

**Becoming a  
Commissioned Ruling Elder**

**Presbytery of Coastal Carolina**

**May, 2019**

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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 12 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](http://www.upsem.edu/pathways) to register online.

#### **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 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.

All courses include practical reflection and application (case studies, projects, etc.) in relation to academic content prior to taking the courses students are encouraged to take Bible Survey Courses. 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, Elder Ministries Committee will 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).

Classes in Phase II 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 – A Wider Look (year 2)**

The courses in Phase II 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 is \$100 per course.

Topics in Phase II 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. 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**
  
- **Self Directed Courses**

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 [www.upsem.edu/pathways](http://www.upsem.edu/pathways) to read about the program and/or to register.

**\*More information in Appendix A-C.**



**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.*)

\_\_\_\_\_



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**Educational Background:**

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

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**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 of 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](mailto:dir@scotlandcounseling.org) - (910) 276-7011
- Dr. Jonathan Kelly – Wilmington, NC – [jonathanrobertkelley@gmail.com](mailto:jonathanrobertkelley@gmail.com) - (910) 452-7370

#### **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. Dr. 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>	
<input type="checkbox"/> Worship leadership	5	4	3	2	1
<input type="checkbox"/> Education Ministry of the Church	5	4	3	2	1
<input type="checkbox"/> Sacraments and Ceremonies of the Church	5	4	3	2	1
<input type="checkbox"/> Pastoral Care	5	4	3	2	1
<input type="checkbox"/> 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*

Elder Ministries Committee  
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 Elder Ministries Committee (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).

**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 an elder 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 ruling elder in this commission, serving the people by proclaiming the good news, teaching faith and caring for the people, and in your ministry will you try to show the love and justice of Jesus Christ?*
- How do you see your role as commissioned ruling 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 the Presbytery of Coastal Carolina through the Commission on Ministry of the Presbytery and will be accountable to the Session of the contracting church 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/wpcontent/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: \_\_\_\_\_

The COM approves this agreement and authorizes \_\_\_\_\_

Yes  No To Administer the Sacraments

Yes  No To Moderate the Session beginning \_\_\_\_\_ (date) until  
December 31, 20 \_\_\_\_ (date)

West  Central  East

Commission on Ministry \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Chair of appropriate COM

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](mailto:NancyGladden@presbycc.org)
  - West Community – Rev. Laura Lupton, (910)-818-9938; [LauraLupton@presbycc.org](mailto:LauraLupton@presbycc.org)
  - Central Community – Rev. Clarence Page, (910) 301-1088; [ClarencePage@presbycc.org](mailto: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.
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](mailto: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?

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

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

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

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

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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?

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

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

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

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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](mailto: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 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/elearning/pages/default.aspx>
  - PCC – YouTube Course of Clerks of Session (led by Jay Bender)  
[https://www.youtube.com/playlist?list=PLnZ9v\\_TfRT6AC8CGzDQX68SbaDAAtJkCc\\_m](https://www.youtube.com/playlist?list=PLnZ9v_TfRT6AC8CGzDQX68SbaDAAtJkCc_m)
  - 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?

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

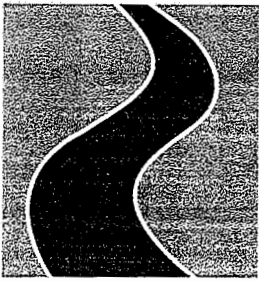
Signature of CRE \_\_\_\_\_

Signature of Clerk of Session \_\_\_\_\_

*(Additional copies made be used.)*

**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.





# PATHWAYS TO LEARNING AND LEADERSHIP

**Pathways to Learning and Leadership** is a Leadership Institute program of online courses offered to provide to increase the knowledge and discipleship of church members, and help with the education of those desiring to become Commissioned Ruling Elders.

## New!

## Self-Directed Bible Survey Courses

**What is it?** Since the Pathways program began in 2016, presbyteries have asked us for Bible Survey courses in Old Testament and New Testament. We are pleased to begin offering the New Testament Survey course in the summer of 2018.

Each course consists of ten sessions. Each session has 3-6 videotaped lectures (about 15 minutes each), and is followed by a quiz. You must achieve at least a 75% on the quiz to move on to the next session. When you complete the course, you will receive a Certificate of Completion.

**Who is it for?** Anyone! Those in CRE programs (or similar programs in other denominations); church members hungry for knowledge of the Bible; students preparing for seminary or ordination exams.

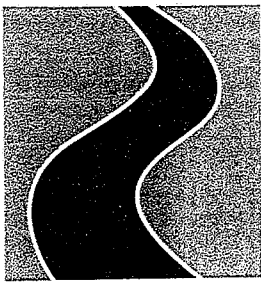
**Who will teach the courses?** Dr. John T. Carroll, Union Presbyterian Seminary's Harriet Robertson Fitts Memorial Professor of New Testament has prepared the New Testament Survey course. The Old Testament Survey course is in the preparation process.



3401 Brook Road Richmond, VA 23227 5141 Sharon Road Charlotte, NC 28210 [www.upsem.edu](http://www.upsem.edu)

Attachment A

A



# PATHWAYS TO LEARNING AND LEADERSHIP

**Pathways to Learning and Leadership** is a Leadership Institute program of online courses offered to provide to increase the knowledge and discipleship of church members, and help with the education of those desiring to become Commissioned Ruling Elders. Each course is five weeks long. There are no prerequisites, and no college or seminary credit is given.

No travel, lodging, or meals are required, since you can access the courses from your own computer. All you need is a computer, tablet, or smart phone with a microphone. It is preferred that your device have a webcam either built in or external.

## Pathways courses for 2018/19

Self-Directed courses in Bible Survey –10 sessions **New Testament** (10 sessions Old Testament planned for spring 2019)

Foundational courses (from 7-9 p.m. EST):

- Tuesdays, September 11 – October 9, 2018: **Biblical Interpretation**
- Tuesdays, October 23 – November 20, 2018: **Reformed Theology and Church History**
- Tuesdays, January 8 – February 5, 2019: **The Christian Life**
- Mondays, February 18 – March 18, 2019: **Mission and Evangelism**

Elective:

- Tuesdays, March 26 – April 30, 2019 (no class April 16) (Tuesdays from 7-9 p.m. ET): **The Gospel of Mark**

Practical Courses (Thursdays from 7-9 p.m. EST):

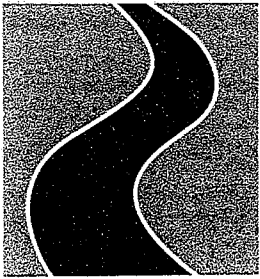
- Thursdays, September 6 – October 4, 2018: **Worship and Sacraments**
- Thursdays, October 18 – November 15, 2018: **Polity and Administration**
- Thursdays, January 3 – 31, 2019: **Preaching the Bible**
- Thursdays, February 14 – March 14, 2019: **Pastoral Care**
- Thursdays, March 28 – May 2, 2019 (no class April 18): **Teaching the Bible**

Each five-week course costs \$100, and requires the purchase of one book. Contact Tinsley Jones ([tjones@upsem.edu](mailto:tjones@upsem.edu)) for more information, or go to [www.upsem.edu/pathways](http://www.upsem.edu/pathways) to read about the program, to look at upcoming classes, and/or to register for classes.



UNION  
PRESBYTERIAN  
SEMINARY

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# PATHWAYS TO LEARNING AND LEADERSHIP

***What if I score less than 75% on a quiz?*** Go back and review your notes and try again! There's no limit on the number of tries.

***How much time do I have to complete the course?*** You may take as much time as you need, unless your program requires that it be completed in a particular timeframe.

***How much does it cost?*** The cost for either the New Testament Survey or Old Testament Survey course is \$100 for all ten sessions. In addition there is 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.

***When can I get started?*** You may start the New Testament course any time. The Old Testament course will be ready by Spring 2019.

***What kind of computer do I need?*** All you need is a computer with internet access.

***How do I register?*** Go to [www.upsem.edu/pathways](http://www.upsem.edu/pathways) to register online. Note: registration for the Bible Survey courses are separate from the registration for other Pathways courses.

