makes the request to have the relationship with the church dissolved or announce coming retirement. After any joint discussion, the Pastor may be excused from the meeting (use discernment). The GP or Liaison moderates the remainder of the meeting. The Session and COM members discuss next steps and possibly set the date for a congregational meeting.
3. Immediately following the meeting, the Pastor sends a letter to the congregation notifying them of the pending dissolution or retirement plans and informing them that the congregational meeting will be held.
4. The Pastor should become familiar with the Presbytery's Covenant of Closure.
5. The Session will call a special congregational meeting to vote on the dissolution of the pastoral relationship. The Session will share the Presbytery's Covenant of Closure and publish the policy in the church's bulletin and newsletter.
6. COM will identify and appoint an appropriately trained moderator for the congregational meeting.
7. If the church has not done a Mission Study/Assessment in the previous five years, the session will initiate an assessment, working with the Liaison. Timing on this step is flexible; but it must be completed before the search for a long-term pastor is started. It is usually in the best interest of the church to begin as soon as it is practical.

## Phase 2: Congregational Meeting

1. The Pastor requests that the congregation dissolve the pastoral relationship. The Pastor is then excused.
2. The Moderator will conduct the meeting.
3. The Congregation votes. If deemed appropriate, a written ballot may be used instead of voice vote.
4. The Liaison and appointed Moderator are introduced to the congregation. The Liaison will work with the congregation through the period of dissolution, will work with the PNC through the interim search/search process, and will remain with the congregation until End of First Year Review for the new/interim Pastor.
5. After the meeting concludes, the Pastor, the Session, and the Moderator complete and sign the appropriate forms and submit them to the Presbytery.

## Phase 3: Formalizing the Departure

1. COM acts on behalf of the Presbytery to dissolve the pastoral relationship. If not already done, a moderator is appointed for the church.
2. Liaison arranges and conducts an exit interview with the Pastor. The Presbytery's Covenant of Closure will be reviewed during the interview, and if not already completed, the Pastor will complete and sign the form. Liaison will complete any reports.
3. After the Pastor has departed, the Liaison will arrange and conduct an exit interview with the Session following the same procedure as with the Pastor.

## Phase 4: Next Steps

1. The Session may consider inviting the GP to preach and lead worship on the Sunday following the Pastor's departure or as soon afterwards as can be arranged.
2. The Session is responsible for pulpit supply.
3. The Session will meet with the Liaison to discuss the next steps for the church.
4. The church will need to complete a Mission Study/assessment process unless one has been completed within the last five years.
5. The Session will determine the Pastoral Model the church will pursue going forward.  
Refer to Pastoral Models Chart

A Search Committee appropriate to the chosen pastoral model is elected. The committee may be elected before the Pastor leaves to prepare written materials and begin the search process.

## **CALLED MINISTER SEARCH/CALL GUIDE**

**This is the search process for a pastor who will be called by vote of the congregation for an indefinite (Installed) or specific (Designated) period of time.**

Once you have a search committee, the committee will:

1. Meet for the first time, led by the COM Liaison, to get itself organized, by
  - a. Reviewing the process and important issues such as confidentiality and Equal Employment Opportunity policy
  - b. Determining who will fill specific roles:
    - i. Chair: holds the big picture of the process and keeps the committee on track; sets the agenda for meetings and manages them; ensures that the committee comes to unity around decisions (rather than voting); solves problems and coordinates within and outside the committee
    - ii. Computer Wizard: interacts with the Church Leadership Connection (CLC) database; consolidates and posts the MDP; retrieves PDPs and makes them accessible to the committee; keeps all materials organized and available to the committee
    - iii. Recording Secretary: documents all decisions made by the committee (and a rough reason for them); maintains the current status of the process; keeps these materials up to date and available to the committee
    - iv. Corresponding Secretary: manages all communications with candidates; schedules interviews; updates candidates on committee decisions; maintains contact info on candidates.
    - v. The COM Liaison is responsible for advising and supporting the committee. Typically, the Liaison will be available to join the committee meetings through preparation of the forms and the initial review of PDPs. The Liaison would then help set to process for further steps: interviews; in person meetings, negotiating terms of call, etc. The Liaison does not participate in the evaluation of candidates other than to help ensure that the process is fair, effective, and legally compliant.
  - c. Setting a regular meeting day, time, and place. (Many committees meet weekly for at least part of the search process.)
2. Prepare forms
  - a. Ministry Discernment Profile (MDP): a description of the church and the position.
    - i. The Assessment Response Report will contain most of the information needed to fill out the MDP. Read it carefully.
    - ii. If the position is part-time, PNC can consult with COM Liaison to determine appropriate work load for hours paid.



- iii. The MDP indicates the salary range for the position. Once the session has approved the MDP, and the range, the search committee is empowered to negotiate terms of call within that range
  - b. Terms of Call Worksheet:
    - i. A member of the search committee should talk to COM Liaison for help and advice with salary ranges and other terms of call for the position.
  - c. If you have a manse, you will need to get it inspected to ensure any issues are addressed.
- 3. Submit draft forms to Presbytery (through your COM Liaison). They will be checked by people who have seen a lot of these to identify any potential issues or questions. Your Liaison will let you know if there are any suggestions or concerns. This review and approval by COM representatives are required before submitting the MDP to the Session.
- 4. Update forms, if necessary
- 5. Get MDP approved by Session
- 6. COM Liaison will contact COM Chairs, where they will give the church ID and password that enable them to post their MDP to the Church Leadership Connection (CLC) database in Louisville. The CLC will send resumes (Pastor Discernment Profiles – PDPs) that match your MDP for type of position, salary, geography, and competencies.

Once you start receiving PDPs, the committee will

- 7. Review the PDPs to decide who they want to interview. Pastors now have videos of their sermons and worship services online. You will want to review those as well.
- 8. Conduct initial interviews over video (Zoom, etc.) All initial interviews should follow the same protocol to be fair to all candidates.
- 9. Decide which candidates you want to explore further and conduct second interviews with them. These interviews should reflect the open areas and concerns you have about that individual candidate. They will also give the candidate more information about your church.

When you are serious about a small number of candidates (and BEFORE you have met any of them in person):

- 10. Give their names and current presbyteries to your COM Liaison. They will work with the General Presbyter to do a quick check on the candidates to make sure there are no issues in their background.
- 11. Ask the candidates if you may contact their references and conduct reference checks. Because of the confidentiality of the candidate's search (a misplaced comment or question about the candidate can jeopardize the candidate's current job and your relationship with them), you should ask the candidate (NOT a reference) for additional names, if you want to check other aspects of the candidate's background.

12. Arrange to interview the candidate in person. This is necessary for full spiritual discernment on the part of both the committee and the candidate; and it is required by the Presbytery. You should have the candidate see the church, the manse (if there is one), and the neighborhood.
  - a. The candidate does NOT preach at your church, nor do you introduce the candidate broadly within the church. If you want, you can arrange for the candidate to preach at a neutral pulpit (another Presbyterian church); the search committee are the only ones who attend the service at the neutral pulpit.
  - b. This is usually the final interview at which you confirm whether there is a call to this person.

When you have decided on the candidate you want to call:

13. Tell the candidate and discuss the terms of call, including moving expenses and timing.
14. Tell your COM Liaison, who will contact the candidate to:
  - a. Obtain a copy of their Statement of Faith
  - b. Schedule a Clearance Interview with the General Presbyter and someone from COM.
  - c. Ask the candidate to sign the Clergy Sexual Misconduct Policy.
  - d. Obtain the information needed to conduct a background check.
  - e. Obtain general information about the person.
15. Tell your Session, who will approve the final terms of call and discuss dates for the candidating service and the start of the ministry.
16. Obtain COM approval (working through your COM Liaison) for
  - a. Final terms of Call
  - b. Date for candidating service
  - c. Start date of the ministry
17. Conduct the candidating service and the election of the pastor
18. Celebrate!!!! (Following the congregation's call, the Presbytery will approve the call.)
19. New Pastor and congregation will coordinate the planning of any installation/ordination service with COM

## TEMPORARY MINISTER DEPARTURE

***This process is for pastors who were hired by contract with the session – interim pastors and stated supply pastors.***

As the end of the contract approaches, many temporary pastors and sessions choose to renew the contract for another year. Stated supply pastors can renew their contracts indefinitely. Ordinarily, Interim pastor contracts can be renewed twice (for a total of three years). If the contract is renewed, the session should send the new contract and the terms of call to their COM Liaison.

### Phase 1: Announcing the Departure

1. If the pastor decides to leave the church, s/he should alert the General Presbyter to that possibility in advance of a final decision.
2. When the decision is final, the pastor calls a meeting of the session, which the General Presbyter and/or COM Liaison attends, to announce the departure. The General Presbyter/COM Liaison talks with the session about their next steps and the support the presbytery will provide.
3. COM will work to identify a moderator for the session.
4. If the session decides that they do not need or want to renew the contract, they should make sure that the pastor is aware of that decision well in advance.
5. The session notifies the COM Chair/Liaison, who makes sure that a session moderator is appointed.
6. In either case, the session and the pastor identify the last day of work for the pastor and the contract end date. The contract end date is when the church will cease paying the pastor and recognizes remaining vacation and study time.
7. The Pastor sends a letter to the congregation notifying them of her/his pending departure
8. The COM Liaison ensures Pastor and Session are aware of the Presbytery's Covenant of Closure.
9. The Pastor and COM Liaison coordinate to ensure all information of coming change is communicated to the Presbytery office and Stated Clerk.
10. The Session notifies the congregation of the next steps. The Session shares the Presbytery's Covenant of Closure and publishes the policy in the church's bulletin and newsletter.

### Phase 2: Formalizing the Departure

1. COM acts on behalf of the Presbytery to dissolve the pastoral relationship. If not already done, a moderator is appointed for the church.
2. COM Liaison arranges and conducts an exit interview with the Pastor. The Presbytery's Covenant of Closure will be reviewed during the interview, and if not already completed, the Pastor will complete and sign the form.

3. After the Pastor has departed, the COM Liaison will arrange and conduct an exit interview with the Session

### Phase 3: Next Steps

1. The Session will meet with the COM Liaison to discuss the next steps for the church.
2. The Session, COM Liaison and GP will discern together the need for an assessment unless one has been completed within the last five years. If significant changes have taken place in the church since the last assessment, it may be appropriate to conduct a new assessment even if the old one is within that time period.
3. Establish appropriate search committee for next pastoral position – dependent on type of position being searched for.

## TEMPORARY PASTOR SEARCH/CALL GUIDE

**This is the search process for a pastor who will be hired by the session with a contract for a specific period of time, like an interim or a stated supply pastor.**

Once you have a search committee, the committee will:

1. Meet for the first time, led by the COM Liaison, to get itself organized, by
  - a. Reviewing the process and important issues such as confidentiality and Equal Employment Opportunity
  - b. Determining who will fill specific roles:
    - i. Chair: holds the big picture of the process and keeps the committee on track; sets the agenda for meetings and manages them; ensures that the committee comes to unity around decisions (rather than voting); solves problems and coordinates within and outside the committee
    - ii. Computer Wizard: interacts with the Church Leadership Connection (CLC) database; consolidates and posts the MDP; retrieves PDPs and makes them accessible to the committee; keeps all materials organized and available to the committee
    - iii. Recording Secretary: documents all decisions made by the committee (and a rough reason for them); maintains the current status of the process; keeps these materials up to date and available to the committee
    - iv. Corresponding Secretary: manages all communications with candidates; schedules interviews; updates candidates on committee decisions; maintains contact info on candidates.
    - v. The COM Liaison is responsible for advising and supporting the committee. Typically, they will join the committee meetings through preparation of the forms and the initial review of PDPs. They could then help set to process for further steps: interviews; in person meetings, negotiating terms of call, etc. The Liaison does not participate in the

evaluation of candidates other than to help ensure that the process is fair, effective, and legally compliant.

- c. Setting a regular meeting day, time, and place. (Many committees meet weekly for at least part of the search process.)
2. Decide the type and range of the search
  - a. National search: A national search will use the PC USA's Church Leadership Connection (CLC) database to identify candidates who meet criteria set by the committee in a Ministry Discernment Profile (MDP), which is posted to the database. A national search can also use all the sources available to a local search.
  - b. Local search: A local search will not use the CLC database, but will rely on General Presbyter recommendations, interim networks, the presbytery CRE program, and word of mouth referrals.
3. Prepare forms
  - a. If you have completed an assessment process, the final report (or other products from that process) will contain most of the information needed to describe the most important tasks for your pastoral leadership position. Read them carefully before you start to prepare the forms.
  - b. If you are entering a transition process, the committee (and the session) should discuss the challenges facing the church, both short and long term, and what you think the church needs to accomplish during the assessment and transition process. The results of that discussion should inform your answers to the MDP questions and your overview of the position description.
  - c. Ministry Discernment Profile (MDP): ONLY needed for a national search. The MDP is a description of the church and the position which can be posted to the CLC database managed by PC USA in Louisville.
    - i. The MDP indicates the salary range for the position. Once the session has approved the MDP, and the range, the search committee is empowered to negotiate terms of call within that range
  - d. Position Overview: The overview is a 2–3-page description of the church, its ministries and programs, and the pastor's job description. It is used to supplement the MDP or in lieu of a MDP to describe and publicize the position. In a national search, the overview may not be needed.
  - e. Terms of Call Worksheet:
    - i. A member of the search committee should talk to the COM Liaison for help and advice with salary ranges and other terms of call for the position
    - ii. If the position is part-time, ensure the job description/work load is appropriate for hours listed.
    - iii. You should also prepare a Worksheet showing the terms of call for the most recent pastor.

- f. If you have a manse, we advise getting it inspected by an outside resource to ensure it is ready for next Pastor.
  4. Submit draft forms to COM Liaison. They will be checked by people who have seen a lot of these to identify any potential issues or questions. Your COM Liaison will let you know if there are any suggestions or concerns. This review and approval by COM representatives are required before submitting the MDP or the Position Overview to the Session.
  5. Update forms, if necessary
  6. Get MDP or Overview approved by Session
  7. If using a national search, COM Liaison will coordinate to give the church ID and password that enable them to post their MDP to the Church Leadership Connection (CLC) database in Louisville. The CLC will send resumes (Pastor Discernment Profiles – PDPs) that match your MDP for type of position, salary, geography, and competencies.
  8. If using a local search, contact the presbytery leadership for recommendations, and reach out to the CRE program, other churches and denomination people for referrals.
- Once you start receiving PDPs and resumes, the committee will
9. Review the PDPs or resumes to decide who they want to interview. Many pastors now have videos of their sermons and worship services online. You will want to review those as well.
  10. Conduct initial interviews virtually. All initial interviews should follow the same protocol to be fair to all candidates.
  11. Decide which candidates you want to explore further and conduct second interviews with them. These interviews should reflect the open areas and concerns you have about that individual candidate. They will also give the candidate more information about your church.

When you are serious about a small number of candidates (and BEFORE you have met any of them in person):

12. Give their names and their PDP/Resume to your COM Liaison. They will work with the General Presbyter to do a quick check on the candidates to make sure there are no issues in their background.
13. Ask the candidates if you may contact their references and conduct reference checks. Because of the confidentiality of the candidate's search (a misplaced comment or question about the candidate can jeopardize the candidate's current job and your relationship with them), you should ask the candidate (NOT a reference) for additional names, if you want to check other aspects of the candidate's background.
14. Arrange to interview the candidate in person. This is necessary for full spiritual discernment on the part of both the committee and the candidate; and it is required by the Presbytery. You should have the candidate see the church, the manse (if there is one), and the neighborhood.

- a. The candidate does NOT preach at your church, nor do you introduce the candidate broadly within the church. The COM Liaison can arrange for the candidate to preach at a neutral pulpit (another Presbyterian church of a similar size nearby); the search committee are the only ones who attend the service at the neutral pulpit.
- b. This is usually the final interview at which you confirm whether there is a call to this person.

When you have decided on the candidate you want to call:

- 15. Tell the candidate and discuss the terms of call, including moving expenses and timing.
- 16. Tell your COM Liaison, who will contact the candidate to:
  - a. Obtain a copy of their Statement of Faith
  - b. Schedule a Clearance Interview with the General Presbyter and someone from COM.
  - c. Ask the candidate to complete all necessary paperwork (background check, etc.)
- 17. Meet with your session to review the candidate, the terms of call, and the contract.
- 18. Obtain COM approval (through COM Liaison) for
  - a. Final terms of Call
  - b. Start date of the ministry
- 19. The session meets with the candidate (usually in a called meeting) to agree upon the contract and on the goals for the interim period (as needed).

Celebrate!!!!

## PASTORAL MODELS

Under our Book of Order, all pastoral leadership positions, whether called or temporary, are filled by a three-way agreement among the church (or session), the pastor, and the presbytery. All three parties must be clear on the type of position and the terms of call before an agreement can be formalized.

	CALLED (1)	
	INSTALLED (3)	DESIGNATED (4)
Type of search (7) (MDP/CLC or local)	Must use the CLC; can also do a local search	Must use the CLC; can also do a local search
Congregation elected PNC required?	Yes	Yes
Called by?	Congregation	Congregation
Length of service	Indefinite	3 years (normally)
Can be renewed?	NA	Yes
For how long?	NA	renewed for 2-3 years or becomes an installed position
CREs eligible to serve? (8)	No	No
Installed?	Yes	Yes
Eligible for called/ installed	n/a	Yes
Responsibility of church for medical benefits and pension (The Terms of Call spreadsheet describes how to calculate the costs of these plans.)	Called pastors (full-time or part-time) MUST be enrolled in the Pastor's Participation Plan	



	TEMPORARY (2)	
	INTERIM (5)	STATED SUPPLY (6)
Type of search (7)(MDP/CLC or local)	May use the CLC but are not required to do so	May use the CLC but are not required to do so
Congregation elected PNC required?	No	No
Called by?	Session/Council	Session/Council
Length of service	Usually a few months to 2 years	1 year or less
Can be renewed?	Yes	Yes
For how long?	Can be renewed twice; for a total of 3 years with the church	1 year at a time
CREs eligible to serve? (8)	Yes	Yes
Installed?	No	No
Eligible for called/installed	No, except under extraordinary circumstances	See policy
Responsibility of church for medical benefits and pension (The Terms of Call spreadsheet describes how to calculate the costs of these plans.)	Temporary pastors who are hired for at least 20 hours/week MAY (but are not required to) be enrolled in the Pastor's Participation Plan, the Minister's Choice Plan, or certain BOP Menu Options. Temporary pastors who work less than 20 hours/week are eligible only for the Retirement Savings Plan (RSP), Dental Plan, Vision eyewear coverage, and Dependent Care Flexible Spending Account.	

#### Explanatory Comments:

1. Called ministers are "hired" or "called" by the congregation. The Pastor Nominating Committee is elected by the congregation, and the minister is "called" by vote of the congregation at the conclusion of a "candidating" worship service, at which the candidate preaches.

2. Temporary ministers are hired by contract with the session. The term of the contract is for one year, but can be for less than that. Commissioned Ruling Elders (CREs) are eligible for all temporary positions.
3. Installed ministers are called by the congregation for an indefinite period of time. There is no expected or planned end date for the minister's service to the church.
4. Designated ministers are called by the congregation for a specific period of time, usually 3 years. This model is used if the church is, for various reasons, unable or unwilling to commit for longer than that period. At the end of the 3-year period, a designated minister can leave the church; can be renewed for another 2- or 3-year period; or installed, implying long-term service to the church.
5. Interim ministers are typically hired to lead a church in the period between two long-term ministers. A minister who has had training as an Interim is important when a church is dealing with grief over the loss of their recent minister or has other short-term challenges to address. Ministers hired into Interim positions are ordinarily ineligible to be considered for the long-term position at that church.
6. Stated Supply ministers are hired by the session for one-year contracts, which can be renewed indefinitely. This model is generally chosen when a church, for various reasons, is unable or unwilling to make a long-term commitment to a minister. Congregations are encouraged to do a national search, using the Church Leadership Connection (CLC) database, for all models. Churches doing a national search may also search for local candidates, which would include CRE's. Churches seeking ministers who are intended to be temporary may pursue only a local search to shorten the time needed for the search. This approach will, of course, result in many fewer candidates to review.
7. A Session/congregation must choose one pastoral model to pursue
8. CREs cannot put their data onto the CLC database; they can only be found as candidates through a local search.

## **ACCELERATED OPTION FOR RETIREMENT TRANSITION**

Purpose: To allow for the option of an accelerated timetable for pastoral transitions in instances when a retirement date is known in advance, and it is discerned by the COM, working cooperatively with the Session, there exists sufficient congregational health that a formal interim pastorate is not required.

### Participants and Their Roles

1. COM liaisons: asking questions, offering organizational assessment, facilitating dialogue and discernment with the Session, and making a recommendation to the full COM
2. Session: reporting, responding to questions, participating in dialogue and discernment with the COM, and leading the mission study, if an accelerated transition is approved.
3. Staff: reporting and responding to questions.
4. Congregation: reporting, responding to questions, and participating in the ordinary PNC process.
5. Pastor: discernment of starting the process, coordination with COM during the process, and involvement at invitation by COM

### Procedures

#### 1. Timetable

a. This policy will be acted upon by COM upon request of the Session. Ordinarily the request should be made at least nine months in advance of the forthcoming retirement date in order to provide sufficient time to complete the work and fulfill the requirements of this policy. Under no circumstances will an accelerated transition be authorized if the retirement date is less than six months out.

b. “Gap” requirement: There shall be a gap between the end of the current pastor and the beginning of the new pastor’s service. This gap shall be no less than four weeks. No Exceptions. The presbytery can assist the Session in recruiting retired teaching elders, validated ministers, and at-large ministers to provide pulpit supply during the gap interval.

c. Sessions and congregations are cautioned to be aware the Pastor Nominating Committee process proceeds at its own pace, and COM cannot promise the date by which this accelerated process will be complete. It may be necessary for congregations to employ a short-term interim/pulpit supply for three to six months if the pastoral search process is taking longer than expected. The COM can help congregations recruit gap interim candidates.

#### 2. Pastors’ Absentee Role in the Process

a. Before an accelerated pastoral transition will be considered by COM, understanding and acceptance of the presbytery's "Covenant of Closure" must be affirmed by the current pastor, Session, and the congregation.

b. In addition to the Covenant as written in the COM Manual, further affirmation must be agreed to by all parties that the pastor will have no role in the writing of the mission study, selection of the PNC, writing of the Ministry Discernment Profile, or selection of her or his successor. The only participation will be at the invitation and approval of COM. In order to ensure compliance with the pastor's absentee role in the accelerated transition process, the above shall be affirmed by all parties, including the congregation at a duly called meeting.

c. Violations of this covenant shall void COM's permission to conduct an accelerated pastoral transition.

### 3. Congregational Self-Study and COM Interview

a. The Session shall oversee the creation of a congregational self-study. The congregational self-study will require the cooperation of elders, staff, and the congregation, although Sessions are reminded the pastor is not ordinarily to participate in this work.

b. The work of the congregational self-study is extensive, with much of the information appropriate for inclusion in the mission study that follows at a later date. Sessions are encouraged to discuss how the work will be divided, delegated, and implemented. The congregational self-study includes questions requiring narrative responses, gathering of factual and numerical data, as well as opportunities for Session and the congregation to be in discernment and dialogue together. The discernment and dialogue may occur as a congregational retreat, a Town Hall gathering(s), or some other format appropriate to the congregation's practice. Ultimately it is left to the Session to decide the best means for gathering and reporting the information in the congregational self-study.

c. When the congregational self-study is complete and submitted to the COM, a COM interview will be scheduled. The COM interview will include at least one COM member and the GP, who will interview the current pastor, other staff, the Session, and deacons if applicable. The COM liaison or GP will also attend a Sunday morning service(s).

d. Following the COM interview, the COM liaisons will draft and submit a report to the full COM, and copy the Session. The report will seek to address the need to discern the "interim issues" that may be necessary for a healthy transition and to distinguish between ordinary organizational concerns (e.g. "we need to do a better job with stewardship" or, "we don't recruit volunteers very well") and issues that need to be solved before a new leader can come and function well (e.g. "pastor X was something of a control freak," or, "our committees don't really function").

e. The report will include the following:

- i. Five strengths of the congregation
- ii. Five questions or potential areas of concern
- iii. A recommendation regarding whether to move forward with an accelerated transition or to affirm a traditional transition process. The recommendation shall explain why the COM liaisons are making their recommendation.
- f. The report shall be submitted to the full COM, with a copy to the Session. Session members shall be invited to attend the COM to present their perspective.

#### 4. Mission Study, PNC and MDP

- a. If COM votes to approve an accelerated pastoral transition process, the Session may move toward the drafting of a mission study. The abbreviated mission study process will be led by members of the Session, with support and consultation from the COM liaisons. The ordinary process outlined in the COM Manual is appropriate for use in this situation.
- b. It should be noted the information collected for the congregational self-study is similar to information ordinarily collected for a mission study. It is appropriate to use the congregational self-study material in the mission study. Attention should be paid in filling in the gaps of what was not covered during self-assessment.
- c. The ordinary process for electing a pastor nominating committee, writing a ministry discernment profile, and selecting a pastor shall be used, with appropriate care taken to ensure the current pastor does not participate in any of these processes. The COM liaison will facilitate these processes in accordance with the COM Manual.

### **ACCELERATED TRANSITION CONGREGATIONAL SELF STUDY**

(\*) Indicates a required response.

#### HISTORY AND DESCRIPTION

1. Write a brief history of your congregation (maximum five pages). Include those events that contributed to periods of growth or decline in the number of people participating. Write in a factual style. Avoid the temptation to puff the story for public relations and the temptation to inject personal commentary regarding past problems. The brief history may include, but is not limited to, any of the following: \*

- a. a brief history of pastors and a brief summary of the significant contributions and challenges that occurred during the pastor's tenure.

- b. dates and provide descriptions for any building construction, major renovation, land acquisition, existing debt, or leasing of facilities; the amount of acreage you own, lease, or rent, the square footage of building(s), and number of parking spaces (distinguishing between off-street and street parking).

c. a summary of your congregational structure including the individuals or groups who are responsible for program decisions, budgeting and financial oversight, buildings and grounds, and any other major interests of the congregation. List committees, task forces, program teams, etc. and explain how these relate to the Session. Provide a chart that reflects your current organizational structure.

d. a description of the Pastor's current role and responsibilities as the Session understands it to be. \*

e. a list of all full and part-time program staff positions for the last ten years, or from the beginning if founded more recently. Give the dates for people's tenure and state the reason why individuals left – being fully transparent will be most beneficial.

f. a list of all people who oversee specific areas of service. List the number of positions for which they are responsible in their oversight. State whether these people are full-time, part-time, or volunteer staff.

g. any formal ties or major informal ties to other organizations or associations. State how the congregation views and interacts with such groups.

#### DEMOGRAPHY

1. Prepare a chart and graph for each of the following items for the last 5 years, or entire history if founded more recently. \*

a. Number of members or regular participants

b. Average attendance of your weekly worship services

c. Average weekly attendance of all your groups and classes combined

d. the total receipts and total expenditures for each of the last 5 years or for your entire history if founded more recently.

2. State the total number of contributors to the congregation during the previous fiscal year and the average amount given per contributor during the last fiscal year. (Churches may define "contributor" as they choose; please indicate how you define your term.) \*

#### COMMUNITY STUDY

1. Write a brief overview of the area and community in which the congregation is located or which the congregation serves. This overview should include a brief review of: population, income levels, education levels, social, ethnic and religious diversity, age distribution, growth/decline trends and other characteristics you deem significant.

#### BELIEFS AND PRACTICES

1. List the core values and/or basic beliefs of the congregation. How do people connect to Christ through your ministry? \*

a. What are the three greatest strengths of this congregation, listed in priority order?

b. What are the three most significant weaknesses of your church, listed in order of the greatest need first?

c. What three changes would you like to see made in your church, listed in priority order?

d. What is most needed for you to be prepared to receive, welcome, and embrace a new pastor's ministry?

2. List any important commitments or practices that characterize the congregation, for example:

a. Covenants or Codes of Conduct

b. Key Social Issues

c. Political Positions

d. Regular Activities

e. Significant Voluntary Financial Commitments

### DOCUMENTS

1. Please send copies of the following documents (if you have them): \*

a. Last two annual reports

b. Last two annual budgets and financial statements

c. Sample bulletin and/or newsletter

d. Other printed documents you deem helpful in providing insight into your congregation

## EXIT INTERVIEW WITH THE SESSION

In certain situations, as determined by COM (e.g. the quality and/or length of the pastoral relationship and the reason for its dissolution), it may be prudent and helpful to conduct an interview with the Session/Council immediately after the pastor departs. This interview should be done separately from the Exit Interview for the Pastor. The reasons for such an interview might include the following:

- a. To learn as much as possible about the church and its ministry and to determine at what stage in its life cycle it might be; To learn about the quality and strength of the pastoral relationship now ending;
- b. To assess whether congregational and pastoral expectations were negotiated and coalesced during the pastoral relationship now ending;
- c. To determine the nature of the pastoral and session/council roles during the pastoral relationship now ending, e.g. doers of ministry vs equippers, management vs leadership; maintenance vs transformation, etc. and
- d. To get the affective responses from key leaders at a vulnerable time before they return to a more rational state.

The written report by the Interview Team (GP and members of COM) should cover:

- a. What are the major strengths and areas needing attention and change within the congregation?
- b. What are the major strengths and areas needing attention and change within the community?
- c. What have been the major strengths and weaknesses of this pastorate as you look back upon it?
- d. What were your dreams (fulfilled or not) when this pastorate began? What were your achievements, your problems/disappointments?
- e. Are there any recommendations you would make to the COM?
- f. Are you willing to approve the Presbytery's Covenant of Closure and make that decision known to the congregation?



## EXIT INTERVIEW WITH THE PASTOR

An exit interview with the pastor will be conducted by the COM Interview Team or, if impossible, a written report will be submitted by the pastor to the COM. Copies of this report will be shared with the COM Liaison, the GP and the next pastor.

The written report of the Interview Team /Pastor will cover the following:

- a. The major strengths and weaknesses of this congregation.
- b. The major strengths and weaknesses of this community.
- c. The major strengths and weaknesses of your ministry as you look back upon it, your dreams when you came (fulfilled or not), your achievements, your problems, any recommendations you would like to make to your successor.
- d. Are there any critical problems that in your judgment should be dealt with before the congregation proceeds to look for a new pastor?
- e. Have you any specific recommendations to make to the Committee on Ministry?
- f. Have you submitted the signed acknowledgment form from Presbytery's Covenant of Closure

## COVENANT OF CLOSURE

The Rev. \_\_\_\_\_; the \_\_\_\_\_ Church of \_\_\_\_\_, and the Committee on Ministry of the Presbytery of Wyoming have discussed the importance of making a clean break for a pastor who is leaving a church, enter into the following covenant:

1. The Rev. \_\_\_\_\_ agrees:

- a. not to involve themselves in any leadership or advisory role (public or private) in the church;
- b. not to intervene, support or give advice to anyone involved in a congregational disagreement or dispute;
- c. not officiate in any special events in the lives of former parishioners or of the congregation, including weddings, funerals, baptisms, worship leadership, church anniversary activities, etc. unless expressly invited by the Moderator of the Session;
- d. to refuse requests for pastoral services made by members of the congregation;
- e. to recognize that some conflicts make it unwise for prior pastors to return to visit a previous congregation, and as a matter of professional courtesy, to establish an understanding with the new Moderator of Session regarding subsequent visits to the church, attending worship or attending a special event;
- f. to refrain from giving opinions or direction regarding church business that could undermine the transition necessary for the church and the development of the relationship between the congregation and a new pastor;
- g. in the event that the departing pastor continues to live in the area and does not begin service to another church, they will not normally attend congregational events for at least one year, or at least one year after a new pastor is installed. After this period, in consultation with and invitation by the session and the current pastoral leadership, the departing pastor may resume worshiping and fellowship within the congregation, provided that the requirements above continue to be observed; however,
- h. if the departing pastor has family (spouse, children, grandchildren) who remain active in the former congregation, in consultation and with the approval of the current pastoral leadership, they may attend isolated “special events” in the life of the relative, e.g., baptism, ordination, marriage, Christmas programs, always being careful to observe the criteria contained in this agreement.

It is understood that this policy does not affect or require the termination of friendships with individuals in the former congregation.

2. The Session and members of the \_\_\_\_\_ congregation agree:

- a. not to initiate pastoral or professional contact with previous pastors:
- b. to respect the terms of the Covenant of Closure agreed upon by The Rev. \_\_\_\_\_ outlined above;
- c. to interpret the terms of the Covenant of Closure to the congregation; and
- d. to incorporate this agreement in the Session minutes.

3. The Presbytery of Wyoming's Committee on Ministry shall:

- a. interpret this Covenant of Closure to the Session of \_\_\_\_\_ Church;
- b. be the Presbytery's agent in reminding the parties to this Covenant of Closure to the principles of the Covenant in the event any transgressions are reported to it;
- c. note this agreement in the minutes of the Committee on Ministry; and
- d. consider setting aside portions of this policy if requested by a departing pastor and the session of the former congregation.

I understand these policies and agree to abide by them.

\_\_\_\_\_  
Pastor Date

\_\_\_\_\_  
Clerk of Session Date

\_\_\_\_\_  
Name of Church City

\_\_\_\_\_  
Committee on Ministry Representative Date

## **GUIDELINES FOR TRANSITIONAL MINISTRY**

Guidelines for Transitional Ministry can be found in the Presbytery of Wyoming Administrative Manual in the section VI: Ministry Church Professionals, item 6.10.

### **PASTOR NOMINATING COMMITTEE GUIDE/INFORMATION**

In the PC(USA) call process the congregation gives authority to search for a pastor to a pastor nominating committee (PNC). The PNC, representative of the whole congregation and elected by the congregation, has the responsibility for nominating a pastor to the congregation for election.

The presbytery has a responsibility to work with the PNC and to advise them on the merits, suitability, and availability of those considered for the call. The presbytery is authorized by the Book of Order to be one of the decision-making partners in all pastoral calls.

The presbytery has a responsibility to work with a session to determine when and in what manner the election of a PNC will take place and to give a congregation permission to elect a PNC. Election of a PNC can happen as early as when the presbytery approves the effective date of the dissolution of the current pastoral relationship.

A presbytery may want to take into consideration several factors in working with the session to determine whether and when to elect a PNC:

- the congregation's ability to meet pastoral terms of call responsibilities,
- whether a congregational mission study is necessary before calling a pastor,
- the type of pastoral relationship a congregation will be seeking,
- the length of time the call process may take, and
- whether there will be an intentional interim time with an interim pastor in place.

There is no defined process by which a PNC is elected. Some presbyteries have asked sessions to recommend the number of members to serve on the PNC and suggested that the congregation's nominating committee be tasked with proposing a slate of appropriate PNC nominees to the congregation. A presbytery can use any process it deems effective for ensuring that a PNC, representative of the whole congregation, is elected.

#### **Election to a PNC Is a Sacred Trust**

In the PC(USA) call process, the congregation gives authority to search for a pastor to a PNC. Once the PNC is elected, the other members of the congregation and the session have no role in determining who will be the next pastor until the PNC is ready to present their nominee to the congregation for a vote.

The presbytery has a responsibility to work with the PNC, to advise them, and to evaluate the nominee they select to present to the congregation. They are authorized by our Book of Order to be partners with you in your discernment process.

The presbytery may have recommendations for the session regarding the process and suggested number of members in the election of the PNC. Often congregations will use the congregation's nominating committee to propose a slate of nominees for the PNC. In considering nominees for the PNC, the congregation's nominating committee should strive for a

PNC that is representative of the whole congregation and consider church members of integrity who are:

- knowledgeable about the church and community, Presbyterian theology and government;
- able to make a significant commitment of their time, energy, and very best wisdom;
- willing to accept this as a task of spiritual discernment, not being easily influenced by personal desires or congregational politics, but rather listening for the voice of God; and
- able to honor confidentiality.

The congregation must give careful and prayerful attention to the election of persons to serve in this important role.

### **The Process for Electing a PNC**

After receiving presbytery permission and guidance, the congregation is ready to elect a PNC. Following are suggested steps for electing a PNC:

- The session, in consultation with presbytery, recommends the number of people to serve on the PNC, and ordinarily asks the congregational nominating committee to nominate members of the congregation to serve on the PNC.
- The congregation's nominating committee (or other designated committee) meets to compile a slate of nominees, providing for a mechanism to receive input of names from the congregation.
- The congregation's nominating committee contacts the proposed people to outline the requirements for serving on the PNC and to determine if they would be willing to serve, if elected. When a slate of nominees for the PNC is completed, session is notified that the nominating committee is ready to present the slate to the congregation.
- Session sets a date and time for a congregational meeting for the purpose of electing a PNC, ensuring the appropriate amount of notice for the meeting is given.
- A ballot is prepared in advance with space for nominations from the floor.
- At the time of the congregational meeting, if at all possible, a presbytery representative should be present in order to answer questions or advise the congregation on the election and/or work of a PNC.
- Nominations from the floor are in order provided that members so nominated have given their consent in advance.

At some point, early in the work of the PNC, you may wish to commission the members of the PNC during worship. This provides a way for the congregation to know who members of the PNC are and to pray for them as they begin their work on behalf of the congregation.

COM Liaison will submit to the COM Moderator the person and terms of call to be approved by the COM.

Be sure to notify CLC that you have called the minister. Give them the name of the minister and the effective date of call.

Perhaps the PNC would like to stay together to mentor or to be a support group for the new pastor.

## CONDUCTING AN INTERVIEW

Before any interviewing takes place, PNC members should ask themselves what they wish to know after the interview is completed. If the PNC decides something is important, a question should be formulated which will help the candidate reveal her/his views on that subject. That question should then be added to those pursued in the structured interview.

Interviews are often ineffective for one of the following reasons: a) PNC members do too much of the talking; b) PNC members are too quick to make judgments based on limited data; c) the way questions are asked “telegraphs” which response will be considered most or least favorable; d) the interview bogs down on trivial questions and leaves more important matters unexplored.

To avoid such pitfalls, the PNC should commit itself to permit the candidate to do 85% of the talking. One way of doing this is to have either one or two members of the PNC ask the interview questions with the other members giving full attention to the responses. Hasty conclusions can be avoided by follow-up questions if they avoid signaling what it is hoped the candidate did or did not mean. A technique for doing this is to rephrase the candidate’s answer and ask if this is what was meant or simply encourage more detail by a friendly “tell us more”.

The best way to make sure the interview delivers as much relevant data as possible is to structure it by including a list of questions which must be asked before the interview is over. The chairperson or questioner(s) should be responsible for seeing that the complete list of predetermined questions has been covered with each candidate. It is extremely important that the predetermined questions are asked of each candidate since that is the only way a fair comparison can be made of the views of several candidates.

Please consider the following questions as you prepare to conduct your interviews:

- 1) Each PNC member should prepare carefully for the interview by reviewing the PDP, the Pastoral Profile, the summary screening/evaluation sheet and your MDP.
- 2) Introduce yourselves to the candidate and have her/him introduce herself/himself. Attempt to put the candidate and yourselves at ease.
- 3) Provide an overview of the interview, e.g. provide one-half of the time for the PNC’s questions and one-half of the time for the candidate’s questions. Indicate the length of the interview. A suggestion: it should not exceed two hours.
- 4) Decide in advance who will ask the PNC’s questions. After each question, permit some time for follow-up questions. All members should listen and take notes as the interview progresses. Your PNC will find it helpful to prepare an evaluation sheet for each question asked, providing space for your notes/comments as well as giving the response to each question a number value (as you did in the scoring/screening summary sheet).
- 5) Allow adequate time for the candidate’s questions. The PNC will often learn more about the candidate from her/his questions than from responses to the PNC’s questions.
- 6) “Sell” your position to the candidate, but do not under-emphasize the difficulty of the position. Be clear about the amount of time and energy the position requires.

- 7) If concerns are raised regarding starting/moving dates, salary, family or housing needs, deal with them or get back to the candidate as soon as you have information.
- 8) Never conclude the interview without asking the candidate whether she/he is still interested in continuing to be considered.
- 9) Thank the candidate for meeting with you and indicate when he/she can anticipate hearing from you; i.e. to be prepared to share your time line with all candidates you interview.
- 10) Set aside twenty to thirty minutes immediately following the interview. Impressions and information quickly fade after important, energizing experiences. Your recollections the following day may be totally different from those immediately following the interview. Therefore, be sure all members set aside this time to debrief together.

Four important areas to explore in interviews are:

- 1) What the candidate does best and, therefore, enjoys most.
- 2) What the candidate considers more important in ministry and, therefore, is likely to give priority attention.
- 3) What kind of person does the candidate seem to be in terms of character, personality, functional and relational strengths and weaknesses.
- 4) What knowledge, experience and convictions the candidate brings to the practice of ministry at this point in her/his life.

**ILLEGAL INTERVIEW QUESTIONS:** (Taken from A Manual of Operations for Human Resource Management for use by ministry units and other General Assembly Employing Entities..... Presbyterian Church (U.S.A.), May 1988, p. 56)

The following questions and subjects are illegal and should not be asked in an interview unless the question is related to a bona fide qualification for the position as described in the position description:

1. Marital status, spouse's name, original name of applicant whose name has been changed by court order, including inquiry of maiden name of a married woman.
2. Inquiry into an applicant's lineage, ancestry, national origin, descent, parentage or nationality, sex, maiden name, sexual orientation.
3. Birthplace, birthplace of applicant's parents, spouse or other relative.
4. Are you a United States citizen? Requirement that applicant produce naturalization papers or her/his first papers. Requirement that applicant submit birth certificate, baptismal record.
5. Whether applicant's parents or spouse are naturalized or native-born citizens of the United States; the date when such parents or spouse acquired citizenship
6. What is your native language (or "first language" or "language spoken at home")?
7. Inquiry into how applicant acquired ability to read, write or speak a foreign language.
8. Names, addresses, ages number or other information concerning applicant's spouse, children or other relatives; or inquiries into a spouse's work.
9. Do you rent or own a home? Names and addresses of persons to be notified in case of accident or emergency.
10. Are you married? Single? Divorced? Separated? Gay? Do you wish to be addressed as Mr., Mrs., Miss, Ms?

11. Do you have children? Do you plan to have children? Are you pregnant? What are the ages of your children? Who takes care of your children?
12. Comments reflecting age preferences; inquiry as to age, date of birth.
13. Do you have any physical disability?
14. Have you ever been arrested?
15. Inquiry into applicant's general military experience.
16. Listing all clubs, societies, and lodges to which applicant belongs.

Sample interview questions might include some of the following:

- 1) From what you have read, heard, and possibly seen of our church, what seems particularly challenging to you?
- 2) What do you consider to be most important in your ministry and why?
- 3) As you look back over your current/most recent ministry, what happened that you feel best about? Most disappointed about?
- 4) Please describe one of the most stressful situations you were involved in. How did you handle it? What was the outcome?
- 5) How have your faith and theological views changed in the last decade or since you entered the ministry?
- 6) What are your views on \_\_\_\_\_?
- 7) Describe your practice in regard to (e.g. pastoral calling, etc.) What is your objective? What do you do? What makes you decide to make a call?
- 8) How do you maintain your own spiritual, emotional and physical health?
- 9) Which five adjectives best describe you?
- 10) If you were to be called as pastor of this church, what would you try to do during the first twelve months?

What questions do you have of us?

Please prepare interview questions for your situation. If you conduct virtual interviews with some candidates because of distance, use the same questions as you use with on-site candidates.



## REFERENCE CHECK QUESTIONS

Not all that you wish to know about a candidate can be gleaned from even the most up-to-date and well written dossier. That's why personal interviews and hearing a candidate preach are so valuable. In addition, at least three reference checks should be made on any candidate being seriously considered for your ministerial position. For the newly graduated seminarian, professors, former employers, Committee on Preparation chairs or pastors are possibilities. If no reference has been listed, the candidate should be asked to name at least three, with addresses and phone numbers.

When making your telephone reference calls, please consider the following suggestions:

1. It is illegal to call a reference not listed on the PDP without the permission of the candidate.
2. Before making any calls, your PNC should determine the reference questions you want answered and all specific skills you want verified. The same questions should be asked of each reference in order that you may gain as accurate a profile of the candidate as possible.
3. When making your reference calls, be professional and polite. Begin by introducing yourself and explaining on whose behalf you are calling. Be clear about the purpose of your call and mention that you have the candidate's permission to contact the reference. Also ask whether this is a convenient time to do the reference check or whether a call back would be preferable.
4. The calling of references for any particular candidate should be shared by different PNC members so no one will develop sole ownership/advocacy for any one candidate.
5. Please remember that we are all subject to the fair employment practice laws. That means that we cannot ask any questions which pertain to or could be construed as discriminating on the basis of age, sex, minority status, disability, marital status, etc. We cannot, and should not, ask these questions of candidates or references. If you have some doubts on the appropriateness of a question, contact your COM Liaison for clarification or guidance.
6. Listen carefully to responses and nuances and gently probe further if questions arise as a result of the reference's response.

Your PNC should prepare reference questions that meet your specific needs. Sample questions follow to stimulate your thinking:

1. How long and in what capacity have you known \_\_\_\_\_
2. What do you consider to be \_\_\_\_\_'s, most significant accomplishments in her/his present position?
3. How would you characterize the leadership style of \_\_\_\_\_ in working with committees and groups in the church?
4. From what we have read we do not have a clear picture of \_\_\_\_\_'s (administrative, preaching, pastoral, etc.) skills. Do you have any information that could inform us?

5. What is your perception of \_\_\_\_\_'s ability to care for other people and for herself/himself?
6. Does this person bring a sense of passion (energy, enthusiasm) to ministry?
7. How would you describe \_\_\_\_\_'s theological position?
8. Can you recall a specific situation where \_\_\_\_\_ had to resolve a disagreement or conflict? How did the resolution affect the opposing parties for future working relationships?
9. Is there anything else you would like to share about \_\_\_\_\_?

PNCs may not solicit additional references from the reference they are interviewing. If the PNC needs additional references, they must ask the candidate to supply names and contact information.

Tips for good reference questions, interviews and interview questions can be found online.

## CONGREGATIONAL MEETING AGENDA FOR ELECTION OF PASTOR - Example

A minister of the Presbytery or and elder appointed by the Committee on Ministry (usually the Interim Pastor or Moderator of Session/Council) moderates the meeting. The Clerk of Session/Council serves as secretary for the meeting or, if the Clerk cannot be present, a secretary pro-tem may be elected by congregation.

- Convening prayer
- The reading of the call of the meeting: "A special meeting of the \_\_\_\_\_ Presbyterian Church has been duly called and announced by the session/council, to be held on (Date) for the purpose of hearing and acting upon the final report of the Pastor Nominating (PNC) and to elect \_\_\_\_\_ as pastor.
- Pastor Nominating should present its final report to the congregation, including:
- A review of the entire process followed by the PNC
- Terms of Call, including effective date
- Introduction and presentation of the candidate for pastor/associate pastor.
- The candidate may be asked to introduce her or himself further. The candidate and her or his family should be excused. A member of the PNC should be designated to keep the candidate company while the congregation votes on the election.
- Motion that the congregation of the \_\_\_\_\_ Presbyterian Church elect the Reverend \_\_\_\_\_ to serve as \_\_\_\_\_ (Pastor/Associate Pastor or Designated Pastor) effective \_\_\_\_\_(date) and that the congregation ask the Presbytery of Wyoming to concur with the call.
- Discussion
- Vote by written ballot
- Invite the pastor-elect and any family back into the meeting and congratulate.
- The secretary shall record the actions of the congregation in minutes of the meeting. (G-1.0505).
- Adjournment and benediction.

## COM CLEARANCE INTERVIEW

### PURPOSE

The clearance interview to be conducted by the appropriate discerning body (CPM, COM) is intended to be a wide-ranging discussion, including follow-up questions and points of clarification. Its purpose is not only to determine a candidate's viewpoints, but theological thought process and quality as well.

### PRIOR TO THE DAY OF THE INTERVIEW

1. The candidate's PDP and the church's MDP should be shared with the Clearance Interview Team.

A copy of the Presbytery's Policy on Sexual Misconduct should be given to the candidate by the COM Liaison prior to the Clearance.

### ON THE DAY OF THE INTERVIEW

1. The team should meet 15 minutes prior to meeting with the candidate to share PDP impressions and to receive from the COM Liaison or GP any information they may have regarding the candidate. Usually this will mean that the team leader will be in touch with the GP prior to the meeting if the GP doesn't contact the leader.
2. Agree who will welcome the candidate and who will begin and conclude the interviewing process, including outlining any assignments to be made to the candidate.

### CONDUCTING THE INTERVIEW

1. Discuss the following questions:
  - i) What aspect of your Statement of Faith is most central to your faith?
  - ii) What excites you about this call? What concerns or questions do you have?
2. The interview will include a discussion of the norm, culture and unique qualities of the Presbytery.
3. Conferring as a team regarding the candidate.  
Following the interview, the team will take 5 minutes in private to confer and determine if there is agreement to clear the candidate. When the decision has been made the candidate will be invited back in and the team will proceed to the next step.
4. Assignments and agreements
  - i) Completion of Statement of Faith by given date
  - ii) Review Presbytery's Policy on Sexual Misconduct
  - iii) Schedule introduction of candidate at next meeting of Presbytery and summarize the process to be used: Statement of Faith distributed and possibly discussed; be prepared to introduce self in no more than 3 minutes.
  - iv) Details about installation/ordination plans to be submitted to Liaison by specific date.

### Follow-up to the Interview

- COM Liaison reports results of interview to the PNC and to COM for information/action.

## PASTORAL CALL FORM AND CERTIFICATION OF CALL

The Presbytery of \_\_\_\_\_ Presbyterian Church (USA).

The \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_ (City, State), being well satisfied with your qualifications for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you, \_\_\_\_\_ to undertake the office of \_\_\_\_\_ (Pastor, Associate Pastor) of this congregation, effective \_\_\_\_\_ (date), promising you in the discharge of your duty all proper support, encouragement and allegiance in the Lord.

That you may be free to devote full-time (part-time) to the ministry of the Word and Sacrament among us, we promise and obligate ourselves to provide you the following annually:

Cash Salary	\$ _____
Supplement for Social Security Tax (SECA)	\$ _____
Foregone interest on below-market loan	\$ _____
TOTAL income reported to IRS	\$ _____

Housing (manse and/or amount of housing allowance)	\$ _____
Utilities Allowance	\$ _____
Full medical, pension, disability and death benefit coverage under the Board of Pensions	\$ _____
Other Benefits: Deferred Compensation	\$ _____
Medical/Dental Reimbursement Allowance	\$ _____

Paid vacation leave of \_\_\_\_\_  
Paid continuing education leave of \_\_\_\_\_ weeks (cumulative up to \_\_\_\_ wks)  
Moving expenses \$ \_\_\_\_\_

It is understood that the following expenses of ministry will be reimbursed through an accountable plan, by voucher.

Travel expense by at current IRS allowable business rate	\$ _____
Continuing Education Reimbursement Expense	\$ _____

We promise and obligate ourselves to review with you annually the adequacy of this compensation.

Having moderated the congregational/session (council) meeting which extended this call for ministerial services, I do certify that the call has been made in all respect according to the rules laid down in the Form of Government, and that the persons who signed the foregoing call were authorized to do so by vote of the congregation/session (council).

(Signed) \_\_\_\_\_, Moderator of the Congregational/Session (Council)  
Meeting. (over)

#### CERTIFICATION OF CALL

##### By Presbytery of Call

By the Presbytery of \_\_\_\_\_.

This call has been reviewed by the Committee on Ministry. The Committee recommends that the Presbytery approve this call.

Date of action: \_\_\_\_\_ (Signed) \_\_\_\_\_ COM Moderator

This call was approved by the Presbytery of \_\_\_\_\_, through action taken by its Committee.

Date of action: \_\_\_\_\_ (Signed) \_\_\_\_\_ Stated Clerk.

##### By Candidate

This is to certify that I have received and accepted the call.

Date of acceptance \_\_\_\_\_  
\_\_\_\_\_ *Signature*

*All signers must be provided a final signed copy*

## **PRESBYTERY OF WYOMING GUIDELINES FOR ORDINATION AND/OR INSTALLATION OF PASTORS**

The Presbytery of Wyoming, or a commission named by the Presbytery, shall ordain and/or install every person called by a church to a called pastoral relationship. The ordination/installation of a pastor is a significant occasion in the life of a congregation. It is a joyous occasion for the congregants, a time of expectancy for the whole church, and the beginning of a new ministry for the one being installed. The service of ordination/installation is one of the few clearly identifiable functions of presbytery—an action that lends liturgical substance to our connectional polity.

### **Choosing a Commission to Ordain/Install**

Who chooses the ordination/installation commission?

The responsibility of appointing a commission to ordain/install belongs to the Committee on Ministry upon recommendation of the pastor-elect in consultation with the COM liaison to that church's Pastor Nominating Committee (PNC).

The date of the service is chosen by the pastor-elect in consultation with the session and the Moderator of the Presbytery. The service is ordinarily scheduled at 4:00 p.m. or later on a Sunday to allow others from across Presbytery of Wyoming to attend.

The pastor-elect and the session of the calling church have the privilege of suggesting commission members (see “Who Should be Chosen” in the next section). They should contact the persons they wish to nominate and ascertain their willingness to serve. These names should be submitted to the liaison early enough for the Committee on Ministry to approve them.

Who should be chosen? (G-3.0109)

A commission to ordain/install is composed of a minimum of five (5) persons, usually each from different churches. Persons from outside the Presbytery of Wyoming may be invited to sit with the commission and participate, but they are in addition to the five members. Common members include the moderator of the PNC (if a ruling elder), the COM liaison, the Presbytery moderator, the General Presbyter, and one other person.

Ordinarily the Moderator of the Presbytery (Vice Moderator or designee) moderates a commission to ordain and/or install.

The moderator of the commission shall preside at the service and shall propound the constitutional questions. A ruling elder shall ask the constitutional questions of the congregation, and ministers and elders of Wyoming Presbytery shall ordinarily do the charges to the pastor and congregation.

Both men and women shall ordinarily be included in all commissions to ordain/install.

It is appropriate for at least one representative of another denomination to sit with the commission. This ecumenical representative is eligible to perform any of the commission functions with the exception of moderating the commission, propounding the constitutional questions, and charging the pastor or congregation.

The pastor-elect will assign members of the commission to preach and to charge the pastor and the congregation.

The particular church in which a pastor is being installed is responsible for travel expenses of the commission members.

Once the order of service is finalized, copies should be made available by mail or email to the Moderator, the General Presbyter and other members of the commission. See W-4.4006 for service.

#### THE ORDINATION/INSTALLATION COMMISSION AT WORK

Before the service of ordination/installation, the pastor-elect is responsible to see that worship is properly ordered and bulletins prepared for the service. The commission will gather at least 30 minutes before the hour of worship. After the commission is officially convened, it will elect a clerk, adopt the printed order of worship, invite members to sit with the commission as needed, and take care of any other business related to its task. It is appropriate, with the concurrence of the commission, for the closing benediction of the worship service to serve as the closing prayer of the commission, in which case the commission does not need to meet again after the service.

It is appropriate, with the session's concurrence, that the offering be designated to assist The Presbytery of Wyoming candidates and inquirers with unmet financial needs. The Committee on Preparation for Ministry of the Presbytery of Wyoming will disburse such offerings.

During the service a member of the commission shall state who is present and for what purpose, e.g.: "The Presbytery of Wyoming is assembled here in the persons of this special commission for the worship of God and the installation of the Reverend \_\_\_\_\_ as pastor of \_\_\_\_\_ Presbyterian Church." During the service the moderator shall review the actions of the Presbytery in hearing and approving the congregation's call to the minister, in assuring itself of the adequacy of the terms of call, in examining and receiving the minister, and in the appointment of the commission.

Following the sermon, the commission, led by the Moderator, conducts the ordination/installation itself. The Moderator will make it clear that only members of the congregation will respond to the vows of the people.

The newly installed pastor shall pronounce the benediction (G-14.0405; G-14.0510)



**ADMINISTRATIVE COMMISSION MINUTES FOR INSTALLATION OF A PASTOR**

(CHURCH)

(DATE)

The Administrative Commission to install the Rev. \_\_\_\_\_ as Pastor of \_\_\_\_\_ Church of \_\_\_\_\_, Wyoming met on \_\_\_\_\_ (day), \_\_\_\_\_ (month, day, year) at \_\_\_\_\_ (time) with the following persons:

Ministers/Elders

Rev. \_\_\_\_\_, (church)

Rev. \_\_\_\_\_, (church)

Elder \_\_\_\_\_, (church)

Elder \_\_\_\_\_, (church)

The commission was granted the following powers by Presbytery:

1. To install the Rev. \_\_\_\_\_ as (called, designated, etc.) Pastor of \_\_\_\_\_ (Church).
2. To invite others to participate in the Service of Installation.
3. To replace members of the Commission when necessary for any reason to establish a quorum for the ordination, with the quorum being (majority).

The Administrative Commission meeting was called to order by moderator \_\_\_\_\_ at \_\_\_\_\_ (time) and opened with prayer by \_\_\_\_\_.

\_\_\_\_\_ was elected moderator and \_\_\_\_\_, Clerk of the Commission. A quorum was declared.

The Administrative Commission voted to install the Rev. \_\_\_\_\_ as Pastor of \_\_\_\_\_ of \_\_\_\_\_, Wyoming.

Responsibilities and procedures for the Service of Installation were reviewed, and the Commission recessed to be reconvened in the presence of the congregation at \_\_\_\_\_ (time).

\_\_\_\_\_ (Moderator) reconvened the Commission in the presence of the congregation for the Service of Installation. \_\_\_\_\_ (name) propounded the questions for the Pastor-elect, and \_\_\_\_\_ (Elder) propounded the Constitutional

Questions to the Congregation. All questions being answered in the affirmative,  
\_\_\_\_\_, (Pastor-elect) was installed as the Pastor of the  
\_\_\_\_\_ Church agreeably to the Word of God and the Commission of the  
Presbyterian Church (USA). Prayer was led by \_\_\_\_\_.

Members of the Presbytery and others welcomed the newly installed minister into their  
fellowship in the Ministry of the Word. \_\_\_\_\_ (Elder) delivered the charge to  
the Pastor. \_\_\_\_\_ (Minister) delivered the charge to the congregation. At the  
conclusion of the service the new minister pronounced the benediction.

_____	_____
Moderator Signature	Date

_____	_____
Clerk of Commission Signature	Date

*Note: Return Signed Copy to Stated Clerk*

## **PART 2 – COMPENSATION**

### **PRESBYTERY OF WYOMING – 2025 MINIMUM SALARIES (P)**

COM recognizes that the Presbytery of Wyoming continues to remain near the bottom for compensation for pastors serving in the Presbyterian Church (USA), and that our minimum has not been increased in over 4 years. Given that it is important to compensate pastors enough to live without financial stress, COM asks that every congregation engage in meaningful discussion regarding compensation at the local level. On the next page we have provided five guiding questions to shape those conversations.

COM invites congregations who struggle to meet these minimums to petition the COM for a reduction of minimum salaries. Please see the next page for instructions for petition to COM. In addition, COM recommends at least a similar cost-of living adjustment for all clergy currently making above minimum.

These figures are based on a full-time 40-hour work week, which should be pro-rated for part-time positions. See below for CRE and part-time considerations.

The current Board of Pension median effective salary is: \$67,000.

For the Presbytery of Wyoming, minimum effective salary will be set at 70% of the Board of Pensions median salary. For 2025, the minimum is \$46,970. (With a manse, the cash portion is \$32,879 and the manse value is \$14,091.)

#### **Additional Benefits for All Pastors:**

**Continuing Education** \$1500

**Travel and Professional Allowances** \$2,500 (Travel vouchered at the current federal rate)

These funds can be separated out in the *Terms of Call*. However, because of the expenses to attend conferences, it can be beneficial to pastors to have access to a higher Continuing Education amount. The professional expenses above could be combined into one line item to be used for all Continuing Education and Professional Allowances (totaling \$4000). By the COM policy manual, Continuing Education funds and time may be accrued for up to 3 years. If the lines are combined, the Terms of Call may stipulate what amount is allowed to be carried over.

**Study Leave** - 2 weeks (cumulative to 6 weeks) including 2 Sundays

**Vacation** - 4 weeks including 4 Sundays

**Sick Days** – after 6 months continuous service – 1 day a month – cumulative up to 10 days a year, maximum 30 days

**Family Leave Policy** – at least 12 weeks – including, but not limited to, leave for birth of a child, adoption, care of a sick family member, etc.

#### **Commissioned Ruling Elder (CRE)**

The CRE salary is 75% of the Full-Time Pastor salary, pro-rated for part-time.

### **Part-Time Considerations**

Part-time pastors and part-time CREs should also receive 4 weeks of vacation including 4 Sundays and 2 weeks of study leave including 2 Sundays. Part-time pastors and part-time CREs should receive \$600/year (which can be accrued for up to 3 years) for Continuing Education.

### **Petition Process**

Churches finding themselves in a scenario where they are unable to meet these minimum salaries should research and document the actual numbers for a Master's Level teacher (including years of experience) and the police chief in your community. These numbers can be provided to COM to petition for a lower minimum salary, but the exact numbers must be provided. All these requests will be taken seriously.

### **Questions for Congregations**

Based on Jamie Dunlop's *Budgeting for a Healthy Church*

- 1.Church: What do other churches in the community pay their staff?
- 2.Non-Church: How much does a local school teacher with a Master's degree, school principal or police chief make?
- 3.Replacement Cost: If your pastor were to leave, would you need to increase the compensation package in order to attract an individual who would do the job equally well? (Dunlop, 80)
- 4.Personal Budget: What makes for a sustainable family budget at different stages of life in your community (including the cost of childcare)?
- 5.Housing: What is the median price to purchase a home in the same zip code as the church? Could your pastor afford to live in the zip code he/she is serving?

COM is interested in knowing these numbers, so we would welcome your committees to share these numbers back to COM, so that they can better inform our conversations for future minimum salary guidelines.

### **MINIMUMS FOR SERVICES PROVIDED**

When the following services are provided the Session is responsible to ensure these minimums are paid; regardless if done in person or via distance (telephone, ZOOM, etc):

- Mileage at current IRS rate
- Moderating session or congregational meeting - \$50
- Pulpit supply - \$100 (which may include administration of sacraments, ordaining/installing officers)
- Administration of sacraments only - \$35.00
- Ordination/installation of officers only - \$35.00
- Officiating at funeral or wedding - \$100 (which may include honorarium from family)

## **PASTORAL CONTINUING EDUCATION**

All continuing education is subject to complying with the requirements set forth in the Administrative Manual of the Presbytery of Wyoming, 6.03 Continuing Education for Church Professionals.

### **SABBATICAL LEAVE POLICY (P)**

#### **INTRODUCTION**

Often on completion of several years of ministry and service, clergy need time to refocus their vision, update professional skills and find renewal of the sense of call. Just as the Sabbath day is a gift from God during a busy week of work, so the greater gift of a Sabbatical Leave can offer valuable refreshment and rejuvenation for those who labor for God's people.

#### **I. PURPOSE**

The purpose of a Sabbatical Leave within the Presbytery of Wyoming is to allow adequate time away from normal job responsibilities for personal and professional growth, spiritual renewal and a revitalization of vision and hope. The Leave should offer a time of refreshment for the benefit of both the participant and his or her staff and/or congregation.

#### **II. DEFINITION**

A Sabbatical Leave is a break from the everyday routine and therefore would include a balance of reflection and prayer, rest, study and travel. Church-related Sabbatical Leave is unique in its nature. It is not just considered time for advanced degree work, vacation, nor a substitute for study leave.

#### **III. ELIGIBILITY**

Eligibility for a Sabbatical Leave within the Presbytery of Wyoming would ordinarily require the completion of at least seven (7) consecutive years of employment at same congregation.

Usually, there must be at least seven (7) years between Sabbatical Leaves. Sabbatical Leaves are to be made available to all pastors within the Presbytery as detailed in their terms of call.

#### **IV. SPECIFIC REQUIREMENTS**

- a. The length of a Sabbatical Leave within the Presbytery of Wyoming will be up to four (4) months in any one year (or two months in each of two consecutive years). Ordinarily, sabbatical leave is not taken in conjunction with study leave or vacation.
- b. Adequate opportunities for planning the substance of the Sabbatical Leave and for the sharing of its results are vital to its success and should not be overlooked. Prior to the beginning of the leave, there should be at least a nine-month notice to the session/council, congregation, and/or staff. Six months prior to the leave, a written proposal detailing its purpose and content, should be submitted to the personnel committee and/or session/council. At least four months prior to the leave all approvals

- should be secured as needed (Personnel Committee, Session/Council, etc). A commissioning ceremony would be most appropriate and meaningful.
- c. During the period of the Sabbatical Leave, full salary and benefits will be provided by the employing organization.
  - d. Special consideration should be given to re-entry plans which will allow the congregation and pastor to share their different journeys. Examples of such plans might include a one-day all church retreat with church congregation leaders, a special debriefing with session/council members followed by an all-church supper and time for sharing, etc.
  - e. In all cases, the clergy-staff member will be restored to their former position and status and shall receive a salary at the level they would have had had they not taken the Sabbatical Leave.

## **FAMILY LEAVE POLICY (P)**

The Presbytery of Wyoming, in honoring that clergy are members of Christ's body, seek to care for them in times of transition in the life of their family. To this end, we have set forth the following in regards to family and medical leave. We offer the reminder that all leave of clergy should be collaborative work between the clergy and session. Guidance may be requested from the Committee on Ministry – especially in the case where leave needs may exceed the minimums listed below.

### **General Rules for all types of Family Leave:**

1. All these types of leave do not need to be taken concurrently (i.e. parental leave to help adjust to spouse on bed rest and the rest after birth, child needs care for 2-3 days due to illness, one week off for injury and then another later)
2. Family leave shall allow for a minimum twelve weeks of paid leave; including all salary, benefits, and BoP dues. Any earned vacation time and compensation, for that calendar year, may be added to the twelve weeks of leave, with the concurrence of the session.
3. Vacation time shall not be used as a substitute for any of the following forms of leave. However, vacation time can be used to supplement leave.

### **A. Examples of Family Leave:**

General, but not exhaustive, examples of Family Leave are:

- Leave to accommodate the birth, foster placement, or adoption of a child;
- Leave to provide care to an ill or disabled family member;
- Leave to heal following a loss or tragic event.

### **B. Parental Leave:**

1. Parental leave shall be granted during the appropriate time of pregnancy and following delivery or for any situation that a new child brought into the home, a newly adopted, or recently placed foster child. (This is given without regard to gender of parent)
2. When there is a need for parental leave a written request shall be submitted to the church's clerk of session as well as the chairperson of the Committee on Ministry, at least 30 days prior to the start of the leave. This letter shall include the anticipated date of the beginning of leave as well as the projected date of return.
3. Arrangements for when to return to work after parental leave will be negotiated with the session.

### **C. Care giving/Bereavement Leave/Healing:**

1. Paid leave; shall be granted by the session in the case of a death of immediate family (spouse, child, stepchild, parent, parent-in-law, sibling) or other tragic event, keeping in mind that the ones ability to care for others is diminished in a time when he/she is grieving. This is to be used to provide care for others or to heal in the face of loss or tragic event.
2. In addition, paid leave; including all salary, benefits, and BoP dues, shall be offered to those who are caring for the health needs of an immediate family member.
4. Additional unpaid bereavement or care giving leave may be negotiated with the session. If this leave is granted beyond the guidelines mentioned above, the clerk of session shall notify the Committee on Ministry.



## **MANSE DISCUSSION GUIDELINES FOR MINISTERS AND CONGREGATIONS OR PRESBYTERY**

Introduction: When a congregation provides manse housing for a called minister, many issues that may arise that need to be discussed at the beginning of the call, rather than waiting for them to rise. It has been found that when the following issues are clarified, discussed, and annually reviewed, the trusting relationship between the minister and the congregation is greatly enhanced. These are only guidelines - each congregation and minister will have different needs and answers to each of these issues raised - and are provided by the committee on ministry for clarifying discussions between these two important parties. When a Manse is used – a Manse Use Agreement shall be in place.

### **MANSE USE AGREEMENT - Sample**

Date:

The call for (name) to be pastor of the \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_ includes the free use of the church manse at (address.)

Contact Person:

In case of emergency issues at the manse, the pastor should contact the following person:

Primary contact:

Phone:

Alternate contact:

Phone:

### **Utilities**

Ordinarily, the church is responsible for electricity, oil, gas, water and sewage use/tax, while the pastor is typically responsible for cable. If it is expected for pastor to use internet and phone for work – then church should pay for them or pay housing allowance to cover them. The pastor shall arrange to have bills for expenses for which they will be responsible set up in their name. The pastor will be responsible for the payment of all costs related to the beginning and stopping of utility services for which they are responsible.

Please indicate below which party will be responsible for which manse cost.

Gas:           \_\_\_ Pastor   \_\_\_ Church   \_\_\_ N/A

Oil:           \_\_\_ Pastor   \_\_\_ Church   \_\_\_ N/A

Water:       \_\_\_ Pastor   \_\_\_ Church   \_\_\_ N/A

Sewage:        ☐ Pastor   ☐ Church   ☐ N/A

Electricity:   ☐ Pastor   ☐ Church   ☐ N/A

Internet:       ☐ Pastor   ☐ Church   ☐ N/A

Telephone:    ☐ Pastor   ☐ Church   ☐ N/A

Cable:           ☐ Pastor   ☐ Church   ☐ N/A

### **Maintenance and Repairs**

Maintenance of the yard and grounds, such as mowing of grass, removal of leaves, and snowplowing, will be the responsibility of the church.

Major repairs to the building or work on the grounds are to be called to the attention of the Session/Trustees in writing so that they may authorize such repairs and see to their completion.

No modifications to the manse, including painting, are to be made by either party unless prior agreement has been reached by the Session and pastor.

### **Damages, Liability and Insurance**

Beyond normal wear and tear, the pastor will be responsible for any damages to the manse property due to negligence.

The Session will maintain adequate insurance coverage for the manse and grounds to cover any damage to the building and grounds and to cover liability for personal injury.

The pastor shall obtain renters insurance to cover the contents of the manse. This should be obtained before moving in.

### **Subletting**

The manse is provided as a benefit to the pastor and family during their call to serve this church. The pastor shall not have any right to sublet the manse in its entirety or in part.

### **Annual Inspection**

Representatives of church will conduct a yearly inspection of the condition of the manse and grounds at a time agreeable to the pastor. Any need for repairs and maintenance believed to be necessary as a result of this inspection will be accomplished by the Session/Trustees. The Session will also have access to manse and grounds at other times agreed upon with the pastor.

### **Vacating the Manse**

The manse will be vacated if or when the pastor ceases to be the pastor of the church. Unless other arrangements are made, there shall be no rights for the pastor or any family member to remain in the property beyond the completion of the service period.

The Session shall be entitled to take steps to seek possession of the manse and/or compensation should a pastor, or any member of the pastor's family, fail to vacate the manse at the end of the notice period.

The pastor will be expected to leave the manse in good order, with all personal items or decorations removed. Any cleaning or costs arising from the manse being left in a damaged condition may be charged to the pastor.

Routine interior decoration of a manse and its preparation for new occupiers shall not be the responsibility of the vacating pastor.

### **Church-owned Contents of the Manse**

Please list here any items/furnishings within the manse that are the property of the church.

Consent and Signatures: I hereby consent to this Manse Use Agreement.

Pastor: Name, Signature and Date: \_\_\_\_\_

Clerk of Session: Name, Signature and Date: \_\_\_\_\_

COM rep: Name, Signature and Date: \_\_\_\_\_

## COMPENSATION OF CRE – HELPING CALCULATE

*Note that compensation minimums are listed above*

### **Compensation INCLUDED in CRE Effective Salary**

Annual Cash Salary is the compensation paid directly to the commissioned ruling elder on an annual basis.

*Utility and Furnishing and Appurtenances Allowances paid to commissioned ruling elders should be included on this line. If the manse utilities are in the name of the Church and paid directly by the Church they are NOT included in a commissioned ruling elder's Effective Salary.*

Deferred Compensation includes tax sheltered annuities, 403(b) plans, Keogh and Retirement Savings plans, housing equity allowances, and other forms of funded or unfunded deferred compensation arrangements.

Bonuses, Un-vouchered Allowances, Gifts, etc. are the year-end and other bonuses, un-vouchered allowances (such as expenses that are not paid through an Accountable Reimbursement Plan), down payment grants for the purchase of a home, savings from interest-free or interest-reduced loans (not loan principal) and gifts paid by the employing organization. (Gifts from private donors or honoraria are NOT included.)

Other Allowances includes all other forms of compensation not otherwise covered above, including medical deductible and expense reimbursement allowances not paid through a group benefit plan, insurance premiums for additional insurance coverage provided for individual employees (premiums for group plan coverage are not included), salary reduction contributions to flexible health spending accounts and cafeteria plans, etc. If an allowance is provided to reimburse for Self-Employment Contribution Act (SECA) tax obligations, any amount in excess of 50% of the commissioned ruling elder's SECA tax obligation should be included.

Housing is the amount paid to the commissioned ruling elder for housing expense or the value of the manse. Manse Computation for Pension dues: the Board of Pensions requires that "Manse Allowance" must equal at least 30% of all the above items added together.

Effective Salary is the total of all the listed items above. It is the basis on which the Board of Pensions calculates dues.

Self-employment Contribution Act (SECA) Tax Allowance may be paid to offset the SECA tax obligation of clergy. (Commissioned Ruling Elders are required to pay Social Security taxes on income received for services performed in the exercise of their ministry on a "self-employed" basis even though they are employees for IRS and W-2 purposes.) If the allowance exceeds 50% of the commissioned ruling elder's projected SECA tax obligation, the allowance in excess of the 50% is subject to Benefits Plan dues and must be reported as other allowances.

### **Compensation NOT INCLUDED in Effective Salary for CREs**

Benefits Plan Dues are calculated using Board of Pensions current rates.

#### Vouchered Business Expenses

a. Continuing Education Allowance is the amount the church or employing organization agrees to reimburse for money actually spent or to be spent for job-related continuing education purposes. Payment must be vouchered under an Accountable Reimbursement Plan or paid under a Section 127 Plan. All other allowances should be included in other allowances in effective salary.

b. Automobile Expenses must either (a) be reimbursed at the per mile rate (Current IRS rate), or (b) a car with full expenses provided. All payments must be vouchered. Allowances for which no substantiation is required should be included in other allowances in effective salary

c. Business and Professional Expenses include such items as books, subscriptions to magazines, supplies, business meals, etc., and should be reimbursed as spent and vouchered by the commissioned ruling elder.

Group Medical Deductibles, Coinsurance, Dental Premiums refers to a supplemental medical plan offered by the church or employing organization to cover its employees' additional medical expenses. If offered as a group plan, qualifying expenses can be paid by the employer and excluded from the employee's gross wages for Federal income and Social Security tax purposes. IRS regulations govern these plans. If these expenses are reimbursed by the employing organization through a means other than a third party, the expenses constitute an allowance that would be subject to income and Social Security taxes and would be included in Effective Salary.

## STATED SUPPLY/TEMPORARY/INTERIM PASTOR CONTRACT (SAMPLE)

The following agreement between the Session/Council of \_\_\_\_\_ Church of \_\_\_\_\_, Wyoming and \_\_\_\_\_ is for the purpose of providing pastoral ministry to this church.

\_\_\_\_\_ is employed by the Session/Council of \_\_\_\_\_ Church with the concurrence of the Presbytery of Wyoming) to serve as Pastor for the duration of this contract. In the first year of service this agreement will be in effect from \_\_\_\_\_ (the starting date) until December 31 \_\_\_\_\_. After that time it can be reviewed and renewed on an annual basis. S/he is accountable to both the Session/Council and the Presbytery of Wyoming.

**RESPONSIBILITIES:** (Sample responsibilities are shown below. Each church should craft the responsibilities appropriate to their situation.)

The Pastor will be responsible for the following duties (attach or type in job description):

1. Preaching and Leading Worship.

- To plan and lead vibrant worship in the Reformed tradition including:
- Preparing sermons and appropriate liturgy;
- Administering the sacraments;
- Officiating at weddings and funerals, as requested; and
- Working with the Worship Committee and staff in planning for special worship events related to the liturgical year.

2. Pastoral Care and Visitation.

- To develop bonds of caring with members through:
- Visiting members who are in hospital and nursing home as well as those homebound;
- Providing pastoral care to persons in crisis or significant life changes; and
- Assisting with the visitation of new and prospective members.

3. Church Leadership and Administration.

- To build a more effective church organization by:
- To assist the Session/Council and congregation in addressing the following development tasks of ministry:
  - Becoming aware of the congregation's present identity;
  - Empowering discipleship
  - Strengthening denominational connections;
- Moderating and leading the Session/Council in its responsibilities;
- Assisting with the development and planning of an appropriate program of activities;
- Resourcing church committees and lay leaders;
- Serving as Ex-officio of the Nominating Committee;
- Serving as Head of Staff, ex-officio on the Personnel Committee, and supervisor of the church office;

- Working in a collegial relationship with the staff to plan and develop an appropriate program of activities.

#### 4. Teaching

- Conducting officer training and assist with the training of other leaders;
- Assisting, when called upon, with the teaching of the Confirmation Class;
- Assisting, when called upon, with the training of Church School teachers; and
- Assisting, when called upon, the Christian Education Committee and staff with other learning events.

#### 5. Personal Growth

- To seek continued professional and spiritual growth:
- Growing in faith through the devotional use of the Bible coupled with regular prayer and spiritual discipline; and
- Growing in personal maturity and pastoral skills through participation in continuing education.

#### 6. Relationship to the Presbytery of Wyoming and COM.

- To be accountable to and work in collaboration with the Presbytery through its COM by:
  - Becoming a member of the Presbytery of Wyoming
  - Meeting regularly with the COM liaison, not less than quarterly, to discuss the progress during the transition period

#### 7. Lead Mission Study or Congregational Assessment as needed

### **SESSION/COUNCIL AGREEMENT**

1. Session/Council will interpret the above stated responsibilities to the congregation and encourage the congregation to fulfill their responsibility as members of \_\_\_\_\_ Church.
2. Session/Council agrees that it will counsel, support, advise and be in partnership in ministry with the Pastor.
3. Session/Council will allow the Pastor reasonable time away to fulfill responsibilities to the larger church.

### **TERMS**

The Pastor is to be employed for \_\_\_\_ hours per week, with a term of service from \_\_\_\_\_ (date), until December 31, \_\_\_\_\_.

The package is to be allocated in the following ways as per COM guidelines:

Cash Salary: \$\_\_\_\_\_

Housing allowance or Manse value: \_\_\_\_\_

Manse allowance \_\_\_\_\_

(housing or manse allowance must be approved by Session action in prior year)

Deferred Compensation \_\_\_\_\_

Other allowances \_\_\_\_\_

SECA allowance:	_____
Benefit Plan Dues:	_____
Presbytery Group Life:	_____
Professional Expenses:	_____
TOTAL PACKAGE:	_____

Moving and Relocation Expense not to exceed \$\_\_\_\_\_, including SECA allowance of 15.3%.  
 Study Leave of two weeks (including 2 Sundays) annually.  
 Vacation of 4 weeks (30 days) (including 5 Sundays) annually.

### **TERMS REVIEW**

The terms of this call and contract are to be reviewed on an annual basis at year end starting after the end date of this contract. They are to be reviewed and approved by the Pastor, Session and COM.

### **NOTICE OF TERMINATION AND CONTINUATION PAY**

This agreement may be terminated by the Pastor with 30 days' notice. In this event, the Pastor shall forfeit all claims for compensation beyond the 30 days, except for vacation time.

This agreement may be terminated by the Session/Council with 30 days' notice. Upon receiving notice of termination, the Pastor shall pursue new employment and shall be entitled to such time off as shall reasonably facilitate this effort, without interfering with her/his primary duties. The Pastor shall be entitled to accelerate the termination once notice is given to her/him, so as to be available for any such new employment as s/he shall choose to accept. All compensation shall cease during the notice period upon commencement of the new employment. Further, upon notification of contract termination, and when residing in a church manse, the Stated Supply Pastor has up to 60 days to vacate the manse (going beyond the date of employment must be approved by Committee on Ministry)

The terms of this agreement may be extended or changed as mutually agreed upon by all parties.

### **SIGNATURES**

_____	_____
<b>Pastor</b>	<b>Date</b>

_____	_____
<b>Clerk of Session/Council</b>	<b>Date</b>

_____	_____
<b>Presbytery representative</b>	<b>Date</b>



## **PART 3 – PASTORS/CRES**

### **END-OF-FIRST-YEAR CONVERSATION**

Purpose: The End-of-First-Year conversation is requested by the COM to discuss the development of relationships among the pastor, session/council and congregation. This review is not intended to be a pastoral performance evaluation, which is a part of the work of the church's personnel committee. It is intended to be a tool whereby the three parties to every call – pastor, congregation, presbytery – can have a conversation about how a call is proceeding. The COM conducts this review aware that each pastoral relationship and congregation is unique, that the Holy Spirit is at work in each church, that pastoral relationships are formed in the first year of a call, and that the health of these relationships can be enhanced through candid conversations and timely assistance.

Process:

- a) Prayer (by Moderator) and introductions of session/council and COM team members
- b) Purpose of the review (by COM team member)
- c) Session/Council and pastor's responses to the questions below (no more than 60 minutes)
- d) COM and session/council converse in the pastor's absence
- e) Summary of d) shared with the pastor (led by General Presbyter)
- f) Concluding comments and closing prayer (offered by COM team member)

The team will meet with the pastor separately prior to the meeting with the session/council. The conversation should not exceed 90 minutes, and may be less depending on the circumstances. It is preferable if the conversation takes place at a session/council meeting called for this purpose rather than an additional agenda item at a stated meeting.

The review team ordinarily consists of COM's Pastoral Relations representative, the General Presbyter. A summary of this will be shared with the session/council and a copy will remain in the church file with the presbytery.

Questions:

1. How would you define the health of the congregation at this time?
2. What are the strengths of the pastor's leadership? How is the congregation different than it was when the pastor arrived?
3. How would you describe the relationship between pastor and session/council? Give some examples how this relationship has been tested/affirmed in the last year.

4. What are the growing edges for the pastor and the session/council leadership moving forward?
5. Does the pastor (and family) need any particular care or support from the congregation?
6. How can the presbytery assist you as a session/council, pastor and congregation?

## **VALIDATED MINISTERS**

### **POLICY ON VALIDATED MINISTRY (P)**

I. G. -2.0502 – As the Lord has set aside through calling certain members to be ministers of the Word and Sacrament, so the church confirms that call through the action of the presbytery. The presbytery shall determine whether a particular work may be helpful to the church in mission and is a call to validated ministry requiring ordination as a minister of the Word and Sacrament. In the performance of that ministry, the minister of the Word and Sacrament shall be accountable to the presbytery. Ministers of the Word and Sacrament have membership in the presbytery by action of the presbytery itself, and no pastoral relationship may be established, changed, or dissolved without the approval of the presbytery.

II. G-2.0503 –A minister of the Word and Sacrament is a member of a presbytery and shall be engaged in a ministry validated by that presbytery, a member-at-large as determined by the presbytery, or honorably retired. A validated ministry shall:

1. demonstrate conformity with the mission of God's people in the world as set forth in Holy Scripture, the Book of Confessions, and the Book of Order of this Church;
2. serve and aid others, and enable the ministries of others;
3. give evidence of theologically informed fidelity to God's Word;
4. be carried on in accountability for its character and conduct to the Presbytery and to any organizations, agencies, and institutions served; and
5. include responsible participation in the deliberations, worship and work of the presbytery and in the life of a congregation of this church or a church in correspondence with the PC(USA) (G-5.0201).

When ministers of the Word and Sacrament are called to a validated ministry beyond the jurisdiction of the church, they shall give evidence of a quality of life that helps to share the ministry of the good news. They shall participate in a congregation, in their presbytery, and in ecumenical relationships and shall be eligible for election to the higher councils of the church and to the boards and agencies of those councils.

The COM shall review annually the work of all ministers of the Word and Sacrament, engaged in validated ministries outside the congregation.

It is incumbent to interpret these guidelines and to make determination as to what does and does not constitute validated ministry in particular situations.

It shall be the policy of the Presbytery of Wyoming that each request for validation of ministry shall be treated as a unique situation, with each request being given fair consideration by the

Committee on Ministry. Such requests will be considered as they adhere to the Book of Order mandates and as they are informed by the following general guidelines:

#### TENT-MAKING SITUATIONS

A tent-maker is a minister of the Word and Sacrament who responds to a call in the ministry and who also seeks other employment to supplement his/her salary. To qualify as a tent-maker, a teaching elder should be serving a congregation on a regular basis in a called or contracted position.

#### NON-VALIDATED POSITIONS

If a minister is working full or part-time in a non-validated position, validation may be considered if the minister is actively circulating a PIF or is available to serve congregations within the presbytery on an as needed basis. The minister must continue to demonstrate commitment to participate actively in the life of the presbytery.

#### SPECIALIZED MINISTRY QUALIFICATION ISSUES

1. The presbytery shall be guided by the list of designations in G-3.0306 in determining if a minister's non-parish work qualifies for validation. Anyone serving within these capacities (as outlined in G-3.0306) needs to be able to explain to the Committee on Ministry in what way his/her work constitutes ministry. For instance, someone who has "administrator" or "social worker" in their title or job description does not automatically qualify as working in a validated ministry.
2. Presbytery decisions on validation need to be guided by its understanding that a validated ministry in some way "shares the ministry of the good news." (G-2.0503). It is not sufficient to identify oneself as functioning in one's profession in a Christ-like manner.

#### TIMELINE FOR VALIDATION PROCESS

Each year the Committee on Ministry will contact all minister of the Word and Sacrament who are not serving one of the congregations of the presbytery or the presbytery itself, and request that they submit an annual report form describing their ministry. The COM will review these forms and may set up an interview with the teaching elder. COM will then vote on whether to sustain those recommendations and forward them to the presbytery for its action. A Minister of the Word and Sacrament who are not considered to serve in a validated ministry shall be notified of the Committee on Ministry's decision.

## VALIDATED MINISTRY APPLICATION

Presbytery of Wyoming

This application is to be filled out by ministers of the Presbyterian Church (USA) who seek membership (or change in membership status) in the Presbytery of Wyoming who are called to labor in organizations/agencies/institutions in which this Church has no official participation, in a ministry which is outside the congregational setting, or by those who wish to serve temporarily as a pastor in another denomination. The following information is submitted to the Committee on Ministry to expedite the validation of ministry.

Employing Agency/Type of Ministry:

Address of Employing Agency/Ministry:

Phone Number of Employing Agency/Ministry:

Form of Governance (how will you be accountable outside of the Presbytery):

Person or Board to whom you are accountable:

Proposed Date of Employment/Ministry beginning:

Describe what the ministry you are requesting to be validated:

Answer the following questions on another sheet of paper: (please explain your answers)

1. Is the ministry in demonstrable conformity with the mission of God's people in the world as set forth in Holy Scripture, The Book of Confessions and the Book of Order of this church? G-2.0503a (1)
2. Is the ministry one that serves others, aids others, and enables the ministries of others? G-2.0503a (2)
3. Does the ministry give evidence of theologically informed fidelity to God's Word? G-2.0503a (3)
4. Is the ministry carried on in accountability for its character and conduct to the presbytery and to organizations, agencies and institutions? G-2.0503a (4)
5. Does the ministry include responsible participation in the deliberations and work of the presbytery and in the worship and service of a congregation? G-2.0503a (5)

## VALIDATED MINISTRIES OUTSIDE THE CONGREGATION

Annual Report to the Presbytery of Wyoming

For the Past Year, 20\_\_

"Each presbytery determines the ministers of the Word and Sacrament who are its members and validates the ministries in which they are to be engaged. It shall be guided in this determination by written criteria developed by the presbytery for validating ministries within its bounds" (G-3.0306).

"The presbytery shall review annually the work of all teaching elders engaged in validated ministries outside the congregation" (G-2.0503).

The following must be submitted **not later than January 31, 20\_\_** to the chair of COM, (NAME, EMAIL)

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Title or ministerial role: \_\_\_\_\_

Employer or agency: \_\_\_\_\_

1. Has anything changed significantly in your validated ministry in the past year? ( ) Yes; ( ) No.  
If Yes, list how the ministry has changed and please submit the current job description.

2. How does your ministry include responsible participation in the deliberations, worship, and work of the presbytery and in the life of a congregation of this church or a church in correspondence with the PC(USA)?

Name of congregation in which you were active: \_\_\_\_\_

Are you a parish associate there? ( ) Yes; ( ) No.

List the ways you were active there:

List the ways in which you were active in the life and work of the Presbytery of Wyoming:

3. Are there any joys or accomplishments you would like to share with the COM?

4. Would you like a personal meeting with COM or its Administration subcommittee? ( ) Yes; ( ) No.

5. Have you had an annual physical exam during the past year as recommended by the Board of Pensions? ( ) Yes; ( ) No.

Please provide any additional comments, questions, or concerns.

## AT LARGE MINISTERS

### PRESBYTERY OF WYOMING MEMBER AT-LARGE POLICY (P)

*A member-at-large is a teaching elder who has previously been engaged in a validated ministry, and who now, without intentional abandonment of the exercise of ministry, is no longer engaged in a ministry that complies with all the criteria in G-2.0503a. A teaching elder may be designated a member-at-large because he or she is limited in his or her ability to engage in a ministry fulfilling all of the criteria for a validated ministry due to family responsibilities or other individual circumstances recognized by the presbytery. A member-at-large shall comply with as many of the criteria in G-2.0503a as possible and shall actively participate in the life of a congregation. A member-at-large is entitled to take part in the meetings of the presbytery and to speak, vote, and hold office. The status of member-at-large shall be reviewed annually. G-2.0503b*

Each year the Committee on Ministry (COM) of the Presbytery of Wyoming shall ask those ministers of the Word and Sacrament who are not currently serving a congregation or on the staff of one of the councils of the church and who have not been designated as Honorably Retired to fill out an annual report (see below). COM shall review the reports of those who are not engaged in a validated ministry to determine if it is appropriate for them to be recognized as Members-at-Large. At a minimum a teaching elder should be an active participant “in the deliberations, worship, and work of the presbytery and in the life of a congregation of this church or a church in correspondence with the PC (USA)” (G-2.0503a (5)) in order to be recognized as a Member-at-Large. Ordinarily, health issues, physical or mental disabilities, or family responsibilities, i.e. caring for younger children, older relatives or relatives with special needs, would be recognized as valid reasons for not pursuing some form of ministry, as would living within the bounds of the presbytery because of the employment of a spouse.

The Committee on Ministry will review these reports. Those who are not involved “in the deliberations, worship, and work of the presbytery or in the life of a congregation,” who do not have a valid reason for not pursuing some form of ministry, and who are not actively seeking other employment opportunities that would allow them to continue their ministry in some way will not be designated as Members-at-Large. The Stated Clerk will report their names to the Presbytery of Wyoming.

If after three years the teaching elder does not meet the criteria for validated ministry or membership-at large, the presbytery shall delete that person’s name from the roll of membership and, upon request of a session, dismiss that person to a congregation. (G-2.0508.)



## MEMBER-AT-LARGE ANNUAL REPORT FORM

The Committee on Ministry is charged with reviewing annually the work of all at-large ministers not engaged in validated ministries outside the congregation. To that end, please complete the following:

Name \_\_\_\_\_

Date \_\_\_\_\_

Address  
\_\_\_\_\_

Phone numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_

Place of employment (paid or volunteer)  
\_\_\_\_\_

Is it your desire to continue as a Member At Large? \_\_\_\_\_

Are you engaged in serving the larger church (Presbytery, Synod, General Assembly)? If so, how?  
If not, on what Committee would you like to serve?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are not an installed pastor, explain how you are related to a local congregation. You may use back of sheet to comment on your personal rationale for your ministry as meeting the criteria of G-2.0503 and any other comments you may wish to make.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What ways can the Committee on Ministry support you in your work during the coming year?

## **RETIRED MINISTERS**

### **RETIRED MINISTER OF THE WORD AND SACRAMENT**

Honorably Retired or more recently changed to Retired is one of the categories of presbytery membership for minister of the Word and Sacrament.

An (honorably) retired member remains a full member of the presbytery with voice and vote and the privilege of serving, if elected, to a position.

There are no other honorifics or titles provided by the constitution, such as emeritus/emeriti. Congregations or councils are free to honor former leaders in whatever way they choose.

While a presbytery may designate a member of presbytery as (honorably) retired, criteria for retirement and disability benefits are within the purview of the Board of Pensions as reviewed by actions of the General Assembly.

Without the invitation of the moderator of a session, retired Minister of the Word and Sacrament may not provide pastoral services to members of former congregations. See Covenant of Closure.

If a retired Minister of the Word and Sacrament wishing to still practice ministry in any form, they must stay current on all training and requirements set forth by the Book of Order and the policies of the Presbytery of Wyoming.

## PARISH ASSOCIATES

### PARISH ASSOCIATE GUIDELINES

Committee on Ministry Approved:

According to the old Book of Order, “A parish associate is a minister who serves in some validated ministry other than the local parish, or is a member-at-large, or is retired, but who wishes to maintain a relationship with a particular church or churches in keeping with ordination to the ministry of the Word and Sacrament. Such persons, already qualified as continuing members of presbytery, may serve as parish associates. The relation shall be established, upon nomination by the pastor, between the parish associate, the session, and the presbytery. The parish associate shall be responsible to the pastor, as head of staff, on an “as need, as available” basis and with or without remuneration.” (G-14.0570)

“The agreement between the session, the parish associate, and the presbytery shall terminate when the call to the installed pastor is dissolved. The presbytery may dissolve the relationship with the parish associate upon the recommendation of the committee on ministry.” (G-14.0573)

NOTE: The new Form of Government does not specifically mention Parish Associates. The Committee on Ministry has agreed to abide by the description above from the old Book of Order.

Parish Associates are Teaching Elders whose main ministry is often times in non-parish settings, but who also wish to affiliate with a local congregation for purposes of nurturing their own spiritual journey and offering gifts of ministry within that congregation.

A Parish Associate is invited by the Session/Council to be part of the ministry of a congregation, and is accountable to the Pastor/Head of Staff. The Parish Associate relationship automatically ends when the Pastor/Head of Staff leaves the congregation.

Parish Associate relationships are approved by the Committee on Ministry of the presbytery, upon recommendation by the Session/Council. The relationship must be reaffirmed annually, with notification sent to the presbytery Committee on Ministry (usually in January).

A Position Description describing the Parish Associate relationship needs to be included with original request or when adjusted. The Description should include duties and responsibilities and any compensation associated with the relationship.

In the Presbytery of Wyoming these are Temporary Pastoral Relationships; they are paid or unpaid, renewable 1-year term, and ordinarily less than 20 hours/ week.

## **CRES/LAY PASTORS**

All actions in relation to Commissioned Ruling Elders will be done in accordance with the Presbytery of Wyoming Administrative Manual, 6.05 Commissioned Ruling Elders.

The particular role of commissioned ruling elder is an extension of the office of elder which is an ordained office of the church. In the most recent revision of the Form of Government, the role's title was changed to "ruling elder commissioned to particular pastoral service" to provide clarity about its place within the ordered ministries (G-3.0305).

### **COMMISSIONING OF RULING ELDERS POLICY (P)**

In order to meet the needs of churches in the Presbytery of Wyoming which have no pastoral leadership, the Committee on Ministry may validate as a ministry for Commissioned Ruling Elders, pastoral services to any church in the Presbytery which has no CRE or ordained pastor, or whose pastor is absent and requests it. Services may include administering the sacraments, moderating meetings, ordaining and installing officers, and officiating at weddings. The CRE shall have a voice at Presbytery meetings.

Ordinarily, a CRE will not serve a congregation in which their membership is held.

When the CRE Committee forwards to COM the name of a person ready to receive a commission, COM has the option to recommend that Presbytery commission him or her to the Presbytery of Wyoming churches at large after determining the Presbytery's needs and the candidate's gifts and sense of call. Each commission shall be effective for one year, and may be reviewed and/or revoked at any time at the discretion of the COM. A CRE commissioned to a particular congregation may also be commissioned to serve as a CRE-at-large. COM will ensure that a mentor is assigned to a CRE when they are commissioned to serve.

Churches will call the General Presbyter or COM Moderator for names of persons whom they may contact, those persons having been trained and commissioned to provide those services. The Session shall act to extend an invitation to the CRE for requested services. A report shall be made to the next COM meeting of the persons who provided the service in each instance.

The Session shall be responsible for these minimum fees:

- Mileage at current IRS rate, plus the following:
- Moderating session or congregational meeting - \$50
- Pulpit supply - \$100 (minimum) (which may include administration of sacraments, ordaining/installing officers)
- Administration of sacraments only - \$35.00

- Ordination/installation of officers only - \$35.00
- Officiating at funeral or wedding - \$100 (which may include honorarium from family)
- Appropriate compensation should be paid for services such as meeting with family prior to weddings, baptisms, or funerals.

This policy shall be reviewed annually prior to the September Stated Meeting by the COM, and any needed adjustments made.

## TEMPORARY MEMBERSHIP IN PRESBYTERY (G-2.0506)(P)

The Presbytery of Wyoming expects all ministers of another Christian church who are serving in a validated ministry in this church, or in an installed relationship under the provision of the Formula of Agreement (*Book of Order*, Appendix B; G-5.0202), to become members in this Presbytery and to be an active participant in the full life and ministry of the Presbytery. Upon request, the COM can make exceptions.

The requirements for a minister of another Christian church who is serving in a validated ministry in this church, or in an installed relationship under the provision of the Formula of Agreement (*Book of Order*, Appendix B; G-5.0202), to be enrolled as a temporary member of the Presbytery, with voice and vote, shall be:

1. Prior to the On-site visit or a Final Consideration by COM Liaison, the minister will:
  - a. Furnish credentials and evidence of good standing in the church/denomination of membership
  - b. Submit satisfactory evidence of possessing the qualifications of character and scholarship required of candidates of this church (G-2.0607)
  - c. Consent to background checks, screenings, and trainings required by the presbytery's sexual misconduct policies
2. The Session/Church Board agrees to include as part of the Pastor's Job Description, that the minister will:
  - a. Agree to be under the supervision of the Committee on Ministry
  - b. Commit to participate in the deliberations, worship, and work of the presbytery
3. In consultation with the Committee on Ministry, and within the first six months of ministry within the Presbytery, the minister will:
  - a. Demonstrate or agree to develop, through instruction by COM, an understanding of Reformed history and tradition and the *Book of Confessions*
  - b. Demonstrate or agree to develop, through instruction by COM, an understanding of Presbyterian polity and the *Book of Order*

The Committee on Ministry shall have the authority, on behalf of presbytery, to determine how the minister will meet the requirements and whether or not the requirements have been met. The Committee on Ministry shall have the authority, on behalf of presbytery, to receive the minister as a temporary member of Presbytery. All actions of the COM in regard to temporary members shall be reported to the next stated meeting of presbytery.

## **PART 4 – CONGREGATIONAL LIFE RESOURCES**

### **PULPIT SUPPLY**

#### **PULPIT SUPPLY POLICY (P)**

Approved by Presbytery of Wyoming: 10 May 2025

A. The Presbytery of Wyoming – Committee on Ministry will maintain a list of clergy and elders to provide pulpit supply or other ministerial services to the churches of the presbytery and have been approved by the Committee on Ministry.

B. Eligibility to serve as pulpit supply

1. Members of the Presbytery of Wyoming, upon request to and approval by Committee on Ministry.
2. Elders of churches within the Presbytery approved by the Committee on Ministry.
3. Candidates certified ready for ordination in this presbytery, with approval of Committee on Preparation for Ministry and Committee on Ministry.
4. Those eligible for CRE commissioning and CRE candidates in this presbytery, with approval of the Committee on Preparation for Ministry and the Committee on Ministry.
5. A background check within the last 10 years, boundary training, and compliance with all policies of the Presbytery of Wyoming will be required of all who seek to be included on the pulpit supply list.

C. Special Cases

1. A Teaching Elder ordained in the PCUSA from outside the bounds of the Presbytery of Wyoming may ask to be added to the list by submitting a statement of faith to the Committee on Ministry and agreeing to an GP to GP check, a clergy background check, a clearance interview and review of policies that are required of clergy within the presbytery.
2. Clergy from denominations who we are in full communion with may ask to be added to the list by submitting a statement of faith to the Committee on Ministry and agreeing to an GP to GP equivalent check, a clergy background check, a clearance interview and review of policies that are required of clergy within the presbytery.
3. Ordinarily elders from outside of the Presbytery are not eligible to serve in this capacity.

4. Committee on Ministry approval is required when a person - who is not on the pulpit supply list, a elder of the congregation, or invited by current pastor, is regularly providing pulpit supply and/or other ministerial responsibilities for more than six times a year.

#### D. Minimum compensation guidelines

Note: recommended minimums for honoraria to pulpit supplies: \$75 for a single service; \$100 for 2 services (same day), plus mileage reimbursed at current IRS rate. As churches feel it appropriate higher rates can be paid.

Additional fees for other services are negotiable.

### **PULPIT SUPPLY LIST** **As of 01/01/2025**

The persons whose names appear below have expressed willingness to provide ministerial services to the churches of the Presbytery of Wyoming and have been approved by the Committee on Ministry. All those listed are current with boundary training and background check requirements unless otherwise noted.

All persons with Rev. title can: administer communion; administer baptism (with prior Session approval); and moderate Session meetings (at the invitation of the current pastor or with prior COM approval). A non-clergy person administering communion or moderating requires presbytery training and COM approval.

Key for services offered: p=pulpit supply, m=moderator, c=administer communion, b=administer baptism, w=weddings, f=funerals

- Rev Kellie Thomson (Stated Clerk) - klt@presbywy.org (p, m, c, b, w, f)
- Rev Jeromey Howard (General Presbyter) – jeromey@presbywy.org (p, m, c, b, w, f)



## MODERATOR TRAINING

### Moderator Training and Approval

The Committee on Ministry (COM) is responsible for providing training for, approving and appointing Moderators for Congregations who do not have a pastor. Any Minister of the Word and Sacrament who is a member of the Presbytery of Wyoming is already training and qualified to be a moderator, but still must be approved by COM if not invited by the current moderator. Moderators must be endorsed by the Session and cannot moderate for their congregation of membership.

The following individuals have been trained and approved by the Committee on Ministry to be moderators:

Jane Iddings – Torrington  
Lejean Mitchell – Cody  
William Lynn Dixon – Cheyenne (Highlands)  
Jim Kasler (CRE) – Casper  
Eric Lindeen – Shell  
Sherry M. McBride – Ft Laramie  
Dale Bohren – Casper  
Diane Nye – Torrington  
Aaron Bahmer – Lingle  
Debra Smith – Mountain View  
Dave Blevins – Powell  
Rev Janita Krayniak (UMC) – Powell  
Shayla Graham – Pine Ridge Ministry  
Sally Mack – Guernsey  
Janice Downing – Burns

## COMMUNION TRAINING

### Communion Training and Approval

The Committee on Ministry (COM) has provided training to Ruling Elders who are members of its congregations to equip them to preside over the Sacrament of Communion. To be authorized to fill this role one must be a Ruling Elder endorsed by your Session and be training/approved by the COM. This approval only allows a Ruling Elder to serve Communion in their congregation of membership, unless expressly listed otherwise. The Session must approve each time a Ruling Elder presides over Communion.

### COM Communion Authorization List

Diane Nye – UPC Torrington (Trained March 15 2024) – may serve at Community PC Lingle  
Jane E Iddings – UPC Torrington (Trained March 15 2024) – may serve at Community PC Lingle  
Lejeane Mitchell – FPC Cody (Trained March 15 2024) and Feb 8 2025)  
Guy Drake – Encampment PC (Trained March 15 2024)  
Virginia Senne – FPC Saratoga (Trained March 15 2024)  
John Ray Wickstrom – UPC Saratoga (Trained March 15 2024)  
Mary Priquet – Encampment PC (Trained March 15 2024)  
Aaron Bahmer – Community PC Lingle (Trained March 15 2024) – may serve at UPC Torrington  
Keith Seebart – UPC Laramie (Trained March 15 2024)  
Arthur W. Snoke – UPC Laramie (Trained March 15 2024)  
Mary Whaley – Shell Community Church (Trained June 2 2024)  
Kay Mattis – FPC Greybull (Trained June 2 2024)  
Linda Close – Shell Community Church (Trained June 2 2024)  
James Groth – FPC Greybull (Trained June 2 2024)  
Eric Lindeen – Shell Community Church (Trained June 2 2024)  
Phil Farman – FPC Cody (Trained Feb 8 2025)  
Peggy Farman – FPC Cody (Trained Feb 8 2025)  
Fred Hynek – FPC Cody (Trained Feb 8 2025)  
Jan Jones – FPC Cody (Trained Feb 8 2025)  
Vieune Revolinski – FPC Cody (Trained Feb 8 2025)  
Patty Brus – FPC Cody (Trained Feb 8 2025)  
David Olson - FPC Gillette (Trained Dec 19 2021)  
Sandy Olson - FPC Gillette (Trained Dec 19 2021)  
Cathy Richards - FPC Gillette (Trained Dec 19 2021)  
Don Harter - FPC Gillette (Trained Dec 19 2021)  
Mary Flohr - UPC Riverton (Trained Aug 9,2025)  
Mary Lea Wolf - UPC Riverton (Trained Aug 9,2025)  
Lori Weber - UPC Riverton (Trained Aug 9,2025)  
Cindy Jacobs – United Church of Powell (Trained Aug 16, 2025)  
Debbie Black – United Church of Powell (Trained Aug 16, 2025)  
Dave Blevins – United Church of Powell (Trained Aug 16, 2025)  
Steve Martin – United Church of Powell (Trained Aug 16, 2025)  
Diane Martin – United Church of Powell (Trained Aug 16, 2025)

## CONGREGATIONAL ASSESSMENT/MISSION STUDY

In the Presbytery of Wyoming, a Congregational Assessment or Mission Study can be done at any time in the life of a congregation. Though one is required during a time of pastoral transition, it is encouraged to do them periodically.

1. A team of people – either the Pastor Nominating Committee, Search Committee, or a group of people selected by the Session, which is representative of the diversity of the congregation – is assigned the task of doing a mission study. The process for determining the Mission Study Team needs to be discussed with the liaison and either the COM Moderator or the General Presbyter.
2. The purpose of a congregational assessment/mission study is to help the church assess who they are, who their neighbors are that God is calling them to reach out to, and where they see God leading the church for the future.
3. There are three approved approaches conducted by COM or a trained facilitator, to help churches discern where God is calling them.
  - i) Appreciative Inquire – through a congregational process of gathering and remembering significant events, people, etc. in one's ministry, then an evaluation of the present occurs so the church can envision a different future. The best mission studies involve everyone who wishes to be involved and will ask the following or similar questions:
    - (1) What are we doing as a congregation? What is God calling us to do in the next phase of our ministry?
    - (2) What are the needs of our community? What is God calling us to do to meet those needs?
    - (3) What specifically will we do to strengthen our congregational and community ministries in the next year?
    - (4) What must the teaching and ruling elders do to help that to happen?
    - (5) What kind of skills, experience, and personal characteristics do we need in our pastor?
  - ii) Congregational Assessment Tool – one option is by using Holy Cow Congregational Assessment Tool (CAT). The cost of the assessment tool is ordinarily paid for by the congregation and the Committee on Ministry has paid for interpreters to be trained and are provided at no extra cost.
  - iii) An outside resource approved by COM

A Mission Study is not required for a contract or temporary position.

COM must approve if a mission study is not conducted, if it has been 3 years or less since the last study.

## GLOSSARY

The following terms have been used in the context of the work of presbytery committees and commissions working as pastor, counselor and advisory to minister of the Word and Sacrament and congregations as well as those dealing with preparation for ministry. Where references are in italics, there is no direct reference but an allusion may be inferred.

Term/Initials – Explanation - Book of Order Reference

AA/EOE or EEO          Affirmative Action/Equal Opportunity Employer or Equal Employment Opportunity. - The congregation and each council must follow its policy re AA/EOE during any search process. F-1.0403      G-3.0110

Associate Pastor - A member of the pastoral staff of a congregation, elected by the congregation and called with the approval of presbytery. This is one of the installed pastoral relationships.  
G-2.0504a

Administrative Commission See “Commission”

Bi-vocational Pastor - A teaching elder who maintains a job outside of part-time pastoral ministry usually to enable the person to serve a congregation that could not provide full time compensation or work. Also called a tentmaker.

Board of Pensions - The entity of the denomination, which administers the benefits’ plan (pensions and health insurance) for pastors and other church employees whose employers enroll them.

Book of Confessions - The part of the constitution which includes the historic creeds and confessions adopted by the denomination as containing the essential tenets of the Reformed tradition. F2.01

Book of Order - The part of the constitution which includes The Foundations of Presbyterian Polity, the Form of Government, the Directory for Worship, and the Rules of Discipline.

Boundaries - Geographically, the area encompassed by a presbytery and presbyteries included in a synod. Interpersonally, the limits of personal and professional space. Often referred to in relation to pastor-parishioner and intra-staff relationships.

Call - Theologically, the understanding that God has chosen one to engage in ministry as a baptized member and/or in ordered ministry. Also the term applied to the covenant between a congregation and pastor wherein a teaching elder responds to the “call” of the congregation to serve as pastor. This term also applies to the specifics of the contract or covenant between the pastor and congregation including compensation, etc.

Candidacy - The period of preparation for ministry as a teaching elder when one is enrolled as a candidate. G-2.0604

**Candidate** - The status in the preparation for ministry process following inquirer focused on support, guidance, and evaluation of the candidate's fitness and readiness for ministry as a teaching elder. Movement to candidacy requires approval of the session and presbytery of care. "Candidate" also is used to refer to the persons being considered during the search to fill a particular position. G-2.0601-2.0602, 2.0604

**Candidating** - Term frequently applied to the final step preceding nomination for election to the pastorate in a congregation. Ordinarily refers to the day on which the candidate for the position preaches to the congregation and is presented to the congregational meeting.

**Certification** - The process of authorizing a person as qualified for a particular form of service or ready for movement within a process. For example, the certification of Christian Educators. Other organizations certify persons serving in some specialized ministries (Administrative Personnel Association, Presbyterian Association of Musicians [PAM], Presbyterian Church Business Administrators Association, etc.) A presbytery can certify a ruling elder prepared to be commissioned to pastoral service. G-2.10 - G-2.11

**Certified Ready for Examination for Ordination** - The official action taken by a presbytery that allows a candidate, who has evidenced readiness to begin ordered ministry, to begin seeking a call as a teaching elder. G-2.0607

**Certified Christian Educator** - A person serving in the educational ministry who has completed the educational and examination requirements specified by the Educator Certification Council for the title Certified Christian Educator. G-2.1103

**Chaplain** - A form of specialized ministry usually performed within an institutional setting (hospital, school, military, etc.) G-3.0306

**Church Leadership Connection (CLC)** - The internet-based matching and referral system of the PC (USA). Abbreviated "CLC."

**Clerk of Session** - The ruling elder elected to serve as secretary and keeper of records and rolls for a session.

**Clinical Pastoral Education (CPE)** - An education program to learn pastoral care in an institutional chaplaincy setting. Often candidates engage in CPE to further discern their vocation and gifts for ministry.

**CLP** - Commissioned Lay Pastor. Term is no longer used in the Book of Order. See "Commissioned Ruling Elder"

**Commission** - Established by a council, a commission is empowered to consider and conclude matters referred to it by a council. Presbyteries often establish commissions to install pastors, ordain minister of the Word and Sacrament, and to carry out other administrative functions. A Permanent Judicial Commission is required to prosecute judicial cases brought before the council. 3.0109 3.0109a, b

Commissioned Ruling Elder (CRE) - A ruling elder commissioned by a presbytery to particular pastoral service. G-2.10

Co-Pastor - A pastor who is called and installed, along with other pastor(s), with equal responsibility for pastoral ministry in a particular church. G-2.0504

Correspondence, In - The status of formal relationship with and recognition of another denomination and the PC(USA). We are “in correspondence” with the highest council or governing body of a number of denominations. The ordination of minister members of a denomination in correspondence with the PC(USA) may be recognized by the PC(USA) G-5.0201, G-2.0505-2.0506. Current Articles of Agreement between the PCUSA and other denominations can be found in the appendix of the Book of Order.

Council - The generic or collective word for the governing bodies of the PC(USA). Includes sessions, presbyteries, synods and General Assembly. Replaces the previous “governing body.” G-3.0

Covenant Relationship - The relationship established between the presbytery and inquirers and candidates which defines their mutual responsibilities. G-2.0606

Committee on Preparation for Ministry – is responsible for all aspects of the care and oversight of all inquirers/candidates to become a teaching elder and those in preparation for becoming a CRE

Deacon - The ordered ministry of those ordained to the ministry of compassion, witness and service. G-2.02

Designated Pastor - An installed pastoral position approved by the presbytery for a designated term. Term is no longer used in the Book of Order. G-2.0805

Directory for Worship - The part of the Book or Order which provides the guidelines for worship and sacraments within the Reformed tradition as well as the theological foundation for the ministry of the congregation.

Dissolution - The process of concluding relationship. A pastor’s relationship to a congregation is dissolved when he or she leaves the position. A church is dissolved when it is closed. G-2.09 G-3.0301

Entrance Exam - The process a presbytery uses to determine whether a minister will be accepted for membership in that presbytery. G-3.0306

Exception - When a usual requirement for ordination is waived by a three-fourths vote of the presbytery or when a candidate is given permission to meet the standard examinations requirement through an alternate means. G-2.0610

Federated Church - See “Joint Congregational Witness.” G-5.05 G-3.0109b(4)

**Field Education** - The part of the preparation for ministry process in which candidates serve as a student in ministry under the supervision of a pastor or other staff leader and ordinarily as part of their seminary education. This is sometimes called Supervised Practice of Ministry or Contextual Studies. The placement of students in field positions is normally the responsibility of the seminary but should be done in consultation with the candidate's presbytery and, where appropriate, the presbytery where the placement will occur.

**Final Assessment** - The examination of a candidate during the final year of theological education or when all other requirements for preparation are completed to determine the person's readiness to begin ministry. A successful final assessment results in the presbytery certifying a candidate "ready for examination for ordination, pending a call." G-2.0607

**Five Part Form** - The form, which a presbytery stated clerk must fill out in order to complete the transfer of a teaching elder from one presbytery to another.

**Form of Government** - The part of the Book of Order that defines organization and governance of the denomination and the responsibilities and standards to which the whole church holds each council and congregation accountable.

**Formula of Agreement** - The agreement between the PC(USA) and the Evangelical Lutheran Church in America (ELCA), the United Church of Christ (UCC), and the Reformed Church in America (RCA) which provides for mutual recognition of ordination of clergy. See also "Full Communion" Book of Order, Appendix C

**Foundations of Presbyterian Polity** - The part of the Book of Order that provides the theological and historical foundation for the other sections of the Book of Order.

**Full Communion** - An official relationship between the PC(USA) and those churches recognized by the General Assembly. Full communion includes the mutual recognition of baptism and the orderly exchange of ministers, as defined by ecumenical agreement. G-5.0202

**General Assembly** - The council of the whole church, representative of the unity of the synods, presbyteries, sessions, and congregations of the PC(USA). It consists of equal numbers of ruling elders and minister of the Word and Sacrament elected by the presbyteries and reflective of the diversity within their bounds. G-3.05

**General Presbyter (GP)**- A term used for the chief administrative staff person for a presbytery. (There are many other titles applied to a presbytery's administrative staff.)

**Head of Staff (HoS)** - The pastor of a congregation who is the supervisor of other pastoral staff.

**Honorably Retired (HR)** - The status, which may be granted by a presbytery to a teaching elder because of age or physical or mental disability. G-2.0503c

**Inquirer** - A person enrolled in the inquiry phase of preparation for ministry. (See Inquiry below) G-2.0601- 2.0603

**Inquiry** - The initial phase of preparation for ministry the purpose of which is to provide an opportunity for the church and for those who believe themselves called to ordered ministry as minister of the Word and Sacrament to explore to explore that call together and determine the inquirers suitability for ordered ministry. G-2.0603

**Installation** - The act of the council, which completes the call of a person to service in the church. The congregation installs ruling elders and deacons. The presbytery installs minister of the Word and Sacrament. A call is not complete and the person is installed. W-4.4000 G-2.0403 G-2.0805

**Installed Pastoral Relationship** - Installed pastoral relationships are pastor, co-pastor, and associate pastor. A teaching elder may be installed for an indefinite period or for a designated term determined by the presbytery. G-2.0504a

**Interim Pastor** - A temporary pastor who has special training for the unique ministry of serving churches in the midst of pastoral transitions.

**Intern** - An inquirer or candidate for ministry may choose to seek placement in a congregation or other ministry setting as an intern. Such positions vary from a few months (e.g., summer intern) to yearlong. They are ordinarily compensated and are often negotiated or arranged through the seminary. This is an optional component of the preparation process.

**Investigating Committee** - The committee, appointed by a council, whose task is to determine whether or not there is justification for a charge to be formally made and a disciplinary procedure to be initiated. D-10.0200

**Joint Congregational Witness** - When a PC (USA) congregation partners with one or more congregations of another denomination through federation, union, or some other plan for cooperative witness approved by the presbytery. G-5.05

**Laboring Outside the Bounds** - Permission, which is granted by a presbytery for a teaching elder to minister (work) outside the bounds of presbytery of membership. A presbytery must authorize all validated work of a teaching elder. G-3.0306

**Liaison** - One who connects one group or person with another. Most often used when presbyteries assign a liaison to a pastor nominating committee seeking a new pastor, to the session of an inquirer or candidate, or to a particular inquirer or candidate.

**Member-at-Large** - A teaching elder who has previously been an active member of presbytery and who now, without intentional abandonment of the exercise of ministry, is no longer engaged in a ministry that complies with all the criteria in G-2.0503a and the presbytery's own policies. G-2.0503b

**Mentor** - One who teaches or serves as a role model and confidant.

**Minister of Word and Sacrament** - Another name for teaching elder. G-2.0501



Ministry Discernment Profile - The resume prepared by a congregation seeking a pastor or other church worker. Abbreviated “MDP”.

Mission Study - An in depth study carried out at times during the life of a congregation to evaluate a congregation’s present and assess its future mission and ministry goals. Sometimes done during a pastoral vacancy.

Moderator of Session/Council - The installed pastor shall ordinarily moderate all meetings of the congregation. Another teaching elder who is a member of the presbytery may be invited to preside in their absence. G.1.0504

Negotiation for Service - Approval granted by a presbytery to a candidate under its care to negotiate for positions that will require ordination as a teaching elder. See “Certified Ready for Examination for Ordination” G-2.0607

Neutral Pulpit - The congregation a pastor/candidate being considered by a pastor nominating committee preaches in prior to candidating as one of the final steps in the call process.

Ordered Ministry - The term applied to deacons, ruling elders, and minister of the Word and Sacrament in the PC(USA). Ordered ministries “order” the life of the church “so that the ministry of the whole people of God may flourish.” G-2.0102-2.0105

Ordination - Ordination is the act by which the church sets apart persons to ordered ministry as minister of the Word and Sacrament, ruling elders or deacons and is accompanied with prayer and the laying on of hands. G-2.0102 W-4.4000

Ordination Exams - Standardized examinations required of all candidates as a prerequisite to being examined for final assessment. Currently exams are administered in the areas of Bible Content, Biblical Exegesis, Church Polity, Theological Competence, and Worship and Sacraments under the direction of the Presbyteries’ Cooperative Committee on Examinations for Candidates. G-2.0607d

Parish Associate - A teaching elder who serves in some validated ministry other than the local parish, is a member-at-large, or is retired, and who wishes to define and maintain a relationship with a particular congregation. This is no longer defined constitutionally but a presbytery may choose to define this kind of relationship.

Pastor - The name given to a teaching elder called to serve a congregation. G-2.0504

Pastor Nominating Committee (PNC) - The term applied to the search committee for a pastor or associate pastor.

Personal Discernment Profile (PDP) - The resume prepared by a teaching elder or other church worker.

Polity - Term applied to the governance system of the church.

Preparation Consultation - The conversation between a presbytery and each of its inquirers and candidates to assess the progress of their preparation for ministry.

Presbytery - The council composed of all congregations and minister of the Word and Sacrament within its district. G-3.03

Presbytery of Call - The presbytery to which a candidate is being called to a first ministry position.

Presbytery of Care - The presbytery under whose care a particular inquirer or candidate is enrolled.

Psychological Assessment - Part of the preparation process ordinarily required of all those entering the process during which their psychological fitness for ministry and their sense of vocation is examined by a psychologist or other professional counselor.

Pulpit Supply - The person who preaches for a congregation that does not have a pastor or whose pastor is away. A presbytery may provide a list of qualified pulpit supply to congregations.

Readiness - The determination of one's preparedness to proceed to the next step in the preparation for ministry process.

Reformed Tradition - The theological tradition of the Presbyterian and other Reformed churches. F-1.0-2.0

Release from Ordered Ministry - When a person ordained to ordered ministry (ruling elder, teaching elder, or deacon) is removed from office, either by their request or through disciplinary action of the council. If the release has occurred without prejudice, a person may seek to be restored to the office. G-2.0406 G-2.0507

Renunciation of Jurisdiction - When a person ordained to ordered ministry communicates in writing their intention to renounce the jurisdiction of this church. In other words, leaves the church and refuses to be bound by its authority. G-2.0407 G-2.0509

Restoration - When a presbytery or congregation takes action to restore one previously released from ordered ministry. G-2.0406 G-2.0507

Rules of Discipline - The part of the Book of Order which outlines the procedures and processes by which the church responds to individuals and governing bodies who violate the constitution.

Ruling Elder - The ordered ministry of those ordained for the spiritual oversight and governance of a congregation. G-2.0301

Ruling Elder Commissioned to Particular Pastoral Service - A ruling elder, authorized by the presbytery, to provide limited pastoral service in one or more designated congregations or in a

validated ministry of the presbytery. This position had previously been called “Commissioned Lay Pastor.” G-2.10

Session - The council for the congregation responsible “for governing the congregation and guiding its witness to the sovereign activity of God in the world, so that the congregation is and becomes a community of faith, hope, love, and witness.” G-3.02

Sexual Misconduct - When a person violates the appropriate professional interpersonal boundaries with a subordinate or parishioner. Definition and disciplinary procedures are delineated in a council’s Sexual Misconduct policy, which all councils are required to have. G-3.0106

Solo Pastor - A pastor serving a congregation without associates.

Stated Clerk - One of the two required officers of a council, the clerk is responsible for maintaining the minutes, records, and rolls of the council. May also be the clerk of the permanent judicial commission. G-3.0104

Student Pastor - A person under care in the preparation for ministry process who is serving in an approved temporary pastoral position, as an intern, or during field education.

Synod - The intermediate council serving as a corporate expression of the church throughout its regions. “Synod is responsible for the life and mission of the church throughout its region and for supporting the ministry and mission of its presbyteries...” G-3.04

Teaching Elder - The ordered ministry of those ordained to the ministry of word and sacrament in the PC(USA). “minister of the Word and Sacrament shall in all things be committed to teaching the faith and equipping the saints for the work of ministry.” G-2.0501

Temporary Membership - A minister of another Christian church, serving temporarily in a validated ministry of the PC(USA) or in an installed relationship under the provision of the Formula of Agreement, who is enrolled by a presbytery for a period of service. G-2.0506

Temporary Pastoral Relationship - A pastor approved by the presbytery to serve in a position that does not carry a formal call or installation. Titles and terms of service are determined by the presbytery, but may not exceed twelve months though it can be renewed. Ordinarily a person serving in a temporary pastoral relationship may not be eligible to serve as the next installed pastor. G-2.0504b

Terms of Call - The specifics of the pastoral relationship extended by the congregation and approved by the presbytery which includes the nature of the ministry to be carried out and the terms of compensation. A presbytery must approve any changes in the terms of call and may determine minimum levels of compensation. G-2.0804

Transfer - The process of transferring a ruling elder from one presbytery to another, the membership of a minister of another Christian church into the PC(USA), the care of a candidate

or inquirer from one presbytery to another, or a member from one congregation to another.

G-2-5002, G-2.0505, G-2.0608, G-1.0303b

Validated Ministry - A ministry in which a teaching elder is engaged that meets the requirements of the Book of Order and presbytery's criteria to be considered "validated." G-2.0503a G-3.0306

Yoke - When one pastor serves two or more churches and the congregations complete the process to formally yoke them with the PCUSA is completed, has combined Session.