

Presbytery of Coastal Carolina
Commission on Ministry Handbook

2016 Edition
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The Presbytery of Coastal Carolina

Commission on Ministry Handbook – 2016

1 I. Organizational Overview

2 The Commission on Ministry (COM) of Coastal Carolina Presbytery is established in the
3 *Manual of Administrative Operations* of the Presbytery of Coastal Carolina (Section 4.00)
4 and operates within the parameters the *Book of Order* of the Presbyterian Church (U.S.A.)
5 (G-3.0307). There, the duties and responsibilities of the COM are listed.\

6 A. Organization

- 7 1. The purpose of the organizational design of the Commission on Ministry is to
8 disperse the responsibilities outlined in the Book of Order to the three geographical
9 Communities: East, Central, and West. It is further expected that this design, and
10 other matters related to the time and location of meetings will enable Commission
11 members to attend with shorter travelling distances and will encourage greater
12 participation among those who have daytime employment responsibilities and
13 schedules.
- 14 2. The mission of the Commission on Ministry is to serve as pastor and counselor to
15 teaching elders, ruling elders commissioned to pastoral service, and certified
16 Christian educators of the presbytery; to facilitate the relations between the
17 presbytery and its congregations, teaching elders, ruling elders commissioned to
18 pastoral service, and certified Christian educators; and to settle difficulties on behalf
19 of the presbytery where possible and expedient and to provide for the training,
20 examination and commissioning of ruling elders to particular pastoral service. (G-
21 3.0307; 2.0903; 2.10)
- 22 3. The responsibilities of the Commission on Ministry and its three Community
23 Commissions are spelled out in the Commission on Ministry Handbook and include:
 - 24 a. to facilitate Church-Pastor relations;
 - 25 b. to work with the Missional Communities to develop strategies for the mission of
26 the church in its area;
 - 27 c. to work through the Missional Community Commissions on Ministry with
28 churches in the Missional Communities and their leadership groups to address
29 specific needs as they apply to the work of the Commission on Ministry;
 - 30 d. to carry out the constitutionally-assigned functions of examining, receiving,
31 counseling, and dismissing ministers;
 - 32 e. to carry out a preliminary examination of candidates for ordination who shall
33 ordinarily preach a sermon before the Presbytery or one of its Missional
34 Community Gatherings as part of the floor examination for ordination;
 - 35 f. to arrange for the introduction of new teaching elders (ministers) to the Full
36 Presbytery including sharing of their statements of faith and biographical
37 sketches;

- 38 g. to coordinate the training and examination of ruling elders who sense a call to
 39 particular pastoral ministry as Commissioned Ruling Elders and provide for their
 40 oversight and continuing education;
- 41 h. to minister to the ministers and their families;
- 42 i. to counsel with the Pastor Nominating Committees, and to advise the Sessions of
 43 vacant churches with regard to pastoral services;
- 44 j. to carry out applicable provisions of the sexual misconduct, ethics, and boundary
 45 training and certification policies;
- 46 k. to examine non-PC(USA) ministers being considered for pastoral leadership by
 47 congregations in the Presbytery and to provide training and support to any of
 48 those permitted to serve congregations of the Presbytery;
- 49 l. to work with the Missional Community Mission Coordinators in providing care
 50 for churches and their pastors, in counseling churches with regard to pastoral
 51 services, and in addressing conflicts and issues that may arise including the
 52 appointment of Committees of Inquiry or Administrative Commissions;
- 53 m. to appoint Pastoral Teams to work congregations discerning their relationship
 54 with the PC(USA) as outlined in the Presbytery's Separation Policy. (Note: The
 55 Mission Cabinet appoints Negotiating Teams.)
- 56 n. To develop, review and revise annual goals, objectives, and action plans, to keep
 57 full minutes of meetings and actions and to report to the Presbytery on any actions
 58 taken on its behalf;
- 59 4. The membership of the Commission on Ministry shall consist of equal numbers of
 60 teaching elders (ministers) and ruling elders (Book of Order, G-3.0307). There shall
 61 be forty-six (46) voting members, with fifteen members from each of the three
 62 Missional Communities as equally divided between ruling elders and teaching elders
 63 as is possible and a teaching or ruling elder as Chairperson of the Commission on
 64 Ministry who is not a member of any of the three community Commissions on
 65 Ministry. The General Presbyter/Stated Clerk and the three Mission Coordinators
 66 serve as advisory members without vote.
- 67 5. The overall COM shall meet at least two times per year (generally prior to each of the
 68 two stated meetings of the Presbytery). A minimum of 1/3 elected members from
 69 each of the Community COMs) is needed for a quorum. The General Presbyter is an
 70 ex officio member without vote.
- 71 6. Each Community COM shall ordinarily meet monthly at a time and place determined
 72 by their membership. A majority of the membership must be present for a quorum.
 73 The General Presbyter and the Mission Coordinator for that Community are ex officio
 74 members of each Community COM without vote.
- 75 7. Each Community COM and the overall COM can coopt non-voting members to assist
 76 it with fulfilling any of its functions but particularly congregational visits,
 77 examinations, training, and conflict management or work of the overall COM sub-
 78 committees.

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B. Operations

1. Each Community COM is vested with the authority to carry out the Book of Order responsibilities (G-3.0307) on behalf on the entire COM for the congregations in its community. Minutes of their information and actions shall be distributed to the leadership of the Full COM in a timely manner.
2. An executive committee shall consist of the chair of the overall COM, the vice-chairs, who are the Community COM chairs, and a number of ruling elders or teaching elders to ensure balanced representation. This executive committee shall consider all matters coming before them which do not fall under a Community’s consideration. The executive committee normally will bring to the entire COM their recommendations for approval, but in routine matters may act on behalf of the entire COM. The General Presbyter is an ex officio member without vote.
3. The Chair of the Full COM and/or the Chairpersons of the Community COMs will make a full report of COM’s activities at Presbytery meetings and/or Missional Community Gatherings.

C. Authority (Appendix 4 of *Manual of Administrative Operations*)

1. Commission Powers

The Commission on Ministry and its Community Commissions shall have authority to act for the Presbytery on the following limited matters as detailed in the *Book of Order* and the *Commission on Ministry Handbook*:

- a. Grant permission for minister members (Teaching Elders) to engage in work outside the geographic bounds and/or jurisdiction of this Presbytery (G-2.0502 and G-2.0503), and to grant permission to minister members of other presbyteries to engage in work within the bounds and/or jurisdiction of this presbytery.
- b. Commission Ruling Elders to pastoral service in a congregation – G-2.1002
- c. Validate the ministry of Teaching Elders who are not serving in a pastoral relationship in a particular church and to review that ministry on an annual basis – G-2.0503
- d. Grant Honorable Retired status to teaching elders – 2.0503c.
- e. Approve pastoral relationships in:
 - 1) Installed pastoral relationships – G-2.0504a
 - 2) Temporary pastoral relationships – G-2.0504b
 - 3) Approve terms of call – G-3.0109b(3)
- f. Receive the transfer of ministers of other denominations:
 - 1) As full members of the Presbytery – G-2.0505
 - 2) As temporary members of the Presbytery – G-20506
- g. Release Teaching Elders from ministry at their request – G-2.0507
- h. Appoint moderators for sessions without an installed pastor – G-3.0104

- 117 i. Name Administrative Commissions to ordain and/or install Teaching Elders to
118 pastoral relationships – G-3.0109b(2); G-3.0109b(3)
- 119 j. Examine and receive into membership Teaching Elders seeking admission to
120 presbytery – G-3.0109b(3)
- 121 k. Counsel with sessions concerning reported difficulties – G-3.0303d(1) – (3)

122 **2. Authority Reserved to Presbytery and/or Missional Communities**

123 Any other responsibilities found in the Book of Order are reserved to the Presbytery
124 and/or its Missional Communities. In particular, the Commission on Ministry shall
125 not take action concerning the following matters as detailed in the Book of Order, but
126 may make a recommendation to the full Presbytery or its Missional Communities for
127 its action.

- 128 a. Assumption of original jurisdiction of a session – G-3.0303e
- 129 b. Exceptions to the prohibition on calling of an Associate Pastor as the next
130 Installed Pastor of a congregation or the calling of a Teaching Elder engaged in a
131 temporary pastoral relationship as the next Installed Pastor of a congregation –
132 G-2.0504c.
- 133 c. Examination of candidates for ordination as teaching elders.

134 **3. Authority Reserved to the Full Presbytery**

135 Any other responsibilities found in the Book of Order are reserved to the Presbytery.
136 In particular, the Commission on Ministry shall not take action concerning the
137 following matters as detailed in the Book of Order, but may make a recommendation
138 to the full Presbytery for its action.

- 139 a. Removal of the name of a Teaching Elder from the role of the Presbytery for
140 failure to be engaged in a validated ministry or to fulfill the criteria for
141 membership-at-large (G-2.0508) or for persisting in work disapproved by the
142 presbytery (G-2.0509).
- 143 b. Establish minimum compensation for Teaching Elders, Certified Christian
144 Educators and Certified Associate Christian Educators – G-3.0103c

145 **4. Sharing of Actions**

146 All faith statements and biographical sketches and actions of the Commission on
147 Ministry related to the reception of minister members of the Presbytery shall be
148 published on the Presbytery's website in a timely manner.

149 **D. Officers and Staff**

150 **1. Officers of the Full COM**

151 The Full Commission on Ministry has two elected officers:

- 152 a. **Chairperson:** Elected by the Presbytery
153 The Chair coordinates the overall work of COM in each of the Communities, sets
154 the agenda for the stated meetings and any called meetings of the Full
155 Commission on Ministry, and chairs the Executive Committee.

- 156 b. **Vice Chairpersons:**
157 The three Vice Chairpersons serve as the Chairpersons of their respective
158 Community COMs. They also assist the Chair of the Full COM; presiding at
159 meetings in the absence of the Chair.
- 160 c. **Secretary:** Ordinarily, the Assistant to the Stated Clerk will serve as the recording
161 secretary for the Full Commission on Ministry and for the Community COMs.
- 162 2. **Officers of the Community COMs**
163 Each Community COM has two elected officers and a secretary:
- 164 a. **Chairperson:** Elected by the Full Commission on Ministry.
165 The Chair serves as the coordinator of the Community COM's work by
166 moderating at monthly meetings, establishing the agenda for meetings, carrying
167 out appropriate communication and correspondence, assigning and/or delegating
168 various committee tasks, and regularly communicating with the overall
169 Commission on Ministry Chair and the General Presbyter/Stated Clerk's office.
- 170 b. **Vice Chairperson:** Elected by the Community COM.
171 The Vice-Chair is to assist the Chair and preside at meetings in the absence of the
172 Chair.
- 173 c. **Secretary:** Ordinarily, the Assistant to the Stated Clerk will serve as the recording
174 secretary for each of the Community COMs as well as the Full COM.
- 175 3. **Staff to the Commission on Ministry are:**
- 176 d. **General Presbyter/Stated Clerk:** The General Presbyter/Stated Clerk will serve
177 as ex officio member (without vote) of the Commission on Ministry as well as of
178 each of the Community Groups.
- 179 e. **Community Mission Coordinators:** Community Mission Coordinators are
180 invited to meet with the COM in their communities; however they are not
181 responsible for doing the work of the COM.
- 182 f. **Support Staff:** Presbytery's support staff shall render assistance to the COM as
183 directed by the General Presbyter/Stated Clerk.

184 E. Functions of the Community COMs

185 *The following functions will be handled by each Community COM as the need arises*
186 *within the bounds of a particular Community:*

- 187 1. **Calls and Vacancies:** Responsibility for working with churches without called
188 pastors to provide a single point of COM contact for
- 189 a. obtaining moderators for sessions of congregations without pastors, (p. 30)
- 190 b. working with Pastor Nominating Committees and churches/parishes seeking
191 installed or temporary pastoral relations, (p. 14 ff.)
- 192 c. examining and commissioning Qualified Ruling Elders (QREs) as Commissioned
193 Ruling Elders (CREs) to pastoral ministry in congregations, (p. 25 ff.)
- 194 d. examining and certifying Qualified Ruling Elders to administer the Lord's Supper
195 on an occasional basis, (p. 26)

- 196 e. examining non-PC(USA) ministers for temporary pastoral relationships such as
 197 Stated Supply and Interim Ministry positions, (p. 25 ff.) and
 198 f. electing Administrative Commissions to install or commission pastors in
 199 congregations. (p. 18 ff.)
 200 g. electing Committees of Inquiry (COIs) and Administrative Commissions (ACs) to
 201 inquire into or deal with difficulties in their congregations.
- 202 2. **Examinations:** Responsibility for examination of Teaching Elders (ministers),
 203 candidates, ministers of other denominations, and Qualified Ruling Elders who are
 204 requested by churches for pastoral service. (See pages 20 ff. below.)
- 205 3. **Church Care and Oversight:** Responsibility for establishing and maintaining
 206 procedures for regular visitation of the congregations in their community; giving
 207 special attention to the racial/ethnic churches and ministers of the presbytery; and
 208 providing a conduit for appropriate information of which the COM needs to take
 209 cognizance. (See pages 20 ff. below.)
- 210 4. **Pastoral Care and Oversight:** Provide resources for pastoral care for pastors and
 211 their families; suggest options for pastoral continuing education; organize and
 212 maintain a mentor system for newly ordained and/or installed pastors and for interim
 213 pastors. (See pages 32 ff. below.)

214 F. Functions of the Full COM

215 *The following functions will be the responsibility of the Full Commission on Ministry,*
 216 *ordinarily assigned to committees:*

- 217 1. **Examination of Ministers from Other Denominations:** A Responsibility of the Full
 218 Commission on Ministry is to examine ministers from other denominations for
 219 reception into presbytery either as Full or Temporary Members of the Presbytery
 220 pursuant to the call of a congregation or other calling body within the bounds. (See
 221 pages 22 ff. below.)
- 222 2. **Elder Ministries:** *There are two distinct functions related to the pastoral ministry of*
 223 *Ruling Elders:* (See pages 25 ff. below.)
- 224 a. **Formation:** Responsibility initial preparation of Ruling Elders Qualified to be
 225 commissioned to pastoral service.
- 226 b. **Oversight:** Responsibility for the promotion of pastoral ministry of Qualified
 227 Ruling Elders including certifying them for commissioning to pastoral service;
 228 providing continuing education for Qualified Ruling Elders (QREs) and
 229 Commissioned Ruling Elders (CREs); conducting annual reviews of all
 230 Commissioned Ruling Elders; and maintaining lines of communications with and
 231 among all elder ministries participants.
- 232 3. **Pastoral Care:** Assist Community COMs in their pastoral care responsibilities.
- 233 4. **Remuneration:** Responsibility for providing resources about the Board of Pensions’
 234 programs to the ministers and eligible lay employees; providing appropriate
 235 recognition of ministers upon retirement from active ministry; with and through the
 236 General Presbyter/Stated Clerk, providing ongoing communication with churches in

237 arrears to the Board of Pensions. Responsibility for recommending to Presbytery the
238 minimum terms of call for Teaching Elders serving as pastors, certified Christian
239 educators, and Commissioned Ruling Elders as well as suggested honoraria for pulpit
240 supplies. (See page 34 below.)

241 5. **Training:** The Full COM will provide training for members of the entire COM in
242 liaison work, examinations of ministers/candidates, and sessional visits. (See page 35
243 below.)

244 II. Calls and Vacancies Function

245 A. Introduction

246 A major role of the Commission on Ministry unfolds with its work with churches and
247 ministers leaving or entering a pastoral relationship.

248 With the approaching dissolution of a pastoral relationship (G.2.09), it is the
249 responsibility of the Community COM where the vacancy occurs to make contact with
250 the minister and the clerk of session as soon as possible.

251 The *Book of Order* (G-2.0502, G-2.0504, and G-2.08) lists several tasks that must be
252 accomplished with churches seeking new pastoral leadership. In this regard the
253 Community COM:

254 ... shall counsel with churches regarding calls for permanent pastoral relations, visiting
255 and counseling with every committee elected to nominate a pastor or associate pastor. It
256 shall advise with the committee regarding the merits, availability, and suitability of any
257 candidate or minister whose name is contemplated for nomination to the congregation,
258 and shall have the privilege of suggesting names to the committee ...

259 It shall provide resources regarding stated supplies, interim pastors or interim associate
260 pastors, and temporary supplies when a church is without a pastor, and it shall provide
261 lists of pastors, commissioned ruling elders, and qualified ruling elders who have been
262 trained and commissioned by the presbytery to supply vacant pulpits.

263 It shall provide for implementation of equal opportunity employment for ministers and
264 candidates without regard to race, ethnic origin, sex, age, or marital status.

265 The following “Calls and Vacancies” outline (*pages 10 ff.*) of this document) is written
266 to move step-by-step through the process from the point of first hearing that a minister is
267 leaving to the point when the new minister is moving to the field.

268 A liaison from the Community COM maintains contact with churches with vacancies or
269 seeking calls by personal visits to the church and by telephone and email. Personal visits
270 include, but are not limited to: 1) with churches between installed pastors, 2) exit inter-
271 views with the session and with the departing pastor, 3) the initial meeting of a Pastor
272 Nominating Committee, and 4) the meeting with the session and Pastor Nominating
273 Committee to approve its Ministry Information Form. These meetings are discussed in
274 the next paragraphs of this subsection. Visits with sessions of churches not seeking an
275 installed pastor should include information about other forms of pastoral ministry and
276 discussion about the session’s plan for the congregation’s continued mission in the

277 community. Expenses incurred by the liaison may be submitted to Presbytery for
278 reimbursement.

279 **B. First Steps**

280 1. When the Community COM is notified of the approaching dissolution of a pastoral
281 relationship, either the Presbytery office or the Community COM Chair will send to
282 the pastor “*Ministerial Guidelines for Leaving a Parish - Presbytery of Coastal*
283 *Carolina,*” (Appendix A) to guide the pastor through the process of dissolving the
284 relationship. The liaison will also make sure that the session of the church receives a
285 copy of the document “*So Your Minister is Leaving - For All Session Members.*”
286 (Appendix B) The Community COM liaison will make available (via the Presbytery
287 office) to the session a list of pastors, Commissioned Ruling Elders, and Qualified
288 Ruling Elders who may be available to supply pastoral services immediately after the
289 pastor leaves.

290 **2. Exit Interview with Pastor**

291 As soon as possible, the Community COM liaison sets up a time to do an exit
292 interview with the pastor. The content of this interview is to be kept confidential
293 between the pastor and the liaison, with the exception that portions may be shared
294 with the Community COM when necessary. No written record of the interview is to
295 be shared with members of the church, however a summary shall be filed with the
296 General Presbyter. The purpose of this interview is to help the Community COM
297 liaison understand the inner workings and dynamics of the church in order to assist
298 the PNC in seeking the next installed pastor.

299 The following are sample questions which can be used for this interview:

- 300 a. What did you enjoy about your ministry at this church?
- 301 b. What parts of your ministry were the most satisfying for you at this church?
- 302 c. If you could have rewritten any part of your job description, what would you have
303 changed?
- 304 d. How would you compare your expectations when you accepted the call with your
305 actual experience? Were there surprises/ disappointments? Was there a lack of
306 mission aspect of this pastorate?
- 307 e. What appeals to you about where you are going?
- 308 f. What continuing concerns/problems do you think the session needs to address?
- 309 g. What issues/concerns do you hope the session will address or do something about
310 before the next pastor/associate pastor begins?
- 311 h. If you were following you, what do you hope somebody would tell you before
312 you accepted a call to this church?
- 313 i. What has been your relationship to the session/Presbytery?
- 314 j. (For associate pastor) Was the working relationship with the pastor what you
315 expected it to be when you were called? If not, how was it different?
- 316 k. Is there anything else I need to know that would help me in working with the
317 Pastor Nominating Committee of this church?

- 318 **2. Exit Interview with the Session**
 319 After the dissolution of the pastoral relationship, the Community COM liaison is to
 320 set up a time to conduct an exit interview with the session. The content of this
 321 interview is to be kept confidential between the session and the liaison, with the
 322 exception of portions that may be shared with the Community COM as necessary.
 323 The Community COM liaison will read to the session as a part of the meeting
 324 “*Relationship Between a Congregation and a Former Pastor*,” (Appendix C).
 325 No written record of the interview is to be shared with the pastor, however, a
 326 summary shall be sent to the General Presbyter. The purpose of this interview is to
 327 help the Community COM liaison understand the inner workings and dynamics of the
 328 church in order to assist the PNC in seeking the next installed pastor.
 329 The following are sample questions, which can be used for this interview:
- 330 a. What contributions did the pastor make to the life of this congregation?
 - 331 b. What were the highlights of his/her ministry?
 - 332 c. What do you see as the strengths of the pastor?
 - 333 d. What concerns or problems regarding the parish have grown out of this pastorate?
 - 334 e. What issues/concerns do you think the session needs to address before the next
 335 pastor begins?
 - 336 f. How were disagreements handled between the session and the pastor?
 - 337 g. What qualities should the next pastor possess?
 - 338 h. Is there anything else I need to know that would help me in working with the
 339 Pastor Nominating Committee of this church?

340 **C. Session**

341 **Brief the Session:**

342 Usually, the Community COM liaison will brief the session at the same meeting in which
 343 the exit interview is conducted. The following items need to be covered:

- 344 1. The liaison will help the session select a **Moderator of the Session** (Book of Order,
 345 G-3.0104). (Refer to Appendix D for “*Duties of the Moderator of Sessions*.”) The
 346 Session Moderator is:
 - 347 a. Appointed by COM, but the session may make a recommendation to COM.
 - 348 b. A minister located nearby or known by the session.
 - 349 c. Chosen by the COM if the session does not indicated a preference.
- 350 2. **Pastoral Leadership** during the vacancy:

351 The liaison will guide the session in determining what kind of pastoral leadership
 352 they need now by explaining the different types of temporary pastoral relationships in
 353 use in this presbytery. (See *Book of Order*, G-2.0504b and *Appendix H*.)

 - 354 a. Interim Pastor/Interim Associate Pastor
 - 355 b. Stated Supply
 - 356 c. Commissioned Ruling Elder (G-2.10)
 - 357 d. Temporary Supply

- 358 **Note 1:** The Church Leadership Connection (CLC) can assist with matching for
359 Interim Pastors based on an abbreviated Mission Information Form (MIF).¹
360 Contact the General Presbyter for details and to run a match.
- 361 **Note 2:** Ordinarily a minister may not be called to be the next installed pastor or
362 associate pastor of a church served as interim pastor (*Book of Order*, G-2.0504b),
363 except as provided in G-2.0504c which requires a three-fourths vote of
364 Presbytery.
- 365 **Note 3:** Non-PC(USA) pastors are limited to preaching not more than once per
366 month unless they have been added to the Supply Preaching List by the Com-
367 munity COM. Note: Non PC(USA) pastors cannot be authorized to moderate the
368 session.
- 369 3. **Pulpit Supply** during vacancy: The liaison will explain to the Session that lists of
370 both lay and clergy supply persons are available through the Presbytery office and on
371 the Presbytery’s website. The liaison will ask the session to let her/him know as soon
372 as a Temporary Supply or Interim Pastor is selected so that the Community COM can
373 undertake the necessary interviews and approvals.
- 374 4. The Payment of **Vacancy Dues:**
375 Vacancy dues are required by the Board of Pensions. The amount is figured by the
376 previous minister’s salary and is for only the pension portion. This is to be paid for a
377 maximum of one year, or until the new minister is installed or a ministerial
378 relationship is established for which full dues are paid, whichever comes first.
- 379 5. Election of **Pastor Nominating Committee:**
380 When a session determines that it is ready to move ahead with a pastoral search to fill
381 a vacancy, it then requests permission of the COM to elect a Pastor Nominating
382 Committee (PNC).
- 383 a. Read *Book of Order* requirements for PNC (G-2.0801) - “When a congregation
384 has a vacancy in a pastoral position, or after the presbytery approves the effective
385 date of the dissolution of an existing pastoral relationship, the congregation shall,
386 with the guidance and permission of the presbytery, proceed to fill the vacancy in
387 the following manner.”
388 Note: Permission to proceed with the election of a Pulpit Nominating Committee
389 comes from the Community COM.
- 390 b. Encourage broad representation on the PNC (G-2.0802). “The Session shall call a
391 congregational meeting to elect a nominating committee, which shall be
392 representative of the whole congregation.”
- 393 c. Strongly urge that the church use their present congregational nominating
394 committee to select nominees that will be voted upon by the congregation. The
395 session may also provide leadership in the matter.
- 396 6. **Expenses of the PNC:**
397 The session will provide a budget to cover the PNC’s expenses.

¹ MIF – Formerly called Church Information Form (CIF)

- 398 7. **Mission Study:**
399 The results of a mission study are necessary for the PNC can prepare the Ministry
400 Information Form (MIF). The COM strongly recommends that a congregational
401 mission study be completed if one has not been done in the last five (5) years.
402 Various mission study designs are available from the Presbytery office to assist in this
403 process. A through mission study may not be needed for an Associate Pastor position.
- 404 8. The session's **relationship with the PNC** is to:
405 a. Work with the PNC to devise a budget for the committee.
406 b. Set range of remuneration (total package) for the pastor-elect.
407 c. Approve the MIF when completed by the PNC and approved by the COM
408 through its liaison with the congregation.
409 d. Concur with the PNC on the final terms of call.
410 e. Adopt a policy that communication between the session, the congregation, and the
411 PNC is necessary in broad terms but leave the details to the PNC.
- 412 9. A congregational meeting is called for the purpose of calling a new pastor, but only
413 after the pastor nominee has been approved by the COM. (*Book of Order*, G-2.0803)
- 414 10. A member of the session who is elected to the PNC is to call the COM liaison as soon
415 as the PNC is elected so that the liaison can arrange to be at the PNC's first meeting.

416 **D. Pastor Nominating Committee (PNC)**

- 417 1. The COM liaison is to meet with the PNC at their first meeting. The primary function
418 of this first meeting is to familiarize the PNC with the process, the time line, and the
419 Ministry Information Form (MIF). It is the responsibility of the liaison to cover the
420 following:
421 **Note:** A full guide to the process can be found on the PC(USA) website at:
422 <http://www.pcusa.org/resource/calling-pastor-word/>
- 423 a. The PNC should elect its own officers.
424 b. The first task of the PNC is to review the results of the **congregational mission**
425 **study**. If a mission study has not been done, then the PNC will need to organize
426 such a study in coordination with the session.
427 c. The second task of the PNC is to prepare the **Ministry Information Form** (MIF).
428 Any member of the PNC can log onto the CLC web page at www.clc.pcusa.org
429 and download a blank MIF. The PNC will use a blank MIF as a worksheet to fill
430 out as information is gathered.
431 d. The liaison should review the Presbytery's **Equal Employment Opportunity**
432 **Guidelines** with the PNC. The PNC must state its intentions for implementing the
433 EEO Guidelines on the last page of the MIF.
- 434 1) **Purpose** - To establish policy and responsibility for implementing Equal
435 Employment Opportunity in the Presbytery of Coastal Carolina.
436 2) **Policy** - It is the policy of this Presbytery to:
437 • Promote equal opportunity in employment for all qualified persons.

- 438 • Discourage discrimination in employment because of race, ethnic origin,
439 sex, age, marital status or disability.
- 440 • Promote a positive, continuing program designed to achieve full
441 realization of equal employment opportunity.
- 442 • Provide for prompt, fair and impartial consideration of complaints
443 involving issues of discrimination on grounds of race, ethnic origin, sex,
444 age, marital status or disability.
- 445 3) Responsibility
- 446 • The Full Commission on Ministry, working through each of the
447 Community COM, will be responsible for maintaining a positive action
448 program designed to insure equality of opportunity in employment matters
449 in accordance with the principles of participation and representation (Book
450 of Order, G-3.0103) and in conformity with a church-wide plan for equal
451 employment opportunity (Book of Order, F1.0404).
- 452 • PNC's will be counseled regarding policy concerning equal employment
453 progress toward this end. The PNC shall report on form - Equal
454 Employment Opportunity to the Presbytery COM at the end of their
455 search.
- 456 • In approving the call the COM will affirm to Presbytery that the search
457 was made in accordance with these principles.
- 458 e. The liaison should walk the PNC through the MIF. Show each page and talk
459 about the things that make for a "good" MIF:
- 460 1) Neatness
- 461 4) Creativity
- 462 5) Grammar
- 463 6) Stay with guidelines on the narrative section.
- 464 7) Importance of "white space" in narrative section.
- 465 8) Describe as completely as possible both the congregation and the qualities
466 being sought in the next pastor.
- 467 f. The PNC is responsible for the preparation of the MIF, but before the final draft is
468 published it requires the approval of *both* the COM (through its liaison working
469 with the COM) *and* the session (when approved by the COM liaison).

470 **E. Preparing the Ministry Information Form (MIF)**

- 471 1. The PNC may use a blank MIF as a worksheet to collect the required information.
472 Once the MIF worksheet has been completed, the PNC will distribute copies to each
473 member and to the liaison for a thorough review. The MIF should be revised and
474 reviewed again, as needed.
- 475 2. Once final changes are made to the MIF it should be presented to the COM liaison for
476 approval.

- 477 3. After the liaison² (on behalf of the COM) has approved it, the PNC and liaison shall
478 present the MIF for the session's approval. The liaison will show the PNC how to
479 submit the MIF to the Church Leadership Connection (CLC) website.
- 480 4. The PNC Chair and the Clerk of Session both need to obtain their particular login ID
481 and password from the Presbytery Office.
- 482 5. The Chairperson of the PNC must submit the MIF online. Directions for doing this
483 should be given to the chairperson by the liaison.
- 484 6. When the MIF is submitted online, it will go to the database administrators of Office
485 of the General Assembly's Church Leadership Connection (CLC) in Louisville, KY
486 to await the needed online approvals. Once the MIF is online the Clerk of Session
487 (using her/his login and password) must attest that the session has reviewed and
488 approved the MIF before it is published.
- 489 7. The Clerk then informs the COM liaison that the MIF is ready to be signed by the
490 Chair of the Full COM. The liaison is responsible for contacting the COM Chair to
491 request his/her action to approve the MIF.
- 492 8. When the online approvals are complete (a process that may take several days), the
493 MIF will be included in the matching database for matching with PIFs. The General
494 Presbyter, the Chair of COM, and the Chair of the PNC will be notified by e-mail
495 when this is accomplished.
- 496 9. Additional matchings can be requested as the search continues.

497 F. Search Process

- 498 1. Once the MIF has been approved by the COM (through its liaison with the
499 congregation) and by the Session of the congregation the PNC begins to conduct its
500 search for a new pastor. This is done by reviewing Pastor Information Forms (PIFs).
501 The PNC gets the PIFs from several sources; the primary source being through a
502 computer matching service provided by the Office of the General Assembly's Church
503 Leadership Connection (CLC) in Louisville, KY. The matching service matches MIFs
504 with PIFs (upon request) and sends the matches to the Chair of the PNC by email.
505 PIFs may also be referred by the General Presbyter, the Community COM liaison, or
506 from a pastor making a self-referral.
- 507 2. However the PNC receives PIFs, it should establish a priority list of candidates to
508 consider first. Early in the process it is wise to make an initial check with candidates
509 to determine their interest in the congregation before undertaking calling of
510 references, etc.
- 511 3. The PNC is to call references and gather data on the candidates.
- 512 4. The PNC conducts interviews by phone call, conference calls, Skype, etc. with
513 candidates. It is **strongly recommended** that the PNC make a common list of

² COM Liaisons are free to consult with the chair of their Community COM and/or the General Presbyter to assist in evaluating a PNC's MIF.

- 514 questions that it will ask of all candidates. PNCs can also ask for sermon tapes or
515 videos to review.
- 516 5. When the PNC has narrowed its list of prospects to two or three person **but before**
517 **inviting** any of them to visit the community, the PNC chair or the COM liaison **must**
518 contact the General Presbyter and ask that a Presbytery-to-Presbytery reference check
519 be made. When doing so, please provide the name of the candidate and her/his
520 presbytery of membership or care to the General Presbyter.)
- 521 6. After receiving the report from the General Presbyter, the PNC may invite one or
522 more of their prospects to an in-person-interview and to visit the church and
523 community. **If at all possible**, the liaison (or a colleague on COM) should also meet
524 with the candidate privately during this visit. This gives the liaison the opportunity to
525 help judge whether this will be a good match for the church. The liaison will keep the
526 Chair of the Community COM informed as to the progress of the call and of any
527 visits to the field being organized.
- 528 7. By this point the PNC should be ready either to make a decision, look back at those
529 further down on their priority list, or begin from the beginning. If they believe they
530 have found the right candidate they can begin negotiations with that person.
531 Negotiations include working out the details of the pastor’s terms of the call and
532 beginning date at the church. The liaison should guide the PNC in this part of the
533 process to make sure that the Terms of Call are acceptable and that they meet
534 presbytery minimums. (See Appendix E, “*Minimum Terms of Call*”. The Presbytery
535 Office also maintains an Excel spreadsheet that can be used to calculate Terms of
536 Call.)
- 537 8. Before the PNC extends a call to their final candidate they shall ask the candidate to
538 go through the *SafeGatherings*³ background check and boundary training. They can
539 also request a credit report on this candidate if they desire. These results of these
540 reports will be shared with the Chair of the Community COM before the candidate
541 meets with the COM. Copies of the reports are to be placed in the minister’s file at
542 the Presbytery office.
- 543 9. The liaison should keep in touch with the PNC on a regular basis throughout the
544 whole process of self-study, preparation of the MIF, review of prospects, and
545 negotiations.

546 **G. When an Agreement Is Reached**

547 At this point in the process it is important that certain steps be conducted in the proper
548 sequence so that the call can be completed smoothly and that confidentiality about the
549 call is maintained.

³ SafeGatherings is the organization that the Presbytery uses to provide the mandated training in sexual misconduct training and background checks for all persons serving our congregations in a pastoral relationship. Details about registering for and taking the course and background check can be found on the Presbytery’s website at www.presbycc.org. If a candidate has been through this or an equivalent process in another presbytery, they may contact the Stated Clerk to request a waiver.

- 550 1. **A verbal agreement is made.**
551 The PNC is to contact the liaison when it has come to a verbal agreement with a
552 minister/candidate. The liaison informs the Chair of the Community COM of the
553 pending call. The liaison also tells the chair of the PNC to have the minister/candidate
554 contact the Community COM Chair to make arrangements for an examination before
555 the Community COM. All ministers and candidates must submit the following
556 documents to the Chairperson of the Community COM at least two weeks before the
557 next scheduled meeting of the Community COM in order to allow for timely
558 distribution of materials to commission members:⁴
- 559 a. One page statement of faith
 - 560 b. One page biographical sketch
 - 561 c. One page answers to ordination questions
 - 562 d. Current PIF or equivalent resume
 - 563 e. SafeGatherings Report
 - 564 f. Acknowledgement of receipt of Ethics and Misconduct Policies
 - 565 g. Contract outlining duties and compensation
 - 566 h. A digital photo for our website
- 567 2. **The candidate meets with the Community COM.**
- 568 a. The Community COM then acts on the recommendation of the liaison and
569 proceeds to examine the minister on his/her suitability and availability (*Book of*
570 *Order*, G-2.0803) for the particular church desiring to call the minister.
 - 571 b. Following this examination, the PNC representatives are likewise questioned
572 concerning the suitability of the call. Except for the time when the PNC
573 representatives are brought in, the examinations are considered to be times of
574 executive session and are closed to the public.
- 575
- 576 The Community COM chairpersons report to the minister and the PNC the
577 decision of the Community COM. A copy of this report will be sent to the chair of
578 the Full COM and to the Presbytery Office for inclusion in the COM report to the
579 next Presbytery meeting and/or Missional Community gathering.
- 580 3. **The congregational meeting is called.**
- 581 Only after the Minister or Candidate's examination has been sustained by the
582 Community COM can the PNC request that the Session call a congregational meeting
583 for the purpose of electing a pastor.
- 584 The *Book of Order* (G-2.0803) directs that when the committee (PNC) is ready to
585 report, it shall notify the session, which shall call a congregational meeting. The
586 COM **strongly recommends** giving public notice of the called meeting **at least ten**
587 (10) days in advance, including 2 successive Sundays, for the purpose of having the
588 congregation to act on the report of the PNC.

⁴ Detailed descriptions of these documents can be found as Appendix N.

- 589 4. At the Congregational meeting the Moderator of the Session, some other teaching
590 elder (minister) member of the Presbytery, or a ruling elder approved by the COM
591 shall preside. The PNC reports to the congregation, and the active, confirmed
592 members of the congregation shall vote by secret ballot.
- 593 Following the vote, the PNC shall prepare and, with the Moderator, shall sign four
594 original call forms (available at the Presbytery office). All four are to be returned to
595 the Presbytery office in order to secure all the necessary signatures. Copies will then
596 be returned to the pastor and clerk of session for their records.
- 597 5. The Administrative Commission to Install will be composed according to the *Book of*
598 *Order* guidelines. A form for the proposed commission (*Appendix F. Recommen-*
599 *dedations for Ordination-Installation Commissions*) will be given to the pastor elect
600 following the approval of the Community COM.
- 601 6. The minister is installed by an Administrative Commission appointed by the COM.
602 The *Book of Order*, G-2.0805 and W4.4000 describes the installation service.
- 603 7. The PNC is dismissed.
- 604 The work of the PNC could be considered complete upon the congregation's adoption
605 of the PNC's report. But since the new pastor's contact with the church has been
606 through the PNC, the process of reception by Presbytery and installation will be aided
607 if the PNC cooperates with the session in their tasks. In addition, the PNC might
608 serve as a support group and sounding board for the new minister during his/her first
609 year on the field.
- 610 Action should be taken by the congregation at the same meeting in which the call is
611 issued "to dismiss the PNC upon the installation of the minister by the Presbytery."
612 This would negate the necessity of another congregational meeting to dismiss the
613 PNC.

614 **H. PC(USA) Ministers in Supply Relations**

- 615 1. All PC(USA) teaching elders (ministers) are eligible to listed on the Presbytery's
616 Preaching Supply List. They should contact the Presbytery office for listing.
617 Commissioned Ruling Elders and Qualified Ruling Elders are listed separately.
- 618 2. The supply list is kept current and is available through the Presbytery Office. If
619 service has been rendered which is faithful to the Reformed and Presbyterian Church
620 tradition, the supply pastor will be invited to remain on the supply list.
- 621 3. Moderators will be appointed for churches without pastoral services or for churches
622 with pastors from other denominations who have been approved to serve in our
623 churches. In order to provide the required connection between the session and the
624 presbytery, only teaching elders (minister) members of the Presbytery or certain
625 ruling elders approved by the Commission on Ministry can moderate a session or
626 congregational meeting.
- 627 4. Requests for renewal of stated supply and temporary supply are due to the
628 Community COM yearly. Generally, reminders are sent to the pastor or the clerk of
629 session if the renewal is past due, asking if the arrangement is going to continue.

- 630 5. An updated list of pastoral services for each church is kept by the Community COMs
 631 as well as the listing of all pastors in the Presbytery so that one minister does not get
 632 overloaded serving as moderator of too many sessions.
- 633 6. Churches without installed pastoral leadership may have one of the following types of
 634 pastoral relationships approved and in use in this Presbytery (G-2.0504b):
 635 a. Interim Pastor/Interim Associate Pastor
 636 b. Stated Supply
 637 c. Commissioned Ruling Elder (*Book of Order*, G-2.10)
 638 d. Temporary Supply
- 639 7. Before minister, candidate, or ruling elder can be considered for service in a
 640 Temporary Pastoral Relationship, the candidate **must** complete the boundary training
 641 and certification process offered by *SafeGatherings*. Instructions about how to
 642 register for the course and background check are on the Presbytery website:
 643 www.presbycc.org.

644 I. Ministers from Other Denominations in Pulpit Supply Relationships

645 When the mission of the Presbytery and its congregations demand it, pastors from other
 646 Christian denominations may be authorized to preach in or supply congregations within
 647 the Presbytery. (Please see sections III. D and E. below.)

648 Each Community Committee on Ministry will examine for supply preaching those who
 649 live or wish to serve in their area and, if approved, shall submit their names to the
 650 Presbytery Office for inclusion on the Supply Preaching List.

651 J. Interim Relations

652 The Full Committee on Ministry will maintain a list of all persons available to serve as
 653 Interim Pastor/Interim Associate Pastor and intentional Interim, and will provide
 654 information concerning training opportunities offered by the General Assembly. Each
 655 Community COM will assist churches in their search for such services by offering
 656 contacts.

657 III. Examinations Function

658 A. Introduction

- 659 1. The examination responsibility of the **Full COM** is to examine ordained ministers of
 660 other denominations for either Temporary or Full Membership in the Presbytery
 661 pursuant to a call of a congregation or other calling body within the bounds of the
 662 Presbytery. (*Book of Order*, G-2.0505; see pages 23 ff. below.)
- 663 2. The examination responsibilities of the **Community COMs** are:
 664 a. to examine PC(USA) ministers/candidates for reception into presbytery pursuant
 665 to the call of a congregation or other calling body within its bounds (the
 666 determination of the suitability of the call),
 667 b. to examine ministers from other denominations who wish to have their names
 668 placed on the Supply Preaching List of the presbytery,

- 669 c. to examine ministers from other denominations who wish to serve in a temporary
670 pastoral position in one or more of our congregations.

671 **B. Process to Follow for PC(USA) Teaching Elders (Ministers) and Candidates**
672 **for Ordination**

673 **1. Examination Teams**

- 674 a. An examination team will be selected by the Community COM and will consist of
675 members, evenly divided between ministers and elders and representative of the
676 Community/Presbytery with regard to geography, racial-ethnic characteristics,
677 and gender.
- 678 b. Examinations for previously ordained ministers who are transferring into
679 presbytery will ordinarily last one hour. Examinations for candidates for
680 ordination will ordinarily last two hours.

681 **2. Documents**

682 All ministers and candidates must submit the following documents to the presbytery
683 office at least two weeks before the next scheduled meeting of the examining body to
684 allow for timely distribution of materials to committee members:⁵

- 685 a. A one-page statement of faith
- 686 b. A one-page biographical statement;
- 687 c. A one-page answers to the Ordination Questions
- 688 d. A current PIF. If a current form is not available, an updated PIF or a resume will
689 be required. In either case, a signed Sexual Misconduct Self Certification must be
690 provided.
- 691 e. Evidence of successful completion of the *SafeGatherings* boundary training and
692 background check
- 693 f. Signed acknowledgement of receipt of Ethics Policy and Sexual Misconduct
694 Policy.
- 695 g. A copy of the terms of call from the congregation or other calling body
- 696 h. A digital photo for our website.
- 697 i. In addition, candidates for ordination shall submit appropriate records of
698 candidacy (especially the certification of readiness to receive a call), including
699 copies of the Open Book Biblical Exegesis, Bible Content, Theological
700 Competence, Worship and Sacraments, and Church Polity examinations (G-
701 2.0607), to the moderator of the Examinations Subcommittee by the paperwork
702 deadline of two weeks before the meeting.

703 Failure to meet the documentation deadline will result in the minister/candidate being
704 scheduled for the following meeting.

705 **3. Examination of Minister/Candidate**

- 706 a. When a PNC makes a verbal agreement with a minister/candidate whom they
707 wish to nominate to the congregation for a call, the PNC is to contact the liaison.

⁵ A full description of these documents is found below as Appendix N.

- 708 The liaison is to tell the PNC to have the minister/candidate contact the
709 Community COM Chair.
- 710 b. Candidates for ordination must complete the candidacy process as defined in G-
711 2.06. A candidate certified as eligible to receive a call may be examined before
712 his/her graduation from seminary. (*Book of Order*, G-2.0607 c.)
- 713 c. PNC representatives will accompany the minister/candidate to the place of the
714 meeting. These representatives will be asked to meet with the full body to discuss
715 the suitability and fit of the call.
- 716 d. The Community COM may appoint an examination committee to examine the
717 minister/candidate on “his/her Christian faith and views [and knowledge for
718 candidates] in theology, the sacraments, and the government of the church.”
719 (*Book of Order*, G-2.0502, G-2.0803) In order to achieve a common examination
720 process across the Presbytery the overall COM provides an extensive list of
721 sample questions that each Community COM can use in their examination
722 process. (See *Appendix M* below.) It is the task of committee members to listen
723 for particular emphases, themes, and answers that will demonstrate the minister’s
724 or candidate’s familiarity with and knowledge of the Reformed tradition and the
725 Presbyterian Church (U.S.A.).
- 726 e. The full Community COM shall hear from the examinations committee (if there is
727 one) and shall ask any additional questions it deems necessary. The examination
728 will conclude with reference to “merits, availability and suitability” (G-2.0803)
- 729 f. If the examination is sustained, the Community COM shall authorize the session
730 to call a congregational meeting to elect the candidate as pastor and shall proceed
731 to appoint an Administrative Commission to install the minister or candidate on
732 behalf of the Presbytery.
- 733 g. The COM liaison will monitor the remainder of the election process.
734 **Remember:** the Session of the church represented by the PNC may call a
735 congregational meeting to vote on the call *only after* the COM has rendered its
736 approval of the minister/ candidate.

737 **C. Process to Follow for Ministers of Other Denominations Seeking to Preach**
738 **in Our Churches**

- 739 1. Sessions have the authority to invite persons to preach in their congregations.
740 Ordinarily they will seek either ordained teaching elders (ministers) of the PC(USA)
741 or other persons already approved by the Presbytery to preach in its congregations on
742 a regular basis. These persons are listed on the Supply Preaching List which is posted
743 on the Presbytery’s website or available from the Presbytery Office.
- 744 2. The Clerk of Session, the Chair of the Worship Committee or some other appropriate
745 person shall inform the Moderator of the Session on a regular basis who is preaching
746 each week.
- 747 3. Persons who are not either ordained teaching elders (ministers) of the PC(USA) or
748 who are not listed on the Supply Preaching List shall ordinarily not be invited to
749 preach more than once per month. Moderators of the Session shall counsel with the
750 session regarding COM approval for regular preaching arrangements.

751 4. Persons from other denominations who wish to preach regularly within the bounds of
752 this presbytery must make application to the presbytery through one of the
753 Community COMs to be added to the *Supply Preaching List*. When the *Application*
754 *for Services as a Supply Preacher* is received, the appropriate Community COM will
755 examine the individual and, if the examination is sustained, will add the person's
756 name to the Supply Preaching List. The *Application* is found on the website:
757 www.presbycc.org under Committee/Forms.

758 **D. Process to Follow for Ministers of Other Denominations Seeking to Serve** 759 **Our Churches in Temporary Pastoral Relationships**

- 760 1. Each Community Committee on Ministry will examine for supply preaching those
761 who wish to serve congregations in their area and, if approved, shall submit their
762 names to the Presbytery Office for inclusion on the Supply Preaching List.
763 (Commissioned Ruling Elders and Qualified Ruling Elders are listed separately.)
- 764 2. If a congregation wishes to secure the services of a minister of another denomination
765 in an Installed Pastoral Relationship, the session may, through their Community
766 COM, request that the Full COM examine their candidate and that the Presbytery
767 accept this person as a Temporary Member of the Presbytery during their term of
768 service with the congregation (Book of Order, G-2.0506). The same procedure shall
769 be followed as for those seeking full membership in the Presbytery [See III. C.
770 above]. The only difference is that the ministers received as Temporary Members of
771 the Presbytery do not have to relinquish their membership in their present
772 denomination.
- 773 3. If a congregation is unable to find a suitable PC(USA) teaching elder (minister) or
774 QRE to be commissioned to pastoral ministry to serve as their pastor, the session may
775 request that the COM approve a minister of another denomination to serve in a
776 Temporary Pastoral Relationship. The minister of another denomination shall submit
777 the following documents to the Chair of the Community Commission on Ministry at
778 least two weeks before the examination is to take place:⁶
- 779 a. Application for Services as a Supply Preacher
 - 780 b. One page statement of faith
 - 781 c. One page biographical sketch
 - 782 d. One page answers to ordination questions
 - 783 e. Current PIF or equivalent resume
 - 784 f. A recommendation from his/her denomination or other testimonies of good
785 standing
 - 786 g. SafeGatherings Report
 - 787 h. Acknowledgement of receipt of Ethics and Misconduct Policies
 - 788 i. Contract outlining duties and compensation
 - 789 j. A digital photo for our website

⁶A full description of these documents is found below as Appendix N.

- 831 b. Evidence of the minister's holding a baccalaureate degree or its equivalent from a
832 regionally accredited four-year college or university
- 833 c. A theological degree including language requirements of Greek and Hebrew,
834 based on not less than three years residence, or its equivalent, from a theological
835 seminary acceptable to the Presbytery.
- 836 d. Copies of transcripts from all educational institutions attended shall be sent to the
837 Commission.
- 838 e. The following documents⁷ required of all teaching elders (ministers) and
839 candidates:
- 840 1) Application for Services as a Supply Preacher
- 841 2) One page statement of faith
- 842 3) One page biographical sketch
- 843 4) One page answers to ordination questions
- 844 5) Current PIF or equivalent resume
- 845 6) A recommendation from his/her denomination or other testimonies of good
846 standing
- 847 7) SafeGatherings Report
- 848 8) Acknowledgement of receipt of Ethics and Misconduct Policies
- 849 9) Contract outlining duties and compensation
- 850 10) A digital photo for our website
- 851 6. Applicants will be examined in the areas of personal faith, Reformed theology, Bible,
852 ministry skills, and their understanding of Presbyterian worship and proclamation.
853 Upon approval by the Full COM Examination Committee, the candidate will meet
854 with the Full COM to be received as either a Full or Temporary Member of the
855 Presbytery. The only difference between Full Members and Temporary Members of
856 the Presbytery is that Temporary Members are not required to give up their
857 membership in their present denomination while Full Members become members of
858 the Presbyterian Church (U.S.A.).
- 859 7. Upon satisfactory completion of the person's examination by the Full COM, the
860 minister shall be introduced to the Presbytery at one of the Missional Community
861 Gatherings and/or the Full Presbytery and be required to answer in the affirmative the
862 questions put to candidates at their ordination and to sign the book of obligations. An
863 Installation Service will then be scheduled in the congregation to which the minister
864 has been called.
- 865 8. The Presbytery through its Commission on Ministry is under no obligation to admit
866 anyone as a minister, and may refuse to admit or delay admission to anyone who does
867 not demonstrate competency for ministry.

⁷ A full description of these documents is found below as Appendix N.

868 9. All expenses for examinations, travel, career evaluation, etc., shall be borne by the
869 calling congregation or other body or by the minister. Neither the Presbytery nor its
870 Commission on Ministry covers these expenses.

871 **IV. Preparation of Ruling Elders for Pastoral Ministry**

872 **A. Oversight**

873 *The responsibility for oversight of Elder Ministries includes the following:*

- 874 1. To offer learning opportunities for elders to cultivate their gifts, skills, and abilities to
875 lead and assist in worship, to teach and preach the Word, to administer the Lord's
876 Supper, and to perform their other duties as elders (See Book of Order. G-2.100).
- 877 2. To offer learning opportunities for elders to become qualified for elder ministry and
878 for commissioning as ruling elders in pastoral service (CRE).
- 879 3. To examine and qualify candidates for elder ministry and for commissioning as ruling
880 elders in pastoral service.
- 881 4. To ensure the continuing education of elders qualified for elder ministry and for
882 commissioning as ruling elders in pastoral service.
- 883 5. To conduct annual reviews of elders qualified for elder ministry and for
884 commissioning as ruling elders in pastoral service.
- 885 6. To communicate with elders qualified for elder ministry and for commissioning as
886 ruling elders in pastoral service on behalf of the Committee on Ministry.
- 887 7. To interpret the roles and to advocate the proper uses of elders qualified for elder
888 ministry and for commissioning as ruling elders in pastoral service to the Presbytery,
889 its congregations and sessions.

890 **B. Application, Qualification, and Commissioning**

891 *Any Ruling Elder who wishes to become qualified for commissioning as a ruling elder in*
892 *pastoral service will follow this procedure:*

- 893 1. Any member of one of the congregations of this Presbytery is invited to take part in
894 the Elder Ministry's formation program either for personal interest or with an eye to
895 becoming qualified for commissioned pastoral ministry. Interested persons shall fill
896 out a basic Registration Form available on the Presbytery's website and enroll in the
897 first level of classes provided by the Elder Ministries Committee.
- 898 2. Any Ruling Elder in good standing within any church in the Presbytery who has
899 served on the session of his or her congregation for at least one year and who wishes
900 to be qualified for commissioning as a Ruling Elder in pastoral service shall then
901 complete the following steps:
 - 902 a. Complete the QRE Application Form including the endorsement of his/her
903 session. (Ruling Elders from other Presbyteries who wish to take part in the
904 training through this Presbytery's program must also be recommended by their
905 own Presbytery's COM.) The elder's application includes a statement of interest
906 and qualifications including commitment to the Church and leadership in the

- 907 Church's ministries. The session's endorsement should attest to those
908 commitments and ministries as well.
- 909 b. Take part in a psychological evaluation by a licenses pastoral counsel approved
910 by the Elder Ministries Committee.
- 911 c. Take part in an initial interview with members of the Elder Ministries Committee
912 of the Commission on Ministry to determine the applicant's faith and motives for
913 ministry and to outline requirements for eligibility for commissioning as CRE.
914 The Commission's approval of the applicant completes the application. At this
915 time a mentor will be assigned to the candidate.
- 916 d. Complete the remaining prescribed courses or offer evidence of equivalent
917 educational preparation or successful experience in the required areas of ministry.
- 918 e. Complete the required field work or internship as determined on a case-by-case
919 basis by the Elder Ministries Committee.
- 920 f. Upon their successful completion of the required courses these Ruling Elders will
921 be examined by the Elder Ministries Committee as to their personal faith, motives
922 for seeking the commission, and knowledge of the areas of theology, Bible,
923 polity, worship and sacraments, and the care of persons and systems.
- 924 g. If approved by the Elder Ministries Committee the names of these Ruling Elders
925 will be presented to the Presbytery as elders qualified for commissioning as ruling
926 elders in pastoral service and, upon their request, will also be listed on the Supply
927 Preaching List.
- 928 h. These Qualified Ruling Elders (QREs) may, after a suitable examination by the
929 appropriate Community COM, be authorized to administer the Lord's Supper on
930 an occasional basis if invited by to do so by the session of one of our
931 congregations. The Supply Preaching List will note which of the QREs have been
932 authorized by their Community COM to administer the Lord's Supper on an
933 occasional basis.
- 934 3. Sessions seeking a CRE will consult with the Elder Ministries Sub-Committee and
935 shall submit an application form supplied by the Presbytery. When a CRE candidate
936 is identified, the session will consult with the candidate and negotiate terms of the
937 commission. When agreed upon, those terms of the commission will be reported to
938 the Elder Ministries Committee. If the session wants to request that the CRE perform
939 any or all of the functions outlined in the Book of Order, G-2.1001 those functions
940 must be identified in the session's request. The Elder Ministries Committee shall then
941 send the request form and all other relevant information to the appropriate
942 Community COM who will then examine the candidate. Upon the approval of the
943 Community COM, the candidate will be commissioned using the constitutional
944 questions in the Book of Order, W-4.0403. When commissioned, the CRE will serve
945 under Presbytery supervision through the COM liaison to the Church being served.
946 Each CRE will be guided by a mentor appointed by the Community COM.
- 947 Commissions shall be for a specified period of time, up to three years and may be
948 renewed in accordance to the Book of Order, G-2.1001.

949 CREs can be commissioned either at a meeting of the Full Presbytery, at one of the
950 Missional Community Gatherings, or at the congregation to which they are being
951 commissioned by an Administrative Commission elected by the COM.

952 **C. Course Work and Internship**

- 953 1. On behalf of the Commission on Ministry the Elder Ministries Committee shall
954 arrange for the offering of an appropriate educational experience as demand justifies.
955 This educational program can either be offered by the Elder Ministries Committee
956 itself or through another program deemed by them to provide the necessary formation
957 needed for commissioned pastoral leadership in our churches.
- 958 2. It is expected that instruction would be at the college level and that the entire program
959 would take no less than two years of sustained work. Students may take longer to
960 complete the process if their personal situation so requires.
- 961 3. The Elder Ministries Committee will assist each candidate in organizing an
962 appropriate field experience of at least 3 months duration. A report from the
963 supervisor of this internship will become part of the data that the Elder Ministries
964 Committee will use to determine the candidates readiness to be commissioned.

965 **D. Pastoral Service During and After Commissioning**

- 966 1. After completing the required preparation in biblical interpretation and preaching,
967 QRE candidates may request to have their names added to the Presbytery's Supply
968 Preaching List. When serving as supply preachers, qualified elders will be
969 compensated at least \$75 plus travel for each service.
- 970 2. To remain qualified for elder ministry and for commissioning, QREs must complete
971 and report at least 20 hours of continuing education each year. Elders serving as
972 CREs must also complete and report annually at least 20 hours of continuing
973 education in order to maintain their commissions. Failure to complete these
974 requirements may jeopardize an elder's CRE or QRE status.

975 **V. Care and Oversight of Congregations**

976 **A. A Guide for Visits with Sessions**

977 Visits by COM Liaisons are pastoral visits to our congregations. They are intended to be
978 affirmative giving encouragement to all of our congregations and pastors. COM and the
979 Presbytery sincerely want to strengthen the ties that bind us together in Christ and as
980 Presbyterians. We want to hear about the ministry of our churches and discover ways that
981 presbytery can be supportive of them. Visitors may have helpful information to share and
982 can be the ears of presbytery to hear things our churches want to say to us. A list of
983 suggested questions can be found in Appendix L.

- 984 1. Goals
 - 985 a. To establish and maintain effective communication between Presbytery and the
986 church session.
 - 987 b. To gain a sense of the spiritual welfare of the particular church.
 - 988 c. In terms of its mission (including its worship, nurture, outreach & service); and
 - 989 d. In terms of its relationships (between pastor[s], session, and church members).

- 990 e. To encourage full participation of the session and congregation in the life and
991 work of the presbytery and of the wider church.
- 992 2. Objectives
- 993 a. To discuss the mission, ministry, quality of worship, the standards governing
994 worship, the fruit of that worship, ministry and mission and to encourage full
995 participation of each session and congregation in the life to the Presbytery (see
996 requirements of Book of Order, G-3.0303 and W-1.4002).
- 997 b. To affirm the ministry and success stories that are happening.
- 998 c. To provide an avenue for questions or concerns to be expressed by the session and
999 pastor/moderator.
- 1000 d. To provide information to sessions and congregations on resources that may be
1001 helpful for their ministry from presbytery.
- 1002 e. To provide updated information from each church to the various committees,
1003 regions, communities regarding opportunities for Presbytery to nurture
1004 congregations, sessions and pastors.
- 1005 3. Steps of Implementation
- 1006 a. Each Community COM shall organize visits within their Missional Community.
- 1007 b. Community representatives shall be enlisted and given the responsibility of
1008 recruiting and developing an adequate number of teams per region of at least two
1009 persons per team. Visitation teams are intentionally made up of two (2) persons to
1010 get different experience and insights. Under no circumstances should one person
1011 visit alone.
- 1012 c. Preferably each team should consist of at least one teaching elder (minister) and
1013 one ruling elder. Effort should be made to be as inclusive as possible given the
1014 limits of a two person team. Other presbyters (teaching elders or ruling elders)
1015 from the Presbytery can be co-opted to serve on visitation teams (see d. below).
- 1016 d. Members of each Community COM should visit with the session of each
1017 congregation at least every two years.
- 1018 e. Representatives from all of the committees of Presbytery should be considered for
1019 participation on these teams with the understanding that they are to report back to
1020 the Community COM in which the visited church is located.
- 1021 f. Information from the Community COM will be provided to each team coordinator
1022 for the guidance of the teams as they negotiate and implement their visits.
- 1023 g. Each team coordinator will:
- 1024 1) Initiate the request for a meeting with the Session, making such request to its
1025 Moderator or Clerk of Session. It should be made clear that the requested visit
1026 is expected to last approximately one hour, that the Pastor(s) and Elders will
1027 participate together throughout the entire meeting, and that while no ordinary
1028 business of the Session will be conducted during this meeting, it is
1029 nonetheless an official meeting of the Session with representatives from the
1030 presbytery as required by the Book of Order, (G-3.0202d).
- 1031 2) Following the convening of the Session by its Moderator, the visiting team
1032 will lead the discussion throughout the entire visit. It is suggested that the

- 1033 team members not take notes during the meeting, since this is a pastoral visit.
1034 Team members should give full attention to listening and asking questions,
1035 and to keeping the conversation on track in terms of the stated goals of the
1036 visit, and in view of the time limit of one hour for the entire meeting.
1037 Suggested questions and areas of conversation are found in Appendix L.
- 1038 3) The team should also be attentive to the opportunities to share ways in which
1039 Presbytery may be helpful. The team should provide any help possible in the
1040 endeavor of contributing to the relationships of the session to Presbytery and
1041 Presbytery to this session.
- 1042 h. If requested by the Pastor/Moderator or an elder, the visitors will be available for
1043 additional consultation.
- 1044 i. The team should also plan to spend some time with the Pastor/Moderator for
1045 consultation regarding his/her well-being and the well-being of the family. This
1046 may be over a meal at a restaurant near the church which affords some degree of
1047 privacy. The spouse may be invited. This meal shall be at Presbytery's expense.
- 1048 j. Following the meeting the visitation team will file a brief report with the
1049 appropriate Community COM.
- 1050 k. Travel expenses for both of the visiting team members may be submitted to the
1051 Presbytery's Office for reimbursement following receipt of the team's report by
1052 the Community COM Chair.
- 1053 l. The team report having been made to the Community COM, a copy will be placed
1054 in the church's permanent file in the Presbytery Office and sent to other
1055 committees of Presbytery as appropriate.
- 1056 m. The Session is asked to note in their minutes that they received a visit from
1057 representatives of the Commission on Ministry.
- 1058 n. The team will write a follow-up note or notes to the session and pastor. Such
1059 notes should affirm some of the strong points and indicate any follow-up referrals
1060 of their messages to Presbytery. The final report forms are NOT to be shared with
1061 the church or pastor.

1062 **B. Presbytery Appointed Moderators of Sessions**

1063 **1. Authority**

- 1064 a. "The moderator possesses the authority necessary for preserving order and for
1065 conducting efficiently the business of the governing body. He/She shall convene
1066 and adjourn the council in accordance with its own action. The moderator may, in
1067 an emergency, convene the council, with reasonable notice having been given, at
1068 a time and place different from that previously designated by the body." (Book of
1069 Order, G-3.0104, G-3.0203)
- 1070 b. "The session is the council for the congregation. It shall be composed of those
1071 persons elected by the congregation to active service as ruling elders, together
1072 with all installed pastors and associate pastors. All members of the session are
1073 entitled to vote. The [installed] pastor shall be the moderator of the session, and
1074 the session shall not meet without the pastor or a designated moderator. If there is
1075 no installed pastor, or if the installed pastor is unable to invite another Moderator,

- 1076 the presbytery shall make provisions for a moderator. Presbyteries shall provide
 1077 by rule for moderators when the session is without a moderator for reasons of
 1078 vacancy or inconvenience.” *Book of Order*, G-3.0201, paragraph one.
- 1079 c. Presbytery, in its commission, may authorize a Commissioned Ruling Elder to
 1080 moderate the session of the congregation to which he or she is commissioned.
 1081 *Book of Order*, G-2.1001.
- 1082 d. In addition to Teaching Elder members of the Presbytery, the Committee on
 1083 Ministry may authorize Ruling Elders from the following categories of people in
 1084 this Presbytery to moderate meetings of sessions and/or of congregations when
 1085 needed:
- 1086 1) Qualified Ruling Elders who have been examined and approved to serve as a
 1087 moderator by one of the Community Commissions on Ministry,
- 1088 2) Ruling Elders who are serving or who have served on this Presbytery’s
 1089 Commission on Ministry and/or a Ruling Elder who is serving or has served
 1090 as Moderator of the Presbytery; such an elder may not moderated the meeting
 1091 of a congregation of which that elder is a member,
- 1092 3) A Ruling Elder who is serving as Stated Clerk, General Presbyter, or
 1093 Associate General Presbyter of this Presbytery; such an elder may not
 1094 moderated the meeting of a congregation of which that elder is a member,
- 1095 e. No one who is not a teaching or ruling elder member of this Presbytery shall
 1096 moderate a meeting of the session or congregation of one of our churches.

1097 **2. Responsibilities**

- 1098 a. The moderator is responsible to the Presbytery through the COM.
- 1099 b. The moderator, in consultation with the Clerk of Session, shall call meetings of
 1100 the session and together they shall prepare the agenda.
- 1101 c. The moderator shall maintain communication with the Clerk of Session, and
 1102 through the Clerk, shall maintain contact with the work of the session’s
 1103 committees.
- 1104 d. The moderator need not attend Deacons’ meetings unless mutually desirable.
- 1105 e. It is desirable that the moderator of the session also serve as moderator of
 1106 congregational meetings, especially when the congregation is convened for the
 1107 purpose of calling a pastor.
- 1108 f. The session should not expect the moderator to do ministry and no pay (see
 1109 below) is expected. The moderator may assist in seeking pastoral oversight in the
 1110 case of deaths, funerals and other emergency needs.

1111 **3. Expenses** - Travel shall be reimbursed, by the church, at the current rate used by
 1112 presbytery.

1113 **4. Guidelines** for Approving Moderators of Sessions:

- 1114 a. Must be an ordained teaching elder (minister) member of the PC(USA) or a ruling
 1115 elder who meets the qualifications listed in II. C. c. 1. d. 2) and 3) above.
- 1116 b. Ordinarily will be a minister in good standing of the Presbytery of Coastal
 1117 Carolina. Exceptions must have the approval of the COM.

- 1118 c. Must be a member of the Presbytery of Coastal Carolina to moderate judicial
- 1119 cases.
- 1120 d. Must be familiar with the *Book of Order*.
- 1121 e. Preference will be given to teaching elders with pastoral experience.

1122 **C. Conflict Resolution Procedures**

1123 The following is the process ordinarily utilized when a concern is raised regarding church
 1124 and/or pastor relations.

- 1125 1. Goals
 - 1126 a. To identify issues that need to be dealt with within the church.
 - 1127 b. To develop a plan of action to improve the situation.
 - 1128 c. To help session, pastor, and congregation face, deal with, and make decisions
 - 1129 about issues and behaviors affecting congregational life.
 - 1130 d. To reduce tensions.
 - 1131 e. To help leaders develop skills for dealing with issues.
- 1132 2. Procedures and Implementations
 - 1133 a. Concern is presented.
 - 1134 4) Call from pastor.
 - 1135 5) Call from clerk or other elder on behalf of the session.
 - 1136 6) A liaison or other member of Community COM.
 - 1137 b. Contact is made to Community COM Chair and/or General Presbyter.
 - 1138 1) Discussion of call.
 - 1139 2) Matter is brought before Community COM.
 - 1140 c. Community COM shall arrange for a visitation team to meet with the
 - 1141 session/pastor to ascertain presenting problems, and, as appropriate, to serve as
 - 1142 consultants and mediators in resolving issues.
- 1143 3. Committee of Inquiry
 - 1144 a. If concerns continue and are not adequately addressed, the visitation team may
 - 1145 recommend that a Committee of Inquiry be appointed.
 - 1146 b. The Committee of Inquiry will consist of 3 to 5 persons, trained in conflict
 - 1147 resolution. Members of the visitation team may serve on/as the Committee of
 - 1148 Inquiry.
 - 1149 c. The task of the Committee of Inquiry will be to work towards resolving the
 - 1150 conflict. They may use a variety of resources or methods including the use of
 - 1151 questionnaires, hearings, small group discussions, and/or the hiring of an outside
 - 1152 consultant.
 - 1153 d. The Committee of Inquiry shall report findings and recommendations to the
 - 1154 appropriate Community COM.
- 1155 4. Community COM Response
 - 1156 a. Hear the report and recommendations of Committee of Inquiry.

- 1157 b. Based on the recommendations, the Community COM may act in the following
1158 ways:
- 1159 5. Dismiss the Committee of Inquiry.
- 1160 a. Adopt the report and recommendations.
- 1161 b. Request that the Presbytery elect an Administrative Commission. Book of Order,
1162 G-3.0109 b (5).

1163 **VI. Care and Oversight of Pastors**

1164 **A. Ministers New to Ministry**

1165 The Full COM will establish a process whereby there will be regular gatherings of
1166 teaching elders and other pastors who are new to ministry to gather and share their
1167 journey with one another under the leadership of (a) seasoned pastor(s). Pastors new to
1168 ministry will also be assigned a pastor-colleague as described in the next section.

1169 **B. Ministers New to the Presbytery**

- 1170 1. Experienced ministers will be assigned to serve as pastor-colleagues to new ministers
1171 coming into the presbytery including ministers of another denomination. The pastor-
1172 colleague shall be a minister located within the same geographical area, and the
1173 relationship is for one year, with meetings scheduled every other month and contact
1174 by telephone in between. The pastor-colleague should get to know each other's
1175 families. The pastor-colleague shall take the initiative in the relationship, and should
1176 encourage "openness" in the relationship and establish a high level of trust and
1177 confidence. The pastor-colleagues will discuss all relevant matters of ministry and life
1178 in the church as a learning opportunity, as a means of gaining perspective on
1179 problems and situations and as a means of sharing insights together.
- 1180 2. The pastor-colleague should familiarize the minister with the organizational structure
1181 of presbytery, supportive meetings with colleagues, area hospitals, funeral home
1182 facilities and customs, community programs and general points of interest in the area.
1183 The pastor-colleague should seek to determine the minister's areas of strength and
1184 gifts in ministry and encourage sharing of those gifts among us. No regular report is
1185 required, but it is expected that the pastor colleague will report anything he/she thinks
1186 will help the Community COM in its responsibility to provide care and oversight to
1187 its ministers, and will make a final report at the conclusion of the pastor-colleague
1188 relationship.
- 1189 3. Regular gatherings of pastors new to the Presbytery will be offered at the Presbytery
1190 Offices to introduce them to the Presbytery staff and to share information about the
1191 Presbytery with them. A notebook containing the Manual of Administrative
1192 Operations, a Presbytery Directory and other important information will be provided
1193 for those attending orientation.

1194 **C. Ministers in Non-Pastoral Roles**

- 1195 1. Every minister in the presbytery who is performing work which is not under the
1196 jurisdiction of the presbytery or a higher governing body shall submit an annual

1197 written report of their work. A current listing will be maintained. If there is a question
1198 as to the validity of the minister's present work and whether it qualifies him/her to
1199 retain ordination (Book of Order, G-2.0503a) it will be reported to the Commission
1200 on Ministry, with recommendations. The Community COM will contact ministers on
1201 this list concerning how they might use their talents in the work of the presbytery, and
1202 will encourage their participation.

1203 2. Each Community COM will seek to establish a relationship with non-parish clergy,
1204 i.e., retired ministers, minister-at-large, and those in other service areas. Such
1205 ministers will be encouraged to use their skills and experiences in workshops,
1206 seminars, and retreats, and will be invited to become involved as pastor-colleagues.

1207 **D. Promotion of Fellowship Opportunities**

1208 Each Community COM, in consultation with the Mission Coordinators, will work to
1209 promote fellowship between/among ministers and educators and their spouses within the
1210 presbytery. Regional gatherings will be planned, as well as special lunch groups or other
1211 similar events.

1212 **E. Promotion of Continuing Education Opportunities**

1213 It is important that we promote continuing education opportunities for ministers,
1214 educators, and CREs in our presbytery. We will provide a listing of yearly presbytery-
1215 sponsored events and offerings at colleges and divinity schools in the area. Efforts will be
1216 made to sponsor skill development workshops, to provide for opportunities of reflection
1217 among newly-ordained ministers after one year in ministry, and among other ministers at
1218 significant points in ministry. Opportunities for Small Group Retreats focusing on
1219 spirituality, spiritual formation or other special interests will be arranged. Also,
1220 opportunities for individual retreats at our presbytery camps are available.

1221 **F. Provision for Pastoral Support and Counseling**

1222 A Pastoral Care for Pastors Program will be in place throughout the presbytery.

1223 1. For ministers and/or spouses seeking personal counseling, contact should be made
1224 with either the Presbyterian Counseling Center in Wilmington or the Career and
1225 Personal Counseling Center in Charlotte. Those seeking counseling are asked to
1226 complete a one page form to be forwarded to the General Presbyter for approval (see
1227 Appendix XX). With Community COM approval the presbytery can subsidize the
1228 cost up to a maximum of \$300. Ministers will have access to other programs available
1229 - the Response Program, for example.

1230 2. Provision will be made for support group gatherings for Women in Ministry in the
1231 Presbytery of Coastal Carolina.

1232 3. The Board of Pensions offers an Employee Assistance Program to all Board of
1233 Pensions members, clergy and lay and covered dependents. Personal counseling and
1234 support services are available without charge in the benefits plan, either by telephone
1235 (24/7) at 1-866-640-2772 for private, personal counseling with a specialist and on line
1236 at www.cignabehavioral.com – employer ID: PCUSA. Also, face-to-face assistance
1237 with a specialist is available for up to six sessions at no cost. Call the above number
1238 or go online to request a referral.

1239 VII. Remunerations

1240 A. Terms of Call

- 1241 1. The remuneration responsibility of the Full Commission on Ministry includes annual
1242 recommendations regarding the minimum compensation requirements for ministers,
1243 CREs, and certified educators of the Presbytery. (*Book of Order*, G-3.0303c) This
1244 shall normally be sent to the Missional Community Gatherings in the summer as a
1245 first reading and will be acted upon by the Full Presbytery at its fall meeting.
- 1246 2. Each church must report the annual terms of call for ministers, CREs, and certified
1247 educators, whether there has been a change of call or not and regardless of type of
1248 pastoral relationship (installed or temporary). The minimum terms of call approved
1249 by the presbytery each year will be sent to the clerk of session of all churches in the
1250 presbytery with a note saying that the minimum must be met or exceeded by all
1251 churches yearly. (*Book of Order*, G-3.0303c) The form for reporting terms of call is
1252 sent with the Statistical Report. Sick leave, vacation, and continuing professional
1253 development policies will be written into all Call Forms and into minimum terms of
1254 call policy of the presbytery.
- 1255 3. The calls for ministers coming into the presbytery shall be reviewed concerning the
1256 adequacy of remunerations. The report shall be made on the same day that the
1257 minister meets with the examining body.
- 1258 4. The annual remuneration review shall be for all changes in terms of call for the
1259 ministers of the presbytery.
- 1260 5. Shared Grants that help to defray student loans for recent seminary graduates entering
1261 calls are available through the Board of Pensions for those who serve a congregation
1262 with a membership of fewer than 150 people.

1263 B. Board of Pensions Liaison(s)

- 1264 1. The General Presbyter/Stated Clerk shall appoint each year one or two COM liaisons
1265 with the Board of Pensions.
- 1266 2. The General Presbyter/Stated Clerk will receive the statement of arrears from the
1267 Board of Pensions, and those churches will be contacted by the General Presbyter
1268 and/or by the Chair of the appropriate Community COM to determine the cause for
1269 the arrears and how the church might fulfill its obligation to the Board of Pensions.
- 1270 3. Commission on Ministry will arrange, after consultation with the Board of Pensions,
1271 for appropriate workshops for the ministers of the presbytery. The list of workshops
1272 will include:
- 1273 • Every year Fiscal Fitness Seminar
 - 1274 • Every other year Retirement Planning Seminar
 - 1275 • Odd years Just Before Retirement Seminar
 - 1276 • Every third year Post-retirement Seminar
- 1277 The subcommittee will provide other seminars, including:
- 1278 • What Church Treasurers Need to Know about Salaries and Pensions

Appendices

Appendix A

Presbytery of Coastal Carolina

Ministerial Guidelines for Leaving a Parish

1. When Should I Announce My Intention To Leave?

Under normal conditions of leaving a field, four to six weeks is adequate. Two weeks is necessary to call the congregational meeting and three or four weeks then to allow for tying up loose ends and saying goodbye.

Giving notice of more than six weeks can make for an inordinately long period for everyone concerned having to hold onto grief feelings prior to the final termination, not unlike a prolonged period between a death and the funeral or memorial service. However, too short a time between the announcement and the departure is unfair to all affected, but especially to the congregation. The time after a pastor has announced her or his intention to move is a period of extremely important pastoral care: that which is extended by the departing pastor to the congregation and its members, and that which is extended to the departing pastor and family by the congregation.

A minister anticipating a move can find resources to help with the transition by contacting the Presbytery's Resource Center (Kaye Bledsoe - 800-277-7479).

2. Whom Should I Tell, When, And In What Order?

- a. You should promptly notify the General Presbyter of the Presbytery of Coastal Carolina and/or the Chair of the Community Commission on Ministry of your intention to request the Presbytery to dissolve the relationship.
- b. Share the news with your Session before sharing it with others in the church or the community. Ask the Session to call a congregational meeting to concur with your request for the Presbytery to dissolve the relationship.
- c. You should announce your request of the dissolution officially and personally at a public worship service. Be positive and open in your announcement.
- d. The Book of Order (G-2.09) requires that you notify the Commission on Ministry and/ or the Office of Presbytery in writing of your intention to dissolve the relationship and the congregational action concurring with your request.
- e. Upon advising the Commission on Ministry and the Office of Presbytery of the dissolution and the concurrence by the congregation, the pastor will meet with the assigned liaison from the Commission on Ministry for an exit interview.
- f. The pastor must receive concurrence from the Commission on Ministry before moving from the field.

- 1340 g. It is your responsibility to see that your congregation understands that you will no longer
 1341 be their pastor. You need to make it perfectly clear to them that you are no longer
 1342 available to preach or perform any pastoral tasks for them.
- 1343 h. You should do everything possible to be supportive of the Presbytery's pastor search
 1344 process and encourage the congregation to work closely with the Presbytery during their
 1345 search for a new pastor. The same liaison that conducted the exit interviews is assigned to
 1346 lead the Pastor Nominating Committee through the process. The Commission on Ministry
 1347 will also designate another minister as moderator of the Session
- 1348 i. It is the joint responsibility of you and the Session to notify the Board of Pensions of the
 1349 dissolution and to file the proper papers.
- 1350 j. The pastor who is leaving, if living in a church manse, needs to make sure the manse and
 1351 property are left in good condition, with all the dirt, rubbish, etc. removed.
- 1352 k. All files and records of the church should be put in order and left intact so that the next
 1353 pastor may easily find necessary records and equipment.
- 1354 l. When you leave a field where you have served, you should affirm the good that has been
 1355 accomplished. *Do not leave on a negative note.*

1356 **3. Guidelines for Relating To the Former Congregation from a Different Location**

1357 Even though former pastors and their families may continue to have friendships in the
 1358 congregation, the former pastors should not perform weddings, conduct funerals or counsel
 1359 members of the congregation unless asked to do so by the Session and moderator of the
 1360 Session (G-2.0905).

- 1361 a. You should not participate in any way with the function of the Pastor Nominating
 1362 Committee.
- 1363 b. You should make every effort to be supportive of the next pastor. Encourage persons who
 1364 might make contact with concerns about the current pastor to address them to their
 1365 current pastor or the Session or the Commission on Ministry. Avoid drawing conclusions
 1366 about the current pastor or interpreting his/her behavior or words. Encourage openness
 1367 and opportunities for growth.
- 1368 c. Should you and your family return for a visit or for a vacation, make a friendly phone call
 1369 to the current pastor prior to the visit/vacation and soon after your arrival.
- 1370 d. Any complaint to the COM will receive a first response in the form of a private meeting
 1371 of the Chair and at least one other member of the COM with the person alleged to have
 1372 violated the privilege of the pastoral relationships. Should they find the complaints valid,
 1373 and should the practice continue, the matter may be brought before the entire COM and
 1374 the accused may be subject to censure according to the Rules of Discipline.

1375 **4. Guidelines for Retiring Ministers**

1376 The Guidelines for Retiring Ministers include all the above but there are special
 1377 considerations addressed in a separate paper (Attachment D).

- 1378 **5. Guidelines for Pastors and Families Who Remain In the Area after Leaving a**
 1379 **Pastorate.**
- 1380 a. If you choose to remain in or return to the area in which you have served as pastor you
 1381 need to deal realistically with your own needs for fellowship and church life apart from
 1382 the former congregation.
 - 1383 b. You and your family can be most helpful to the next pastor and family in being accepted
 1384 in their new situation. You and your family can also be the most difficult problem your
 1385 successor and family must face. Be sensitive to them, encourage them, and help them
 1386 any way you can, including physically withdrawing yourselves from the congregation for
 1387 a considerable period of time.
 - 1388 b. You should refrain from pastoral functions and not accept any positions of leadership in
 1389 your former church, nor attend meetings of the Session, Deacons, or Trustees, unless
 1390 invited by the Session and moderator of Session.
 - 1391 c. You should not officiate at any sacraments, weddings, funerals, or other functions
 1392 involving members of your former church, or within its properties, unless invited by the
 1393 Session and moderator of Session (see 3 a. for references).
 - 1394 d. An invitation to officiate or perform pastoral functions in a former church is an
 1395 opportunity to demonstrate your support and loyalty to your successor. Offer to assist
 1396 rather than officiate. Avoid any functions or requests that will isolate or exclude your
 1397 successor from the people God has called him/her to serve. Your spouse and your family
 1398 also need to demonstrate their support of the current pastor and family in the manner
 1399 suggested for former pastors.
 - 1400 e. You should avoid formal or informal participation in or comment on the work of the
 1401 Pastor Nominating Committee.
 - 1402 f. Regarding continued worship in the church where the pastor no longer serves, through
 1403 retirement or other circumstances, the Commission on Ministry encourages clergy and
 1404 families to seek alternate worship sites and opportunities, especially during the first few
 1405 months after the new pastor and family arrive. This will help avoid the inevitable
 1406 comparisons that can cause so much pain whenever old relationships are severed and new
 1407 ones are being formed.

1408 These guidelines are intended to serve as a help to pastors and churches as they go through
 1409 difficult times of adjustment. They are provided as an attempt to avoid having a long and
 1410 devoted pastoral relationship between a pastor and church become a source of dissension
 1411 within a congregation and a source of pain for a succeeding pastor and family. The
 1412 Commission on Ministry is available to counsel pastors, their families and congregations
 1413 regarding these guidelines as needed in their particular situations. If you have any questions,
 1414 please contact the Chair of the Commission on Ministry.

Appendix B

Presbytery of Coastal Carolina **So, Your Minister is Leaving** **(For All Session Members)**

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Your minister has announced he/she is leaving. Don't panic or be anxious. Take a deep collective breath. Thank God for the time your pastor has been with you, and remember all the gifts he/she brought to your congregation and the opportunities that are now before you.

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Your minister is aware of the process for dissolving the relationship and will lead you through it. It is important that the Session, the pastor who is leaving, and the congregation understand the limitations of future relationships. Please see "*Ministerial Guidelines for Leaving a Parish*".

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The Commission on Ministry (COM) of the Presbytery of Coastal Carolina will designate one of its members to serve as liaison to your church. That person will arrange an exit interview with both the Session and the minister. The liaison will follow the Pastor Nominating Committee (which cannot be elected until the pastor has left the field) through the process until a call is completed.

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Who will fill the pulpit each Sunday is usually the first question raised. It is the responsibility of the Session's Worship Committee, if there is one, to arrange to hear different preachers. If no Worship Committee is in place, the Session would be wise to designate one or perhaps two elders to carry out this responsibility. There is a list of ministers and others available for pulpit supply which is always being updated and can be found online at www.presbycc.org or sent to you from the Presbytery Office (1-800-277-7479). Try Commissioned Ruling Elders – they bring richness to the message too. It is also possible to ask the General Presbyter to preach for you as soon as possible following the exiting pastor's last Sunday. You will find you learn a great deal about liturgy and the service when it is yours to do.

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As a Session, you have increased responsibility so that the church continues to function well. You and your pastor need to notify the Board of Pensions that the position of pastor is now vacant. Make use of your lay people and you will be amazed at the undiscovered talents that are in your church.

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The COM urges churches in transition to secure the services of an interim pastor. The Session will need to decide if an interim pastor is appropriate for the church at this time. If so, there is a process that the COM recommends in order to secure one who has the skills to see you through this transition time. Again, the Presbytery Office can send you this helpful material or you can ask the liaison for a copy.

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This is a time for your church to seek direction, to look at its mission, to discover the gifts you congregation has to further that mission – all with the Holy Spirit supporting and guiding you, through prayer and love for one another.

1452 Appendix C

1453 Presbytery of Coastal Carolina

1454 **Relationship Between a Congregation and a Former Pastor**

1455 (For Session Members & Congregation)

1456 *For the purposes of this document the term “pastor” and “minister” shall include:*
1457 *Pastor; Associate Pastor; Interim Pastor; Interim Associate Pastor; Stated Supply;*
1458 *Temporary Supply; Intern; Inquirer or Candidate as Temporary Supply; and*
1459 *Commissioned Ruling Elder.*

1460 To the churches, ministers and commissioned ruling elders, the Commission on Ministry has
1461 been concerned about the relationship between the particular church and its former pastor or
1462 associate pastor. While recognizing the enduring value of the friendships established during
1463 the term of a pastoral, administrative, educational, teaching advice and counsel or worship
1464 leadership or preaching relationship, the Commission is aware of difficulties which may
1465 result for a current pastor when the congregation or a portion of the congregation continues
1466 to look to a former pastor for pastoral advice and counsel.

1467 Therefore, the Commission on Ministry commends to the churches and pastors the following:

1468 A. When Presbytery dissolves the pastoral relationship, that relationship is dissolved. Only
1469 the pastor duly installed by Presbytery, or the pastor approved by the Presbytery for
1470 temporary service, is authorized to perform pastoral, administrative, educational, teaching
1471 advice and counsel or worship leadership or preaching duties among a particular
1472 congregation.

1473 1. The former pastor should not participate in any way with the function of the Pastor
1474 Nominating Committee.

1475 2. The former pastor should make every effort to be supportive of the next pastor.
1476 Encourage persons who might make contact with concerns about the current pastor to
1477 address them to their current pastor or the Session or the Commission on Ministry.
1478 Avoid drawing conclusions about the current pastor on interpreting his/her behavior
1479 or words. Encourage openness and opportunities for growth.

1480 3. Should the former pastor’s family return for a visit or for a vacation, make a friendly
1481 phone call to the current pastor prior to the visit/vacation and soon after arrival.

1482 B. For a pastor or associate pastor to return to a former parish to perform pastoral, admin-
1483 istrative, educational, teaching advice and counsel or worship leadership or preaching and
1484 continuing services for the church and its people while they have another person as their
1485 pastor is to show disregard for the minister who is there. The same is true for continual
1486 visiting among the congregation, continual attendance at congregational functions, or
1487 visiting the people in hospitals, as pastor. “Intentional or not, it expresses discourtesy and
1488 disregard toward the new person’s service as pastor when a former pastor returns without
1489 such invitation and coordination.”

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- 1491 C. “Former pastors, associate pastors and assistant pastors may officiate at services for
 1492 members of a particular church, or at services within its properties, *only* upon invitation
 1493 from the moderator of the session or, in case of the inability to contact the moderator,
 1494 from the Clerk of Session.” Book of Order, G-2.0905.
- 1495 D. The people of the church shall give consideration to the pastors they have called and to
 1496 show respect for them by calling them to perform pastoral, administrative, educational,
 1497 teaching advice and counsel or worship leadership or preaching services.
- 1498 E. Any complaint to the COM shall receive a first response in the form of a private meeting
 1499 of three members of the COM with the person alleged to have violated the privilege of
 1500 the pastoral relationships. Should they find the complaints valid, and should the practice
 1501 continue, the matter shall be brought before the entire COM and the accused may be
 1502 subject to censure according to the Rules of Discipline. The pastor, associate pastor,
 1503 interim pastor, interim associate pastor, stated supply, commissioned lay pastor, intern,
 1504 makes no comments, even privately, about the new pastor after leaving except to install
 1505 confidence and support in the congregation. All other approaches, questions, comments
 1506 from any member or staff of the congregation shall be referred appropriately.
- 1507 F. If the accused is a member of another Presbytery, the COM shall communicate with the
 1508 COM of that Presbytery.
- 1509 G. When a minister or lay pastor leaves a pastoral relationship with a church, a copy of this
 1510 statement will be given to the minister or lay pastor as well as to the session members.
 1511 The session will be asked to share this statement throughout the entire congregation by
 1512 reading it aloud to the congregation gathered or by using it as an insert for the bulletin or
 1513 newsletter, unless the statement has been distributed through the congregation within the
 1514 past year. The Commission on Ministry’s liaison person will share the statement with the
 1515 session when an installed pastorate is ended or has ended.
- 1516 H. A minister who has served a church in an established relationship may not serve that
 1517 church as parish associate or in any other relationship until at least two years after the
 1518 next pastor has begun serving the church.
- 1519 **NOTE:** These guidelines do not apply in case of a relationship of an interim pastor, interim
 1520 associate pastor, stated supply, or lay pastor that lasts four months or less.
- 1521 09/07/00
- 1522 Revised 12/05
- 1523 Revised 9/12

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Appendix D

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The Presbytery of Coastal Carolina

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Ministerial Guidelines for Retiring

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Retirement is a very personal decision. If you are married, the decision should be made in careful consultation with your spouse. The decision should not be made in haste. You are encouraged to make final decisions about retirement only after much thought and prayer about all of the implications.

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When May I Retire?

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Full retirement benefits are available to vested members of the Benefits Plan at age 65. You may retire as early as age 55 for pension benefits. However, these benefits are actuarially adjusted as a result of the early retirement option. Full retirement benefits begin at age 63 for credits accrued under the Board of Annuities and Relief of the PCUS.

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You may defer commencement of your pension beyond the Normal Retirement Date but no later than the required beginning Date. This is called “Post-Normal Retirement Age Option”. This may have a significant positive impact on the pension you will receive.

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If you are not working, you must initiate your retirement pension by April 1 following the calendar year in which you attain age 70 ½.

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All retirement benefits will begin on the first of the month. This means that if a member retires, for example, on March 15, his or her retirement benefit will not begin until the first of the following month, April 1. Mid-month commencement dates are not possible.

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You are *urged* to contact The Board of Pensions prior to making a decision regarding retirement. The telephone number of The Board of Pensions is 800-773-7752. The website of The Board of Pensions is www.pensions.org.

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For purposes of Social Security retirement benefits, the full retirement age gradually increases from age 65 eventually reaching age 67 for persons born after 1959.

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You are *urged* to contact the Social Security Administration prior to making a decision regarding retirement. The telephone number of Social Security is 800-772-1213. The website of Social Security is www.socialsecurity.gov. Online filing for retirement benefits is safe, easy, and is the most convenient method of filing. You can also apply for disability benefits over the Internet. Medicare’s website is www.medicare.gov.

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What Should I Do as I Think About Retiring?

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- A. You are encouraged to participate in one or more Pre-Retirement Planning Seminars offered by The Board of Pensions. It is strongly suggested that you participate in a Pre-Retirement Planning Seminar a number of years prior to age 65. It is also strongly recommended that you again participate in a Pre-Retirement Planning Seminar of The Board of Pensions after age 60. Consult the web site of The Board of Pensions or call the Presbytery Office for information about Pre-Retirement Planning Seminars offered by The Board of Pensions.

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- 1562 B. When you begin to think of the possibility of retiring in the next two or three years, contact
 1563 our General Presbyter to find out if the presbytery will hold a workshop for those nearing
 1564 retirement. This would be an excellent and informative event for you and your spouse. In
 1565 such a workshop you will learn the process of retirement within this presbytery, up to date
 1566 information about the details of retirement, and have an opportunity to clarify your
 1567 expectations regarding the early post-retirement years.
- 1568 C. You may obtain from The Board of Pensions the booklet *Information for Members Planning*
 1569 *to Retire*. Another helpful booklet is *Guide to Social Security and Medicare*.
 1570 [www.imercer.com/socialsecurity]. The Mercer Guide is a simple explanation with easy-
 1571 reference benefit tables.
- 1572 D. Talk with and decide with your spouse the location of your first home in retirement. The
 1573 location that you determined in earlier years may not be appropriate at this stage of your life.
- 1574 E. Consider with your spouse the financial assets and liabilities that you will have in retirement.
 1575 Assets include: Social Security Benefits, Pension Benefits from the Board of Pensions and
 1576 other sources, and other retirement plans and financial assets that you and your spouse have
 1577 accumulated.
- 1578 Those retiring as members of the Presbytery of Coastal Carolina may be eligible to partici-
 1579 pate in the Kate B. Reynolds Fund. Eligibility is defined as active service as a member of
 1580 presbytery for the last five years of ministry or a total of ten years of ministry served while a
 1581 member of a presbytery within North Carolina. Another requirement is maintaining member-
 1582 ship in a presbytery within the state of North Carolina. Funds from the Kate B. Reynolds
 1583 Fund are normally distributed in June and December. As of 2012 eligible persons receive
 1584 approximately \$2,000 a year. For more information, contact the General Presbyter/ Stated
 1585 Clerk.
- 1586 Liabilities may include: mortgage on your home, cost of purchasing a home following
 1587 retirement, credit card balances, and other debt that you may carry into retirement. Consider
 1588 the assets and liabilities that are in your name, jointly in your name and that of your spouse,
 1589 and in your spouse's name. There are excellent sources that you can find on the World Wide
 1590 Web that will assist you in your consideration of your assets and liabilities.
- 1591 F. Consult with your Regional Service Team at the Board of Pensions to learn about different
 1592 types of individual healthcare coverage available to you and your spouse in your retirement
 1593 years. Be certain that you understand the options, cost, and extent of healthcare coverage
 1594 after you retire and especially if you and/or your spouse are thinking of retirement prior to
 1595 age 65.
- 1596 G. There are several very knowledgeable persons in our presbytery who are willing to assist you
 1597 as you begin to consider retirement. You may obtain their names from our General
 1598 Presbyter/Stated Clerk.

1599 **What is a Good Time Line?**

- 1600 A. The Board of Pensions offers the following suggestions. [*Information for Members Planning*
 1601 *to Retire*, Page 6]

- 1602 • Contact your local Social Security office four months before the date of retirement. It
1603 normally takes at least three months to establish Social Security retirement benefits.
1604 [Note: the length of time may vary and may be shorter.]
 - 1605 • Request a retirement application package from the Board of Pensions at least 90 days
1606 before retirement to allow sufficient time for processing. You must complete the
1607 Retirement Pension Application, the Application for Election of Pension Option and a tax
1608 withholding form to begin receiving pension benefits. Allow time to obtain the required
1609 certification of retirement from your employing organization. This certification is given
1610 by our General Presbyter/Stated Clerk after the Commission on Ministry has given
1611 approval. You can obtain a Retirement Application Packet by calling your Regional
1612 Service Team of the Board of Pensions at 800-773-7752.
 - 1613 • Your Retirement Application Packet will include a pension quotation. Your request for a
1614 packet must include the expected date of retirement, birth dates for you and your spouse,
1615 and your current address.
- 1616 B. Contact the General Presbyter/Stated Clerk of our presbytery at least four months before your
1617 anticipated date of retirement. Ask for an appointment and consult with the General
1618 Presbyter/Stated Clerk of our presbytery *before* you talk with *any person* related to your
1619 congregation.

1620 **What If My Doctor Tells/Suggests That I Should Retire?**

1621 Consider exploring the possibility of **disability** with the Board of Pensions if your doctor
1622 tells/suggests that you should retire. It may be to your financial advantage to draw from the
1623 Board of Pensions disability benefits rather than a pension. Disability benefits from the
1624 Board of Pensions are solely at the discretion of the Board of Pensions. The Board of
1625 Pensions makes the decision after consulting with your doctors.

1626 **Does The Presbytery Have Policies Regarding How Ministers Relate to Their Former**
1627 **Church(es)?**

1628 **Yes!** Policies are available regarding how former pastors, retirees as well as others who move
1629 on, relate to the church(es) previously served. You may obtain the policies by contacting our
1630 General Presbyter/Stated Clerk or the Administrative Assistant of Presbytery. It is **never** too
1631 early to have these policies as you begin to think about retirement.

1632 **What Will I Do With My Time in Retirement?**

1633 This is a very personal decision that should be made in consultation with your spouse. It is
1634 wonderful if you have a hobby you love. The days, weeks and months can be long in
1635 retirement if you cannot fill the time with meaningful activities. This is especially true if your
1636 health continues to be good. Ministers in retirement enjoy many various activities. These
1637 include: a hobby; golf, tennis, or other sport; various volunteer activities; travel (but you will
1638 quickly realize that you probably will not travel most or all of the time); serving as a
1639 Temporary Supply, Stated Supply, Interim Pastor or Parish Associate; work in committees of
1640 presbytery or the synod; begin a second career. The list of possible activities in retirement is
1641 long and is limited only by limits of imagination and/or creativity.

1642 It is the responsibility of each person to push their imagination and creative thinking in
1643 exploring potential retirement activities.

1644 A good idea is to take the week long **Interim Pastor Training** if you are *remotely*
1645 considering the possibility of serving as an Interim Pastor from your home or “away from
1646 home” following your retirement. More information about Interim Pastor Training can be
1647 had by talking with the General Presbyter/Stated Clerk of our presbytery or with the
1648 Commission on Ministry.

1649 *September, 2012*

Appendix E

Presbytery of Coastal Carolina

Minimum Terms of Call – 2016

Full Time Pastoral Positions

(Approved June 11, 2015)

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1655	Total Minimum Compensation for 2016	\$65,296.15

1656 *Recommended breakdown for compensation:*

1657 **Effective Salary** (may be allocated between salary and housing allowance) \$41,100.00

1658 **SECA** (7.65% of salary and housing) \$3,144.15

1659 **Benefits**

1660 • Pension, Death and Disability (12% of **PCC** minimum of \$41,100) \$4,932.00

1661 • Medical Dues 23% of **BOP** minimum of \$44,000 (**individual coverage**
1662 **only**) \$10,120

1663 .00

1664 **Professional Expenses** – to be used for Continuing Ed. and Professional Expenses \$6,000.00

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1667 The Board of Pensions offers a helpful booklet on *Understanding Effective Salary*. Go to their website:

1668 <http://www.pensions.org/AvailableResources/BookletsandPublicitions/Documents/pln-103.pdf>

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1671 **Important Notes:**

1672 1. The **Salary** may include a suitable amount designated for **housing**, as allowed by IRS
1673 Guidelines, to provide a dwelling for the pastor and family.

1674 2. The division of funds between Professional Expenses and Continuing Education should be
1675 determined by the session in consultation with the pastor. The division of funds can vary
1676 from year to year.

1677 • Reimbursable **Professional Expenses** are usual, customary and reasonable expenses incurred in
1678 support of the ministry provided to the congregation by the pastor. They do not include
1679 commuting from home to church/office. Expenses are reimbursed upon the submission of
1680 appropriate receipts or mileage logs and **should not** be paid in regular monthly installments.

1681 **If** Professional Expenses **are** paid in monthly installments then they **must** be counted as income
1682 and listed on the pastor's W-2 form. Pension, Disability, and Medical Dues would also have to
1683 be paid on them. It is up to the pastors to monitor their use of Professional Expense funds so as
1684 not to run over by the end of the year.

1685 Any unused funds revert to the church treasury at the end of the year. Unexpended budgeted
1686 funds for Professional Expenses are **not** available to a pastor as compensation.

1687 • Since **Continuing Education** funds are provided by the church in order to equip the pastor to be
1688 a more effective leader in the congregation, it is the responsibility of the pastor to consult with the
1689 session about the content, location, and cost of any continuing education before taking time off or
1690 incurring costs. The expenses will be reimbursed (within the limits of the agreement) upon

1691 presentation of receipts. Accrued Continuing Education time and money are forfeited upon
1692 dissolution of the pastoral relationship. Unexpended Continuing Education money are **not**
1693 available to a pastor as compensation.

1694 3. **Board of Pensions:** Each church is responsible to pay the 23% of medical dues for the BOP
1695 **member** (pastor). Beginning in 2015 the BOP charges an additional 1.5% for **family**
1696 **coverage**. The Committee on Ministry has decided not to require congregations to pay the
1697 additional 1.5% for family coverage. This means that congregations can ask BOP members
1698 (pastors) to pay none, some, or all of the 1.5% for family coverage. This should be spelled
1699 out in the terms of call presented annually to the congregation.

1700 4. For negotiations for service **less than full-time**, a normal (full time) work week is considered
1701 as 40 hours.

1702 5. **Other benefits** (part of minimum terms of call):

1703 a. Vacation of 4 weeks including 4 Sundays.

1704 b. Study Leave of 2 weeks including 2 Sundays. The purpose of Study Leave will be planned in
1705 consultation with the Session.

1706 c. Holidays as established by Presbytery policy.

1707 d. Full usual, customary, & reasonable cost of moving to the field by a licensed carrier.

1708 e. FAMILY LEAVE is recommended.

1709 EITHER

1710 A. FAMILY LEAVE is a mutual agreement between the Session and Pastor for the good and
1711 welfare of the whole of God's holy people. *A Covenant of Care and Compassion* is a formal
1712 opportunity to express agreement in family leave policies. Guidelines for *A Declaration of*
1713 *Family Leave Policy* and *A Covenant for Care and Compassion* are available at the
1714 Presbytery Office.

1715 OR

1716 B. FAMILY LEAVE is time released for medical care and treatment.

1717 • Sick Leave shall accumulate at least 1 ¼ days each month to 90 days total. Sick Leave of
1718 5 days shall be accrued to newly installed pastors. When sick leave taken exceeds 5 days
1719 in a 6-month period, a church may require a statement from the attending physician.

1720 • Maternity Leave – 4 weeks with payment of salary and benefits excluding reimbursable
1721 expenses. An additional two (2) weeks may be granted from accumulated sick leave if
1722 needed.

1723 • Adoptive Leave – 2 weeks with payment of salary and benefits excluding reimbursable
1724 expenses.

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Appendix E

Presbytery of Coastal Carolina

Committee on Ministry Minimum 2016 Terms of Call

Full Time Certified Christian Educators

1726		
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1731	Salary (including suitable health and retirement plans)	\$45,000.00
1732	Continuing Education – Annual provision of continuing education approved by session	
1733		\$1,200.00
1734	Total Minimum compensation for 2016	\$46,200.00
1735		

1736 For negotiations for service less than full-time, a normal (full time) work week is considered as
1737 40 hours.

1738 **Other benefits** (part of minimum terms of call):

- 1739 a. Vacation of 4 weeks including 4 Sundays.
- 1740 b. Study Leave of 2 weeks including 2 Sundays. The purpose of Study Leave will be planned in
1741 consultation with the Session.
- 1742 c. Holidays as established by Presbytery policy.
- 1743 d. Full usual, customary, & reasonable cost of moving to the field by a licensed carrier.
- 1744 e. FAMILY LEAVE is recommended.

1745 EITHER

1746 A. FAMILY LEAVE is a mutual agreement between the Session and Pastor for the good and
1747 welfare of the whole of God's holy people. *A Covenant of Care and Compassion* is a formal
1748 opportunity to express agreement in family leave policies. Guidelines for *A Declaration of*
1749 *Family Leave Policy* and *A Covenant for Care and Compassion* are available at the
1750 Presbytery Office.

1751 OR

1752 B. FAMILY LEAVE is time released for medical care and treatment.

- 1753 • Sick Leave shall accumulate at least 1 ¼ days each month to 90 days total. Sick
1754 Leave of 5 days shall be accrued to newly installed pastors. When sick leave taken
1755 exceeds 5 days in a 6-month period, a church may require a statement from the
1756 attending physician.
- 1757 • Maternity Leave – 4 weeks with payment of salary and benefits excluding
1758 reimbursable expenses. An additional two (2) weeks may be granted from
1759 accumulated sick leave if needed.
- 1760 • Adoptive Leave – 2 weeks with payment of salary and benefits excluding
1761 reimbursable expenses.

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Appendix E

Presbytery of Coastal Carolina

Committee on Ministry Minimum 2016 Terms of Call

Full Time Certified Associate Christian Educators

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1768	Salary (including suitable health coverage and retirement plans)	\$40,000.00
1769	Continuing Education – Annual provision of continuing education approved by session	
1770		\$1,200.00
1771	Total Minimum compensation for 2016	\$41,200.00

1772 For negotiations for service less than full-time, a normal (full time) work week is considered as 40 hours.

1773 **Other benefits** (part of minimum terms of call):

- 1774 f. Vacation of 4 weeks including 4 Sundays.
- 1775 g. Study Leave of 2 weeks including 2 Sundays. The purpose of Study Leave will be planned in
- 1776 consultation with the Session.
- 1777 h. Holidays as established by Presbytery policy.
- 1778 i. Full usual, customary, & reasonable cost of moving to the field by a licensed carrier.
- 1779 j. FAMILY LEAVE is recommended.

1780 EITHER

1781 C. FAMILY LEAVE is a mutual agreement between the Session and Pastor for the good and
1782 welfare of the whole of God's holy people. *A Covenant of Care and Compassion* is a formal
1783 opportunity to express agreement in family leave policies. Guidelines for *A Declaration of*
1784 *Family Leave Policy* and *A Covenant for Care and Compassion* are available at the
1785 Presbytery Office.

1786 OR

1787 D. FAMILY LEAVE is time released for medical care and treatment.

- 1788 • Sick Leave shall accumulate at least 1 ¼ days each month to 90 days total. Sick
1789 Leave of 5 days shall be accrued to newly installed pastors. When sick leave taken
1790 exceeds 5 days in a 6-month period, a church may require a statement from the
1791 attending physician.
- 1792 • Maternity Leave – 4 weeks with payment of salary and benefits excluding
1793 reimbursable expenses. An additional two (2) weeks may be granted from
1794 accumulated sick leave if needed.
- 1795 • Adoptive Leave – 2 weeks with payment of salary and benefits excluding
1796 reimbursable expenses.

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Appendix F

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Presbytery of Coastal Carolina

1800

Some Information Regarding Ordination and/or Installation

- 1801 1. The *Book of Order* reference with regard to administrative commissions is G-3.0109b. Section G-
1802 2.07 covers ordinations. Section G-2.0805 covers installations.
- 1803 2. Ordination and/or Installations will ordinarily take place at a time when members of the
1804 Presbytery can attend. This is usually not at the regular worship time of the congregation.
- 1805 3. The provisions in G-3.0109b for an administrative commission to ordain and/or install include
1806 the following:
- 1807 a. A minimum number of 5.
- 1808 b. Teaching Elders and Ruling Elders in equal numbers; or if there is an odd number of
1809 members, the additional member may be either a Teaching Elder or a Ruling Elder.
- 1810 c. No more than one Ruling Elder from any one church.
- 1811 d. The quorum is a majority of the commission’s members.
- 1812 4. The commission should include one Ruling Elder from the calling church, who will propound the
1813 constitutional questions to the congregation (see W-4.4006b).
- 1814 5. Presbytery is committed to the principle of inclusiveness, and appoints each commission to
1815 reflect at least gender inclusiveness and racial ethnic inclusiveness. Presbytery’s Manual of
1816 Administrative Operations requires all entities of Presbytery to be representative of the racial-
1817 ethnic diversity of the Presbytery.
- 1818 6. Commission members need to be minister members of this Presbytery and elders from churches
1819 of this Presbytery. Presbytery can be asked to invite others from outside the Presbytery to sit with
1820 the commission as guests (with their expenses to be met by the calling church or the person to be
1821 ordained/installed), but technically they are not members of the commission.
- 1822 7. You are asked to include the Mission Coordinator for your Community of the Presbytery as a
1823 member (if minister or elder) or a guest (if a church member) of the commission:
- 1824 • East Community – Rev. Nancy J. Gladden, 910-284-0581; nancygladden@presbycc.org
 - 1825 • Central Community – Rev. Steuart Link, 910-874-3600; steuartlink@presbycc.org
 - 1826 • West Community – Rev. Laura Lupton, 910-818-9938; lauralupton@presbycc.org
- 1827 8. From the Minutes of Presbytery, October 14, 2000: “A Motion was made that Presbytery
1828 authorize an offering to be received at each installation service of a pastor or associate,
1829 designated for a *Presbytery Ministers’ Emergency Relief Fund* to be administered by the
1830 Commission on Ministry.” This offering can be channeled through the church treasurer and a
1831 check, appropriately identified, sent to Gayle Boykin, Treasurer.
- 1832 9. Be sure that the form “*Minutes of the Commission Elected to Ordain and Install*” is filled out and
1833 that a copy is kept by the church and a copy sent to the Presbytery Office. The form can be found
1834 on the Presbytery website under “Forms.”

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Appendix G

Presbytery of Coastal Carolina

Policy Regarding Ministers from Other Denominations

Who Wish To Serve on a Supply Basis

The Commission on Ministry has adopted the following process of review and examination for considering the requests of ministers of other denominations who wish to preach on a supply basis and administer the sacraments in Presbyterian Church (U.S.A.) congregations:

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1) A minister from another denomination will be considered for such service only if a session submits a written request for the minister to provide specific services (occasional preaching, celebrating the sacraments, etc.) for a specific period of time (up to one year). A session would be counseled by the COM before making such a formal request. If the request is granted, (1) representatives of the session would appear before the COM on the day of the examination (as we require PNC members to appear); (2) the situation would be subject to review before the end of the designated time period; and (3) the minister would work under the close supervision of the designated moderator of the session (who would be advised of these added responsibilities and encouraged to exercise them);

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2) The minister from another denomination will be required to submit a written application which will include basic background information, educational and ordination information, questions about motivations and reasons he/she wants to preach and celebrate the sacraments in a Presbyterian Church, and references that will be checked, including evidence of good standing in his or her ecclesiastical body of membership. (A full application form is found on our website at www.presbycc.org under Committees/Forms.)

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3) Written questions include:

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a. Briefly describe your reasons/motivations for seeking this supply preaching position in the Presbytery of Coastal Carolina.

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b. Explain any differences in the theology and conduct of corporate worship between the denomination to which you belong and that of the Presbyterian Church (U.S.A.) in the Reformed tradition.

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c. Explain your understanding of the sacrament of baptism, including the role of the parents and congregation in the baptism of an infant. Please comment on any differences between your denomination's understanding and theology of baptism and that of the Presbyterian Church (U.S.A.) in the Reformed tradition.

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d. Explain your understanding of the sacrament of the Lord's Supper. Please comment on any differences between your denomination's understanding and theology of the Lord's Supper and that of the Presbyterian Church (U.S.A.) in the Reformed tradition.

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4) For those seeking a regular pastoral relationship with a congregation of this Presbytery

1872 Should write a half-page response (one page total) to each of two of the following questions
1873 from the Ordination and Installation Questions asked of all Teaching Elders (ministers) and
1874 Ruling Elders (members of the Church’s board). (See *Book of Order*, W-4.4003.) Use the
1875 bulleted questions as a guide to your composition.

1876 a. *Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the*
1877 *Church, and through him believe in one God, Father, Son, and Holy Spirit?*

- 1878 • What does it mean to you to trust in Jesus Christ as your Savior?
- 1879 • What does it mean to you that Jesus Christ is Lord of all? Head of the Church?
- 1880 • What does it mean to you to say that God is one yet made up of three persons?
- 1881 • What is the relationship between Father, Son, and Holy Spirit?

1882 b. *Do you accept the Scriptures of the Old and New Testament to be, by the Holy Spirit, the*
1883 *unique and authoritative witness to Jesus Christ in the Church universal, and God’s Word to*
1884 *you?*

- 1885 • What role does the Holy Spirit play in our interpretation of the Scriptures?
- 1886 • In what way are the Scriptures the “unique and authoritative witness to Jesus Christ”?
- 1887 • How are the Scriptures “God’s Word to you”?

1888 c. *Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in*
1889 *the confessions of our church as authentic and reliable expositions of what Scripture leads us*
1890 *to believe and do, and will you be instructed and led by those confessions as you lead the*
1891 *people of God?*

- 1892 • List some of what you understand to be the “essential tenets” of the Reformed faith.
- 1893 • Do you find any of them in conflict with what you think that “Scripture leads us to
- 1894 believe and do”?

1895 d. *Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture,*
1896 *and be continually guided by our confessions?*

- 1897 • What does it mean to you to be obedient to Jesus Christ?
- 1898 • What does it mean to you to be under the authority of Scripture?
- 1899 • What does it mean to you to be guided by our confessions?

1900 e. *Will you be governed by our church’s polity, and will you abide by its discipline.*

- 1901 • What does it mean to you “to be guided by our church’s polity”?
- 1902 • What does it mean to you “to abide by our church’s discipline”?
- 1903 • How does the Presbyterian Church “discern the mind of Christ”?

1904 f. *Will you in our own life seek to follow the Lord Jesus Christ, love your neighbors, and work*
1905 *for the reconciliation of the world?*

- 1906 • What is the hardest part of keeping this vow for you?
- 1907 g. *Do you promise to further the peace, unity, and purity of the church?*
- 1908 • What is your role as a minister to further the peace, unity and purity of the church? Is that
1909 role different from that of any other member of the church?
- 1910 • What do you do when these three (peace, unity and purity) are in tension?
- 1911 h. *Will you pray for and seek to serve the people with energy, intelligence, imagination, and
1912 love?*
- 1913 • What does it mean to you to “serve the people”?
- 1914 i. *Will you be a faithful teaching elder, proclaiming the good news in Word and Sacrament,
1915 teaching faith and caring for people? Will you be active in the government and discipline,
1916 serving in the councils of the church; and in your ministry will you try to show the love and
1917 justice of Jesus Christ?*
- 1918 • How do you see your role as minister (teaching elder) in this particular church?
- 1919 • If appropriate, how will you balance your service to the larger church to that of the
1920 congregation?
- 1921 e. How do you balance showing “the *love* and *justice* of Jesus Christ”?
- 1922 5) Items listed in #2 above including written answers to the questions would be evaluated before
1923 the minister would be scheduled to meet with the Examinations Subcommittee. Indeed, the
1924 request, application, and written answers would help determine if the minister would be
1925 scheduled to meet with the subcommittee.
- 1926 6) The COM at all levels will be proactive and diligent in finding ways to encourage retired
1927 minister members of the presbytery to supply preach and celebrate sacraments in our smaller
1928 churches. Also the COM will seek ways to encourage sessions to consider the use of QREs
1929 for preaching and administration of sacraments.
- 1930 **Note for consideration:** It has been suggested that the COM needs to determine if the minister’s
1931 ordination would transfer to the PC(USA) according to the requirements in the *Book of Order* (if
1932 the minister so desired). If not, the presbytery would need to vote to waive the requirements and
1933 allow the non-PCUSA minister to celebrate the sacraments.
- 1934 *Updated September, 2012 and December, 2015*

Appendix H

Presbytery of Coastal Carolina

Pastoral Relationships

Suggested Working Definitions and Policies for Commission on Ministry

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1939 Concerning the frequent confusion over temporary pastoral relationships designations: Even
1940 though the present *Book of Order* does not define these distinctions (and previous *Books of Order*
1941 may not be as clear as we often assume or “remember”); the Commission on Ministry (COM) can
1942 certainly establish those definitions, put them in the COM Manual, and use them as working
1943 definitions (otherwise known as “common practice”). To that end, the following working
1944 definitions have been established by COM.

1945 1. **Installed Pastors** (P, CP, or AP) – Installed pastoral relationships are pastor, co-pastor, and
1946 associate pastor. A teaching elder may be installed in a pastoral relationship for an indefinite
1947 period or for a designated⁸ term determined by the presbytery in consultation with the
1948 congregation and specified in the call. When a congregation determines that its strategy for
1949 mission under the Word so requires, the congregation may call additional pastors. Such
1950 additional pastors shall be called co-pastors or associate pastors, and the duties of each pastor
1951 and the relationship between the pastors of the congregation shall be determined by the session
1952 with the approval of the presbytery. When a congregation has two pastors serving as co-
1953 pastors, and the relationship of one of them is dissolved, the other remains as pastor. The
1954 relationship of an associate pastor to a congregation is not dependent upon that of a pastor. An
1955 associate pastor ordinarily is not eligible to be the next installed pastor of that congregation.
1956 (*G-2.0504a*)

1957 a. If a teaching elder has been installed in a pastoral relationship for a designated term as
1958 pastor, co-pastor, or associate pastor, and before that term is completed, the session may
1959 request that the Commission on Ministry allow for the calling of a congregational meeting
1960 to request that the Presbytery allow the teaching elder to become the pastor, co-pastor or
1961 associate pastor for an indefinite period of time. If the congregation votes in the affirmative
1962 then its action must be approved by a majority vote of the Presbytery.

1963 b. Under the new *Form of Government* Associate Pastors, Stated Supply Pastors, and Interim
1964 Pastors may be considered for election as the next installed pastor of the congregation.
1965 However the approval of this new relationship requires at least a three-fourths vote of the
1966 presbytery present and voting. (*G-2.0504c*)

1967 2. **Occasional Supply** (OS) – essentially a preaching assignment of no more than one time per
1968 month in the same church. Giving priority to available Presbyterian Church (USA) pulpit
1969 supplies, the session has authority to secure/schedule an occasional supply using the COM
1970 pulpit supply list. Though the COM is not usually involved in reviewing/approving this
1971 relationship, it is included here to add definition to common practice.

⁸ This installed position for a “designated term” replaces the old Designated Pastor category. The process for calling pastors for a designated length of service is now the same as that for calling other installed pastors.

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3. **Stated Supply (SS)** – is appointed by the Presbytery (through the COM) upon the request of and in consultation with the session, to perform the functions of a pastor, duties as specified in a contractual agreement between session and the SS for a period not to exceed twelve months (renewable), in a church which is not seeking, or not yet seeking an Installed Pastor. The SS may be appointed by COM as the moderator. The person in this position may not become the next Installed Pastor or Designated Pastor, except as provided in G-2.0504c. When a church with a Stated Supply Pastor elects a Pastor Nominating Committee, that pastor then becomes an Interim Pastor.
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4. **Interim Pastor (IP)** – is appointed by the Presbytery (through the COM) upon the request of and in consultation with the session, to perform the functions of a pastor, duties as specified in a contractual agreement between session and the IP for a period not to exceed twelve months (renewable), in a church that is seeking or will be seeking an Installed Pastor. The IP may be appointed by the COM to serve as moderator. The person in this position may not become the next Installed or Designated Pastor, except as provided in G-2.0504c.
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5. **Parish Associate (PA)** – is teaching elder (minister) who is serving in a validated ministry, or who is a member-at-large, or who is retired, but wishes to maintain a relationship with a particular church. The PA is nominated by the pastor of the congregation, and the relationship shall be established between the PA, the session and the Presbytery. The PA may succeed him/herself in an installed position only after 6 months have elapsed since the end of the PA relationship. When the installed pastor leaves the church, the PA relationship is dissolved as well.

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Appendix I
Presbytery of Coastal Carolina
Policy and Process for the Validation of Ministries

The *Book of Order* requires each presbytery to develop a policy and process whereby all of its active members participate in a validated ministry.

Guided by the *Book of Order*, the presbytery has as its criteria for validated ministry the following description of the nature of ordered ministry found in G-2.0102, G-2.0103, and G-2.0503, including the following standards:

1. The ministry of continuing members shall be in demonstrable conformity with the mission of God’s people in the world as set for in Holy Scripture, the *Book of Confessions*, and the *Book of Order* of this church.
2. The ministry shall be one that serves others, aids others, and enables the ministries of others.
3. The ministry shall give evidence of theologically informed fidelity to God’s Word. This will normally require the Master of Divinity degree or its equivalent and the completion of the requirements for ordination set forth in G-2.0607.
4. The ministry shall be carried on in accountability for its character and conduct to the presbytery and to organizations, agencies, and institutions.
5. The ministry shall include responsible participation in the deliberations and work of the presbytery and in the worship and service of a congregation.

A minister of the Word and Sacrament who is an active member of presbytery may be engaged (1) in a validated ministry within congregations of this church, (2) in a validated ministry in other service of this church, (3) in a validated ministry in service beyond the jurisdiction of this church, or may be (4) honorably retired.

The presbytery assumes that all ministries in categories 1, 2, and 4 meet the criteria listed above for validated ministry and therefore are not required to follow a special process for validation.

With regard to those who fall into category 3, the following process must be followed if they wish to have their ministries validated by the Presbytery of Coastal Carolina.

- a. They should appear before the Community Commission on Ministry.
- b. They should present a letter containing the following information:
 - 1) description of the ministry;
 - 2) a rationale for the necessity of the ministry being performed by an ordained person;
 - 3) a statement of the intent and mode of participation in presbytery and local congregation.

- 2027 c. They should present a letter from the employing organization describing the organization,
2028 the nature of its call to the candidate for validation, and a request that such a ministry be
2029 validated.
- 2030 The validation must be approved by the Community COM and recommended to the full
2031 Commission on Ministry for adoption by the Presbytery. If this process is completed and the
2032 ministry is validated by action of Presbytery, the validation shall remain in force as long as the
2033 terms of validation remain in force. It shall be the responsibility of the minister to inform the
2034 Commission on Ministry when the terms are no longer in force.
- 2035 If the Community COM denies the application, the candidate for validation may appeal the
2036 decision to the full Commission on Ministry and in turn to Presbytery.

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Appendix J-1
The Presbytery of Coastal Carolina
Recommended Minimum Terms of Employment
Interim Pastor/Interim Associate Pastor

1. A written covenant or contract (document) that sets forth the expectations of the session for the Interim and the expectations of the Interim for the Session, the start date and the end date, and financial terms of employment shall be agreed to by the Interim, by the Session, and approved by the Commission on Ministry. It shall be presented to the Presbytery for information as part of the report of the Commission on Ministry.
2. The document shall state that employment may be terminated by the Minister giving 30 day written notice to the Session or the Session giving 60 day written notice to the minister.
3. The terms of employment shall normally comply at least with the Minimum Terms of Call for those serving in installed positions. The total shall be structured to meet the needs of the Interim. If the Interim is a member (active or retired) of the Benefits Plan of the Board of Pensions, the requisite dues for that plan shall be included.
4. For purposes of negotiation the normal work week shall be 40 hours. Additional time as needed to provide unanticipated pastoral care such as sudden illness, death, funerals, etc. is in addition to the normal work week of 40 hours.
5. Prior to serving a second interim in this Presbytery a Minister shall have completed Interim Minister Training Phase I (the basic Interim Ministry Training) and shall have completed Interim Ministry Training Phase II (the second Interim Ministry Training) prior to serving a third or later interim in this Presbytery.

Appendix J-2

The Presbytery of Coastal Carolina

Sample Covenant for Interim Pastor

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2062 This Covenant between the Session of _____ Presbyterian Church, _____,
2063 North Carolina and _____ to be our Interim Pastor is for the purpose of engaging
2064 in the mission of Jesus Christ by partnering to lead and fulfill the mission of this congregation.
2065 The Session being satisfied with your qualifications and trusting that our ministry will be to our
2066 mutual spiritual benefit commits our congregation to the following Covenant.

2067 This Covenant is for a period of ____ months to begin _____. It is renewable with the
2068 approval of the Commission on Ministry. This Covenant may be terminated by either party with
2069 _____ days written notice.

2070 You will serve full time (or, if *part time* - insert hours _____). For purposes of this covenant, full
2071 time is considered to be forty hours. Emergency or crisis visitation and other unanticipated duties
2072 may extend the normal work week.

2073 **Expectations of the Interim Pastor**

- 2074 1. Maintain regular office hours.
- 2075 2. Serve as Moderator of the Session and Moderate congregational meetings. **Note: If Interim**
2076 **Pastor is not a member of the Presbyterian Church (USA), the Presbytery will appoint a**
2077 **Moderator for the Session and Congregation.**
- 2078 3. Attend meetings of committees of Session.
- 2079 4. Attend meetings of the Board of Deacons and its committees.
- 2080 5. Participate in church related activities.
- 2081 6. Conduct funerals and weddings.
- 2082 7. Conduct services of worship and preach.
- 2083 8. Visit sick, shut-ins when informed.
- 2084 9. Attend meetings and participate in the life of the Presbytery of Coastal Carolina.
- 2085 10. Visit new members and the congregation in general as is appropriate.
- 2086 11. Submit a written report quarterly to the Commission on Ministry on the ministry and health
2087 of the congregation.

2088 **Expectations of the Session**

- 2089 1. Work with the interim pastor to review the history of the church and to resolve any
2090 unfinished agendas.

- 2091 2. Within the first 60 days of the interim pastor’s service, have a Session retreat for reflection
 2092 and planning.
- 2093 3. Review the ministry of the interim pastor regularly and provide constructive feedback.
- 2094 4. Work with the Interim Pastor to prepare the way for the next installed pastor.
- 2095 5. Remit in regular payments the dues owed to the Board of Pensions, if applicable.
- 2096 6. **Compensation** (*Insert agreed amounts*)
- 2097 1. **Salary** (*Example*)
- 2098 • The Salary of the Interim Pastor is allocated as follows:
- 2099 • Cash \$
- 2100 • Housing \$ or %
- 2101 • SECA \$
- 2102 7. **Accountable Professional Reimbursement (Example)**
- 2103 • Professional business expenses include but are not limited to: continuing education, dues
 2104 for professional organizations, books, subscriptions to professional journals and
 2105 periodicals, professional entertainment, subsistence while away from home on business.
 2106 Reimbursement for the professional use of auto shall be at the current IRS allowable rate
 2107 for business use of car. \$
- 2108 8. **Benefits (Example)**
- 2109 • Vacation/study leave
- 2110 • Dues shall be remitted to the Board of Pensions for the Benefits Plan, if required.
- 2111 • Costs of moving to the field
- 2112 _____
- 2113 Clerk of Session Interim Pastor
- 2114 _____
- 2115 Date of Agreement Commission on Ministry Moderator

Appendix K

Presbytery of Coastal Carolina, PC(USA)

Manual of Administrative Operations

4.00 Commission on Ministry

4.10 Membership

Membership of the Commission on Ministry shall consist of equal numbers of teaching elders (ministers) and ruling elders (*Book of Order, G-3.0307*). There shall be forty-six (46) voting members, with fifteen members from each of the three Missional Communities as equally divided between ruling elders and teaching elders as is possible and a teaching or ruling elder as Chairperson of the Commission on Ministry who is not a member of any of the three community Commissions on Ministry. The General Presbyter/Stated Clerk and the three Mission Coordinators serve as advisory members without vote. (See Section 5.31 of *Manual*.)

4.11 Mission

To serve as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators of the presbytery; to facilitate the relations between the presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient and to provide for the training, examination and commissioning of ruling elders to particular pastoral service. (G-3.0307; 2.0903; 2.10)

4.12 Responsibilities

The **responsibilities** of the Commission on Ministry and its three Community Commissions are spelled out in the *Commission on Ministry Handbook* and include:

1. To develop, review and revise annual goals, objectives, and action plans, to keep full minutes of meetings and actions and to report to the Presbytery on any actions taken on its behalf;
2. to facilitate Church-Pastor relations;
3. to work with the Missional Communities to develop strategies for the mission of the church in its area;
4. to work through the Missional Community Commissions on Ministry with churches in the Missional Communities their leadership groups to address specific needs as they apply to the work of the Committee on Ministry;
5. to carry out the constitutionally-assigned functions of examining, receiving, counseling, and dismissing ministers;
6. to carry out a preliminary examination of candidates for ordination who shall ordinarily preach a sermon before the Presbytery or one of its Missional Community Gatherings as part of the floor examination for ordination;

- 2152 7. to arrange for the introduction of new teaching elders (ministers) to the Presbytery
2153 including sharing of their statements of faith and biographical sketches;
- 2154 8. to coordinate the training and examination of ruling elders who sense a call to
2155 particular pastoral ministry as Commissioned Ruling Elders and provide for their
2156 oversight and continuing education;
- 2157 9. to minister to the ministers and their families;
- 2158 10. to counsel with the Pastor Nominating Committees, and to advise the Sessions of
2159 vacant churches with regard to pastoral services;
- 2160 11. to carry out applicable provisions of the sexual misconduct, ethics, and boundary
2161 training and certification policies;
- 2162 12. to examine non-PC(USA) ministers being considered for pastoral leadership by
2163 congregations in the Presbytery and to provide training and support to any of
2164 those permitted to serve congregations of the Presbytery;
- 2165 13. to work with the Missional Community Mission Coordinators in providing care
2166 for churches and their pastors, in counseling churches with regard to pastoral
2167 services, and in addressing conflicts and issues that may arise including the
2168 appointment of Committees of Inquiry or Administrative Commissions;
- 2169 14. to appoint Pastoral Teams to work congregations discerning their relationship
2170 with the PC(USA) as outlined in the Presbytery's Separation Policy.

2171 **4.13 Commission Power**

2172 The Commission on Ministry and its Community Commissions shall have authority to act for the
2173 Presbytery on the following limited matters as detailed in the *Book of Order* and the *Commission*
2174 *on Ministry Handbook*:

- 2175 1. Grant permission for minister members (Teaching Elders) to engage in work
2176 outside the geographic bounds and/or jurisdiction of this Presbytery (G-2.0502
2177 and G-2.0503), and to grant permission to minister members of other presbyteries
2178 to engage in work within the bounds and/or jurisdiction of this presbytery.
- 2179 2. Commission Ruling Elders to pastoral service in a congregation – G-2.1002
- 2180 3. Validate the ministry of Teaching Elders who are not serving in a pastoral
2181 relationship in a particular church and review that ministry on an annual basis –
2182 G-2.0503
- 2183 4. Grant Honorable Retired status to teaching elders – 2.0503c.
- 2184 5. Approve pastoral relationships in:
- 2185 a. Installed pastoral relationships – G-2.0504a
- 2186 b. Temporary pastoral relationships – G-2.0504b
- 2187 c. Approve terms of call – G-3.0109b(3)
- 2188 6. Receive the transfer of ministers of other denominations:

- 2189 a. As full members of the Presbytery – G-2.0505
- 2190 b. As temporary members of the Presbytery – G-20506
- 2191 7. Release Teaching Elders from ministry at their request – G-2.0507
- 2192 8. Appoint moderators for sessions without an installed pastor – G-3.0104
- 2193 9. Name Administrative Commissions to ordain and/or install Teaching Elders to
- 2194 pastoral relationships – G-3.0109b(2); G-3.0109b(3)
- 2195 10. Examine and receive into membership Teaching Elders seeking admission to
- 2196 presbytery – G-3.0109b(3)
- 2197 11. Counsel with sessions concerning reported difficulties – G-3.0303d(1) – (3)

2198 **4.14 Authority Reserved to Full Presbytery**

2199 Any other responsibilities found in the *Book of Order* are reserved to the Presbytery and/or its
 2200 Missional Communities. In particular, the Commission on Ministry **shall not** take action
 2201 concerning the following matters as detailed in the *Book of Order*, **but may** make a
 2202 recommendation to the full Presbytery for **its action**.

- 2203 1. Removal of the name of a Teaching Elder from the role of the Presbytery for
- 2204 failure to be engaged in a validated ministry or to fulfill the criteria for
- 2205 membership-at-large (G-2.0508) or for persisting in work disapproved by the
- 2206 presbytery (G-2.0509).
- 2207 2. Establish minimum compensation for Teaching Elders, Certified Christian
- 2208 Educators and Certified Associate Christian Educators – G-3.0103c

2209 **4.15 Authority Reserved to Presbytery and/or Missional Communities**

2210 Any other responsibilities found in the *Book of Order* are reserved to the Presbytery and/or its
 2211 Missional Communities. In particular, the Commission on Ministry **shall not** take action
 2212 concerning the following matters as detailed in the *Book of Order*, **but may** make a
 2213 recommendation to the full Presbytery or its Missional Communities for **its action**.

- 2214 1. Assumption of original jurisdiction of a session – G-3.0303e
- 2215 2. Exceptions to the prohibition on calling of an Associate Pastor as the next
- 2216 Installed Pastor of a congregation or the calling of a Teaching Elder engaged in a
- 2217 temporary pastoral relationship as the next Installed Pastor of a congregation – G-
- 2218 2.0504c.
- 2219 3. Examination of candidates for ordination as teaching elders.

2220 **4.16 Sharing of Actions**

2221 All faith statements and biographical sketches and actions of the Commission on Ministry related
 2222 to the reception of minister members of the Presbytery shall be published on the Presbytery’s
 2223 website in a timely manner.

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Appendix L-1
Presbytery of Coastal Carolina, PC(USA)
Triennial Visit Session
Ministry and Mission Reflection for Session

- Please be ready to reflect on these questions with the Ministry and Mission Team.
1. The church is called to be the Body of Christ in the world. When has the church best resembled the Body of Christ for you?
 2. When, in this church, was prayer most important and effectual for you?
 3. What do you see as Christ's dream for the future of your ministry here?
 4. What concrete steps have you taken to translate Christ's dream into reality in this church and in the community?
 5. What concrete steps will you continue to take to translate Christ's dream into reality?
 6. In what ways is your congregation in the presbytery?
 7. Has there been a happening in the life of your congregation that you would like the presbytery to celebrate with you?
 8. How could the Presbytery be more helpful to your congregation?
 9. Do you have any comments or concerns you would like to share?

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Appendix L-2
Presbytery of Coastal Carolina, PC(USA)
Triennial Visit Pastor
Ministry and Mission Reflection for Pastor

- Please be ready to reflect on these questions with the Ministry and Mission Team.
1. When has the church or the Presbytery best resembled the Body of Christ for you?
 2. Describe the time when you felt the most spiritually fulfilled/excited during your time at the church you are now serving?
 3. What do you see as Christ's dream for the future of your ministry here?
 4. How can the Presbytery, session, COM, etc. help you to fulfill this dream?
 5. Taking care of self...
 - a. Do you think you are adequately compensated and how do you feel about your financial stability?
 - b. Describe the quality of your relationship to the staff, the session, and to the congregation?
 - c. Do you take all of your vacation time and how have you been using study leave?
 6. What would you like to see happen in your congregation in the next 3-5 years?
 7. Do you have any comments or concerns to share?
 8. How could the COM support you and your ministry better?

Appendix M

Guidelines for Examination of Ministers

2261
2262
2263 Our Reformed pattern of governance makes it clear that no pastoral relationship within a
2264 congregation can be established without the consent of that congregation through either the
2265 action of the session for short-term pastoral relationships or of the whole congregation through
2266 the calling of a pastor for an extended pastoral relationship. At the same time no congregation
2267 can establish a pastoral relationship without the permission of the Presbytery. The following
2268 suggestions are related to the Presbytery's obligation to assure that pastors chosen by the session
2269 or congregation are properly suited to that call and acceptable to the Presbytery. We will
2270 consider four different examination situations.

2271 **1. Transfer of PC(USA) Minister from One Congregation in the Presbytery to Another**

2272 This is the simplest examination. The candidate is already a member of the Presbytery and
2273 therefore does not need a *full* examination as to her/his Christian faith and views in theology,
2274 the Sacraments, and the government of the church (*Book of Order* G-3.0306). However it is
2275 *necessary* that the Community COM explore the suitability of this call and it is *recommended*
2276 that they explore any changes in faith or views by asking the candidate to explain his/her
2277 understanding of the meaning of the ordination vows which s/he will have to repeat when
2278 installed in the new call.

2279 **2. Transfer of PC(USA) Minister from Another Presbytery or Formula Partners**

2280 This is the second most simple examination. The candidate has been examined by another
2281 Presbytery or by one of our Formula of Agreement partners (Appendix B of *Book of Order*)
2282 and ordained to pastoral ministry. Questions about the content of his/her theological training
2283 are not in order. However, it is the *duty* of the Community COM to inquire into *both* the
2284 candidate's Christian faith *and* her/his views in theology, the Sacraments, and the
2285 government of this church (*Book of Order* G-3.0306). It is *recommended* that they explore
2286 any changes in faith or views in theology, the Sacraments, and the government of the church
2287 by asking the candidate to explain his/her understanding of the meaning of the ordination
2288 vows which s/he will have to repeat when installed in the new call. Our practice calls for an
2289 hour's examination for transferring ministers.

2290 **3. Ordination of a Candidate for Ministry**

2291 If a church calls a candidate who has been certified as ready to receive a call then the
2292 Community COM should hold a full examination of the candidate about his/her Christian
2293 faith and views in theology, the Sacraments, and the government of this church (*Book of*
2294 *Order* G-3.0306). In addition to assuring themselves that the candidate is *competent* to serve
2295 as a Teaching Elder in our Presbytery it is *recommended* the examination committee should
2296 explore the candidate's Christian faith and views in theology, the Sacraments, and the

2297 government of the church by asking the candidate to explain his/her understanding of the
2298 meaning of the ordination vows which s/he will have to make when ordained and installed in
2299 this call. Our practice calls for a two-hour examination for candidates.

2300 4. **Acceptance of a Minister of Another Denomination as a Temporary Supply Pastor**

2301 This situation calls for a *careful* examination. We should require at least as careful review of
2302 ministers from other denominations as we do of our own. Exploring the way a minister of
2303 another denomination views our Reformed theology and practice requires the ability to
2304 translate some of our terms into language that they can understand. We do not require that
2305 ministers of other denominations believe exactly as we do, but they should be sympathetic to
2306 our views and be able to interpret them to members of the congregation that they will serve.
2307 Since ministers of other denominations have not been examined for ordination in the same
2308 way our ministers have been, it is *fair to ask them* any of the questions about the Bible,
2309 theology, the Sacraments, and the government of our church. One way to do this would be to
2310 review with them the questions asked of our ministers when they are ordained or installed
2311 and ask them to reflect on these questions from their particular theological viewpoint. Our
2312 practice calls for a two-hour examination for ministers of other denominations seeking to
2313 serve one of our congregations. Remember, Non-PC(USA) Ministers cannot moderate
2314 session or congregational meetings. *For Formula of Agreement pastors see number 3. above.*

2315 **Suggested Questions**

2316 The *COM Handbook* (Appendix M-2 below) has a great number of suggested questions
2317 useful for determining the knowledge of and view of the Bible, theology, the Sacraments, and the
2318 government of our church. These are most useful for situations 2 and 3 above.

2319 **Ordination/Installation Vows**

2320 One of the ways to get at the beliefs and views of the minister or candidate for ordination
2321 coming before an examination committee is to review the ordination/installation questions.
2322 These questions are asked repeatedly over the course of a minister's career and are, therefore, a
2323 fair way of gauging a candidate's evolving understanding of the Christian faith and her/his views
2324 in theology, the Sacraments, and the government of the church (*Book of Order* G-3.0306). The
2325 questions are found at W-4.4003. Not all of these questions are appropriate for non-PC(USA)
2326 ministers.

2327 *d. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the*
2328 *Church, and through him believe in one God, Father, Son, and Holy Spirit?*

2329 • What does it mean to you to trust in Jesus Christ as your Savior?

2330 • What does it mean to you that Jesus Christ is Lord of all? Head of the Church?

2331 • What does it mean to you to say that God is one yet made up of three persons?

- 2332 • What is the relationship between Father, Son, and Holy Spirit?
- 2333 e. *Do you accept the Scriptures of the Old and New Testament to be, by the Holy Spirit, the*
 2334 *unique and authoritative witness to Jesus Christ in the Church universal, and God’s Word to*
 2335 *you?*
- 2336 • What role does the Holy Spirit play in our interpretation of the Scriptures?
- 2337 • In what way are the Scriptures the “unique and authoritative witness to Jesus Christ”?
- 2338 • How are the Scriptures “God’s Word to you”?
- 2339 f. *Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in*
 2340 *the confessions of our church as authentic and reliable expositions of what Scripture leads us*
 2341 *to believe and do, and will you be instructed and led by those confessions as you lead the*
 2342 *people of God?*
- 2343 • List some of what you understand to be the “essential tenets” of the Reformed faith.
- 2344 • Do you find any of them in conflict with what you think that “Scripture leads us to
 2345 believe and do”?
- 2346 j. *Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture,*
 2347 *and be continually guided by our confessions?*
- 2348 • What does it mean to you to be obedient to Jesus Christ?
- 2349 • What does it mean to you to be under the authority of Scripture?
- 2350 • What does it mean to you to be guided by our confessions?
- 2351 k. *Will you be governed by our church’s polity, and will you abide by its discipline.*
- 2352 • What does it mean to you “to be guided by our church’s polity”?
- 2353 • What does it mean to you “to abide by our church’s discipline”?
- 2354 • How does the Presbyterian Church “discern the mind of Christ”?
- 2355 l. *Will you in our own life seek to follow the Lord Jesus Christ, love your neighbors, and work*
 2356 *for the reconciliation of the world?*
- 2357 • What is the hardest part of keeping this vow for you?
- 2358 m. *Do you promise to further the peace, unity, and purity of the church?*
- 2359 • What is your role as a minister to further the peace, unity and purity of the church? Is that
 2360 role different from that of any other member of the church?
- 2361 • What do you do when these three (peace, unity and purity) are in tension?

- 2362 n. *Will you pray for and seek to serve the people with energy, intelligence, imagination, and*
2363 *love?*
- 2364 • What does it mean to you to “serve the people”?
- 2365 o. *Will you be a faithful teaching elder, proclaiming the good news in Word and Sacrament,*
2366 *teaching faith and caring for people? Will you be active in the government and discipline,*
2367 *serving in the councils of the church; and in your ministry will you try to show the love and*
2368 *justice of Jesus Christ?*
- 2369 • How do you see your role as minister (teaching elder) in this particular church?
- 2370 • If appropriate, how will you balance your service to the larger church to that of the
2371 congregation?
- 2372 • How do you balance showing “the *love* and *justice* of Jesus Christ”?

2373 **Other Suggested Questions for Examination**
2374 **of Ministers Coming into the Presbytery**

2375 **Theology**

- 2376 1. A woman comes to you shortly after the death of her father. She is upset because her father,
2377 though a good man, was not a church goer. The minister used the occasion to evangelize non-
2378 Christian family members and suggested that the deceased was not “saved.” What would you
2379 say to this woman?
- 2380 2. Our denomination has a *Brief Statement of Faith* which reflects on a number of theological
2381 issues. Comment on any two of those issues and the way the Brief Statement deals with
2382 them.
- 2383 3. A Confession of Faith seeks to express faith in light of issues which face the church in con-
2384 temporary society. What are some of the contemporary issues dealt with in the new *Brief*
2385 *Statement of Faith* and in your view, how adequately are they addressed?
- 2386 4. Dr. Carl Sagan in an article in the Sunday supplement magazine, *Parade*, recently wrote of
2387 the need for science and religion to join forces on environmental issues. He noted that all
2388 major religions have a concern for and respect for the earth. What in your view are factors in
2389 a Christian Theology of the earth? How can such issues be addressed in churches where the
2390 employment of some people depends on the industries who do not always take good care of
2391 the earth and its people?
- 2392 5. In Chapter 2 of the *Book of Order*, ‘The Church and Its Confessions,’ we read: “The Church
2393 affirms...the church reformed, always reforming, according to the word of God and the Call
2394 of the Spirit.” [F-2.02] Please comment upon what that means in terms of the theology and
2395 standards of doctrine in our denomination.
- 2396 6. There is strong support in the Session to give Schofield Reference Bibles to graduates. How
2397 would you handle this?
- 2398 7. You get a request to teach the book of Revelation and preach a sermon on the “rapture.”
2399 What would you do?
- 2400 8. In a world where “*tho’ the wrong seems oft so strong*,” as the hymn line puts it, what
2401 meaning does the Reformed centerpiece doctrine of the sovereignty and providence of God
2402 have for you?
- 2403 9. How important is the Reformed doctrine of the sovereignty and providence of God as a
2404 subject for proclamation in today’s world, in your judgment?
- 2405 10. You ask the young people in the confirmation class to bring in articles from the newspaper
2406 that reflect different understandings of God. One of them brings in a letter to the editor with
2407 the request that you help them to interpret it: “When I attended church a lot in my younger
2408 days, I was taught to believe that people receive blessings for living peaceably, honestly,

2409 decently and uprightly. But from what I have seen, heard and read in the last several years, it
2410 seems to me that a lot of brutal, trouble-making people have good luck, while a lot of
2411 peaceable people, who try to live decently and uprightly, are cursed. Such things cause me to
2412 wonder whose side God is on, and what kind of people he favors. How do you interpret this
2413 to a fourteen-year old?

2414 **Christian Faith**

- 2415 1. *Parade Magazine*, the Sunday newspaper supplement published an article on Ministerial
2416 Burnout. What are the ingredients of your personal faith and practice which allow God to
2417 refresh you and keep you from ministerial burnout?
- 2418 2. Have you ever experienced ministerial burnout? What in your faith helped you to recover
2419 from it?

2420 **Reformed Theology**

- 2421 1. Share with us a Reformed theological understanding of the church's mission that would be
2422 appropriate and helpful in guiding a session as they look at the future.
- 2423 2. How would you explain to an adult Sunday School Class a Reformed understanding of
2424 justification by faith alone?
- 2425 3. Talk about your understanding of the Trinity and ways that you can share that understanding
2426 with others.
- 2427 4. What is your understanding of the authority of Scripture and what role does the Holy Spirit
2428 play in our understanding of Scripture?
- 2429 5. Talk about a Reformed understanding of the Holy Spirit and its role in the Trinity.

2430 **Bible**

- 2431 1. Talk about your favorite Old Testament Prophet, sharing some background and insights as
2432 well as how that prophet informs your faith for today.
- 2433 2. What are some elements of the Exodus story that help you in your understanding of
2434 redemption and how did it influence the formation of the people of Israel?
- 2435 3. Talk about how the book of Acts helps you understand the early church and how the church
2436 of today should understand the mission of God (*missio Dei*).
- 2437 4. Choose one of the letters of Paul and briefly talk about how it informs your theology.
- 2438 5. Apocalyptic Literature and eschatology are popular subjects. How do you explain the "end
2439 times" from a Biblical standpoint?

2440

2441 **Worship and Sacraments**

- 2442 1. Explain the relationship between baptism and the biblical covenants and how that helps us in
2443 our understanding of infant baptism.
- 2444 2. Talk about the importance of “self-offering” as an element of Reformed worship and the
2445 ways that is expressed in worship.
- 2446 3. A member of your congregation comes to you and says, “Pastor, I like coming to church, but
2447 the Prayer of Confession bothers me. Seems like a downer. Why do we need it in the
2448 service?” How would you respond?
- 2449 4. Talk about a Reformed understanding of the practice of the Lord’s Supper within the worship
2450 life of the church.
- 2451 5. What is the relationship between church membership and the Sacrament of Baptism?

2452 **Polity**

- 2453 1. What are the relationships among the governing bodies of the Presbyterian Church (USA)
2454 and what is the authority of presbytery in relation to a particular congregation?
- 2455 2. Under the provisions of the *Book of Order* can a Ruling Elder administer the Sacrament of
2456 the Lord’s Supper? Explain some circumstances where that might be necessary and who
2457 gives this authority?
- 2458 3. According to the *Book of Order* what is our understanding of ecumenism and our
2459 commitment to ecumenical activity? Talk about your personal commitment to ecumenism.
- 2460 4. You realize that although your church has 600 on the role the average attendance is only 120.
2461 Describe the session’s responsibility for reviewing the church’s membership and what
2462 pastoral sensitivities need to be considered.
- 2463 5. Why do we need the *Book of Order*?

2464 **From the Examinations Committee of**
2465 **New Hope Presbytery**

2466 The presbytery shall examine each teaching elder or candidate who seeks membership in it
2467 on his or her Christian faith and views in theology, the Sacraments, and the government of
2468 this church. *Book of Order* G-3.0306.

2469

2470 To help fulfill this obligation, the Examinations Committee of the Commission on Ministry
2471 provides the following questions as representative of the questions asked of ministers and
2472 candidates who seek membership in New Hope Presbytery. Additional questions may be
2473 asked by the Commission or by members of Presbytery.

2474

2475 **Biblical Theology**

- 2476 1. If you had to state it in a few sentences, what would you say the Bible teaches? What
2477 scriptural themes and/or texts would you use to support your answer?
- 2478 2. Trace the theme of “covenant” through the Bible. How, if at all, does the idea of covenant
2479 change from the Old to the New Testament?
- 2480 3. Choose one of Paul’s letters. Give a broad outline of the structure of the letter which will
2481 illustrate what you believe to be the major theme of that letter.
- 2482 4. Identify some major themes of the prophetic books and indicate how you would treat these
2483 themes in your preaching.
- 2484 5. How did Paul relate “grace” and “law” in his writings?
- 2485 6. Briefly explain the synoptic problem. How would you answer someone who said, “The fact
2486 that the four gospels differ in places – even the fact that we have four gospels – is a
2487 stumbling block for me.”?
- 2488 7. What would you say to someone who said, “I don’t understand how the God of the Old
2489 Testament and the God of the New Testament can be one and the same? One seems to be
2490 angry and vengeful, the other one kind and loving.” What scripture texts would you use to
2491 demonstrate and proclaim the unity of God between the two Testaments?
- 2492 8. Many people are put off by the book of Revelation because it scares them or they don’t
2493 understand the symbolism and imagery. What characteristics of apocalyptic writing are
2494 important for us as 20th century Christians to understand? Why is the book of Revelation
2495 important for Christians of all times?
- 2496 9. Genesis 1-11 is sometimes referred to as “myth”. How do these stories of primeval history
2497 introduce the rest of the biblical story?

2498 **Doctrinal Theology**

- 2499 1. How do you understand the Bible’s authority? How does this understanding inform your
2500 practice of ministry?
- 2501 2. What is theology? What is your theological method? How do you function as a theologian?
- 2502 3. Share your theological understanding of God, the human predicament, and redemption. What
2503 Bible texts undergird your doctrine of salvation?
- 2504 4. Share your view and understanding of Christ’s birth, miracles, teachings, crucifixion, and
2505 resurrection. What Old and New Testament texts inform your Christology?
- 2506 5. What are the essential tenets of the Reformed tradition?

- 2507 6. What is your understanding of sin, including original sin and actual sin? What continuity
2508 and/or difference is there between Old and New Testament treatments of sin and its effects?
- 2509 7. How does the doctrine of the Trinity inform your understanding of the nature of God? What
2510 scriptural foundations are there for the Trinity?
- 2511 8. Explain the doctrine of predestination and its relationship to the Reformed doctrine of
2512 justification by grace through faith.
- 2513 9. What is the nature and mission of the church?
- 2514 10. What is your view of the church's involvement in public affairs? Which prophetic or gospel
2515 texts speak most clearly to you about this subject?
- 2516 11. How do you view Christianity in relation to the religions of the world? How do the mission
2517 mandates in the gospels and epistles inform your understanding of ecumenicity and world
2518 religions?
- 2519 12. What are the implications of the Presbyterian Church being a confessional church?

2520 **Worship and Sacraments**

- 2521 1. What are the key elements of Presbyterian worship? Outline the order of worship
2522 recommended in the Book of Order.
- 2523 2. What is a sacrament? What is the relation of the Sacraments to the spoken Word of God?
2524 What is the role of the Sacraments in the church?
- 2525 3. What is the nature and function of Baptism in the life of the church? What New Testament
2526 texts speak directly to the topic of Baptism? What scriptural warrants are there for infant
2527 Baptism?
- 2528 4. What is the nature and function of the Lord's Supper in the church?
- 2529 5. What training or instruction have you found helpful for parents of children receiving the
2530 Sacraments?
- 2531 6. What role does inclusive language play in the faithful worship of the church?
- 2532 7. Do you view the Lord's Supper primarily as a glad celebration or as a solemn observance?
2533 Why?

2534 **Church Government**

- 2535 1. Discuss the role of the session in the life of the church and the relation of the pastor and the
2536 associate pastor to the session.

- 2537 2. Why should we be concerned with good order? Does your theology actually inform the
 2538 working process of the church? What scriptural basis do you find for the Presbyterian form
 2539 of church government?
- 2540 3. What is your obligation toward a majority action or stance of a church governing body when
 2541 you oppose the action or stance?
- 2542 4. If a candidate under the care of presbytery announces that he or she does not accept the
 2543 baptism of infants or the ordination of women, yet still wishes to be ordained, what action do
 2544 you think presbytery should take?
- 2545 5. What training would you recommend for elders and deacons prior to ordination and/or
 2546 installation?
- 2547 6. What is your view of ordination? What Old and New Testament texts inform your
 2548 understanding of ordination and the relationship between clergy and the laity?
 2549

**An Exam to Be Given to Ministers of Other Denominations
 Seeking Entrance into the Presbytery of Coastal Carolina**

2552 **Theology**

- 2553 1. Please state the distinguishing characteristics of the reformed faith.
- 2554 2. Using some of the creeds of the church and references to church history, what are your
 2555 views-on the nature of Jesus Christ?
- 2556 3. Give your views of the state of humanity following Adam’s fall by his disobedient act in
 2557 violation of God’s instructions regarding the tree in the midst of the Garden of Eden.
- 2558 4. What means did God provide for the direction of the lives of God’s people in the Old
 2559 Testament?
- 2560 5. What means of salvation did God provide in the New Testament for the people of God?
- 2561 6. What is your view of the reformed concept of the Doctrine of God?
- 2562 7. Explain in three distinct ways the church has understood the doctrine of the atonement and
 2563 give your views of the strengths and weaknesses of each.
- 2564 8. Referring to the Nicene Creed, please present your view on the nature of the Holy Spirit as,
 2565 “the Lord and Giver of Life”.
- 2566 9. What is your understanding of the gifts of the Spirit?
- 2567 10. In the reformed faith as set forth in accepted Confessions state your views of the sovereignty
 2568 of God, and freedom of choice.

- 2569 11. What are your views of “the last things”? Name three historic positions relative to the end
2570 times and the second coming and state your views on this question.
- 2571 12. State your understanding of the reformed Doctrine of Soteriology?
- 2572 13. Explain and share your views about differences in the theology and conduct of corporate
2573 worship between the denomination to which you belong and that of the Presbyterian Church.

2574 **Sacraments**

- 2575 1. Give your view of the reformed understanding of Baptism and the role of the parents and
2576 congregation in the Baptism of an infant
- 2577 2. Consider the life of Jesus Christ and the events related to the Sacraments. In your own words
2578 describe how the Sacraments were instituted by Jesus Christ.
- 2579 3. What would be some justification for administering the sacrament of Baptism other than
2580 during a regular service of worship of the congregation? What steps would you take before
2581 and after?
- 2582 4. Give your view on “the means of grace” which might be experienced in the Sacrament of the
2583 Lord’s Supper.
- 2584 5. In the Presbyterian Church on some occasion a couple at their wedding may ask that as a part
2585 of their wedding service the minister presiding privately serve the elements to the bride and
2586 groom. How would you view this and how would you counsel them?
- 2587 6. What is your view on the Reformed Doctrine of the nature of the elements in the Sacrament
2588 of the Lord’s Supper?

2589 **Church Government**

- 2590 1. Please specify the distinction between the government of the Presbyterian Church and the
2591 denomination in which you presently hold membership, and state your views on the
2592 government and rules of discipline of the Presbyterian Church.
- 2593 2. Comment on the three forms of government in the several denominations with which you
2594 most often come into contact and how you feel about the several forms and what if any
2595 reservations you have about the Presbyterian system of government?
- 2596 3. How do you view the minister’s relationship to the Session, the board of Deacons, the
2597 Congregation and the Presbytery?
- 2598 4. What are your views on diversity and inclusiveness in the offices of the church and in church
2599 government?
- 2600 5. Comment on the connectional nature of the Presbyterian Church and how it relates to those
2601 who serve as Elders and Ministers.

- 2602 6. What is your perception of Presbytery and the functions of government committed to it?
- 2603 7. How do you view the higher Governing Bodies of the Presbyterian Church? Specifically the
- 2604 Presbytery, the Synod, and the General Assembly from your understanding of their
- 2605 respective responsibilities as designated in the Book of Order.

2606 **Bible**

- 2607 1. Give in a brief concise statement your own understanding of how the Word of God contained
- 2608 in the Old and New Testament came into our hands and how it is to be used.
- 2609 2. Comment on the significance of Covenant Theology as we find it revealed in the Biblical
- 2610 text.
- 2611 3. Illustrate from your understanding of the Biblical Text the concept of the unity of the
- 2612 Scriptures.
- 2613 4. Can you describe at least four very significant events as recorded in the Bible when God
- 2614 steps into the line of history to take charge of the lives of God's people?
- 2615 • *Please be as concise as possible*
 - 2616 • *You are encouraged to cite Scripture and from the Book of Order and any*
 - 2617 *theological support that informs your view.*

2618

Appendix N

Documents Required for New Pastoral Relationships

- 2619
- 2620
- 2621
- 2622 Welcome to the Presbytery of Coastal Carolina! Whether you are moving within our bounds or
2623 coming to us from another Presbytery, we are glad that you are here. To make your reception and
2624 approval by the Commission on Ministry go smoothly, please submit the following documents to the
2625 Office of the Stated Clerk or the COM Liaison working with the congregation that is calling you at
2626 least two weeks before the next meeting of the Community COM.
- 2627 1. Committee on Preparation for Ministry (**CPM**) **File** (if you are not ordained yet).
2628 Ask your CPM Chair to send a copy of your entire CPM file to the Stated Clerk.
- 2629 2. **Statement of Faith** – a one page statement outlining your views on the members of the Trinity,
2630 salvation, the church, and the sacraments. Samples of this statement can be found on our website
2631 where we introduce new members to the Presbytery. www.presbycc.org.
- 2632 3. **Biographical Sketch** – a one page bio that traces your faith journey and call to and/or service in
2633 ministry. Samples of this statement can be found on our website where we introduce new
2634 members to the Presbytery. www.presbycc.org.
- 2635 4. **Answers to Ordination Questions** (2 x ½ page) – Please select 2 or the 9 questions on the
2636 following page and write a half-page response to each question (total = one page). Use the
2637 question-bullets as a guide to your answer. It is not necessary to answer each bullet point.
- 2638 5. **Current signed PIF** – we need a copy of the Church Leadership Connection’s Personal
2639 Information Form (PIF) with the Sexual Misconduct Statement signed by you.
- 2640 6. **Terms of Call** – please have the PNC or Search Committee fill out the proper form.
- 2641 7. **SafeGatherings Report** – we require that you take and pass the safe-church course provided by
2642 SafeGatherings. If you have completed a similar process within the last two years in another
2643 Presbytery, contact the Stated Clerk for a waiver. Instructions for registering for and taking the
2644 course are found on our website. www.presbycc.org.
- 2645 8. **Acknowledgement of Ethics and Misconduct Policies** – download the policies from our
2646 website and submit the signature page acknowledging receipt of the policies. www.presbycc.org.
- 2647 9. **Photo for website** – electronically, of course!
- 2648 10. Ordination and/or Installation **Commission Members** (for installed relationships) – this may
2649 come later in the process, but begin working with the PNC on putting together a commission.
2650 Instructions of how to select members of the Commission are on our website: www.presbycc.org.
- 2651 **Please** submit the documents asked for in 2, 3, and 4 **electronically** to the COM Liaison or to the
2652 Presbytery office: jankrause@presbycc.org or billreinhold@presbycc.org.

2653

Ordination/Installation Vows

- 2654 a. *Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and*
2655 *through him believe in one God, Father, Son, and Holy Spirit?*
- 2656 • What does it mean to you to trust in Jesus Christ as your Savior?
 - 2657 • What does it mean to you that Jesus Christ is Lord of all? Head of the Church?
 - 2658 • What does it mean to you to say that God is one yet made up of three persons?
 - 2659 • What is the relationship between Father, Son, and Holy Spirit?
- 2660 b. *Do you accept the Scriptures of the Old and New Testament to be, by the Holy Spirit, the unique and*
2661 *authoritative witness to Jesus Christ in the Church universal, and God’s Word to you?*
- 2662 • What role does the Holy Spirit play in our interpretation of the Scriptures?
 - 2663 • In what way are the Scriptures the “unique and authoritative witness to Jesus Christ”?
 - 2664 • How are the Scriptures “God’s Word to you”?
- 2665 c. *Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the*
2666 *confessions of our church as authentic and reliable expositions of what Scripture leads us to believe*
2667 *and do, and will you be instructed and led by those confessions as you lead the people of God?*
- 2668 • List some of what you understand to be the “essential tenets” of the Reformed faith.
 - 2669 • Do you find any of them in conflict with what you think that “Scripture leads us to believe and
 - 2670 do”?
- 2671 d. *Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be*
2672 *continually guided by our confessions?*
- 2673 • What does it mean to you to be obedient to Jesus Christ?
 - 2674 • What does it mean to you to be under the authority of Scripture?
 - 2675 • What does it mean to you to be guided by our confessions?
- 2676 e. *Will you be governed by our church’s polity, and will you abide by its discipline.*
- 2677 • What does it mean to you “to be guided by our church’s polity”?
 - 2678 • What does it mean to you “to abide by our church’s discipline”?
 - 2679 • How does the church “discern the will of Christ”?
- 2680 f. *Will you in our own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the*
2681 *reconciliation of the world?*
- 2682 • What is the hardest part of keeping this vow for you?
- 2683 g. *Do you promise to further the peace, unity, and purity of the church?*
- 2684 • What is your role as a minister to further the peace, unity and purity of the church? Is that role
 - 2685 different from that of any other member of the church?
 - 2686 • What do you do when these three (peace, unity and purity) are in tension?
- 2687 h. *Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?*
- 2688 • What does it mean to you to “serve the people”?
- 2689 i. *Will you be a faithful teaching elder, proclaiming the good news in Word and Sacrament, teaching*
2690 *faith and caring for people? Will you be active in the government and discipline, serving in the*
2691 *councils of the church; and in your ministry will you try to show the love and justice of Jesus Christ?*
- 2692 • How do you see your role as minister (teaching elder) in this particular church?
 - 2693 • If appropriate, how will you balance your service to the larger church to that of the congregation?
 - 2694 • How do you balance showing “the love and justice of Jesus Christ”?

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