

**Becoming a
Commissioned Ruling Elder**

Presbytery of Coastal Carolina

January, 2018

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Presbytery of Coastal Carolina
Commissioned Ruling Elder Program
Steps to Commissioning

Note: Persons recognized as Qualified Ruling Elders (QREs) or Commissioned Ruling Elders (CREs) must have been ordained as Ruling Elders in the Presbyterian Church (USA) for at least one year. Anyone can take the training outlined below, but cannot become a QRE or CRE unless they have been elected, examined, and ordained as a Ruling Elder. In addition QREs and CREs must be examined and approved by their Community Commission on Ministry.

1. Have a Personal Interest in Serving
2. Complete Registration Form
3. Get Endorsement by Session (must be completed before starting year two)
4. Take Introductory and Phase One Classes Through Union Presbyterian Seminary (or other approved program)
5. Select a Mentor to be Approved Appointed by the Elder Ministries Committee
- 6. Before Year Two**
 - a. Complete Full Application Form (includes session endorsement)
 - b. Undertake Psychological Evaluation (shared cost: candidate, session, presbytery)
See page __ for details.
 - c. Have an Admission Interview led by Elder Ministries Committee
7. Take Phase Two Classes Through Union Presbyterian Seminary (or other approved program)
8. Complete Internship (supervised by Elder Ministries Committee)
9. Be Declared “Ready to Be Examined by COM” by the Elder Ministries Committee
10. Prepare a Brief (One Page) Statement of Faith and answers to two Ordination Questions
11. Undertake QRE Evaluation (Exam) – organized by Community COM
12. Be Added to Preaching Supply List and Available for Potential Match with Congregation(s)
13. Pastoral Relationship Approved by Community COM
14. Commissioned to Pastoral Service by COM
- 15. Following Commissioning:**
 - a. Fulfill Continuing Education Requirements (20 hours) Annually (required of both CREs and QREs)
 - b. Undertake Annual Review (session & mentor)
 - c. Submit Renewal of Contract Each Year to COM (Commissions may be granted for three years at a time, but the contract – including terms of call and review of service, continuing education, etc. must be renewed *each* year.)

“Pathways to Learning and Leadership”

CRE and Church Member Education at Union Presbyterian Seminary

What is it? *Pathways to Learning and Leadership* is a program of online courses offered for church members who want to increase their knowledge and discipleship. Each course is five weeks long. **Foundational courses** (Phase I) are taught entirely online, using live instruction, readings, and peer discussion. **Practical ministry courses** (Phase II) for church members and those preparing to be Commissioned Ruling Elders (CREs) are taught online, with some practical exercises carried out in cooperation with the local presbytery. **Electives** for church members and for CREs who want continuing education are taught entirely online. Church members may receive a certificate of completion after successfully completing six courses; the CRE course requirements are directed by the presbytery.

How much time will it take? Participants will need about six (6) hours per week per course, including two hours at a specific time online, to complete the work.

Who is it for? People interested in learning more about the church, and interacting with seminary professors and top leaders. Pathways can be a way to supplement the adult education offered in your congregation. People preparing to be CREs will join interested church members in learning together. Courses will be taught from a Reformed (Presbyterian) perspective, but are open to all.

Who will teach the courses? Most will be taught by faculty from Union Presbyterian Seminary. Some will be taught by practitioners in their field.

How much does it cost? The cost per five week course is \$100. In addition there will usually be one book to purchase per course.

Are there prerequisites to taking the courses? No. Anyone can participate.

Will I earn college credit for the courses? No. These courses do not earn academic credit. At the end of the two years, you will meet the educational requirements of your denomination toward becoming a Commissioned Ruling Elder (or your denomination’s equivalent).

When can I get started? Courses will be ongoing. We recommend that the foundational courses (Phase I) be taken first, but other courses may be taken in any order.

What kind of computer do I need? You will need a desktop or laptop computer, or a tablet or smart phone in order to participate. You must have a microphone; a webcam is strongly recommended, but not required.

How do I register? Go to www.upsem.edu/pathways to register online, or contact Marilyn Johns at mjohns@upsem.edu with any questions.

Two Programs of Study

For **CRE education**, in order to meet the educational requirements of the presbytery or other middle governing body, students must take all four courses in Phase I and all five courses in Phase II-a, a total of nine courses.

For a **Certificate of Completion** for church members, they must take all four courses in Phase I, plus two additional courses, either in Phase II-a or II-b, for a total of six courses.

Others interested in education for discipleship are welcome in any/all of the courses offered.

Phase I, II-a, and II-b courses are described below.

Phase I – Foundations (year 1) – required for both programs

This phase is open to anyone, CRE students and those seeking a certificate as well as church members who just want to take a class or two but are not seeking a certificate of completion. These four courses are foundational for both the CRE and Lay Education programs and required for both to successfully complete the course. Courses are taught completely online, with real-time contact with the instructor, interaction with other students online, and independent work. Each class includes 10 hours of instruction, 10 hours of peer interaction, and approximately 10 hours of reading/writing/other assignments.

The tuition for each five-week course is \$100, or \$400 for Phase I, and students will purchase (or borrow from a library) one or two books for each course. Instructors will report whether or not each student did the required work, but will not assign a grade or write an assessment. Presbyteries or other middle governing bodies may do some sort of assessment if they wish, to make sure the student gained the knowledge and content desired.

For the CRE program, it is strongly recommended that a mentor be assigned by the presbytery or middle governing body, who also takes the courses along with the CRE student. This will help the presbytery to assess student work and their fitness for CRE work. Mentors may also monitor the peer interaction assignments, perhaps on a rotating basis, for each week of the course.

All courses include practical reflection and application (case studies, projects, etc.) in relation to academic content. The four courses in Phase I are:

1. Biblical Interpretation, with some Bible content, but primarily focused on how to interpret the Bible
2. Reformed Theology and Church History
3. Christian Life – worship, spiritual practices, ethics
4. The Mission of the Church in the World – evangelism, mission

After taking these courses, presbyteries consult with CRE students who show promise to see if they are interested in continuing the process toward CRE. They would then take the next five courses. Because the courses in Phase I are foundational, they must be taken before Phase II courses.

At the end of each course, students completing the assignments will receive 3.0 CEUs (12.0 for all of the courses in Phase I).

Phase II-a – A Deeper Look (year 2)

In this phase, a hybrid format will be used. This will be accomplished in one of two ways. Ordinarily, students will complete 18 hours of work online with peers and independently, and 12 hours (two full days) on the campus of Union Presbyterian Seminary, with some of the in-class courses on the Richmond campus and some on the Charlotte campus, where students can practice what they have learned. In special cases where travel and time to the seminary are prohibitive, and where a presbytery mentor is available, the face-to-face time may be accomplished meeting with the mentor, who will work closely with the seminary in planning those meetings.

The tuition for each class is \$125 (which includes two lunches and refreshments), or a total of \$625 for Phase II-a. Instructors will affirm that a student completed all assignments and was present for online and in-class learning. Presbyteries take care of assessing the readiness of the student to move on to being assigned as a CRE.

Classes in Phase II-a are:

1. Preaching the Bible
2. Teaching the Bible
3. Pastoral Care – Care of persons
4. Administration – Care of Systems: leadership, polity, stewardship, redevelopment
5. Worship and Sacraments

At the end of each course, students completing the assignments will receive 3.0 CEUs (15.0 for all of the courses in Phase II-a).

Phase II-b – A Wider Look (year 2)

The courses in Phase II-b are offered completely online, with the same format as Phase I – ten hours of instruction, ten hours of peer interaction, and ten hours of independent work per course. The two courses offered each year in Phase II-b are topically based, and would change every year. These courses are electives for church members seeking a certificate of completion, but are also open for continuing education for CREs and any other interested people.

The cost of tuition in Phase II-b is \$100 per course.

Topics in Phase II-b will be areas of interest chosen by the instructors with the requirement that they fall within one or more of the nine categories in Phase I and Phase II-a. At the end of each course, students completing the assignments will receive 3.0 CEUs.

Technical Requirements of Students

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in
- Or, a HD cam or HD camcorder with video capture card

Pathways

to Learning and Leadership

Summary of Pathways Courses

CRE and Church member courses, Phase I (Tuesdays):

- **Biblical Interpretation**
- **Reformed Theology and Church History**
- **The Christian Life**
- **Mission and Evangelism**

Electives:

- **Confronting Racism in the Congregation**
- **Parables of Jesus**

CRE and Church member courses, Phase II (Thursdays):

- **Worship and Sacraments**
- **Teaching the Bible**
- **Polity and Administration**
- **Pastoral Care**
- **Preaching the Bible**

Online portions of the courses are held from 7-9 p.m. ET on the dates listed.

Each five-week course costs \$100, and requires the purchase of one book. Contact Marilyn Johns (mjohns@upsem.edu) for more information, or go to www.upsem.edu/pathways to read about the program and/or to register.



Presbytery of Coastal Carolina
Elder Ministries Training Program
Application Form for CRE Candidates

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: Home _____ Work _____

Email: _____

Mailing Address: _____

Church Membership: _____

(Name of Church) (City/State)

Describe Your Activities in the Life and Mission of the Church:

(List churches to which you have belonged; dates of active membership; church activities you participated in; positions of responsibility you have held, etc. *Use an additional sheet of paper, if necessary.*)

Describe Your Service and Experience as an Ordained Elder:

Describe Your Community Activities:

(List organizations to which you have belonged; dates of active membership; activities you participated in; positions of responsibility you have held, etc. *Use an additional sheet of paper if necessary.*)

Employment:

(List all significant jobs you have held; dates of active employment; job or duty, and specifically, positions of responsibility you have held, etc. *Use an additional sheet of paper if necessary.*)

Educational Background:

School & Location Year Graduated: Diploma/Degree: *(start with High School)*

References:

List the name, address, telephone and occupation of three people (no relatives) who have known you for at least five years. One of these references should be a Minister of the Word and Sacrament in the Presbyterian Church (U.S.A.)

1. _____

Name	Relationship to you

Mailing Address	

Phone(s)	Email

2. _____

Name	Relationship to you

Mailing Address	

Phone(s)	Email

3. _____

Name	Relationship to you

Mailing Address	

Phone(s)	Email

_____ I hereby authorize those inquiring into my suitability to contact my references.
(Initial)

Statement:

“Why I would like to be involved in the Commissioned Ruling Elder Program.”

In your statement, please describe which phases of service as a Commissioned Ruling Elder you believe will be most difficult for you and which will be easiest for you. Also, please describe your most meaningful religious experience and why it was most meaningful to you.

Session Endorsement

NOTE: You should take this completed form, together with your "Statement" (previous page) to the moderator your session. The minister and session will talk with you about your interest in the Commissioned Ruling Elder Program. The clerk of session will then forward your application form and statement, to the Presbytery's Commissioned Ruling Elder Committee.

RECOMMENDATION OF THE SESSION

As the Session considers recommending a person to be enrolled in the Commissioned Ruling Elder Program, the following are among the criteria that should be considered:

- Is the person a committed Christian? Yes No

Comments: _____

- Is the person an active and effective member of the Congregation? Yes No

Comments: _____

- Does the person relate helpfully and positively to others? Yes No

Comments: _____

- Is the person loyal to and enthusiastic about the Presbyterian Church (U.S.A.)? Yes No

Comments: _____

- Does the person have strong leadership qualities? Yes No

Comments: _____

- Does the person have good communication skills? Yes No

Comments: _____

Also, in considering your recommendation, are the Session and the Congregation willing to affirm and support this person in ministry? Yes No

Comments: _____

RECOMMENDATION

The Session of the _____ (Church)

in _____, North Carolina has met with _____,
(city) (name)

who is a Ruling Elder in this congregation and after due deliberation recommends this person for the Commissioned Ruling Elder Program and pledges its affirmation and support as this person embarks upon and continues in this ministry.

(date) Signed: _____
(Clerk of Session)

Elders Ministry Committee

Psychological Evaluation of CRE Candidates

As part of the evaluation of candidates for Commissioned Ruling Elders (CREs) the Presbytery of Coastal Carolina requires a basic psychological evaluation to be done before the candidate can be considered for qualification or commissioning as a Commissioned Pastor.

Cost

In order to assist candidates with the cost of this process the presbytery will pay 1/3 of the cost up to \$50. We ask that the candidate's own congregation pay 1/3 (up to \$50) and that the candidate also pay 1/3.

Approved Providers

The following providers have agreed to perform a basic evaluation and submit a confidential report to the Stated Clerk of the Presbytery for a fee of \$150. Candidates may request that the Elder Ministries Committee approve another licensed counselor but approval should be sought before going to another provider.

- Mr. Charles Wentz – Laurinburg, NC – dir@scotlandcounseling.org - (910) 276-7011
- Dr. Jonathan Kelly – Wilmington, NC – jonathanrobertkelley@gmail.com - (910) 452-7370
- Rev. John Bryan – Lumberton, NC – jlbryanii@att.net - (910) 671-4042

Appointment and Payment

It is the responsibility of the candidate to set up the appointment and to arrange for payment from you and your church.

Presbytery of Coastal Carolina
Elder Ministries Committee

Internship Process

Background: As part of the preparation for serving as a Commissioned Ruling Elder (CRE) the Elder Ministries Committee requires a brief internship guided by an Ordained Teaching Elder of the PC(USA). The purpose of this internship is to assist the candidates for commissioning as CREs to experience first hand certain essential aspects of pastoral ministry and to have someone to reflect with them on their experiences.

Accountability: The intern will be accountable to a Minister of the Word and Sacrament and to the Commission on Ministry of Coastal Carolina Presbytery through the Committee on Elder Ministry.

Topics for Discussion and Instruction: The following are subjects to be addressed in the internship:

- Worship leadership through liturgy, sermons, scripture, and prayer
- Oversight and involvement in the education ministry of the church, including instruction in Bible study leadership, adult education, and small groups
- Effective pastoral care through sacraments and ceremonies of the church, including the Lord’s Supper, Baptism, Weddings, and Funerals
- Effective pastoral care through visitation at hospitals, care centers, and in homes
- Techniques in Parish Administration, including organization for effective ministry, office etiquette, and committee leadership

Means of Addressing the Topics Above: Four primary methods will help accomplish adequate treatment of these subjects. One is an opportunity to lead worship and preach followed by reflection with the mentor. This can be “live” or based on a recorded worship/preaching experience. The second is through regular one-on-one discussion, including question and response periods. The third is by “shadowing” the pastor while s/he attends to the daily business of pastoral ministry. The fourth will involve assignments to be completed between visits, including reading suggestions and verbatim reflections on pastoral visits.

Expected Time Commitment: the intern and mentor will meet one hour every other week for discussion. The intern is welcome to “shadow” the mentor for up to two hours a week. The intern will likely need 2 hours a week to complete reading assignments, make visits, prepare verbatim reports on the visits, and reflection/prayer. If a weekly schedule is kept the content outline above should be able to be accomplished in about six weeks.

Report: The mentor/supervisor is asked to submit a report similar to the one attached below to the Chair of the Elder Ministries Committee in care of the Presbytery Office.

Agreement to This Process:

Intern _____ Pastor _____ Date _____

Created by Rev. Duane Hix and adapted by Elder Ministry Committee, November, 2017

Presbytery of Coastal Carolina

Elder Ministries Committee

Internship Report for Commissioned Ruling Elders (CREs)

CRE Candidate's Name: _____

Mentor's Name: _____

Mentor's Address: _____

Please answer briefly the following questions. Additional comments may be written on the back.

How would you characterize this candidate's participation in the Internship?

Please evaluate briefly each of the key areas of the Internship: *(use back for comments)*

<u>Topic</u>	<u>Excellent</u>			<u>Needs Improvement</u>		
• Worship leadership	5	4	3	2	1	
• Education Ministry of the Church	5	4	3	2	1	
• Sacraments and Ceremonies of the Church	5	4	3	2	1	
• Pastoral Care	5	4	3	2	1	
• Parish Administration	5	4	3	2	1	

What are the major strengths of this Commissioned Ruling Elder's ministry?

In what areas of ministry would you encourage this Commissioned Ruling Elder to make improvements?

What areas of continuing education would you recommend for this Commissioned Ruling Elder?

Mentor's Signature _____ Date: _____

Please return this form to the Presbytery of Coastal Carolina, 807 W. King St, Elizabethtown, NC 28337

Commission on Ministry
Presbytery of Coastal Carolina
Ready to Be Examined

Once a CRE candidate has completed the required course work (either through Union Presbyterian Seminary's Pathways program or another program approved in advance by the Dean of the Elder Ministries Program) there are a series of steps required to be recognized as a QRE, that is a Ruling Elder Qualified to be commissioned to particular pastoral service as defined in the *Book of Order* G-2.1002.

These steps include:

1. Completing the **Internship Process** and submitting the **Internship Report** to the Dean of the Elder Ministries Program (pages 13 to 14 above).
2. Completing a one-page **Statement of Faith** which outlines the candidate's views on the members of the Trinity, salvation, the church, and the sacraments. Samples of this statement can be found on our website where we introduce new members to the Presbytery.
3. Completing a one-page **Biographical Sketch** which traces the candidate's faith journey and call to and/or service in ministry. Samples of this statement can be found where we introduce new members to the Presbytery.
4. Completing a one-page (total) paper with answers to the **Ordination Questions** asked of all presbyters at ordination, installation, and/or commissioning (2 x ½ page). Please select 2 of the 9 questions below and write a half-page response to each question (total = one page). Use the question-bullets as a guide to your answer. It is not necessary to answer each bullet point.

Ordination/Installation Vows

Please select 2 of the 9 following questions and write a half-page response to each question (total = one page). Use the question-bullets as a guide to your answer. It is not necessary to answer each bullet point.

1. *Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?*
 - What does it mean to you to trust in Jesus Christ as your Savior?
 - What does it mean to you that Jesus Christ is Lord of all? Head of the Church?
 - What does it mean to you to say that God is one yet made up of three persons?
 - What is the relationship between Father, Son, and Holy Spirit?
2. *Do you accept the Scriptures of the Old and New Testament to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to you?*
 - What role does the Holy Spirit play in our interpretation of the Scriptures?
 - In what way are the Scriptures the "unique and authoritative witness to Jesus Christ"?
 - How are the Scriptures "God's Word to you"?

3. *Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?*
 - List some of what you understand to be the “essential tenets” of the Reformed faith.
 - Do you find any of them in conflict with what you think that “Scripture leads us to believe and do”?
4. *Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?*
 - What does it mean to you to be obedient to Jesus Christ?
 - What does it mean to you to be under the authority of Scripture?
 - What does it mean to you to be guided by our confessions?
5. *Will you be governed by our church’s polity, and will you abide by its discipline.*
 - What does it mean to you “to be guided by our church’s polity”?
 - What does it mean to you “to abide by our church’s discipline”?
 - How does the church “discern the will of Christ”?
6. *Will you in our own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?*
 - What is the hardest part of keeping this vow for you?
7. *Do you promise to further the peace, unity, and purity of the church?*
 - What is your role as a minister to further the peace, unity and purity of the church? Is that role different from that of any other member of the church?
 - What do you do when these three (peace, unity and purity) are in tension?
8. *Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?*
 - What does it mean to you to “serve the people”?
9. *Will you be a faithful teaching elder, proclaiming the good news in Word and Sacrament, teaching faith and caring for people? Will you be active in the government and discipline, serving in the councils of the church; and in your ministry will you try to show the love and justice of Jesus Christ?*
 - How do you see your role as minister (teaching elder) in this particular church?
 - If appropriate, how will you balance your service to the larger church to that of the congregation?
 - How do you balance showing “the love and justice of Jesus Christ”?

Commission on Ministry
Presbytery of Coastal Carolina

Contract for Commissioned Ruling Elder Pastoral Relationship

The following contract is between _____ and the Session of _____ Presbyterian Church of _____, North Carolina, for the purpose of providing pastoral services for a period beginning _____ and ending on _____.

Accountability

A Commissioned Ruling Elder (CRE) will continue to be accountable to his/her home session and to the Presbytery of Coastal Carolina through the Commission on Ministry of the Presbytery and will be accountable to the Session of this congregation as concerns his/her ministry within this congregation.

Expectations of the Pastor *(please ✓ check all that apply)*

- Will lead worship and preach on a regular basis but with the option to have guest ministers on occasion and the session will be responsible for obtaining any supply pastor when this occurs;
- Will visit sick, shut-ins, new members, and the congregation as is appropriate and as is able with regular work schedule;
- Will provide leadership and guidance to committees as requested and time permitting;
- Will enhance spiritual life of the church through pastoral leadership;
- Will conduct funerals and weddings when called upon;
- Other: (explain) _____
- Other: (explain) _____

This contract is for an estimated _____ hours per week including the time to prepare sermons.

Expectations of the Session:

1. Will work collegially with the Pastor in the shared ministry of the congregation (*Book of Order*, G-2.0301);
2. Will review the Pastor's work and compensation annually (*Book of Order*, G-2.0804);

Termination or Extension Provisions/Considerations

1. This contract may be terminated at any time by the Session or Pastor with 30 days written notice or by action of the Commission on Ministry (COM).
2. This contract must be renewed by the COM each year.

Financial Terms

We will provide the following remuneration per **month**. (Fill in all appropriate figures on a **monthly** basis.

Salary	_____ (per month)
Housing or Manse	_____
Other Benefits/Insurance/SECA	_____
Travel (amount budgeted)	_____ (paid on reimbursement basis)
Vouchered Professional Expenses	_____ (paid on reimbursement basis)
TOTAL	_____
Paid Vacation	4 Weeks including 4 Sundays
Continuing Education	2 weeks including 2 Sundays
Sick Leave (explain)	_____

Background Check/Boundary Training

The Presbytery of Coastal Carolina requires the successful completion of the SafeGatherings course on boundary training and a background check run by them for all persons serving in a pastoral relationship with one or more of our congregations. Information on how to register and take the training can be found on the Presbytery’s website: <http://presbycc.org/wp-content/uploads/2015/08/Tutorial-Guide-for-SafeGatherings.pdf>

Certification of This Agreement

The compensation and position description shown here was reviewed and approved by the session on _____. (date)

Clerk of Session _____ Date: _____

I have reviewed and am agreeable to the terms of this agreement.

Stated Supply Pastor _____ Date: _____

<p>The COM approves this agreement and authorizes _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No To Administer the Sacraments</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No To Moderate the Session</p> <p>beginning _____ (date) until December 31, 20 ____ (date)</p> <p><input type="checkbox"/> West <input type="checkbox"/> Central <input type="checkbox"/> East</p> <p>Commission on Ministry _____ Date: _____</p> <p style="text-align: center;">Signed by Chair of appropriate COM</p>
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Commission on Ministry
Presbytery of Coastal Carolina

Guidelines for Services of Commissioning of CREs

Ruling Elders may be commissioned to pastoral ministry either at a Presbytery (or Community) meeting or in the congregation where they will be serving. If you wish to be commissioned at the church, please follow these guidelines.

1. The *Book of Order* reference regarding Administrative Commissions can be found at G-3.0109b. Section W-4.4000 – W-4.4006 covers the commissioning of ruling elders for pastoral service; see especially W-4.4003 through W-4.4006.
2. The provisions in our Presbytery for an Administrative Commission to ordain and/or install include the following:
 - a. A minimum number of 5 persons; may be larger. The quorum is a majority of the commission's members.
 - b. Equal numbers of Teaching and Ruling Elders; or if there is an odd number of members, the additional member may be either a teaching elder or a ruling elder.
 - c. No more than one Ruling Elder from any one church. One Ruling Elder should be from the church where the service is being held.
 - d. You select the moderator of the Commission and assign the parts.
 - e. Please use the form provided to you to submit the names to the Presbytery office 20 days prior to the COM meeting, but not later than 5 days prior. Note: COM **must** approve the commission ahead of time! Plan accordingly.
3. The commission needs to include one Ruling Elder from the calling church who will propound the constitutional questions to the congregation (see W-4.4006b).
4. Presbytery is committed to the principle of inclusiveness, and appoints each commission to reflect at least gender inclusiveness and racial ethnic inclusiveness if at all possible.
5. Commission members need to be Teaching Elders (Ministers) who are members of this Presbytery and Ruling Elders from churches of this Presbytery. Others may be invited to take part in the service but technically they are not members of the commission.
6. You are asked to include the Mission Coordinator for your region of the Presbytery as a member (or a guest) of the commission:
 - East Community – Rev Nancy Gladden, (910) 284-0581; NancyGladden@presbycc.org
 - West Community – Rev. Laura Lupton, (910)-818-9938; LauraLupton@presbycc.org
 - Central Community – Rev. Clarence Page, (910) 301-1088; ClarencePage@presbycc.org
7. Any Community may invite
 - The Moderator or Vice Moderator of the Presbytery. Call the Presbytery office for information.
 - The General Presbyter (Rev. Bill Reinhold), 910-862-8300 x3; BillReinhold@presbycc.org
8. Please invite pastors of neighboring churches to attend the commissioning service as a way to be a friend among your colleagues. Your mission coordinator can help with this information.
9. The Clerk of the Commission needs to use the [minutes form](#) (Word Document) and mail the signed form to the Presbytery Office following the Service of Commissioning.

Offering at Service – offering to be received at each commissioning service is designated for a Presbytery Ministers' Emergency Relief Fund to be administered by the Committee on Ministry.

Presbytery of Coastal Carolina
Commissioned Ruling Elder's Annual Report

Name _____ *Home Church* _____

Church of *Service* _____ Dates: (from _____ to _____)

Do you wish to continue to serve this congregation? ___ yes; ___ no; ___ with some changes to terms.

Briefly answer the questions listed below. Additional comments may be written of the back of this form.

1. What are your major responsibilities in this congregation? _____

2. What are the key ministry strengths you bring to this commission? _____

3. What are the key accomplishments of this pastoral relationship?

4. What have been some of the challenges in this pastoral relationship?

5. In what areas of ministry could you use additional training and support?

Note: Be sure to attach you **Continuing Education Report** to this form when you send to the Presbytery Office. Also, be sure that your Mentor submits his/her report.

Signature _____ **Date** _____

Please return this form to:

Elder Ministries, Presbytery of Coastal Carolina, 807 West King Street, Elizabethtown, NC 28337, or scan and Email to: JanKrause@presbycc.org, or by FAX to: 855-899-7210.

Presbytery of Coastal Carolina
Elder Ministries Committee

Mentor's Annual Report for Commissioned Ruling Elders (CREs)

CRE's Name: _____

Commissioned to _____ (Church) until _____

Mentor's Name: _____

Mentor's Address: _____

Briefly answer the following questions. Additional comments may be written on the back.

How would you characterize your relationship with this Commissioned Ruling Elder?

Are you generally satisfied with the ministry of this Commissioned Ruling Elder?

What are the major strengths of this Commissioned Ruling Elder's ministry?

In what areas of ministry would you encourage this Commissioned Ruling Elder to make improvements?

What areas of continuing education would you recommend for this Commissioned Ruling Elder?

Mentor's Signature _____ Date: _____

Please return this form to the Presbytery of Coastal Carolina, 807 W. King St, Elizabethtown, NC 28337

Presbytery of Coastal Carolina
Elder Ministries Committee

Session's Annual Report for Commissioned Ruling Elders (CREs)

CRE's Name: _____

Commissioned to _____ (Church) until _____

Briefly answer the following questions. Additional comments may be written on the back.

Are you generally satisfied with the ministry of this Commissioned Ruling Elder?

What are the major strengths of this Commissioned Ruling Elder's ministry?

In what areas of ministry would you encourage this Commissioned Ruling Elder to make improvements?

What areas of continuing education would you recommend for this Commissioned Ruling Elder?

Clerk of Session's Signature _____ Date: _____

Please return this form to the Presbytery of Coastal Carolina, 807 W. King St, Elizabethtown, NC 28337

Note: Be sure to submit with CRE's Annual Report and Continuing Education Report.

Please return this form to:

Elder Ministries, Presbytery of Coastal Carolina, 807 West King Street, Elizabethtown, NC 28337, or scan and Email to: JanKrause@presbycc.org, or by FAX to: 855-899-7210.

Presbytery of Coastal Carolina
Elder Ministries Committee
Continuing Education Policy

Similarly to what is expected of ordained ministers, Commissioned Ruling Elders (CREs) and Qualified Ruling Elders (QREs) are expected to continue their education in order to better serve their congregations. The expectation is that both groups will undertake at least 20 contact hours of continuing education each year. A contact hour is the time spent in classes or seminars or the time spent in doing completing an approved directed study.

In order to assist you in this task, the Elder Ministries Committee arranges a series of continuing education events known as “CRE Saturdays.” Each of these events counts for four (4) contact hours – two hours in the morning, an hour for lunch, and two in the afternoon.

Other approved ways to complete the 20 contact hours of continuing education are listed here. This list is not exhaustive – CREs and QREs can request that other educational events or individual programs of study be approved by contacting the chair of the Elder Ministries Committee or the Dean of the Program.

Approved Courses of Study

1. Lecture Series provided by congregations or institutions in our area:
 - Memorial Bible Lecture – Laurinburg PC
 - Calvin Lectures – First PC of Fayetteville
 - Phifer Lectures – Community PC in Pinehurst
2. Pathways To Learning & Leadership at Union Presbyterian Seminary (on-line courses)
3. Wee Kirk or other regional/national conferences
4. Directed Study approved by Dean of the Elder Ministries Program
5. Online courses through one of our seminaries – e.g. Union, Columbia, or Dubuque
6. Other online courses:
 - Theocademy: <http://www.theocademy.com/> (variety of courses on many topics)
 - Board of Pensions – e-learning courses:
<http://www.pensions.org//membersandemployers/boarduniversity/formembers/e-learning/pages/default.aspx>
 - PCC – YouTube Course of Clerks of Session (led by Jay Bender)
https://www.youtube.com/playlist?list=PLnZ9v_TfRT6AC8CGzDQX68SbaDAtJkCcm
 - Campbell University
<https://divinity.campbell.edu/church-relations/ministers-continuing-education-program/>
7. Webinars – e.g. Presbyterian Outlook
8. Create your own! Contact Dean of Program for details.

Reports on Continuing Education **are due** by the **end of October** each year and will be considered by COM as part of the annual renewal process for Commissioned Ruling Elders.

Presbytery of Coastal Carolina
Elder Ministries Committee
**Commissioned Ruling Elder's
Report on Continuing Education for 20_____**

CRE Name: _____

Church Served: _____

1. Continuing Education Event/Program/Study: _____

Location: _____ Cost of Event: \$ _____ Hours _____

How did this event/program/course of study contribute to your growth as CRE?

How did this event/program/course of study contribute to the congregation's mission?

2. Continuing Education Event/Program/Study: _____

Location: _____ Cost of Event: \$ _____ Hours _____

How did this event/program/course of study contribute to your growth as a CRE?

How did this event/program/course of study contribute to the congregation's mission?

Signature of CRE _____

Signature of Clerk of Session _____

*(Use as many copies of this form as you need.
Additional copies are available on Presbytery website.)*

Reports on Continuing Education **are due** by the **end of October** each year and will be considered by COM as part of the annual renewal process for Commissioned Ruling Elders.