

Presbytery of Coastal Carolina
Commission on Ministry Handbook

2017 Edition

With Minor Revision by COM on January 19, 2017
and by Presbytery on March 25, 2017

Table of Contents

I. Organizational Overview	1
A. Organization.....	1
B. Operations.....	3
C. Authority (Appendix 4 of Manual of Administrative Operations).....	3
D. Officers and Staff.....	5
E. Functions of the Community COMs.....	6
F. Functions of the Full COM.....	7
II. Calls and Vacancies Function	7
A. Introduction.....	7
B. First Steps.....	8
C. Session	10
D. Pastor Nominating Committee (PNC)	12
E. Preparing the Ministry Information Form (MIF).....	13
F. Search Process	14
G. When an Agreement Is Reached.....	16
H. PC(USA) Ministers in Supply Relations	18
I. Ministers from Other Denominations in Pulpit Supply Relationships	18
J. Interim Relations.....	19
III. Examinations Function.....	19
A. Introduction.....	19
B. PC(USA) Teaching Elders (Ministers) and Candidates for Ordination.....	19
C. Ministers of Other Denominations Seeking to Preach in Our Churches	21
D. Ministers of Other Denominations in Temporary Pastoral Relationships	21
E. Ministers of Other Denominations Seeking Full or Temporary Membership.....	23
IV. Preparation of Ruling Elders for Pastoral Ministry.....	25
A. Oversight.....	25
B. Application, Qualification, and Commissioning	25
C. Course Work and Internship	27
D. Pastoral Service During and After Commissioning.....	27
V. Care and Oversight of Congregations.....	27
A. A Guide for Visits with Sessions	27
B. Presbytery Appointed Moderators of Sessions	30
C. Conflict Resolution Procedures	31
VI. Care and Oversight of Pastors.....	32
A. Ministers New to Ministry	32
B. Ministers New to the Presbytery.....	32
C. Ministers in Non-Pastoral Roles	33
D. Promotion of Fellowship Opportunities.....	33
E. Promotion of Continuing Education Opportunities	34

F. Provision for Pastoral Support and Counseling	34
VII. Remunerations	34
A. Terms of Call	34
B. Board of Pensions Liaison(s)	35
C. Honorable Retirement	35
D. Kate Bitting Reynolds Fund.....	36
E. Necrology Lists for Presbytery	36
F. Shared Grants.....	36
VIII. Training	36
Appendices	37
A. Ministerial Guidelines for Leaving a Parish	37
B. So, Your Minister is Leaving (For All Session Members)	40
C. Relationship Between a Congregation and a Former Pastor	41
D. Ministerial Guidelines for Retiring.....	43
E. 2017 Minimum Terms of Call	47
F. Some Information Regarding Ordination and/or Installation	52
G. Ministers from Other Denominations Who Wish To Serve on a Supply Basis	53
H. Pastoral Relationships	56
I. Policy and Process for the Validation of Ministries	58
J. Interim Pastor/Interim Associate Pastor	60
K. Manual of Administrative Operations	63
L. Triennial Visit Session and Pastors.....	66
M. Guidelines for Examination of Ministers.....	68
N. Documents Required for New Pastoral Relationships.....	80
Index.....	82

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 and
 70 the Mission Coordinators are ~~is an~~ ex officio members 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 Car management or work of the overall COM sub-
78 committees.

79 **B. Operations**

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

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

95 **1. Commission Powers**

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

- 99 a. Grant permission for minister members (Teaching Elders) to engage in work
100 outside the geographic bounds and/or jurisdiction of this Presbytery (G-2.0502
101 and G-2.0503), and to grant permission to minister members of other presbyteries
102 to engage in work within the bounds and/or jurisdiction of this presbytery.
- 103 b. Commission Ruling Elders to pastoral service in a congregation – G-2.1002
- 104 c. Validate the ministry of Teaching Elders who are not serving in a pastoral
105 relationship in a particular church and to review that ministry on an annual basis –
106 G-2.0503
- 107 d. Grant Honorable Retired status to teaching elders – 2.0503c.
- 108 e. Approve pastoral relationships in:
- 109 1) Installed pastoral relationships – G-2.0504a
- 110 2) Temporary pastoral relationships – G-2.0504b

- 111 3) Approve terms of call – G-3.0109b(3)
- 112 f. Receive the transfer of ministers of other denominations:
- 113 1) As full members of the Presbytery – G-2.0505
- 114 2) As temporary members of the Presbytery – G-20506
- 115 g. Release Teaching Elders from ministry at their request – G-2.0507
- 116 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 Full
 136 Presbytery. In particular, the Commission on Ministry shall not take action
 137 concerning the following matters as detailed in the Book of Order, but may make a
 138 recommendation 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 for the initial preparation of Ruling Elders Qualified
225 to be 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 Section V. B. 2. Below for “*Duties of the*
- 346 *Moderator of Sessions.*”) The 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 (PC(USA) Pastors)
- 356 c. Commissioned Ruling Elder (G-2.10)
- 357 d. Temporary Supply (non-PC(USA) Pastors)
- 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),

¹ MIF – Formerly called Church Information Form (CIF)

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 relation-
378 ship is established for which full dues are paid, whichever comes first. Congregations
379 not seeing another installed pastor can ask for a waiver of vacancy dues.

380 5. Election of **Pastor Nominating Committee:**
381 When a session determines that it is ready to move ahead with a pastoral search to fill
382 a vacancy, it then requests permission of the COM to elect a Pastor Nominating
383 Committee (PNC).

384 a. Read *Book of Order* requirements for PNC (G-2.0801) - “When a congregation
385 has a vacancy in a pastoral position, or after the presbytery approves the effective
386 date of the dissolution of an existing pastoral relationship, the congregation shall,
387 with the guidance and permission of the presbytery, proceed to fill the vacancy in
388 the following manner.”

389 Note: Permission to proceed with the election of a Pulpit Nominating Committee
390 comes from the Community COM.

391 b. Encourage broad representation on the PNC (G-2.0802). “The Session shall call a
392 congregational meeting to elect a nominating committee, which shall be
393 representative of the whole congregation.”

394 c. Strongly urge that the church use their present congregational nominating
395 committee to select nominees that will be voted upon by the congregation. The
396 session may also provide leadership in the matter.

397 6. **Expenses of the PNC:**
398 The session will provide a budget to cover the PNC’s expenses.

399 7. **Mission Study:**
400 The results of a mission study are necessary for the PNC can prepare the Ministry
401 Information Form (MIF). The COM strongly recommends that a congregational
402 mission study be completed if one has not been done in the last five (5) years.

403 Various mission study designs are available from the Presbytery office to assist in this
404 process. A through mission study may not be needed for an Associate Pastor position.

- 405 8. The session's **relationship with the PNC** is to:
- 406 a. Work with the PNC to devise a budget for the committee.
 - 407 b. Set range of remuneration (total package) for the pastor-elect.
 - 408 c. Approve the MIF when completed by the PNC and approved by the COM
409 through its liaison with the congregation.
 - 410 d. Concur with the PNC on the final terms of call.
 - 411 e. Adopt a policy that communication between the session, the congregation, and the
412 PNC is necessary in broad terms but leave the details to the PNC.
- 413 9. A congregational meeting is called for the purpose of calling a new pastor, but only
414 after the pastor nominee has been approved by the COM. (*Book of Order*, G-2.0803)
- 415 10. A member of the session who is elected to the PNC is to call the COM liaison as soon
416 as the PNC is elected so that the liaison can arrange to be at the PNC's first meeting.

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

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

- 439
- 440
- Discourage discrimination in employment because of race, ethnic origin, sex, age, marital status or disability.
- 441
- 442
- Promote a positive, continuing program designed to achieve full realization of equal employment opportunity.
- 443
- 444
- 445
- Provide for prompt, fair and impartial consideration of complaints involving issues of discrimination on grounds of race, ethnic origin, sex, age, marital status or disability.
- 446
- 3) Responsibility
- 447
- The Full Commission on Ministry, working through each of the Community COM, will be responsible for maintaining a positive action program designed to insure equality of opportunity in employment matters in accordance with the principles of participation and representation (Book of Order, G-3.0103) and in conformity with a church-wide plan for equal employment opportunity (Book of Order, F-1.0404).
- 448
- 449
- 450
- 451
- 452
- PNC's will be counseled regarding policy concerning equal employment progress toward this end. ~~The PNC shall report on form—Equal Employment Opportunity to the Presbytery COM at the end of their search.~~
- 453
- 454
- 455
- 456
- In approving the call the COM will affirm to Presbytery that the search was made in accordance with these principles.
- 457
- 458
- e. The liaison should walk the PNC through the MIF. Show each page and talk about the things that make for a “good” MIF:
- 459
- 460
- 1) Neatness
 - 4) Creativity
 - 5) Grammar
 - 6) Stay with guidelines on the narrative section.
 - 7) Importance of “white space” in narrative section.
 - 8) Describe as completely as possible both the congregation and the qualities being sought in the next pastor.
- 461
- 462
- 463
- 464
- 465
- 466
- 467
- f. The PNC is responsible for the preparation of the MIF, but before the final draft is published it requires the approval of *both* the COM (through its liaison working with the COM) *and* the session (when approved by the COM liaison).
- 468
- 469
- 470

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

- 472
- 473
- 474
- 475
1. The PNC may use a blank MIF as a worksheet to collect the required information. Once the MIF worksheet has been completed, the PNC will distribute copies to each member and to the liaison for a thorough review. The MIF should be revised and reviewed again, as needed.

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

498 **F. Search Process**

- 499 1. Once the MIF has been approved by the COM (through its liaison with the
500 congregation) and by the Session of the congregation the PNC begins to conduct its
501 search for a new pastor. This is done by reviewing Pastor Information Forms (PIFs).
502 The PNC gets the PIFs from several sources; the primary source being through a
503 computer matching service provided by the Office of the General Assembly's Church
504 Leadership Connection (CLC) in Louisville, KY. The matching service matches MIFs
505 with PIFs (upon request) and sends the matches to the Chair of the PNC by email.
506 PIFs may also be referred by the General Presbyter, the Community COM liaison, or
507 from a pastor making a self-referral.
- 508 2. However the PNC receives PIFs, it should establish a priority list of candidates to
509 consider first. Early in the process it is wise to make an initial check with candidates

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.

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

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.

544 9. The liaison should keep in touch with the PNC on a regular basis throughout the
545 whole process of self-study, preparation of the MIF, review of prospects, and
546 negotiations.

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

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

551 **1. A verbal agreement is made.**

552 The PNC is to contact the liaison when it has come to a verbal agreement with a
553 minister/candidate. The liaison informs the Chair of the Community COM of the
554 pending call. The liaison also tells the chair of the PNC to have the minister/candidate
555 contact the Community COM Chair to make arrangements for an examination before
556 the Community COM. All ministers and candidates must submit the following
557 documents to the Chairperson of the Community COM at least two weeks before the
558 next scheduled meeting of the Community COM in order to allow for timely
559 distribution of materials to commission members:⁴

- 560 a. One page statement of faith
- 561 b. One page biographical sketch
- 562 c. One page answers to ordination questions
- 563 d. Current PIF or equivalent resume
- 564 e. SafeGatherings Report
- 565 f. Acknowledgement of receipt of Ethics and Misconduct Policies
- 566 g. Contract outlining duties and compensation
- 567 h. A digital photo for our website

568 **2. The candidate meets with the Community COM.**

- 569 a. The Community COM then acts on the recommendation of the liaison and
570 proceeds to examine the minister on his/her suitability and availability (*Book of*
571 *Order*, G-2.0803) for the particular church desiring to call the minister.
- 572 b. Following this examination, the PNC representatives are likewise questioned
573 concerning the suitability of the call. Except for the time when the PNC
574 representatives are brought in, the examinations are considered to be times of
575 executive session and are closed to the public.

576
577 The Community COM chairpersons report to the minister and the PNC the
578 decision of the Community COM. A copy of this report will be sent to the chair of

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

579 the Full COM and to the Presbytery Office for inclusion in the COM report to the
580 next Presbytery meeting and/or Missional Community gathering.

581 **3. The congregational meeting is called.**

582 Only after the Minister or Candidate's examination has been sustained by the
583 Community COM can the PNC request that the Session call a congregational meeting
584 for the purpose of electing a pastor.

585 The *Book of Order* (G-2.0803) directs that when the committee (PNC) is ready to
586 report, it shall notify the session, which shall call a congregational meeting. The
587 COM **strongly recommends** giving public notice of the called meeting **at least ten**
588 (10) days in advance, including 2 successive Sundays, for the purpose of having the
589 congregation to act on the report of the PNC.

590 4. At the Congregational meeting the Moderator of the Session, some other teaching
591 elder (minister) member of the Presbytery, or a ruling elder approved by the COM
592 shall preside. The PNC reports to the congregation, and the active, confirmed
593 members of the congregation shall vote by secret ballot.

594 Following the vote, the PNC shall prepare and, with the Moderator, shall sign ~~four~~
595 original the call forms (available at the Presbytery office). ~~All four are to be returned~~
596 and return it to the Presbytery office in order to secure all the necessary signatures.
597 Copies will then be returned to the pastor and clerk of session for their records.

598 5. The Administrative Commission to Install will be composed according to the *Book of*
599 *Order* guidelines. A form for the proposed commission (*Appendix F. Recommen-*
600 *dations for Ordination-Installation Commissions*) will be given to the pastor elect
601 following the approval of the Community COM.

602 6. The minister is installed by an Administrative Commission appointed by the COM.
603 The *Book of Order*, G-2.0805 and W4.4000 describes the installation service.

604 7. The PNC is dismissed.

605 The work of the PNC could be considered complete upon the congregation's adoption
606 of the PNC's report. But since the new pastor's contact with the church has been
607 through the PNC, the process of reception by Presbytery and installation will be aided
608 if the PNC cooperates with the session in their tasks. In addition, the PNC might
609 serve as a support group and sounding board for the new minister during his/her first
610 year on the field.

611 Action should be taken by the congregation at the same meeting in which the call is
612 issued "to dismiss the PNC upon the installation of the minister by the Presbytery."
613 This would negate the necessity of another congregational meeting to dismiss the
614 PNC.

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

- 616 1. All PC(USA) teaching elders (ministers) are eligible to listed on the Presbytery’s
617 Preaching Supply List. They should contact the Presbytery office for listing.
618 Commissioned Ruling Elders and Qualified Ruling Elders are listed separately.
- 619 2. The supply list is kept current and is available through the Presbytery Office. If
620 service has been rendered which is faithful to the Reformed and Presbyterian Church
621 tradition, the supply pastor will be invited to remain on the supply list.
- 622 3. Moderators will be appointed for churches without pastoral services or for churches
623 with pastors from other denominations who have been approved to serve in our
624 churches. In order to provide the required connection between the session and the
625 presbytery, only teaching elders (minister) members of the Presbytery or certain
626 ruling elders approved by the Commission on Ministry can moderate a session or
627 congregational meeting.
- 628 4. Requests for renewal of stated supply and temporary supply are due to the
629 Community COM yearly. Generally, reminders are sent to the pastor or the clerk of
630 session if the renewal is past due, asking if the arrangement is going to continue.
- 631 5. An updated list of pastoral services for each church is kept by the Community COMs
632 as well as the listing of all pastors in the Presbytery so that one minister does not get
633 overloaded serving as moderator of too many sessions.
- 634 6. Churches without installed pastoral leadership may have one of the following types of
635 pastoral relationships approved and in use in this Presbytery (G-2.0504b):
636 a. Interim Pastor/Interim Associate Pastor
637 b. Stated Supply – (PC(USA) Pastor)
638 c. Commissioned Ruling Elder (*Book of Order*, G-2.10)
639 d. Temporary Supply – (non-PC(USA) Pastor)
- 640 7. Before minister, candidate, or ruling elder can be considered for service in a
641 Temporary Pastoral Relationship, the candidate **must** complete the boundary training
642 and certification process offered by *SafeGatherings*. Instructions about how to
643 register for the course and background check are on the Presbytery website:
644 www.presbycc.org.

645 **I. Ministers from Other Denominations in Pulpit Supply Relationships**

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

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

652 **J. Interim Relations**

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

658 **III. Examinations Function**

659 **A. Introduction**

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

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

674 1. **Examination Teams**

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

682 2. **Documents**

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

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

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

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

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

- 707 a. When a PNC makes a verbal agreement with a minister/candidate whom they
708 wish to nominate to the congregation for a call, the PNC is to contact the liaison.
709 The liaison is to tell the PNC to have the minister/candidate contact the
710 Community COM Chair.
711 b. Candidates for ordination must complete the candidacy process as defined in G-
712 2.06. A candidate certified as eligible to receive a call may be examined before
713 his/her graduation from seminary. (*Book of Order*, G-2.0607 c.)
714 c. PNC representatives will accompany the minister/candidate to the place of the
715 meeting. These representatives will be asked to meet with the full body to discuss
716 the suitability and fit of the call.
717 d. The Community COM may appoint an examination committee to examine the
718 minister/candidate on “his/her Christian faith and views [and knowledge for
719 candidates] in theology, the sacraments, and the government of the church.”
720 (*Book of Order*, G-2.0502, G-2.0803) In order to achieve a common examination
721 process across the Presbytery the overall COM provides an extensive list of
722 sample questions that each Community COM can use in their examination
723 process. (See *Appendix M* below.) It is the task of committee members to listen
724 for particular emphases, themes, and answers that will demonstrate the minister’s

- 725 or candidate's familiarity with and knowledge of the Reformed tradition and the
726 Presbyterian Church (U.S.A.).
- 727 e. The full Community COM shall hear from the examinations committee (if there is
728 one) and shall ask any additional questions it deems necessary. The examination
729 will conclude with reference to "merits, availability and suitability" (G-2.0803)
- 730 f. If the examination is sustained, the Community COM shall authorize the session
731 to call a congregational meeting to elect the candidate as pastor and shall proceed
732 to appoint an Administrative Commission to install the minister or candidate on
733 behalf of the Presbytery.
- 734 g. The COM liaison will monitor the remainder of the election process.
735 **Remember:** the Session of the church represented by the PNC may call a
736 congregational meeting to vote on the call *only after* the COM has rendered its
737 approval of the minister/ candidate.

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

- 740 1. Sessions have the authority to invite persons to preach in their congregations.
741 Ordinarily they will seek either ordained teaching elders (ministers) of the PC(USA)
742 or other persons already approved by the Presbytery to preach in its congregations on
743 a regular basis. These persons are listed on the Supply Preaching List which is posted
744 on the Presbytery's website or available from the Presbytery Office.
- 745 2. The Clerk of Session, the Chair of the Worship Committee or some other appropriate
746 person shall inform the Moderator of the Session on a regular basis who is preaching
747 each week.
- 748 3. Persons who are not either ordained teaching elders (ministers) of the PC(USA) or
749 who are not listed on the Supply Preaching List shall ordinarily not be invited to
750 preach more than once per month. Moderators of the Session shall counsel with the
751 session regarding COM approval for regular preaching arrangements.
- 752 4. Persons from other denominations who wish to preach regularly within the bounds of
753 this presbytery must make application to the presbytery through one of the
754 Community COMs to be added to the *Supply Preaching List*. When the *Application*
755 *for Services as a Supply Preacher* is received, the appropriate Community COM will
756 examine the individual and, if the examination is sustained, will add the person's
757 name to the Supply Preaching List. The *Application* is found on the website:
758 www.presbycc.org under Committee/Forms.

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

- 761 1. Each Community Committee on Ministry will examine for supply preaching those
762 who wish to serve congregations in their area and, if approved, shall submit their

- 763 names to the Presbytery Office for inclusion on the Supply Preaching List.
764 (Commissioned Ruling Elders and Qualified Ruling Elders are listed separately.)
- 765 2. If a congregation wishes to secure the services of a minister of another denomination
766 in an Installed Pastoral Relationship, the session may, through their Community
767 COM, request that the Full COM examine their candidate and that the Presbytery
768 accept this person as a Temporary Member of the Presbytery during their term of
769 service with the congregation (Book of Order, G-2.0506). The same procedure shall
770 be followed as for those seeking full membership in the Presbytery [See III. C.
771 above]. The only difference is that the ministers received as Temporary Members of
772 the Presbytery do not have to relinquish their membership in their present
773 denomination.
- 774 3. If a congregation is unable to find a suitable PC(USA) teaching elder (minister) or
775 QRE to be commissioned to pastoral ministry to serve as their pastor, the session may
776 request that the COM approve a minister of another denomination to serve in a
777 Temporary Pastoral Relationship. The minister of another denomination shall submit
778 the following documents to the Chair of the Community Commission on Ministry at
779 least two weeks before the examination is to take place:⁶
- 780 a. Application for Services as a Supply Preacher
 - 781 b. One page statement of faith
 - 782 c. One page biographical sketch
 - 783 d. One page answers to ordination questions
 - 784 e. Current PIF or equivalent resume
 - 785 f. A recommendation from his/her denomination or other testimonies of good
786 standing
 - 787 g. SafeGatherings Report
 - 788 h. Acknowledgement of receipt of Ethics and Misconduct Policies
 - 789 i. Contract outlining duties and compensation
 - 790 j. A digital photo for our website
- 791 4. Applicants will be examined in the areas of personal faith, Reformed theology, Bible,
792 ministry skills, and their understanding of Presbyterian worship and proclamation.
793 Upon approval by the Community Commission on Ministry, the candidate may begin
794 functioning as a Temporary Supply Pastor while serving this congregation. She or he
795 will be appointed a mentor who is a teaching elder (minister) member of this
796 Presbytery. The pastor will ordinarily attend meetings of the session, but cannot
797 moderate the meetings.

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

798 **E. Process to Follow for Ministers of Other Denominations Seeking Full or**
799 **Temporary Membership in the Presbytery**

800 A responsibility of the Full Commission on Ministry is to examine ministers from other
801 denominations for reception into presbytery either as Full or Temporary Members (*Book*
802 *of Order*, G-2.0505) pursuant to the call of a congregation or other calling body within
803 our bounds.

804 The Chairperson of the Full Committee on Ministry or the General Presbyter, on behalf
805 of the Commission on Ministry, will be in contact with ministers of other denominations
806 seeking membership in the Presbytery of Coastal Carolina. The Full Commission on
807 Ministry will be responsible for implementing the following procedures and requirements
808 which are the interpretation we have given to the Book of Order with respect to the
809 reception of ministers of other denominations to membership in the Presbytery of Coastal
810 Carolina (See Book of Order, G-2.0505).

- 811 1. When notice is received that a church or other calling agency under the jurisdiction
812 of the Presbytery of Coastal Carolina wishes to call an ordained minister who is a
813 member of another denomination, this individual shall be requested to meet with a
814 person designated by the Commission to discuss procedures and requirements of
815 Presbytery.
- 816 2. Each Community COM shall appoint a person to work with ministers interested in
817 joining the Presbytery in their Community. These three persons will work will work
818 together across the Presbytery to insure uniformity of practice in all the Communities.
- 819 3. The minister must satisfactorily complete the Standard Ordination examinations per
820 *Book of Order*, G-2.0607d. The Full Presbytery may, by 3/4 vote, grant exemptions to
821 this requirement in particular, individual cases per *Book of Order*, G-2.0610.

- 822 4. The minister may be asked to participate in a career evaluation at:

823 Presbyterian Psychological Services
824 5203 Sharon Road - Charlotte, NC 28210-4721
825 (704) 554-9222

826 or the equivalent thereof within the last five years. The results of this evaluation shall
827 be shared with the Commission at least one week prior to meeting for the
828 examination.

- 829 5. The Commission must receive the following:
 - 830 a. A recommendation from the minister's denomination or its nearest equivalent,
831 and, ordinarily, a recommendation from the last calling agency.
 - 832 b. Evidence of the minister's holding a baccalaureate degree or its equivalent from a
833 regionally accredited four-year college or university
 - 834 c. A theological degree including language requirements of Greek and Hebrew,
835 based on not less than three years residence, or its equivalent, from a theological
836 seminary acceptable to the Presbytery.

- 837 d. Copies of transcripts from all educational institutions attended shall be sent to the
838 Commission.
- 839 e. The following documents⁷ required of all teaching elders (ministers) and
840 candidates:
- 841 1) Application for Services as a Supply Preacher
 - 842 2) One page statement of faith
 - 843 3) One page biographical sketch
 - 844 4) One page answers to ordination questions
 - 845 5) Current PIF or equivalent resume
 - 846 6) A recommendation from his/her denomination or other testimonies of good
847 standing
 - 848 7) SafeGatherings Report
 - 849 8) Acknowledgement of receipt of Ethics and Misconduct Policies
 - 850 9) Contract outlining duties and compensation
 - 851 10) A digital photo for our website
- 852 6. Applicants will be examined in the areas of personal faith, Reformed theology, Bible,
853 ministry skills, and their understanding of Presbyterian worship and proclamation.
854 Upon approval by the Full COM Examination Committee, the candidate will meet
855 with the Full COM to be received as either a Full or Temporary Member of the
856 Presbytery. The only difference between Full Members and Temporary Members of
857 the Presbytery is that Temporary Members are not required to give up their
858 membership in their present denomination while Full Members become members of
859 the Presbyterian Church (U.S.A.).
- 860 7. Upon satisfactory completion of the person's examination by the Full COM, the
861 minister shall be introduced to the Presbytery at one of the Missional Community
862 Gatherings and/or the Full Presbytery and be required to answer in the affirmative the
863 questions put to candidates at their ordination and to sign the book of obligations. An
864 Installation Service will then be scheduled in the congregation to which the minister
865 has been called.
- 866 8. The Presbytery through its Commission on Ministry is under no obligation to admit
867 anyone as a minister, and may refuse to admit or delay admission to anyone who does
868 not demonstrate competency for ministry.
- 869 9. All expenses for examinations, travel, career evaluation, etc., shall be borne by the
870 calling congregation or other body or by the minister. Neither the Presbytery nor its
871 Commission on Ministry covers these expenses.

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

872IV. Preparation of Ruling Elders for Pastoral Ministry

873 A. Oversight

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

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

891 B. Application, Qualification, and Commissioning

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

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

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

948 Commissions shall be for a specified period of time, up to three years and may be
949 renewed in accordance to the Book of Order, G-2.1001.

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

953 **C. Course Work and Internship**

954 1. On behalf of the Commission on Ministry the Elder Ministries Committee shall
955 arrange for the offering of an appropriate educational experience as demand justifies.
956 This educational program can either be offered by the Elder Ministries Committee
957 itself or through another program deemed by them to provide the necessary formation
958 needed for commissioned pastoral leadership in our churches.

959 2. It is expected that instruction would be at the college level and that the entire program
960 would take no less than two years of sustained work. Students may take longer to
961 complete the process if their personal situation so requires.

962 3. The Elder Ministries Committee will assist each candidate in organizing an
963 appropriate field experience of at least 3 months duration. A report from the
964 supervisor of this internship will become part of the data that the Elder Ministries
965 Committee will use to determine the candidates readiness to be commissioned.

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

967 1. After completing the required preparation in biblical interpretation and preaching,
968 QRE candidates may request to have their names added to the Presbytery's Supply
969 Preaching List. When serving as supply preachers, qualified elders will be
970 compensated at least \$75 plus travel for each service.

971 2. To remain qualified for elder ministry and for commissioning, QREs must complete
972 and report at least 20 hours of continuing education each year. Elders serving as
973 CREs must also complete and report annually at least 20 hours of continuing
974 education in order to maintain their commissions. Failure to complete these
975 requirements may jeopardize an elder's CRE or QRE status.

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

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

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

985 1. Goals

- 986 a. To establish and maintain effective communication between Presbytery and the
987 church session.
- 988 b. To gain a sense of the spiritual welfare of the particular church.
- 989 c. In terms of its mission (including its worship, nurture, outreach & service); and
- 990 d. In terms of its relationships (between pastor[s], session, and church members).
- 991 e. To encourage full participation of the session and congregation in the life and
992 work of the presbytery and of the wider church.
- 993 2. Objectives
- 994 a. To discuss the mission, ministry, quality of worship, the standards governing
995 worship, the fruit of that worship, ministry and mission and to encourage full
996 participation of each session and congregation in the life to the Presbytery (see
997 requirements of Book of Order, G-3.0303 and W-1.4002).
- 998 b. To affirm the ministry and success stories that are happening.
- 999 c. To provide an avenue for questions or concerns to be expressed by the session and
1000 pastor/moderator.
- 1001 d. To provide information to sessions and congregations on resources that may be
1002 helpful for their ministry from presbytery.
- 1003 e. To provide updated information from each church to the various committees,
1004 regions, communities regarding opportunities for Presbytery to nurture
1005 congregations, sessions and pastors.
- 1006 3. Steps of Implementation
- 1007 a. Each Community COM shall organize visits within their Missional Community.
- 1008 b. Community representatives shall be enlisted and given the responsibility of
1009 recruiting and developing an adequate number of teams per region of at least two
1010 persons per team. Visitation teams are intentionally made up of two (2) persons to
1011 get different experience and insights. Under no circumstances should one person
1012 visit alone.
- 1013 c. Preferably each team should consist of at least one teaching elder (minister) and
1014 one ruling elder. Effort should be made to be as inclusive as possible given the
1015 limits of a two person team. Other presbyters (teaching elders or ruling elders)
1016 from the Presbytery can be co-opted to serve on visitation teams (see d. below).
- 1017 d. Members of each Community COM should visit with the session of each
1018 congregation at least every two years.
- 1019 e. Representatives from all of the committees of Presbytery should be considered for
1020 participation on these teams with the understanding that they are to report back to
1021 the Community COM in which the visited church is located.
- 1022 f. Information from the Community COM will be provided to each team coordinator
1023 for the guidance of the teams as they negotiate and implement their visits.

- 1024 g. Each team coordinator will:
- 1025 1) Initiate the request for a meeting with the Session, making such request to its
- 1026 Moderator or Clerk of Session. It should be made clear that the requested visit
- 1027 is expected to last approximately one hour, that the Pastor(s) and Elders will
- 1028 participate together throughout the entire meeting, and that while no ordinary
- 1029 business of the Session will be conducted during this meeting, it is
- 1030 nonetheless an official meeting of the Session with representatives from the
- 1031 presbytery as required by the Book of Order, (G-3.0202d).
- 1032 2) Following the convening of the Session by its Moderator, the visiting team
- 1033 will lead the discussion throughout the entire visit. It is suggested that the
- 1034 team members not take notes during the meeting, since this is a pastoral visit.
- 1035 Team members should give full attention to listening and asking questions,
- 1036 and to keeping the conversation on track in terms of the stated goals of the
- 1037 visit, and in view of the time limit of one hour for the entire meeting.
- 1038 Suggested questions and areas of conversation are found in Appendix L.
- 1039 3) The team should also be attentive to the opportunities to share ways in which
- 1040 Presbytery may be helpful. The team should provide any help possible in the
- 1041 endeavor of contributing to the relationships of the session to Presbytery and
- 1042 Presbytery to this session.
- 1043 h. If requested by the Pastor/Moderator or an elder, the visitors will be available for
- 1044 additional consultation.
- 1045 i. The team should also plan to spend some time with the Pastor/Moderator for
- 1046 consultation regarding his/her well-being and the well-being of the family. This
- 1047 may be over a meal at a restaurant near the church which affords some degree of
- 1048 privacy. The spouse may be invited. This meal shall be at Presbytery's expense.
- 1049 j. Following the meeting the visitation team will file a brief report with the
- 1050 appropriate Community COM.
- 1051 k. Travel expenses for both of the visiting team members may be submitted to the
- 1052 Presbytery's Office for reimbursement following receipt of the team's report by
- 1053 the Community COM Chair.
- 1054 l. The team report having been made to the Community COM, a copy will be placed
- 1055 in the church's permanent file in the Presbytery Office and sent to other
- 1056 committees of Presbytery as appropriate.
- 1057 m. The Session is asked to note in their minutes that they received a visit from
- 1058 representatives of the Commission on Ministry.
- 1059 n. The team will write a follow-up note or notes to the session and pastor. Such
- 1060 notes should affirm some of the strong points and indicate any follow-up referrals
- 1061 of their messages to Presbytery. The final report forms are NOT to be shared with
- 1062 the church or pastor.

1063 **B. Presbytery Appointed Moderators of Sessions**

1064 **1. Authority**

1065 a. “The moderator possesses the authority necessary for preserving order and for
1066 conducting efficiently the business of the governing body. He/She shall convene
1067 and adjourn the council in accordance with its own action. The moderator may, in
1068 an emergency, convene the council, with reasonable notice having been given, at
1069 a time and place different from that previously designated by the body.” (Book of
1070 Order, G-3.0104, G-3.0203)

1071 b. “The session is the council for the congregation. It shall be composed of those
1072 persons elected by the congregation to active service as ruling elders, together
1073 with all installed pastors and associate pastors. All members of the session are
1074 entitled to vote. The [installed] pastor shall be the moderator of the session, and
1075 the session shall not meet without the pastor or a designated moderator. If there is
1076 no installed pastor, or if the installed pastor is unable to invite another Moderator,
1077 the presbytery shall make provisions for a moderator. Presbyteries shall provide
1078 by rule for moderators when the session is without a moderator for reasons of
1079 vacancy or inconvenience.” *Book of Order*, G-3.0201, paragraph one.

1080 c. Presbytery, in its commission, may authorize a Commissioned Ruling Elder to
1081 moderate the session of the congregation to which he or she is commissioned.
1082 *Book of Order*, G-2.1001.

1083 d. In addition to Teaching Elder members of the Presbytery, the Committee on
1084 Ministry may authorize Ruling Elders from the following categories of people in
1085 this Presbytery to moderate meetings of sessions and/or of congregations when
1086 needed:

- 1087 1) Qualified Ruling Elders who have been examined and approved to serve as a
1088 moderator by one of the Community Commissions on Ministry,
1089 2) Ruling Elders who are serving or who have served on this Presbytery’s
1090 Commission on Ministry and/or a Ruling Elder who is serving or has served
1091 as Moderator of the Presbytery; such an elder may not moderated the meeting
1092 of a congregation of which that elder is a member,
1093 3) A Ruling Elder who is serving as Stated Clerk, General Presbyter, or
1094 Associate General Presbyter of this Presbytery; such an elder may not
1095 moderated the meeting of a congregation of which that elder is a member,

1096 e. No one who is not a teaching or ruling elder member of this Presbytery shall
1097 moderate a meeting of the session or congregation of one of our churches.

1098 **2. Responsibilities**

1099 a. The moderator is responsible to the Presbytery through the COM.

1100 b. The moderator, in consultation with the Clerk of Session, shall call meetings of
1101 the session and together they shall prepare the agenda.

- 1102 c. The moderator shall maintain communication with the Clerk of Session, and
 1103 through the Clerk, shall maintain contact with the work of the session's
 1104 committees.
- 1105 d. The moderator need not attend Deacons' meetings unless mutually desirable.
- 1106 e. It is desirable that the moderator of the session also serve as moderator of
 1107 congregational meetings, especially when the congregation is convened for the
 1108 purpose of calling a pastor.
- 1109 f. A small honorarium (\$25-50) per session meeting is appropriate. The
 1110 session **Error! Reference source not found.** should not expect the moderator to
 1111 do additional ministry **Error! Reference source not found.** The moderator may,
 1112 however, assist in seeking pastoral oversight in the case of deaths, funerals d other
 1113 emergency needs.
- 1114 g. **Expenses** - Travel shall be reimbursed, by the church, at the current IRS rate.
- 1115 3. **Guidelines** for Approving Moderators of Sessions:
- 1116 a. Must be an ordained teaching elder (minister) member of the PC(USA) or a ruling
 1117 elder who meets the qualifications listed in II. C. c. 1. d. 2) and 3) above.
- 1118 b. Ordinarily will be a minister in good standing of the Presbytery of Coastal
 1119 Carolina. Exceptions must have the approval of the COM.
- 1120 c. Must be a member of the Presbytery of Coastal Carolina to moderate judicial
 1121 cases.
- 1122 d. Must be familiar with the *Book of Order*.
- 1123 e. Preference will be given to teaching elders with pastoral experience.

1124 C. Conflict Resolution Procedures

1125 The following is the process ordinarily utilized when a concern is raised regarding church
 1126 and/or pastor relations.

- 1127 1. Goals
- 1128 a. To identify issues that need to be dealt with within the church.
- 1129 b. To develop a plan of action to improve the situation.
- 1130 c. To help session, pastor, and congregation face, deal with, and make decisions
 1131 about issues and behaviors affecting congregational life.
- 1132 d. To reduce tensions.
- 1133 e. To help leaders develop skills for dealing with issues.
- 1134 2. Procedures and Implementations
- 1135 a. Concern is presented.
- 1136 4) Call from pastor.
- 1137 5) Call from clerk or other elder on behalf of the session.

- 1138 6) A liaison or other member of Community COM.
 1139 b. Contact is made to Community COM Chair and/or General Presbyter.
 1140 1) Discussion of call.
 1141 2) Matter is brought before Community COM.
 1142 c. Community COM shall arrange for a visitation team to meet with the
 1143 session/pastor to ascertain presenting problems, and, as appropriate, to serve as
 1144 consultants and mediators in resolving issues.
- 1145 3. Committee of Inquiry
- 1146 a. If concerns continue and are not adequately addressed, the visitation team may
 1147 recommend that a Committee of Inquiry be appointed.
- 1148 b. The Committee of Inquiry will consist of 3 to 5 persons, trained in conflict
 1149 resolution. Members of the visitation team may serve on/as the Committee of
 1150 Inquiry.
- 1151 c. The task of the Committee of Inquiry will be to work towards resolving the
 1152 conflict. They may use a variety of resources or methods including the use of
 1153 questionnaires, hearings, small group discussions, and/or the hiring of an outside
 1154 consultant.
- 1155 d. The Committee of Inquiry shall report findings and recommendations to the
 1156 appropriate Community COM.
- 1157 4. Community COM Response
- 1158 a. Hear the report and recommendations of Committee of Inquiry.
- 1159 b. Based on the recommendations, the Community COM may act in the following
 1160 ways:
- 1161 5. Dismiss the Committee of Inquiry.
- 1162 a. Adopt the report and recommendations.
- 1163 b. Request that the Presbytery elect an Administrative Commission. Book of Order,
 1164 G-3.0109 b (5).

1165 **VI. Care and Oversight of Pastors**

1166 **A. Ministers New to Ministry**

1167 The Full COM will establish a process whereby there will be regular gatherings of
 1168 teaching elders and other pastors who are new to ministry to gather and share their
 1169 journey with one another under the leadership of (a) seasoned pastor(s). Pastors new to
 1170 ministry will also be assigned a pastor-colleague as described in the next section.

1171 **B. Ministers New to the Presbytery**

- 1172 1. Experienced ministers will be assigned to serve as pastor-colleagues to new ministers
 1173 coming into the presbytery including ministers of another denomination. The pastor-

1174 colleague shall be a minister located within the same geographical area, and the
1175 relationship is for one year, with meetings scheduled every other month and contact
1176 by telephone in between. The pastor-colleague should get to know each other's
1177 families. The pastor-colleague shall take the initiative in the relationship, and should
1178 encourage "openness" in the relationship and establish a high level of trust and
1179 confidence. The pastor-colleagues will discuss all relevant matters of ministry and life
1180 in the church as a learning opportunity, as a means of gaining perspective on
1181 problems and situations and as a means of sharing insights together.

1182 2. The pastor-colleague should familiarize the minister with the organizational structure
1183 of presbytery, supportive meetings with colleagues, area hospitals, funeral home
1184 facilities and customs, community programs and general points of interest in the area.
1185 The pastor-colleague should seek to determine the minister's areas of strength and
1186 gifts in ministry and encourage sharing of those gifts among us. No regular report is
1187 required, but it is expected that the pastor colleague will report anything he/she thinks
1188 will help the Community COM in its responsibility to provide care and oversight to
1189 its ministers, and will make a final report at the conclusion of the pastor-colleague
1190 relationship.

1191 3. Regular gatherings of pastors new to the Presbytery will be offered at the Presbytery
1192 Offices to introduce them to the Presbytery staff and to share information about the
1193 Presbytery with them. A notebook containing the Manual of Administrative
1194 Operations, a Presbytery Directory and other important information will be provided
1195 for those attending orientation.

1196 **C. Ministers in Non-Pastoral Roles**

1197 1. Every minister in the presbytery who is performing work which is not under the
1198 jurisdiction of the presbytery or a higher governing body shall submit an annual
1199 written report of their work. A current listing will be maintained. If there is a question
1200 as to the validity of the minister's present work and whether it qualifies him/her to
1201 retain ordination (Book of Order, G-2.0503a) it will be reported to the Commission
1202 on Ministry, with recommendations. The Community COM will contact ministers on
1203 this list concerning how they might use their talents in the work of the presbytery, and
1204 will encourage their participation.

1205 2. Each Community COM will seek to establish a relationship with non-parish clergy,
1206 i.e., retired ministers, minister-at-large, and those in other service areas. Such
1207 ministers will be encouraged to use their skills and experiences in workshops,
1208 seminars, and retreats, and will be invited to become involved as pastor-colleagues.

1209 **D. Promotion of Fellowship Opportunities**

1210 Each Community COM, in consultation with the Mission Coordinators, will work to
1211 promote fellowship between/among ministers and educators and their spouses within the

1212 presbytery. Regional gatherings will be planned, as well as special lunch groups or other
1213 similar events.

1214 **E. Promotion of Continuing Education Opportunities**

1215 It is important that we promote continuing education opportunities for ministers,
1216 educators, and CREs in our presbytery. We will provide a listing of yearly presbytery-
1217 sponsored events and offerings at colleges and divinity schools in the area. Efforts will be
1218 made to sponsor skill development workshops, to provide for opportunities of reflection
1219 among newly-ordained ministers after one year in ministry, and among other ministers at
1220 significant points in ministry. Opportunities for Small Group Retreats focusing on
1221 spirituality, spiritual formation or other special interests will be arranged. Also,
1222 opportunities for individual retreats at our presbytery camps are available.

1223 **F. Provision for Pastoral Support and Counseling**

1224 A Pastoral Care for Pastors Program will be in place throughout the presbytery.

- 1225 1. For ministers and/or spouses seeking personal counseling, contact should be made
1226 with either the Presbyterian Counseling Center in Wilmington or the Career and
1227 Personal Counseling Center in Charlotte. Those seeking counseling are asked to
1228 complete a one page form to be forwarded to the General Presbyter for approval (see
1229 Appendix XX). With Community COM approval the presbytery can subsidize the
1230 cost up to a maximum of \$300. Ministers will have access to other programs available
1231 - the Response Program, for example.
- 1232 2. Provision will be made for support group gatherings for Women in Ministry in the
1233 Presbytery of Coastal Carolina.
- 1234 3. The Board of Pensions offers an Employee Assistance Program to all Board of
1235 Pensions members, clergy and lay and covered dependents. Personal counseling and
1236 support services are available without charge in the benefits plan, either by telephone
1237 (24/7) at 1-866-640-2772 for private, personal counseling with a specialist and on line
1238 at www.cignabehavioral.com – employer ID: PCUSA. Also, face-to-face assistance
1239 with a specialist is available for up to six sessions at no cost. Call the above number
1240 or go online to request a referral.

1241 **VII. Remunerations**

1242 **A. Terms of Call**

- 1243 1. The remuneration responsibility of the Full Commission on Ministry includes annual
1244 recommendations regarding the minimum compensation requirements for ministers,
1245 CREs, and certified educators of the Presbytery. (*Book of Order*, G-3.0303c) This
1246 shall normally be sent to the Missional Community Gatherings in the summer as a
1247 first reading and will be acted upon by the Full Presbytery at its fall meeting.
- 1248 2. Each church must report the annual terms of call for ministers, CREs, and certified
1249 educators, whether there has been a change of call or not and regardless of type of

- 1250 pastoral relationship (installed or temporary). The minimum terms of call approved
 1251 by the presbytery each year will be sent to the clerk of session of all churches in the
 1252 presbytery with a note saying that the minimum must be met or exceeded by all
 1253 churches yearly. (Book of Order, G-3.0303c) The form for reporting terms of call is
 1254 sent with the Statistical Report. Sick leave, vacation, and continuing professional
 1255 development policies will be written into all Call Forms and into minimum terms of
 1256 call policy of the presbytery.
- 1257 3. The calls for ministers coming into the presbytery shall be reviewed concerning the
 1258 adequacy of remunerations. The report shall be made on the same day that the
 1259 minister meets with the examining body.
- 1260 4. The annual remuneration review shall be for all changes in terms of call for the
 1261 ministers of the presbytery.
- 1262 5. Shared Grants that help to defray student loans for recent seminary graduates entering
 1263 calls are available through the Board of Pensions for those who serve a congregation
 1264 with a membership of fewer than 150 people.

1265 **B. Board of Pensions Liaison(s)**

- 1266 1. The General Presbyter/Stated Clerk shall appoint each year one or two COM liaisons
 1267 with the Board of Pensions.
- 1268 2. The General Presbyter/Stated Clerk will receive the statement of arrears from the
 1269 Board of Pensions, and those churches will be contacted by the General Presbyter
 1270 and/or by the Chair of the appropriate Community COM to determine the cause for
 1271 the arrears and how the church might fulfill its obligation to the Board of Pensions.
- 1272 3. Commission on Ministry will arrange, after consultation with the Board of Pensions,
 1273 for appropriate workshops for the ministers of the presbytery. The list of workshops
 1274 will include:
- 1275 • Every year Fiscal Fitness Seminar
 - 1276 • Every other year Retirement Planning Seminar
 - 1277 • Odd years Just Before Retirement Seminar
 - 1278 • Every third year Post-retirement Seminar
- 1279 The subcommittee will provide other seminars, including:
- 1280 • What Church Treasurers Need to Know about Salaries and Pensions
 - 1281 • Pensions/Health Care/Shared Grants/125 Plus/Pre & Post Tax Savings

1282 **C. Honorable Retirement**

1283 The remuneration responsibility shall also include recommending Honorably Retired
 1284 status for qualified applicants. Such recommendation shall include the provision that each
 1285 applicant is recognized by the Presbytery in an appropriate manner.

1286 **D. Kate Bitting Reynolds Fund**

1287 On recommendation of the Stated Clerk, the Chair of the Committee on Ministry shall
1288 review and make recommendations on applicants for the Kate Bitting Reynolds Fund.

1289 **E. Necrology Lists for Presbytery**

1290 Each Community COM, in consultation with the Stated Clerk, shall prepare a list of all
1291 ministers and ruling elders who have died during the year. This list will be read at a
1292 meeting of Presbytery each year – ordinarily the spring meeting.

1293 **F. Shared Grants**

1294 When ministers request or require financial assistance, the General Presbyter and the
1295 Chair of the Community COM and/or the Chair of the Full COM shall consult and
1296 recommend a shared grant request to the Board of Pensions.

129**VIII. Training**

1298 The Full COM shall provide for continuing training for its membership from time to time
1299 either at the monthly meetings of the Community COMs or on special occasions designed
1300 for that purpose.

1301 Revised by COM, September, 2013
1302 Approved by Mission Cabinet, September, 2013
1303 Edited by Bob Bankhead, November, 2013
1304 Revised by leadership team, November, 2015
1305 Revised in accordance with new Manual of Operations of the Presbytery, December, 2015
1306 Revised and Adopted by Full Commission on Ministry, February 4, 2016
1307 Proposed Changes Marked in Text for Action on January 19, 2017

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 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.

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

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

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

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

71 4. **Guidelines for Retiring Ministers**

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

74 **5. Guidelines for Pastors and Families Who Remain In the Area after Leaving a**
75 **Pastorate.**

- 76 a. If you choose to remain in or return to the area in which you have served as pastor you
77 need to deal realistically with your own needs for fellowship and church life apart from
78 the former congregation.
- 79 b. You and your family can be most helpful to the next pastor and family in being accepted
80 in their new situation. You and your family can also be the most difficult problem your
81 successor and family must face. Be sensitive to them, encourage them, and help them
82 any way you can, including physically withdrawing yourselves from the congregation for
83 a considerable period of time.
- 84 b. You should refrain from pastoral functions and not accept any positions of leadership in
85 your former church, nor attend meetings of the Session, Deacons, or Trustees, unless
86 invited by the Session and moderator of Session.
- 87 c. You should not officiate at any sacraments, weddings, funerals, or other functions
88 involving members of your former church, or within its properties, unless invited by the
89 Session and moderator of Session (see 3 a. for references).
- 90 d. An invitation to officiate or perform pastoral functions in a former church is an
91 opportunity to demonstrate your support and loyalty to your successor. Offer to assist
92 rather than officiate. Avoid any functions or requests that will isolate or exclude your
93 successor from the people God has called him/her to serve. Your spouse and your family
94 also need to demonstrate their support of the current pastor and family in the manner
95 suggested for former pastors.
- 96 e. You should avoid formal or informal participation in or comment on the work of the
97 Pastor Nominating Committee.
- 98 f. Regarding continued worship in the church where the pastor no longer serves, through
99 retirement or other circumstances, the Commission on Ministry encourages clergy and
100 families to seek alternate worship sites and opportunities, especially during the first few
101 months after the new pastor and family arrive. This will help avoid the inevitable
102 comparisons that can cause so much pain whenever old relationships are severed and new
103 ones are being formed.

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

37 disregard toward the new person’s service as pastor when a former pastor returns without
38 such invitation and coordination.”

39 C. “Former pastors, associate pastors and assistant pastors may officiate at services for
40 members of a particular church, or at services within its properties, *only* upon invitation
41 from the moderator of the session or, in case of the inability to contact the moderator,
42 from the Clerk of Session.” Book of Order, G-2.0905.

43 D. The people of the church shall give consideration to the pastors they have called and to
44 show respect for them by calling them to perform pastoral, administrative, educational,
45 teaching advice and counsel or worship leadership or preaching services.

46 E. Any complaint to the COM shall receive a first response in the form of a private meeting
47 of three members of the COM with the person alleged to have violated the privilege of
48 the pastoral relationships. Should they find the complaints valid, and should the practice
49 continue, the matter shall be brought before the entire COM and the accused may be
50 subject to censure according to the Rules of Discipline. The pastor, associate pastor,
51 interim pastor, interim associate pastor, stated supply, commissioned lay pastor, intern,
52 makes no comments, even privately, about the new pastor after leaving except to install
53 confidence and support in the congregation. All other approaches, questions, comments
54 from any member or staff of the congregation shall be referred appropriately.

55 F. If the accused is a member of another Presbytery, the COM shall communicate with the
56 COM of that Presbytery.

57 G. When a minister or lay pastor leaves a pastoral relationship with a church, a copy of this
58 statement will be given to the minister or lay pastor as well as to the session members.
59 The session will be asked to share this statement throughout the entire congregation by
60 reading it aloud to the congregation gathered or by using it as an insert for the bulletin or
61 newsletter, unless the statement has been distributed through the congregation within the
62 past year. The Commission on Ministry’s liaison person will share the statement with the
63 session when an installed pastorate is ended or has ended.

64 H. A minister who has served a church in an established relationship may not serve that
65 church as parish associate or in any other relationship until at least two years after the
66 next pastor has begun serving the church.

67 **NOTE:** These guidelines do not apply in case of a relationship of an interim pastor, interim
68 associate pastor, stated supply, or lay pastor that lasts four months or less.

69 09/07/00

70 Revised 12/05

71 Revised 9/12

36 age 60. Consult the web site of The Board of Pensions or call the Presbytery Office for
37 information about Pre-Retirement Planning Seminars offered by The Board of Pensions.

38 B. When you begin to think of the possibility of retiring in the next two or three years, contact
39 our General Presbyter to find out if the presbytery will hold a workshop for those nearing
40 retirement. This would be an excellent and informative event for you and your spouse. In
41 such a workshop you will learn the process of retirement within this presbytery, up to date
42 information about the details of retirement, and have an opportunity to clarify your
43 expectations regarding the early post-retirement years.

44 C. You may obtain from The Board of Pensions the booklet *Information for Members Planning*
45 *to Retire*. Another helpful booklet is *Guide to Social Security and Medicare*.
46 [www.imercer.com/socialsecurity]. The Mercer Guide is a simple explanation with easy-
47 reference benefit tables.

48 D. Talk with and decide with your spouse the location of your first home in retirement. The
49 location that you determined in earlier years may not be appropriate at this stage of your life.

50 E. Consider with your spouse the financial assets and liabilities that you will have in retirement.
51 Assets include: Social Security Benefits, Pension Benefits from the Board of Pensions and
52 other sources, and other retirement plans and financial assets that you and your spouse have
53 accumulated.

54 Those retiring as members of the Presbytery of Coastal Carolina may be eligible to partici-
55 pate in the Kate B. Reynolds Fund. Eligibility is defined as active service as a member of
56 presbytery for the last five years of ministry or a total of ten years of ministry served while a
57 member of a presbytery within North Carolina. Another requirement is maintaining member-
58 ship in a presbytery within the state of North Carolina. Funds from the Kate B. Reynolds
59 Fund are normally distributed in June and December. As of 2012 eligible persons receive
60 approximately \$2,000 a year. For more information, contact the General Presbyter/ Stated
61 Clerk.

62 Liabilities may include: mortgage on your home, cost of purchasing a home following
63 retirement, credit card balances, and other debt that you may carry into retirement. Consider
64 the assets and liabilities that are in your name, jointly in your name and that of your spouse,
65 and in your spouse's name. There are excellent sources that you can find on the World Wide
66 Web that will assist you in your consideration of your assets and liabilities.

67 F. Consult with your Regional Service Team at the Board of Pensions to learn about different
68 types of individual healthcare coverage available to you and your spouse in your retirement
69 years. Be certain that you understand the options, cost, and extent of healthcare coverage
70 after you retire and especially if you and/or your spouse are thinking of retirement prior to
71 age 65.

72 G. There are several very knowledgeable persons in our presbytery who are willing to assist you
73 as you begin to consider retirement. You may obtain their names from our General
74 Presbyter/Stated Clerk.

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

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

- 78 • Contact your local Social Security office four months before the date of retirement. It
79 normally takes at least three months to establish Social Security retirement benefits.
80 [Note: the length of time may vary and may be shorter.]
- 81 • Request a retirement application package from the Board of Pensions at least 90 days
82 before retirement to allow sufficient time for processing. You must complete the
83 Retirement Pension Application, the Application for Election of Pension Option and a tax
84 withholding form to begin receiving pension benefits. Allow time to obtain the required
85 certification of retirement from your employing organization. This certification is given
86 by our General Presbyter/Stated Clerk after the Commission on Ministry has given
87 approval. You can obtain a Retirement Application Packet by calling your Regional
88 Service Team of the Board of Pensions at 800-773-7752.
- 89 • Your Retirement Application Packet will include a pension quotation. Your request for a
90 packet must include the expected date of retirement, birth dates for you and your spouse,
91 and your current address.

92 B. Contact the General Presbyter/Stated Clerk of our presbytery at least four months before your
93 anticipated date of retirement. Ask for an appointment and consult with the General
94 Presbyter/Stated Clerk of our presbytery *before* you talk with *any person* related to your
95 congregation.

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

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

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

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

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

109 This is a very personal decision that should be made in consultation with your spouse. It is
110 wonderful if you have a hobby you love. The days, weeks and months can be long in
111 retirement if you cannot fill the time with meaningful activities. This is especially true if your

112 health continues to be good. Ministers in retirement enjoy many various activities. These
113 include: a hobby; golf, tennis, or other sport; various volunteer activities; travel (but you will
114 quickly realize that you probably will not travel most or all of the time); serving as a
115 Temporary Supply, Stated Supply, Interim Pastor or Parish Associate; work in committees of
116 presbytery or the synod; begin a second career. The list of possible activities in retirement is
117 long and is limited only by limits of imagination and/or creativity.

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

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

125 *September, 2012*

1 Appendix E
2 Presbytery of Coastal Carolina
3 Presbytery of Coastal Carolina
4 **2017 Minimum Terms of Call**

5 (Approved by Presbytery on October 29, 2016)

6 Full Time Installed Pastors to Churches⁸

7
8 **Total Minimum Compensation for 2017** **\$65,956.15**

9 *Recommended breakdown for compensation:*

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

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

12 **Benefits**

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

14 • Medical Dues 24.5% of **BOP** minimum of \$44,000 (family coverage) or 24.5% of **\$10,780.00**
15 effective salary (see **Board of Pensions** below)

16 **Accountable Reimbursable Expenses** – to be used for Continuing Education **\$6,000.00**
17 and Professional Expenses

18
19
20 The Board of Pensions offers a helpful booklet on *Understanding Effective Salary*. Go to their website:
21 <http://www.pensions.org/AvailableResources/BookletsandPublications/Documents/pln-103.pdf>
22
23

24 **Important Notes:**

- 25 1. The **Salary** may include a suitable amount designated for **housing**, as allowed by IRS
26 Guidelines, to provide a dwelling for the pastor and family.
- 27 2. **Board of Pensions:** The benefits for installed pastors (Pastor's Participation) includes
28 1) defined pension benefits 2) death and disability and 3) preferred provider organization
29 (PPO) medical on a non-contributory basis and without regard to number of hours worked.
30 The medical dues percentage rate reflects a composite (call neutral) amount, applied
31 uniformly, regardless of the pastor's family status.

⁸ See note on vacation and study leave for part-time contracts on page 49 below.

- 32 3. The division of funds between Professional Expenses and Continuing Education should be
 33 determined by the session in consultation with the pastor. The division of funds can vary
 34 from year to year.
- 35 • **Accountable Reimbursable Expenses** are usual, customary and reasonable expenses incurred in
 36 support of the ministry provided to the congregation by the pastor. They do not include
 37 commuting from home to church/office. Expenses are reimbursed upon the submission of
 38 appropriate receipts or mileage logs and **should not** be paid in regular monthly installments. **If**
 39 Accountable Expenses **are** paid in monthly installments then they **must** be counted as income and
 40 listed on the pastor’s W-2 form. Pension, Disability, and Medical Dues would also have to be
 41 paid on them. It is up to the pastors to monitor their use of Accountable Expense funds so as not
 42 to run over by the end of the year.
 43 Any unused funds revert to the church treasury at the end of the year. Unexpended budgeted
 44 funds for Accountable Reimbursable Expenses are **not** available to a pastor as compensation.
 - 45 • Since **Continuing Education** funds are provided by the church in order to equip the pastor to be
 46 a more effective leader in the congregation, it is the responsibility of the pastor to consult with the
 47 session about the content, location, and cost of any continuing education before taking time off or
 48 incurring costs. The expenses will be reimbursed (within the limits of the agreement) upon
 49 presentation of receipts. Accrued Continuing Education time and money are forfeited upon
 50 dissolution of the pastoral relationship. Unexpended Continuing Education money are **not**
 51 available to a pastor as compensation.
- 52 4. For negotiations for service **less than full-time**, a normal (full time) work week is considered
 53 as 40 hours.
- 54 5. **Other benefits** (part of minimum terms of call):
- 55 a. Vacation of 4 weeks including 4 Sundays.
 - 56 b. Study Leave of 2 weeks including 2 Sundays. The purpose of Study Leave will be planned in
 57 consultation with the Session.
 - 58 c. Holidays as established by Presbytery policy.
 - 59 d. Full usual, customary, & reasonable cost of moving to the field by a licensed carrier.
 - 60 e. FAMILY LEAVE is recommended.
- 61 **EITHER**
- 62 A. FAMILY LEAVE is a mutual agreement between the Session and Pastor for the good
 63 and welfare of the whole of God’s holy people. *A Covenant of Care and Compassion* is a
 64 formal opportunity to express agreement in family leave policies. Guidelines for *A*
 65 *Declaration of Family Leave Policy* and *A Covenant for Care and Compassion* are
 66 available at the Presbytery Office.
- 67 **OR**
- 68 B. FAMILY LEAVE is time released for medical care and treatment.
- 69 • Sick Leave shall accumulate at least 1 ¼ days each month to 90 days total. Sick
 70 Leave of 5 days shall be accrued to newly installed pastors. When sick leave taken

71 exceeds 5 days in a 6-month period, a church may require a statement from the
72 attending physician.

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

76 • Adoptive Leave – 4 weeks with payment of salary and benefits excluding
77 reimbursable expenses.

78

79 **Clarification of Vacation and Study Leave**

80 The ministry is a profession, not a job. Although it requires hours of work, it is not
81 accomplished by time spent, but by a life spent. Vacation time for a minister is not
82 simply days off the clock, but a kind of Sabbath rest for the soul, bringing renewal to
83 the individual and to the ministry of the church. For the health of your minister and
84 the health of your congregation, COM requires the following for all calls and
85 contracts:

86 For all full-time positions, an annual minimum of:

- 87 a. Vacation of 4 weeks including 4 Sundays.
88 b. Study Leave of 2 weeks including 2 Sundays. The purpose of Study Leave will
89 be planned in consultation with the Session.

90 For all part-time positions, an annual minimum of:

- 91 a. The equivalence of an ordinary 4-week month of typical duties. (see below)
92 b. The equivalence of an ordinary 2 weeks of typical duties, but in no case less than
93 one week with one Sunday off for Study Leave.

94 The purpose of Study Leave will be planned in consultation with the Session.

95 *Examples*

96 If a minister is typically expected to preach only two Sundays a month but is responsible
97 for pastoral duties even when he/she is not scheduled to preach, then vacation time would
98 be a total of 4 weeks off, including 2 “preaching Sundays” off, and 2 non-preaching
99 Sundays off.

100 If she/he ordinarily preaches 3 Sundays a month, then vacation includes 3 preaching
101 Sundays (and 1 non-preaching Sunday) off.

102 In any case, all pastors must be provided time off from pastoral duties four weeks a year,
103 with Study Leave determined in a similar manner.

104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137

Presbytery of Coastal Carolina
Commission on Ministry Minimum 2017 Terms of Call
Full Time Certified Christian Educators

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

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

Other benefits (part of minimum terms of call):

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

EITHER

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

OR

- B. FAMILY LEAVE is time released for medical care and treatment.
- Sick Leave shall accumulate at least 1 ¼ days each month to 90 days total. Sick Leave of 5 days shall be accrued to newly installed pastors. When sick leave taken exceeds 5 days in a 6-month period, a church may require a statement from the attending physician.
 - Maternity Leave – 4 weeks with payment of salary and benefits excluding reimbursable expenses. An additional two (2) weeks may be granted from accumulated sick leave if needed.
 - Adoptive Leave – 4 weeks with payment of salary and benefits excluding reimbursable expenses.

138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172

Presbytery of Coastal Carolina
Commission on Ministry Minimum 2017 Terms of Call
Full Time Certified Associate Christian Educators

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

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

Other benefits (part of minimum terms of call):

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

EITHER

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

OR

- B. FAMILY LEAVE is time released for medical care and treatment.
- Sick Leave shall accumulate at least 1 ¼ days each month to 90 days total. Sick Leave of 5 days shall be accrued to newly installed pastors. When sick leave taken exceeds 5 days in a 6-month period, a church may require a statement from the attending physician.
 - Maternity Leave – 4 weeks with payment of salary and benefits excluding reimbursable expenses. An additional two (2) weeks may be granted from accumulated sick leave if needed.
 - Adoptive Leave – 4 weeks with payment of salary and benefits excluding reimbursable expenses.

- 36 4) For those seeking a regular pastoral relationship with a congregation of this Presbytery
 37 Should write a half-page response (one page total) to each of two of the following questions
 38 from the Ordination and Installation Questions asked of all Teaching Elders (ministers) and
 39 Ruling Elders (members of the Church’s board). (See *Book of Order*, W-4.4003.) Use the
 40 bulleted questions as a guide to your composition.
- 41 a. *Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the*
 42 *Church, and through him believe in one God, Father, Son, and Holy Spirit?*
- 43 • What does it mean to you to trust in Jesus Christ as your Savior?
 - 44 • What does it mean to you that Jesus Christ is Lord of all? Head of the Church?
 - 45 • What does it mean to you to say that God is one yet made up of three persons?
 - 46 • What is the relationship between Father, Son, and Holy Spirit?
- 47 b. *Do you accept the Scriptures of the Old and New Testament to be, by the Holy Spirit, the*
 48 *unique and authoritative witness to Jesus Christ in the Church universal, and God’s Word to*
 49 *you?*
- 50 • What role does the Holy Spirit play in our interpretation of the Scriptures?
 - 51 • In what way are the Scriptures the “unique and authoritative witness to Jesus Christ”?
 - 52 • How are the Scriptures “God’s Word to you”?
- 53 c. *Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in*
 54 *the confessions of our church as authentic and reliable expositions of what Scripture leads us*
 55 *to believe and do, and will you be instructed and led by those confessions as you lead the*
 56 *people of God?*
- 57 • List some of what you understand to be the “essential tenets” of the Reformed faith.
 - 58 • Do you find any of them in conflict with what you think that “Scripture leads us to
 - 59 believe and do”?
- 60 d. *Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture,*
 61 *and be continually guided by our confessions?*
- 62 • What does it mean to you to be obedient to Jesus Christ?
 - 63 • What does it mean to you to be under the authority of Scripture?
 - 64 • What does it mean to you to be guided by our confessions?
- 65 e. *Will you be governed by our church’s polity, and will you abide by its discipline.*
- 66 • What does it mean to you “to be guided by our church’s polity”?
 - 67 • What does it mean to you “to abide by our church’s discipline”?
 - 68 • How does the Presbyterian Church “discern the mind of Christ”?
- 69 f. *Will you in our own life seek to follow the Lord Jesus Christ, love your neighbors, and work*
 70 *for the reconciliation of the world?*
- 71 • What is the hardest part of keeping this vow for you?

- 72 g. *Do you promise to further the peace, unity, and purity of the church?*
- 73 • What is your role as a minister to further the peace, unity and purity of the church? Is that
- 74 role different from that of any other member of the church?
- 75 • What do you do when these three (peace, unity and purity) are in tension?
- 76 h. *Will you pray for and seek to serve the people with energy, intelligence, imagination, and*
- 77 *love?*
- 78 • What does it mean to you to “serve the people”?
- 79 i. *Will you be a faithful teaching elder, proclaiming the good news in Word and Sacrament,*
- 80 *teaching faith and caring for people? Will you be active in the government and discipline,*
- 81 *serving in the councils of the church; and in your ministry will you try to show the love and*
- 82 *justice of Jesus Christ?*
- 83 • How do you see your role as minister (teaching elder) in this particular church?
- 84 • If appropriate, how will you balance your service to the larger church to that of the
- 85 congregation?
- 86 e. How do you balance showing “the *love* and *justice* of Jesus Christ”?
- 87 5) Items listed in #2 above including written answers to the questions would be evaluated before
- 88 the minister would be scheduled to meet with the Examinations Subcommittee. Indeed, the
- 89 request, application, and written answers would help determine if the minister would be
- 90 scheduled to meet with the subcommittee.
- 91 6) The COM at all levels will be proactive and diligent in finding ways to encourage retired
- 92 minister members of the presbytery to supply preach and celebrate sacraments in our smaller
- 93 churches. Also the COM will seek ways to encourage sessions to consider the use of QREs
- 94 for preaching and administration of sacraments.

95 **Note for consideration:** It has been suggested that the COM needs to determine if the minister’s

96 ordination would transfer to the PC(USA) according to the requirements in the *Book of Order* (if

97 the minister so desired). If not, the presbytery would need to vote to waive the requirements and

98 allow the non-PCUSA minister to celebrate the sacraments.

99 *Updated September, 2012 and December, 2015*

35 supplies, the session has authority to secure/schedule an occasional supply using the COM
36 pulpit supply list. Though the COM is not usually involved in reviewing/approving this
37 relationship, it is included here to add definition to common practice.

38 3. **Stated Supply (SS)** – is appointed by the Presbytery (through the COM) upon the request of
39 and in consultation with the session, to perform the functions of a pastor, duties as specified in
40 a contractual agreement between session and the SS for a period not to exceed twelve months
41 (renewable), in a church which is not seeking, or not yet seeking an Installed Pastor. The SS
42 may be appointed by COM as the moderator. The person in this position may not become the
43 next Installed Pastor or Designated Pastor, except as provided in G-2.0504c. When a church
44 with a Stated Supply Pastor elects a Pastor Nominating Committee, that pastor then becomes
45 an Interim Pastor.

46 4. **Interim Pastor (IP)** – is appointed by the Presbytery (through the COM) upon the request of
47 and in consultation with the session, to perform the functions of a pastor, duties as specified in
48 a contractual agreement between session and the IP for a period not to exceed twelve months
49 (renewable), in a church that is seeking or will be seeking an Installed Pastor. The IP may be
50 appointed by the COM to serve as moderator. The person in this position may not become the
51 next Installed or Designated Pastor, except as provided in G-2.0504c.

52 5. **Parish Associate (PA)** – is teaching elder (minister) who is serving in a validated ministry, or
53 who is a member-at-large, or who is retired, but wishes to maintain a relationship with a
54 particular church. The PA is nominated by the pastor of the congregation, and the relationship
55 shall be established between the PA, the session and the Presbytery. The PA may succeed
56 him/herself in an installed position only after 6 months have elapsed since the end of the PA
57 relationship. When the installed pastor leaves the church, the PA relationship is dissolved as
58 well.

- 33 3) a statement of the intent and mode of participation in presbytery and local
34 congregation.
- 35 c. They should present a letter from the employing organization describing the organization,
36 the nature of its call to the candidate for validation, and a request that such a ministry be
37 validated.

38 The validation must be approved by the Community COM and recommended to the full
39 Commission on Ministry for adoption by the Presbytery. If this process is completed and the
40 ministry is validated by action of Presbytery, the validation shall remain in force as long as the
41 terms of validation remain in force. It shall be the responsibility of the minister to inform the
42 Commission on Ministry when the terms are no longer in force.

43 If the Community COM denies the application, the candidate for validation may appeal the
44 decision to the full Commission on Ministry and in turn to Presbytery.

1 Appendix J-2
2 The Presbytery of Coastal Carolina
3 **Sample Covenant for Interim Pastor**

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

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

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

15 **Expectations of the Interim Pastor**

- 16 1. Maintain regular office hours.
- 17 2. Serve as Moderator of the Session and Moderate congregational meetings. **Note: If Interim**
18 **Pastor is not a member of the Presbyterian Church (USA), the Presbytery will appoint a**
19 **Moderator for the Session and Congregation.**
- 20 3. Attend meetings of committees of Session.
- 21 4. Attend meetings of the Board of Deacons and its committees.
- 22 5. Participate in church related activities.
- 23 6. Conduct funerals and weddings.
- 24 7. Conduct services of worship and preach.
- 25 8. Visit sick, shut-ins when informed.
- 26 9. Attend meetings and participate in the life of the Presbytery of Coastal Carolina.
- 27 10. Visit new members and the congregation in general as is appropriate.
- 28 11. Submit a written report quarterly to the Commission on Ministry on the ministry and health
29 of the congregation.

30 **Expectations of the Session**

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

- 33 2. Within the first 60 days of the interim pastor’s service, have a Session retreat for reflection
 34 and planning.
- 35 3. Review the ministry of the interim pastor regularly and provide constructive feedback.
- 36 4. Work with the Interim Pastor to prepare the way for the next installed pastor.
- 37 5. Remit in regular payments the dues owed to the Board of Pensions, if applicable.
- 38 6. **Compensation** (*Insert agreed amounts*)
- 39 1. **Salary** (*Example*)
- 40 • The Salary of the Interim Pastor is allocated as follows:
- 41 • Cash \$
- 42 • Housing \$ or %
- 43 • SECA \$
- 44 7. **Accountable Professional Reimbursement (Example)**
- 45 • Professional business expenses include but are not limited to: continuing education, dues
 46 for professional organizations, books, subscriptions to professional journals and
 47 periodicals, professional entertainment, subsistence while away from home on business.
 48 Reimbursement for the professional use of auto shall be at the current IRS allowable rate
 49 for business use of car. \$
- 50 8. **Benefits (Example)**
- 51 • Vacation/study leave
- 52 • Dues shall be remitted to the Board of Pensions for the Benefits Plan, if required.
- 53 • Costs of moving to the field

54 _____	_____
55 Clerk of Session	Interim Pastor
56 _____	_____
57 Date of Agreement	Commission on Ministry Moderator

- 37 7. to arrange for the introduction of new teaching elders (ministers) to the Presbytery
38 including sharing of their statements of faith and biographical sketches;
- 39 8. to coordinate the training and examination of ruling elders who sense a call to
40 particular pastoral ministry as Commissioned Ruling Elders and provide for their
41 oversight and continuing education;
- 42 9. to minister to the ministers and their families;
- 43 10. to counsel with the Pastor Nominating Committees, and to advise the Sessions of
44 vacant churches with regard to pastoral services;
- 45 11. to carry out applicable provisions of the sexual misconduct, ethics, and boundary
46 training and certification policies;
- 47 12. to examine non-PC(USA) ministers being considered for pastoral leadership by
48 congregations in the Presbytery and to provide training and support to any of
49 those permitted to serve congregations of the Presbytery;
- 50 13. to work with the Missional Community Mission Coordinators in providing care
51 for churches and their pastors, in counseling churches with regard to pastoral
52 services, and in addressing conflicts and issues that may arise including the
53 appointment of Committees of Inquiry or Administrative Commissions;
- 54 14. to appoint Pastoral Teams to work congregations discerning their relationship
55 with the PC(USA) as outlined in the Presbytery's Separation Policy.

56 **4.13 Commission Power**

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

- 60 1. Grant permission for minister members (Teaching Elders) to engage in work
61 outside the geographic bounds and/or jurisdiction of this Presbytery (G-2.0502
62 and G-2.0503), and to grant permission to minister members of other presbyteries
63 to engage in work within the bounds and/or jurisdiction of this presbytery.
- 64 2. Commission Ruling Elders to pastoral service in a congregation – G-2.1002
- 65 3. Validate the ministry of Teaching Elders who are not serving in a pastoral
66 relationship in a particular church and review that ministry on an annual basis –
67 G-2.0503
- 68 4. Grant Honorable Retired status to teaching elders – 2.0503c.
- 69 5. Approve pastoral relationships in:
- 70 a. Installed pastoral relationships – G-2.0504a
- 71 b. Temporary pastoral relationships – G-2.0504b
- 72 c. Approve terms of call – G-3.0109b(3)
- 73 6. Receive the transfer of ministers of other denominations:

- 74 a. As full members of the Presbytery – G-2.0505
- 75 b. As temporary members of the Presbytery – G-20506
- 76 7. Release Teaching Elders from ministry at their request – G-2.0507
- 77 8. Appoint moderators for sessions without an installed pastor – G-3.0104
- 78 9. Name Administrative Commissions to ordain and/or install Teaching Elders to
- 79 pastoral relationships – G-3.0109b(2); G-3.0109b(3)
- 80 10. Examine and receive into membership Teaching Elders seeking admission to
- 81 presbytery – G-3.0109b(3)
- 82 11. Counsel with sessions concerning reported difficulties – G-3.0303d(1) – (3)

83 **4.14 Authority Reserved to Full Presbytery**

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

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

94 **4.15 Authority Reserved to Presbytery and/or Missional Communities**

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

- 99 1. Assumption of original jurisdiction of a session – G-3.0303e
- 100 2. Exceptions to the prohibition on calling of an Associate Pastor as the next
- 101 Installed Pastor of a congregation or the calling of a Teaching Elder engaged in a
- 102 temporary pastoral relationship as the next Installed Pastor of a congregation – G-
- 103 2.0504c.
- 104 3. Examination of candidates for ordination as teaching elders.

105 **4.16 Sharing of Actions**

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

36 as a Teaching Elder in our Presbytery it is *recommended* the examination committee should
37 explore the candidate's Christian faith and views in theology, the Sacraments, and the
38 government of the church by asking the candidate to explain his/her understanding of the
39 meaning of the ordination vows which s/he will have to make when ordained and installed in
40 this call. Our practice calls for a two-hour examination for candidates.

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

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

56 **Suggested Questions**

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

60 **Ordination/Installation Vows**

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

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

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

- 71 • What does it mean to you that Jesus Christ is Lord of all? Head of the Church?
- 72 • What does it mean to you to say that God is one yet made up of three persons?
- 73 • What is the relationship between Father, Son, and Holy Spirit?
- 74 *e. Do you accept the Scriptures of the Old and New Testament to be, by the Holy Spirit, the*
 75 *unique and authoritative witness to Jesus Christ in the Church universal, and God’s Word to*
 76 *you?*
- 77 • What role does the Holy Spirit play in our interpretation of the Scriptures?
- 78 • In what way are the Scriptures the “unique and authoritative witness to Jesus Christ”?
- 79 • How are the Scriptures “God’s Word to you”?
- 80 *f. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in*
 81 *the confessions of our church as authentic and reliable expositions of what Scripture leads us*
 82 *to believe and do, and will you be instructed and led by those confessions as you lead the*
 83 *people of God?*
- 84 • List some of what you understand to be the “essential tenets” of the Reformed faith.
- 85 • Do you find any of them in conflict with what you think that “Scripture leads us to
- 86 believe and do”?
- 87 *j. Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture,*
 88 *and be continually guided by our confessions?*
- 89 • What does it mean to you to be obedient to Jesus Christ?
- 90 • What does it mean to you to be under the authority of Scripture?
- 91 • What does it mean to you to be guided by our confessions?
- 92 *k. Will you be governed by our church’s polity, and will you abide by its discipline.*
- 93 • What does it mean to you “to be guided by our church’s polity”?
- 94 • What does it mean to you “to abide by our church’s discipline”?
- 95 • How does the Presbyterian Church “discern the mind of Christ”?
- 96 *l. Will you in our own life seek to follow the Lord Jesus Christ, love your neighbors, and work*
 97 *for the reconciliation of the world?*
- 98 • What is the hardest part of keeping this vow for you?
- 99 *m. Do you promise to further the peace, unity, and purity of the church?*

- 100 • What is your role as a minister to further the peace, unity and purity of the church? Is that
101 role different from that of any other member of the church?
- 102 • What do you do when these three (peace, unity and purity) are in tension?
- 103 n. *Will you pray for and seek to serve the people with energy, intelligence, imagination, and*
104 *love?*
- 105 • What does it mean to you to “serve the people”?
- 106 o. *Will you be a faithful teaching elder, proclaiming the good news in Word and Sacrament,*
107 *teaching faith and caring for people? Will you be active in the government and discipline,*
108 *-serving in the councils of the church; and in your ministry will you try to show the love and*
109 *justice of Jesus Christ?*
- 110 • How do you see your role as minister (teaching elder) in this particular church?
- 111 • If appropriate, how will you balance your service to the larger church to that of the
112 congregation?
- 113 • How do you balance showing “the *love* and *justice* of Jesus Christ”?

114 **Other Suggested Questions for Examination**
115 **of Ministers Coming into the Presbytery**

116 **Theology**

- 117 1. A woman comes to you shortly after the death of her father. She is upset because her father,
118 though a good man, was not a church goer. The minister used the occasion to evangelize non-
119 Christian family members and suggested that the deceased was not “saved.” What would you
120 say to this woman?
- 121 2. Our denomination has a *Brief Statement of Faith* which reflects on a number of theological
122 issues. Comment on any two of those issues and the way the Brief Statement deals with
123 them.
- 124 3. A Confession of Faith seeks to express faith in light of issues which face the church in con-
125 temporary society. What are some of the contemporary issues dealt with in the new *Brief*
126 *Statement of Faith* and in your view, how adequately are they addressed?
- 127 4. Dr. Carl Sagan in an article in the Sunday supplement magazine, *Parade*, recently wrote of
128 the need for science and religion to join forces on environmental issues. He noted that all
129 major religions have a concern for and respect for the earth. What in your view are factors in
130 a Christian Theology of the earth? How can such issues be addressed in churches where the
131 employment of some people depends on the industries who do not always take good care of
132 the earth and its people?
- 133 5. In Chapter 2 of the *Book of Order*, ‘The Church and Its Confessions,’ we read: “The Church
134 affirms...the church reformed, always reforming, according to the word of God and the Call
135 of the Spirit.” [F-2.02] Please comment upon what that means in terms of the theology and
136 standards of doctrine in our denomination.
- 137 6. There is strong support in the Session to give Schofield Reference Bibles to graduates. How
138 would you handle this?
- 139 7. You get a request to teach the book of Revelation and preach a sermon on the “rapture.”
140 What would you do?
- 141 8. In a world where “*tho’ the wrong seems oft so strong*,” as the hymn line puts it, what
142 meaning does the Reformed centerpiece doctrine of the sovereignty and providence of God
143 have for you?
- 144 9. How important is the Reformed doctrine of the sovereignty and providence of God as a
145 subject for proclamation in today’s world, in your judgment?
- 146 10. You ask the young people in the confirmation class to bring in articles from the newspaper
147 that reflect different understandings of God. One of them brings in a letter to the editor with
148 the request that you help them to interpret it: “When I attended church a lot in my younger
149 days, I was taught to believe that people receive blessings for living peaceably, honestly,

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

155 **Christian Faith**

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

161 **Reformed Theology**

- 162 1. Share with us a Reformed theological understanding of the church's mission that would be
163 appropriate and helpful in guiding a session as they look at the future.
- 164 2. How would you explain to an adult Sunday School Class a Reformed understanding of
165 justification by faith alone?
- 166 3. Talk about your understanding of the Trinity and ways that you can share that understanding
167 with others.
- 168 4. What is your understanding of the authority of Scripture and what role does the Holy Spirit
169 play in our understanding of Scripture?
- 170 5. Talk about a Reformed understanding of the Holy Spirit and its role in the Trinity.

171 **Bible**

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

181

182 **Worship and Sacraments**

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

193 **Polity**

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

205 **From the Examinations Committee of**
206 **New Hope Presbytery**

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

210

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

215 **Biblical Theology**

- 216 1. If you had to state it in a few sentences, what would you say the Bible teaches? What
217 scriptural themes and/or texts would you use to support your answer?
- 218 2. Trace the theme of “covenant” through the Bible. How, if at all, does the idea of covenant
219 change from the Old to the New Testament?
- 220 3. Choose one of Paul’s letters. Give a broad outline of the structure of the letter which will
221 illustrate what you believe to be the major theme of that letter.
- 222 4. Identify some major themes of the prophetic books and indicate how you would treat these
223 themes in your preaching.
- 224 5. How did Paul relate “grace” and “law” in his writings?
- 225 6. Briefly explain the synoptic problem. How would you answer someone who said, “The fact
226 that the four gospels differ in places – even the fact that we have four gospels – is a
227 stumbling block for me.”?
- 228 7. What would you say to someone who said, “I don’t understand how the God of the Old
229 Testament and the God of the New Testament can be one and the same? One seems to be
230 angry and vengeful, the other one kind and loving.” What scripture texts would you use to
231 demonstrate and proclaim the unity of God between the two Testaments?
- 232 8. Many people are put off by the book of Revelation because it scares them or they don’t
233 understand the symbolism and imagery. What characteristics of apocalyptic writing are
234 important for us as 20th century Christians to understand? Why is the book of Revelation
235 important for Christians of all times?
- 236 9. Genesis 1-11 is sometimes referred to as “myth”. How do these stories of primeval history
237 introduce the rest of the biblical story?

238 **Doctrinal Theology**

- 239 1. How do you understand the Bible’s authority? How does this understanding inform your
240 practice of ministry?
- 241 2. What is theology? What is your theological method? How do you function as a theologian?
- 242 3. Share your theological understanding of God, the human predicament, and redemption. What
243 Bible texts undergird your doctrine of salvation?
- 244 4. Share your view and understanding of Christ’s birth, miracles, teachings, crucifixion, and
245 resurrection. What Old and New Testament texts inform your Christology?
- 246 5. What are the essential tenets of the Reformed tradition?

- 247 6. What is your understanding of sin, including original sin and actual sin? What continuity
248 and/or difference is there between Old and New Testament treatments of sin and its effects?
- 249 7. How does the doctrine of the Trinity inform your understanding of the nature of God? What
250 scriptural foundations are there for the Trinity?
- 251 8. Explain the doctrine of predestination and its relationship to the Reformed doctrine of
252 justification by grace through faith.
- 253 9. What is the nature and mission of the church?
- 254 10. What is your view of the church's involvement in public affairs? Which prophetic or gospel
255 texts speak most clearly to you about this subject?
- 256 11. How do you view Christianity in relation to the religions of the world? How do the mission
257 mandates in the gospels and epistles inform your understanding of ecumenicity and world
258 religions?
- 259 12. What are the implications of the Presbyterian Church being a confessional church?

260 **Worship and Sacraments**

- 261 1. What are the key elements of Presbyterian worship? Outline the order of worship
262 recommended in the Book of Order.
- 263 2. What is a sacrament? What is the relation of the Sacraments to the spoken Word of God?
264 What is the role of the Sacraments in the church?
- 265 3. What is the nature and function of Baptism in the life of the church? What New Testament
266 texts speak directly to the topic of Baptism? What scriptural warrants are there for infant
267 Baptism?
- 268 4. What is the nature and function of the Lord's Supper in the church?
- 269 5. What training or instruction have you found helpful for parents of children receiving the
270 Sacraments?
- 271 6. What role does inclusive language play in the faithful worship of the church?
- 272 7. Do you view the Lord's Supper primarily as a glad celebration or as a solemn observance?
273 Why?

274 **Church Government**

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

- 277 2. Why should we be concerned with good order? Does your theology actually inform the
 278 working process of the church? What scriptural basis do you find for the Presbyterian form
 279 of church government?
- 280 3. What is your obligation toward a majority action or stance of a church governing body when
 281 you oppose the action or stance?
- 282 4. If a candidate under the care of presbytery announces that he or she does not accept the
 283 baptism of infants or the ordination of women, yet still wishes to be ordained, what action do
 284 you think presbytery should take?
- 285 5. What training would you recommend for elders and deacons prior to ordination and/or
 286 installation?
- 287 6. What is your view of ordination? What Old and New Testament texts inform your
 288 understanding of ordination and the relationship between clergy and the laity?

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

291 **Theology**

- 292 1. Please state the distinguishing characteristics of the reformed faith.
- 293 2. Using some of the creeds of the church and references to church history, what are your
 294 views-on the nature of Jesus Christ?
- 295 3. Give your views of the state of humanity following Adam’s fall by his disobedient act in
 296 violation of God’s instructions regarding the tree in the midst of the Garden of Eden.
- 297 4. What means did God provide for the direction of the lives of God’s people in the Old
 298 Testament?
- 299 5. What means of salvation did God provide in the New Testament for the people of God?
- 300 6. What is your view of the reformed concept of the Doctrine of God?
- 301 7. Explain in three distinct ways the church has understood the doctrine of the atonement and
 302 give your views of the strengths and weaknesses of each.
- 303 8. Referring to the Nicene Creed, please present your view on the nature of the Holy Spirit as,
 304 “the Lord and Giver of Life”.
- 305 9. What is your understanding of the gifts of the Spirit?
- 306 10. In the reformed faith as set forth in accepted Confessions state your views of the sovereignty
 307 of God, and freedom of choice.

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

313 **Sacraments**

- 314 1. Give your view of the reformed understanding of Baptism and the role of the parents and
315 congregation in the Baptism of an infant
- 316 2. Consider the life of Jesus Christ and the events related to the Sacraments. In your own words
317 describe how the Sacraments were instituted by Jesus Christ.
- 318 3. What would be some justification for administering the sacrament of Baptism other than
319 during a regular service of worship of the congregation? What steps would you take before
320 and after?
- 321 4. Give your view on “the means of grace” which might be experienced in the Sacrament of the
322 Lord’s Supper.
- 323 5. In the Presbyterian Church on some occasion a couple at their wedding may ask that as a part
324 of their wedding service the minister presiding privately serve the elements to the bride and
325 groom. How would you view this and how would you counsel them?
- 326 6. What is your view on the Reformed Doctrine of the nature of the elements in the Sacrament
327 of the Lord’s Supper?

328 **Church Government**

- 329 1. Please specify the distinction between the government of the Presbyterian Church and the
330 denomination in which you presently hold membership, and state your views on the
331 government and rules of discipline of the Presbyterian Church.
- 332 2. Comment on the three forms of government in the several denominations with which you
333 most often come into contact and how you feel about the several forms and what if any
334 reservations you have about the Presbyterian system of government?
- 335 3. How do you view the minister’s relationship to the Session, the board of Deacons, the
336 Congregation and the Presbytery?
- 337 4. What are your views on diversity and inclusiveness in the offices of the church and in church
338 government?
- 339 5. Comment on the connectional nature of the Presbyterian Church and how it relates to those
340 who serve as Elders and Ministers.

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

345 **Bible**

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

1
1
2

Appendix N The Presbytery of Coastal Carolina

3

Documents Required for New Pastoral Relationships

4 Welcome to the Presbytery of Coastal Carolina! Whether you are moving within our bounds or
5 coming to us from another Presbytery, we are glad that you are here. To make your reception and
6 approval by the Commission on Ministry go smoothly, please submit the following documents to the
7 Office of the Stated Clerk or the COM Liaison working with the congregation that is calling you at
8 least two weeks before the next meeting of the Community COM.

- 9 1. **Committee on Preparation for Ministry (CPM) File** (if you are not ordained yet).
10 Ask your CPM Chair to send a copy of your entire CPM file to the Stated Clerk.
- 11 2. **Statement of Faith** – a one page statement outlining your views on the members of the Trinity,
12 salvation, the church, and the sacraments. Samples of this statement can be found on our website
13 where we introduce new members to the Presbytery. www.presbycc.org.
- 14 3. **Biographical Sketch** – a one page bio that traces your faith journey and call to and/or service in
15 ministry. Samples of this statement can be found on our website where we introduce new
16 members to the Presbytery. www.presbycc.org.
- 17 4. **Answers to Ordination Questions** (2 x ½ page) – Please select 2 or the 9 questions on the
18 following page and write a half-page response to each question (total = one page). Use the
19 question-bullets as a guide to your answer. It is not necessary to answer each bullet point.
- 20 5. **Current signed PIF** – we need a copy of the Church Leadership Connection’s Personal
21 Information Form (PIF) with the Sexual Misconduct Statement signed by you.
- 22 6. **Terms of Call** – please have the PNC or Search Committee fill out the proper form.
- 23 7. **SafeGatherings Report** – we require that you take and pass the safe-church course provided by
24 SafeGatherings. If you have completed a similar process within the last two years in another
25 Presbytery, contact the Stated Clerk for a waiver. Instructions for registering for and taking the
26 course are found on our website. www.presbycc.org.
- 27 8. **Acknowledgement of Ethics and Misconduct Policies** – download the policies from our
28 website and submit the signature page acknowledging receipt of the policies. www.presbycc.org.
- 29 9. **Photo for website** – electronically, of course!
- 30 10. **Ordination and/or Installation Commission Members** (for installed relationships) – this may
31 come later in the process, but begin working with the PNC on putting together a commission.
32 Instructions of how to select members of the Commission are on our website: www.presbycc.org.
- 33 **Please** submit the documents asked for in 2, 3, and 4 **electronically** to the COM Liaison or to the
34 Presbytery office: jankrause@presbycc.org or billreinhold@presbycc.org.

Ordination/Installation Vows

- 36 a. *Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and*
 37 *through him believe in one God, Father, Son, and Holy Spirit?*
- 38 • What does it mean to you to trust in Jesus Christ as your Savior?
 - 39 • What does it mean to you that Jesus Christ is Lord of all? Head of the Church?
 - 40 • What does it mean to you to say that God is one yet made up of three persons?
 - 41 • What is the relationship between Father, Son, and Holy Spirit?
- 42 b. *Do you accept the Scriptures of the Old and New Testament to be, by the Holy Spirit, the unique and*
 43 *authoritative witness to Jesus Christ in the Church universal, and God’s Word to you?*
- 44 • What role does the Holy Spirit play in our interpretation of the Scriptures?
 - 45 • In what way are the Scriptures the “unique and authoritative witness to Jesus Christ”?
 - 46 • How are the Scriptures “God’s Word to you”?
- 47 c. *Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the*
 48 *confessions of our church as authentic and reliable expositions of what Scripture leads us to believe*
 49 *and do, and will you be instructed and led by those confessions as you lead the people of God?*
- 50 • List some of what you understand to be the “essential tenets” of the Reformed faith.
 - 51 • Do you find any of them in conflict with what you think that “Scripture leads us to believe and
 - 52 do”?
- 53 d. *Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be*
 54 *continually guided by our confessions?*
- 55 • What does it mean to you to be obedient to Jesus Christ?
 - 56 • What does it mean to you to be under the authority of Scripture?
 - 57 • What does it mean to you to be guided by our confessions?
- 58 e. *Will you be governed by our church’s polity, and will you abide by its discipline.*
- 59 • What does it mean to you “to be guided by our church’s polity”?
 - 60 • What does it mean to you “to abide by our church’s discipline”?
 - 61 • How does the church “discern the will of Christ”?
- 62 f. *Will you in our own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the*
 63 *reconciliation of the world?*
- 64 • What is the hardest part of keeping this vow for you?
- 65 g. *Do you promise to further the peace, unity, and purity of the church?*
- 66 • What is your role as a minister to further the peace, unity and purity of the church? Is that role
 - 67 different from that of any other member of the church?
 - 68 • What do you do when these three (peace, unity and purity) are in tension?
- 69 h. *Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?*
- 70 • What does it mean to you to “serve the people”?
- 71 i. *Will you be a faithful teaching elder, proclaiming the good news in Word and Sacrament, teaching*
 72 *faith and caring for people? Will you be active in the government and discipline, serving in the*
 73 *councils of the church; and in your ministry will you try to show the love and justice of Jesus Christ?*
- 74 • How do you see your role as minister (teaching elder) in this particular church?
 - 75 • If appropriate, how will you balance your service to the larger church to that of the congregation?
 - 76 • How do you balance showing “the love and justice of Jesus Christ”

Index

- Accrued, 43
Actions, 2, 3, 5, 63, 65
Administrative Commission, 2, 4, 6, 17, 21, 27, 32, 64, 65
Administrative Commissions, 52
Agenda, 3, 5, 30
Annual Reviews, 7, 25
Application, 21, 26, 45, 53, 55, 59
Application Form, 26, 53
Approved, 12, 13, 14, 17, 18, 21, 30, 35, 41, 56, 59, 60
Arrears, Statement of, 35
Assets, 44
Availability, 8, 16, 21
Baccalaureate, 23
Benefits, 34, 43, 45
Bible Content Examination, 20
Biblical Exegesis Examination, 20
Biographical Statement, 2, 5, 16, 20, 22, 24, 64, 65
Board of Pensions, 7, 11, 34, 35, 36, 38, 40, 43, 44, 45, 60, 62
Board Of Pensions Liaison, 35
Budget, 11, 12
Call, 2, 4, 7, 9, 11, 12, 13, 15, 16, 17, 19, 20, 21, 23, 30, 32, 34, 35, 37, 38, 40, 41, 44, 56, 59, 64, 68, 80
Call Forms, 17
Called Meetings, 5
Calling Agency, 23, 24
Calling Church, 52
Calls and Vacancies, 6, 7
Candidacy, 20
Candidacy Process, 20
Candidates, 1, 4, 6, 7, 8, 14, 15, 16, 18, 19, 20, 21, 22, 24, 25, 26, 59, 63, 65, 68, 69, 74, 77
Career Evaluation, 23, 24
Censure, 38, 42
Certified as Eligible, 20
Certified Associate Christian Educator, 4, 65
Certified Christian Educator, 4, 65
Certified Educators, 34
Chair, 3, 5, 14, 15, 16
Christian Faith, 20, 68, 69, 74
Church, 1, 3, 8, 9, 10, 11, 13, 15, 16, 17, 18, 20, 21, 23, 25, 28, 29, 31, 33, 34, 35, 37, 38, 39, 40, 41, 42, 45, 52, 54, 55, 56, 57, 58, 61, 63, 64, 66, 67, 68, 69, 70, 71, 72, 73, 74, 76, 77, 78, 80, 81
Church Care, 6, 27, 32
Church Information Form, 8, 10, 11
Church Information Form (CIF), 10, 11, 12, 13, 14
Church Leadership Connection (CLC), 10, 12, 14
Church Polity Examination, 20
Clerk of Session, 7, 14, 17, 18, 21, 29, 30, 31, 35, 42, 62
Commission, 6, 16, 17, 26, 30, 52, 80
Commissioned, 1, 7, 8, 22, 26, 27, 30, 41, 42, 63
Commissioned Ruling Elders (CRE), 2, 6, 7, 8, 18, 22, 25, 26, 27, 40, 64
Commissioning, 1, 6, 7, 25, 26, 27, 63
Committee Of Inquiry, 32
Communications, 7
Community, 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 26, 27, 28, 29, 30, 32, 33, 34, 35, 36, 37, 52, 58, 59, 63, 64, 68, 80
Community COM, 2, 3, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 26, 28, 29, 32, 33, 34, 35, 36, 59, 68, 80
Compensation, Minimum, 4, 34, 65
Complaint, 38, 42
Computer, 14
Concerns, 9, 10, 28, 32, 38, 41, 66, 67
Concurrence, 37
Confidential, 9
Conflict Management, 3
Conflict Resolution, 31
Congregation, 3, 4, 7, 8, 10, 11, 12, 13, 14, 15, 17, 19, 20, 22, 23, 24, 25, 27, 28, 30, 31, 35, 37, 38, 39, 40, 41, 42, 45, 52, 53, 54, 55, 56, 57, 58, 59, 61, 64, 65, 66, 67, 68, 69, 71, 74, 78, 80, 81

Congregational Meetings, 11, 12, 17, 18, 21, 31, 37, 56, 61, 69
 Consent Agenda, 3
 Consultant, 32
 Consultation, 29, 30, 33, 35, 36, 43, 45, 56, 57
 Continuing Education, 2, 6, 7, 25, 27, 34, 62, 64
 Contributions, 10
 Counsel, 2, 8, 21, 38, 39, 41, 42, 64, 78
 Course Work, 25, 27
 Covenant, 61, 79
 Database, 14
 Deacons, 31, 39, 61, 78
 Deaths, 31
 Denominations, Other, 4, 6, 7, 18, 19, 21, 23, 53, 64, 69
 Designated Pastor, 56, 57
 Disagreements, 10
 Discrimination, 13
 Dismissed, 17
 Dissolution, 7, 8, 9, 11, 37, 38
 Documentation Deadline, 20
 Duties of the Moderator of Session, 10
 Educational Institutions, 24
 Educator, Christian, 4, 65
 Elder Ministries, 7, 25, 26
 Elected Officers, 5
 Emergency, 30, 31
 Emergency Relief Fund, 52
 Entire COM, 3, 7, 38, 42
 Equal Employment Opportunity, 12, 13
 Equal Opportunity Employment, 8
 Evidence, 23, 26, 53, 58
 Examinations, 6, 19, 20, 55, 74
 Executive Committee, 3
 Exit Interviews, 8, 38
 Expectations, 9, 44, 60
 Expenses, 8, 11, 31
 Families, 2, 6, 33, 38, 39, 64
 Files, 38
 Financial Assistance, 36
 Floor of Presbytery, 1, 63
 Friendships, 38, 41
 Full Committee on Ministry, 13, 18, 19, 21, 23, 34, 59
 Functions, 1, 3, 6, 7, 26, 39, 41, 57, 63, 79
 COM Handbook – 2017 Edition

Funerals, 31, 38, 39, 60, 61
 General Presbyter, 2, 3, 5, 6, 7, 9, 10, 14, 15, 23, 30, 32, 34, 35, 36, 37, 40, 44, 45, 46, 63
 General Presbyter/Stated Clerk, 2, 5, 6, 7, 35, 44, 45, 46, 63
 Greek, 23
 Grief, 37
 Guests, 52
 Guidance Of Presbytery, 11, 28
 Hearings, 32
 Hebrew, 23
 Highlights, 10
 Information, 3, 6, 8, 12, 13, 19, 26, 27, 28, 33, 44, 46, 53, 58, 60
 Install, 4, 6, 17, 21, 42, 52, 65
 Installation Service, 17, 52
 Installed Pastoral Relations, 4, 6, 8, 9, 10, 11, 17, 18, 30, 35, 41, 42, 52, 56, 57, 60, 62, 65, 68, 69, 80
 Interim Associate Pastors, 8
 Interim Pastor, 10, 11, 18, 19, 41, 46, 56, 57, 60, 61, 62
 Interim Pastors, 6, 8, 10, 40, 42, 60, 61, 62
 Interim Pastors, Intentional, 19
 Interviews, 8, 9, 10, 11, 15, 37, 38, 40
 Issues, 2, 9, 10, 13, 31, 32, 64, 72
 Job Description, 9
 Journals, 62
 Jurisdiction, 3, 4, 23, 33, 58, 64, 65
 Kate B. Reynolds Fund, 44
 Kate Bitting Reynolds Fund, 36
 Lay Employees, 7
 Learning Opportunities, 25
 Leaving a Field, 8, 37, 40
 Liabilities, 44
 Liaison, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 20, 21, 26, 32, 37, 38, 40, 42
 List, 8, 14, 15, 18, 19, 20, 22, 26, 27, 33, 35, 36, 40, 46, 57
 Login ID, 14
 Manse, 38
 Meetings, 2, 5, 12, 15, 20, 23, 24, 30, 32, 37, 55, 58, 60
 Membership, 2, 4, 15, 22, 23, 24, 35, 36, 44, 53, 65, 74, 78
 Mentor, 6, 22, 26

Merits, 8, 21
 Minister, 2, 3, 5, 7, 8, 10, 11, 15, 16, 17, 18, 20, 21, 22, 23, 24, 28, 31, 33, 35, 37, 38, 40, 41, 42, 52, 53, 55, 57, 58, 59, 60, 64, 65, 69, 71, 72, 78, 81
 Minister Is Leaving, 8, 40
 Ministerial Guidelines, 8, 37, 40, 43
 Ministry, 2, 3, 4, 6, 7, 8, 9, 10, 22, 24, 25, 26, 27, 28, 31, 32, 33, 34, 44, 54, 55, 57, 58, 59, 61, 62, 64, 65, 66, 67, 68, 70, 71, 75, 80, 81
 Ministry, Active, 7
 Mission Coordinator, 2, 5, 33, 52, 63, 64
 Moderators, 4, 6, 30, 65
 Motivations, 53
 Move onto the Field, 8, 15, 17, 37, 38, 40, 62
 Moving Expenses, 8, 37, 62, 80
 Necrology Lists, 36
 Negotiations, 15, 16
 New Ministers, 8, 11, 17, 32
 New Testament, 54, 70, 75, 76, 77, 79, 81
 Newly Ordained Pastors, 6
 Next Installed Pastor, 9, 10, 56, 62
 Nominate, 8, 20
 Nomination, 8
 Notice, 17, 23, 30, 37, 38, 40, 60, 61
 Occasional Supply, 56
 Offering, 19, 27, 52, 74
 Old Testament, 73, 75, 77
 Ordain, 4, 52, 65
 Ordination-Installation, 17
 Orientation, 33
 Other Denominations, 4, 6, 7, 18, 19, 21, 23, 53, 64, 69
 Oversight, 6, 7, 25, 27, 32
 Paperwork, 20
 Parents, 53, 76, 78
 Parish, 10, 33, 41, 42
 Parish Associate, 46, 57
 Particular Church, 3, 16, 28, 41, 42, 55, 57, 64, 71, 81
 Password, 14
 Pastor Elect, 17
 Pastor Information Forms (PIFs), 14, 16, 20, 22, 24, 80
 Pastor Nominating Committee (PNC), 9, 11, 12, 13, 14, 15, 16, 17, 20, 21, 53, 80
 Pastor Nominating Committees, 2, 6, 64
 Pastoral Care, 6, 7, 34
 Pastoral Leadership, 2, 8, 10, 18, 64
 Pastoral Relationship, 3, 4, 6, 7, 8, 9, 10, 11, 15, 18, 22, 35, 38, 39, 41, 42, 54, 56, 64, 65, 68
 Pastor-Colleague, 32, 33
 Permanent File, 29
 Permission, 11
 Permission Of Presbytery, 3, 11, 64, 68
 Personal Visits, 8
 PNC Representatives, 16, 20
 Policy, 12, 13, 35, 58
 Polity, Presbyterian, 20, 74
 Preach, 1, 18, 21, 25, 38, 40, 53, 55, 61, 63, 72
 Preachers, 27, 40
 Pre-Retirement, 43
 Presbytery, 1, 3, 4, 6, 7, 8, 10, 11, 15, 18, 19, 21, 23, 27, 28, 29, 30, 31, 32, 33, 34, 35, 44, 45, 46, 55, 56, 58, 59, 63, 64, 65, 66, 74, 77
 Presbytery Office, 8, 9, 11, 12, 15, 17, 18, 80
 Preside, 5, 17
 Problems, 9, 10, 32, 33
 Pulpit Supply, 11, 18
 Qualified Ruling Elders, 6, 7, 8, 18, 22, 26, 30
 Quarter, 28
 Questionnaires, 32
 Quorum, 2, 52
 Reception, 5, 7, 17, 19, 23, 65, 80
 Recommendation, 4, 10, 16, 22, 23, 24, 35, 36, 65
 Recording Secretary, 5
 Records, 17, 20, 38
 References, 15, 39, 53, 77
 Reformed Tradition, 21, 53, 75
 Regions, 28, 34
 Reimbursement, 8, 29
 Relationship, 2, 3, 4, 7, 8, 9, 11, 12, 15, 33, 35, 37, 39, 40, 41, 42, 54, 56, 57, 64, 65, 67, 68, 70, 74, 76, 77, 78, 81
 Remuneration, 7, 12, 34, 35
 Renewal, 18
 Report, 2, 3, 13, 15, 16, 17, 27, 28, 29, 32, 33, 34, 35, 60, 61, 63

Resources, 6, 7, 8, 28, 32, 37
 Responsibility, 7, 12, 19, 23, 25, 28, 33, 34,
 35, 38, 40, 46, 59, 74
 Resumes, 14
 Retirement, 7, 35, 38, 39, 43, 44, 45, 46
 Role, 4, 7, 53, 54, 55, 65, 70, 71, 73, 74, 76,
 78, 81
 Routine Matters, 3
 Ruling Elders, 1, 2, 3, 8, 18, 25, 26, 28, 30, 36,
 41, 63, 64
 Sacraments, 20, 39, 53, 55, 80
 Salary, 11
 Sample Questions, 9, 10, 20
 Search Process, 38
 SECA, 62
 Secret Ballot, 17
 Seminary, Theological, 20, 23, 35
 Session, 4, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17,
 18, 21, 22, 26, 28, 29, 30, 31, 32, 35, 42,
 53, 56, 57, 60, 65, 67, 68, 69, 73, 74, 76
 Shared Grants, 35, 36
 Signed, 14, 20, 80
 Social Security, 43, 44, 45
 Sounding Board, 17
 Spiritual Welfare, 28
 Spouse, 29, 39, 43, 44, 45
 Stated Clerk, 2, 5, 6, 7, 15, 30, 35, 36, 44, 45,
 46, 63, 80
 Stated Meetings, 2, 5
 Stated Supplies, 8
 Stated Supply, 6, 10, 18, 41, 46, 56, 57
 Statement Of Faith, 16, 20, 22, 24
 Strengths, 10, 77
 Suitability, 8, 16, 19, 20, 21, 68
 Supply, 6, 8, 11, 18, 21, 27, 40, 42, 53, 55, 57
 Supply Preaching, 18, 21, 53
 Supply Relations, 18, 21
 Support Group, 17, 34
 Support Staff, 6
 Sustained, 17, 21
 Tasks, 5, 8, 17, 38
 Teaching, 3, 4, 6, 7, 19, 30, 52, 54, 64, 65, 69
 Teaching Elders, 1, 2, 3, 4, 18, 21, 24, 28, 31,
 32, 63, 64, 65
 Team, 19, 28, 29, 32, 36
 Temporary Pastoral Relationships, 6, 10, 56
 Temporary Supplies, 8, 10, 11, 18, 22, 41, 46,
 69
 Temporary Supply, 10, 11, 18, 22, 41, 46, 69
 Tensions, 31
 Terms Of Call, 4, 7, 12, 20, 34, 35, 64
 Theological Competence Examination, 20
 Theological Degree, 23
 Theology, Christian, 72
 Theology, Reformed, 73
 Trained, 8, 32
 Transcripts, 24
 Transition, 37, 40
 Treasurer, 52
 Vacancy, 7, 10, 11, 30
 Vacancy Dues, 11
 Vacant Pulpits, 8
 Vacation, 35, 38, 41, 62, 67
 Validated Ministry, 4, 57, 58, 65
 Verbal Agreement, 16, 20
 Vested Members, 43
 Views, Christian, 20, 68, 69, 74, 77, 78, 80
 Visit, 15, 28, 29, 38, 41
 Visitation Team, 28, 29, 32
 Weddings, 38, 39, 61
 Women in Ministry, 34
 Work Week, 60, 61
 Working Definitions, 56
 Worksheet, 12, 13
 Workshops, 33, 34, 35
 Worship, 22, 24, 25, 28, 37, 39, 41, 42, 52, 53,
 58, 61, 74, 76, 78
 Worship And Sacraments Examination, 20,
 74, 76
 Worship Committee, 21, 40
 Written Examination, 23
 Written Record, 9