

Presbytery of Coastal Carolina

***Commission on Ministry Handbook***

2023 Edition

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# The Presbytery of Coastal Carolina

## Commission on Ministry Handbook – 2022

### 92 I. Organizational Overview

93 The Commission on Ministry (COM) of Coastal Carolina Presbytery is established in the  
94 *Manual of Administrative Operations* of the Presbytery of Coastal Carolina and operates  
95 within the parameters the *Book of Order* of the Presbyterian Church (U.S.A.) (G-3.0307).  
96 There the duties and responsibilities of the COM are listed. If you are new to the work of the  
97 Commission, the appendices will be a great asset to you, and it may help to review the  
98 definitions and abbreviations found in Appendix A.

99 This Manual is written to instruct, advise, and help the members serving on the Commission  
100 on Ministry about the duties and tasks expected as members of both the Community and Full  
101 COM and as a liaison to churches. Unless designated otherwise, the liaison should consider  
102 the tasks and duties expressed in this manual as theirs to complete, initiate, or oversee.

### 103 A. Organization

- 104 1. The purpose of the organizational design of the Commission on Ministry is to  
105 disperse the responsibilities outlined in the *Book of Order G-3.0307* to the three  
106 geographical Communities: East, Central, and West. It is further expected that this  
107 design, and other matters related to the time and location of meetings will enable  
108 Commission members to attend with shorter travelling distances and will encourage  
109 greater participation among those who have daytime employment responsibilities and  
110 schedules.
- 111 2. The mission of the Commission on Ministry is “*to serve* as pastor and counselor to  
112 ministers of the Word and Sacrament (teaching elders), commissioned pastors (also  
113 known as commissioned ruling elders (CRE)), and certified Christian educators of the  
114 presbytery; *to facilitate* the relations between the presbytery and our congregations,  
115 immigrant fellowships, ministers of the Word and sacrament (teaching elders), CREs,  
116 and certified Christian educators; and *to settle* difficulties on behalf of the presbytery  
117 where possible and expedient.” (G-3.0307; see also G-2.10)
- 118 3. The responsibilities of the full Commission on Ministry and its three Community  
119 Commissions, *in accordance with the Presbytery’s Manual of Administrative*  
120 *Operation and the Book of Order*, include
  - 121 a. facilitating Church-Pastor relations;
  - 122 b. working with the Missional Communities to develop strategies for the mission of  
123 the church in its area;
  - 124 c. working through the Community Commissions on Ministry with churches in the  
125 Communities and their leadership groups to address specific needs as they apply  
126 to the work of the Commission on Ministry;
  - 127 d. carrying out the constitutionally assigned functions of examining, receiving,  
128 counseling, and dismissing ministers;

- 129 e. carrying out a preliminary examination of candidates for ordination who shall  
130 ordinarily preach a sermon before the presbytery or one of its Missional  
131 Community Gatherings as part of the floor examination for ordination;
- 132 f. arranging for the introduction of new ministers of the Word and Sacrament  
133 (teaching elders) to the full presbytery including sharing of their statements of  
134 faith and biographical sketches;
- 135 g. examining of ruling elders who sense a call to particular pastoral ministry as  
136 Commissioned Pastor (also known as Commissioned Ruling Elder) and provide  
137 for their oversight;
- 138 h. ministering to the ministers and their families;
- 139 i. counseling with Pastor Nominating Committees, and advising the Sessions of  
140 vacant churches with regard to pastoral services;
- 141 j. carrying out applicable provisions of the sexual misconduct, code of ethics,  
142 boundary training, and certification policies;
- 143 k. examining non-PC(USA) ministers being considered for pastoral leadership by  
144 congregations in the Presbytery and providing training and support to any of those  
145 permitted to serve congregations of the Presbytery;
- 146 l. working with the Mission Coordinators
- 147 a. in providing care for churches and pastors,
- 148 b. in counseling churches with regard to pastoral services, and
- 149 c. in addressing conflicts and issues that may arise including the appointment  
150 of Committees of Inquiry or Administrative Commissions;
- 151 m. appointing *Pastoral Teams* to work with congregations discerning their  
152 relationship with the PC(USA) as outlined in the Presbytery's Separation Policy.  
153 (Note: The Mission Cabinet appoints *Negotiating Teams*.)
- 154 n. developing, reviewing, and revising annual goals, objectives, and action plans of  
155 the COM;
- 156 o. keeping full minutes of meetings and actions and reporting to the Presbytery on  
157 any actions taken on its behalf.
- 158 4. The full COM shall consist of the three Community COMs, each with fifteen  
159 members, plus a ruling elder or teaching elder as chair for a total of forty-six (46)  
160 voting members. Members of Community COMs shall be as equally divided between  
161 ruling elders and ministers of the Word and Sacrament (teaching elders) as is possible  
162 (G-3.0103). The chair of the full COM is a voting member only of the full COM, and  
163 is an advisory member of each Community COM. The General Presbyter/Stated  
164 Clerk and the three Mission Coordinators serve as advisory members without vote.
- 165 5. The full COM chair may be elected for a term of 1 year, renewable for up to six years.
- 166 6. The full COM shall meet at least two times per year (generally prior to each of the  
167 two stated meetings of the Presbytery). A minimum of 1/3 elected members from  
168 each of the Community COMs is needed for a quorum.
- 169 7. Each Community COM shall ordinarily meet monthly at a time and place determined  
170 by their membership including electronically. A majority of their membership must

171 be present for a quorum. The Mission Coordinator for that Community is an *ex officio*  
172 member of their respective Community COM without vote.

- 173 8. Each Community COM, and the overall COM, can co-opt non-voting members to  
174 assist it with fulfilling any of its functions but particularly congregational visits,  
175 examinations, training, and conflict management, or work of the overall COM sub-  
176 committees.

## 177 **B. Operations**

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

## 193 **C. Authority (From the Manual of Administrative Operations)**

### 194 **1. Commission Powers**

195 The Commission on Ministry and its Community Commissions shall have authority  
196 to act for the presbytery on the following limited matters as detailed in the *Book of*  
197 *Order* and the Presbytery's *Manual of Administrative Operations* (Found in the  
198 Administrative Manual's Appendix, Section 4.00; and cited as Appendix V herein).  
199 Any other responsibilities found in the *Book of Order* are reserved to the presbytery  
200 and/or its Missional Communities.

- 201 a. Grant permission for minister members (teaching elders) to engage in work  
202 outside the geographic bounds and/or jurisdiction of this presbytery (G-2.0502  
203 and G-2.0503), and to grant permission to minister members of other presbyteries  
204 to engage in work within the bounds and/or jurisdiction of this presbytery.
- 205 b. Commission Ruling Elders to pastoral service in a congregation – G-2.1002.
- 206 c. Validate the ministry of ministers of the Word and Sacrament (teaching elders)  
207 who are not serving in a pastoral relationship in a particular church and to review  
208 that ministry on an annual basis – G-2.0503.
- 209 d. Grant Honorable Retired status to ministers of the Word and Sacrament (teaching  
210 elders) – G-2.0503c.
- 211 e. Approve pastoral relationships in:

- 212 1) Installed pastoral relationships – G-2.0504a
- 213 2) Temporary pastoral relationships – G-2.0504b
- 214 3) Approve terms of call – G-3.0109b(3)
- 215 f. Receive the transfer of ministers of other denominations:
- 216 1) As full members of the presbytery – G-2.0505
- 217 2) As temporary members of the presbytery – G-2.0506
- 218 g. Release ministers of the Word and Sacrament (teaching elders) from the exercise
- 219 of ordered ministry at their request – G-2.0507
- 220 h. Appoint moderators for sessions without an installed pastor – G-3.0104
- 221 i. Name Administrative Commissions to ordain and/or install ministers of the Word
- 222 and Sacrament (teaching elders) to pastoral relationships and commission CREs.
- 223 See G-3.0109b(2) and (3).
- 224 j. Examine and receive into membership ministers of the Word and Sacrament
- 225 (teaching elders) seeking admission to presbytery – G-3.0109b(3)
- 226 k. Counsel with sessions concerning reported difficulties – G-3.0303 d (1) – (3)

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

228 Any other responsibilities found in the *Book of Order* are reserved to the presbytery  
229 and/or its Missional Communities. In particular, the Commission on Ministry shall  
230 not take action concerning the following matters as detailed in the *Book of Order*, but  
231 may make a recommendation to the full presbytery or the appropriate Missional  
232 Community for its action.

- 233 a. Assumption of original jurisdiction of a session – G-3.0303e
- 234 b. Exceptions to the prohibition on calling of an Associate Pastor as the next
- 235 Installed Pastor of a congregation or the calling of a minister of the Word and
- 236 Sacrament (teaching elder) engaged in a temporary pastoral relationship as the
- 237 next Installed Pastor of a congregation – G-2.0504c.
- 238 c. Examination of candidates for ordination as ministers of the Word and Sacrament
- 239 (teaching elders).
- 240 d. Dissolve pastoral relationships where one or both of the parties (pastor and/or
- 241 congregation) do *not* concur with the dissolution.

## 242 **3. Authority Reserved to the Full Presbytery**

243 Any other responsibilities found in the *Book of Order* are reserved to the full  
244 presbytery. In particular, the Commission on Ministry shall not take action  
245 concerning the following matters as detailed in the *Book of Order*, but may make a  
246 recommendation to the full presbytery for its action.

- 247 a. Removal of the name of a minister of the Word and Sacrament (teaching elder)
- 248 from the roll of the presbytery for failure to be engaged in a validated ministry or
- 249 to fulfill the criteria for membership-at-large (G-2.0508) or for persisting in work
- 250 disapproved by the presbytery (G-2.0509).

- b. Establish minimum compensation for ministers of the Word and Sacrament (teaching elders), Certified Christian Educators, and Certified Associate Christian Educators (G-3.0103c).

#### 4. Sharing of Actions

All faith statements and biographical sketches and actions of the Commission on Ministry related to the reception of minister members of the presbytery shall be published in the next Presbytery Packet or Community Gathering packet in a timely manner.

### D. Officers and Staff

#### 1. Officers of the Full COM

The full Commission on Ministry has these elected officers:

- a. **Chairperson:** Elected by the Presbytery  
The Chair coordinates the overall work of COM in each of the Communities, sets the agenda for, and presides at, the stated meetings and any called meetings of the full Commission on Ministry, and chairs the Executive Committee.
- b. **Vice-Chairperson:**  
The Community Chairpersons are the Vice Chairs of the full COM. They assist the Chair of the full COM; presiding at meetings in the absence of the Chair. The full COM may elect one of these as First Vice-Chair.
- c. **Secretary:** The Stated Clerk is the Secretary. Ordinarily, the Assistant to the Stated Clerk will serve as the recording secretary for the full Commission on Ministry and for the Community COMs.
- d. **The Executive Committee** of COM is the officers of the Full COM and the Community COMs with additional members from COM for parity.

#### 2. Officers of the Community COMs

Each Community COM has two elected officers and a secretary:

- a. **Community Chairperson(s):** Elected by the full Commission on Ministry.  
The Chair/Co-Chair serves as the coordinator of the Community COM's work by moderating at monthly meetings, establishing the agenda for meetings, carrying out appropriate communication and correspondence, assigning and/or delegating various committee tasks, and regularly communicating with the overall Commission on Ministry Chair and the General Presbyter/Stated Clerk's office.
- b. **Community Vice Chairperson:** Elected by the Community COM.  
The Vice-Chair is to assist the Chair and preside at meetings in the absence of the Chair. If there are co-Chairs, a Vice Chair is not required.
- c. **Secretary:** The Stated Clerk is the Secretary. Ordinarily, the Assistant to the Stated Clerk will serve as the recording secretary for each of the Community COMs as well as the full COM.

#### 3. Staff to the Commission on Ministry are:

- d. **General Presbyter/Stated Clerk:** The General Presbyter/Stated Clerk will serve as *ex officio* member without vote of the Commission on Ministry as well as of each of the Community Groups.
- e. **Community Mission Coordinators:** Community Mission Coordinators are *ex officio* without vote on the COM in their communities and the full COM; however, they are not responsible for doing the work of the COM.
- f. **Support Staff:** Presbytery's support staff shall render assistance to the COM as directed by the General Presbyter/Stated Clerk.

## E. Functions of the Community COMs

The following functions will be handled by each Community COM as the need arises within the bounds of their particular Community:

1. **Church Care and Oversight:** Community COMs have the responsibility for establishing and maintaining procedures for regular visitation of the congregations in their community; giving special attention to the racial/ethnic churches, congregations without consistent pastoral leadership; providing a conduit for appropriate information of which the COM needs to be aware and validating ministries of Teaching Elders and Commissioned Pastor (also known as Commissioned Ruling Elder) serving in non-church ministries.
2. **Calls and Vacancies:** Community COMs have the responsibility for working with churches without called pastors to provide a single point of COM contact for:
  - a. obtaining moderators for sessions of congregations without installed pastors,
  - b. working with Pastor Nominating Committees and sessions seeking installed or temporary pastoral relations,
  - c. examining and commissioning Qualified Ruling Elders (QREs) as Commissioned Pastors (also known as Commissioned Ruling Elders) to pastoral ministry in congregations,
  - d. approving persons for the supply preaching list,
  - e. examining and approving Qualified Ruling Elders to administer the Sacraments,
  - f. examining non-PC(USA) ministers for temporary pastoral relationships such as Temporary Supply and Interim Ministry positions,
  - g. electing Administrative Commissions to install or commission pastors in congregations, and
  - h. electing Committees of Inquiry (COIs) and Administrative Commissions (ACs) to inquire into, or deal with, difficulties in their congregations. (If the AC is to have the power to assume original jurisdiction over a congregation this permission is given by action of the Community Gathering or the full presbytery. (See Appendix V. 4.15 #1.)
3. **Examinations:** Community COMs have the responsibility for examination of ministers of the Word and Sacrament (teaching elders), candidates, ministers of another denominations, and Qualified Ruling Elders who are requested by churches for pastoral service to ensure knowledge of, and belief in, Reformed Theology,

PCUSA polity, if applicable, sacraments; and for suitability for ministry in the particular church.

4. **Pastoral Care and Oversight:** Community COMs have the responsibility to provide resources for pastoral care for pastors and their families; suggest options for pastoral continuing education; organize and maintain a mentor system for newly ordained and/or installed pastors and for interim pastors; and advising pastors in preparing for and announcing retirement. (see Appendix P)

## **F. Functions of the Full COM**

The following functions will be the responsibility of the full Commission on Ministry, ordinarily assigned to committees:

1. **Examination of Ministers from Other Denominations:** A Responsibility of the full Commission on Ministry is to examine ministers from other denominations for reception into presbytery either as Full or Temporary Members of the presbytery pursuant to the call of a congregation or other calling body within the bounds.
2. **Oversight of QREs/CREs:** The Community COMs have the responsibility for examining QREs for the supply preaching list and for commissioning to pastoral service; conducting annual reviews of all Commissioned Pastors (also known as CREs).
3. **Pastoral Care:** Assist Community COMs in their pastoral care responsibilities.
4. **Remuneration:** The full COM has the responsibility for providing resources about the Board of Pensions' programs to the ministers and eligible lay employees; providing appropriate recognition of ministers upon retirement from active ministry; with and through the General Presbyter/Stated Clerk, providing ongoing communication with churches in arrears to the Board of Pensions; recommending to presbytery the minimum terms of call for ministers of the Word and Sacrament (teaching elders) serving as pastors, certified Christian educators, and Commissioned Pastors (CREs) as well as suggested honoraria for pulpit supply pastors and moderators.
5. **Formation:** The full COM will provide preparation for members of the entire COM in liaison work, examinations of ministers/candidates, conflict management, and sessional visits.

## **II. Care and Oversight of Congregations**

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

Liaisons shall call the pastor and clerk regularly and shall visit the sessions assigned to them at least once every two years.

Calls and visits by COM liaisons are pastoral visits to our congregations. These conversations are intended to be affirming; giving encouragement to all of our congregations and pastors. COM and the presbytery sincerely want to strengthen the ties that bind us together in Christ and as Presbyterians. We want to hear about the ministry of our churches and discover ways that presbytery can be supportive of them.

Liaisons share helpful information and listen for things our churches want to say to COM or the presbytery. A list of suggested questions can be found in Appendix B.

### 1. Goals of the Call and Visits

- a. To establish and maintain effective communication between presbytery and the church session.
- b. To gain a sense of the spiritual health of the particular church:
  - 1) In terms of its mission (including its worship, nurture, outreach & service); and
  - 2) In terms of its relationships (between pastor[s], session, and church members).
- c. To express appreciation to the congregation/session/pastor for its participation of the session and congregation in the life and work of the presbytery and of the wider church.
- d. To encourage full participation in presbytery meetings and events, to financially support the Shared Mission and Per Capita giving, and to endorse qualified members for committee service.

### 2. Objectives

- a. To listen to, and affirm, the ministry and success stories that are happening.
- b. To provide an avenue for questions or concerns to be expressed by the session and pastor/moderator.
- c. To provide information to sessions and congregations on resources that may be helpful for their ministry from presbytery.
- d. To ensure that the communications from the presbytery are being received by the session, moderator, and pastor.

### 3. Steps of Implementation

- a. Each COM Liaison shall be assigned a few churches to do what is listed here.
- b. The liaison may make the visit to the session alone or with a partner.
- c. Each liaison will:
  - 1) Initiate the request for a visit with the Session, making such request to its Moderator or Clerk of Session. see *Book of Order*, (G-3.0202d).  
Ask for one of these two options:
    - a) Request to sit in on a regularly stated session meeting where the liaison is on the agenda to interact with the session for approximately 30 minutes and stay for the whole meeting as an observer.
    - b) Request a called meeting of the session visit is expected to last approximately one hour, that the Pastor(s) and Elders will participate together throughout the entire meeting, and that while no ordinary business of the Session will be conducted during this meeting, it is nonetheless an official meeting of the Session with representatives

410 from the presbytery and should be recorded in the minutes of the  
411 session.

412 2) Following the convening of the Session by its Moderator, the liaison will lead  
413 the discussion their allotted time. It is suggested that the liaison not take notes  
414 during the meeting, since this is a pastoral visit.

415 d. Travel expenses for both of the visiting team members may be submitted to the  
416 presbytery office for reimbursement following receipt of the team's report by the  
417 Community COM Chair.

418 e. The liaison shall give a report of the visits made. It may be written report or  
419 verbal. It will be recorded in the COM minutes.

## 420 **B. Guide for Visit with Pastoral Voice:**

421 The liaison should also plan to spend some time with the Pastor/Moderator for  
422 consultation regarding his/her well-being and the well-being of their family. This may be  
423 over a meal at a restaurant near the church which affords some degree of privacy. The  
424 spouse of the pastoral voice may be invited. This meal shall be at presbytery's expense.  
425 (See Appendix C - Visits with Pastors)  
426

## 427 **C. Presbytery Appointed Moderators of Sessions**

### 428 **1. The *Book of Order* on the COMs role providing for a Moderator**

429 a. "... The [installed] pastor shall be the moderator of the session, and the session  
430 shall not meet without the pastor or a designated moderator. If there is no installed  
431 pastor, or if the installed pastor is unable to invite another Moderator, the  
432 **presbytery shall make provisions for a moderator**. Presbyteries shall provide  
433 by rule for moderators when the session is without a moderator for reasons of  
434 vacancy or inconvenience." *Book of Order*, G-3.0201, paragraph one. (see also  
435 *Book of Order*, G-3.0104, G-3.0203)

436 b. Presbytery, in its commission, may authorize a Commissioned Pastor (also known  
437 as Commissioned Ruling Elder) to moderate the session of the congregation to  
438 which he or she is commissioned. *Book of Order*, G-2.1001.

439 2. In addition, the Commission on Ministry may authorize persons from the following  
440 categories of people in this presbytery to moderate meetings of sessions and/or of  
441 congregations when needed:

442 a. Qualified Ruling Elders,

443 b. Ruling Elders who are serving, or who have served, on this presbytery's  
444 Commission on Ministry and/or a Ruling Elder who is serving or has served as  
445 Moderator of the Presbytery; such an elder ordinarily may not moderate the  
446 meeting of a congregation of which that elder is a member,

447 c. A Ruling Elder who is serving as Stated Clerk, General Presbyter, or Mission  
448 Coordinator; ordinarily such an elder may not moderate the meeting of a  
449 congregation of which that elder is a member,

450 d. Ministers of Word & Sacrament from other Presbyteries who are laboring within  
451 bounds, or currently serving as Stated Supply or Interim Pastors in a church or in  
452 a validated ministry.

- e. Temporary members of presbytery may only moderate the session and congregation where they are serving.
- f. No Teaching Elder from another presbytery may moderate without COM approval.

NOTE: It is appropriate for the session to offer to the moderator mileage reimbursement at the IRS business rate plus a small honorarium for each session meeting or Congregational meeting. (see Appendix X)

### 3. Responsibilities of a Moderator

- a. The moderator is responsible to the presbytery through the COM.
- b. The moderator, in consultation with the Clerk of Session, shall call meetings of the session and together they shall prepare the agenda.
- c. The moderator shall maintain communication with the Clerk of Session, and through the Clerk, shall maintain contact with the work of the session's committees.
- d. The moderator need not attend Deacons' meetings unless mutually desirable.
- e. It is desirable that the moderator of the session also serve as moderator of congregational meetings, especially when the congregation is convened for the purpose of calling a pastor. However, if unable to moderate a session or congregational meeting, a moderator may ask another minister or eligible person to do so.
- f. The session should not expect the moderator to do additional ministry beyond moderating session meetings. The moderator may, however, assist them in seeking pastoral coverage in the case of serious illness, deaths, funerals, and other emergencies.
- g. When a Minister of Another Denomination is serving as Temporary Supply, the moderator serves as a mentor/resource to the Temporary Supply. The moderator shall encourage the Temporary Supply Pastor to attend session meetings.
- h. The only moderators who can vote at a session meeting are installed Teaching Elders of that congregation. No other moderators have a vote.

## D. Conflict Resolution Procedures

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

### 1. Goals

- a. To identify issues that need to be dealt with within the church.
- b. To develop a plan of action to improve the situation.
- c. To improve communication and reduce tensions.
- d. To help leaders develop skills for dealing with issues.

### 2. Procedures and Implementations

- a. How a concern is normally received by the COM.
  - 1) Call from pastor.

- 2) Call from clerk or other elder on behalf of the session.
    - 3) A liaison or other member of Community COM
    - 4) Presbytery staff member.
  - b. Contact is made to Community COM Chair and/or General Presbyter.
    - 1) Discussion of call.
    - 2) Matter is brought before Community COM.
  - c. Community COM shall arrange for a visitation team to meet with the session/pastor to listen and assess the situation.
3. Formation of a Committee of Inquiry (COI)
  - a. If concerns continue and are not adequately addressed, the visitation team may recommend to the Community COM that a Committee of Inquiry (COI) be appointed.
  - b. The Committee of Inquiry will consist of 3 to 5 persons. Members of the visitation team may serve on the Committee of Inquiry.
  - c. The Stated Clerk or their designee orients the COI for their work.
  - d. The task of the Committee of Inquiry will be to work towards resolving the conflict. They may use a variety of resources or methods including the use of questionnaires, hearings, small group discussions, and/or consultation with an outside consultant/expert.
  - e. The Committee of Inquiry shall report findings and recommendations to the appropriate Community COM.
4. Community COM Response
  - a. Hear the report and recommendations of Committee of Inquiry.
  - b. Based on the recommendations, the Community COM may then take any or all of the following actions:
    - 1) Adopt the COI's report and recommendations
    - 2) Dismiss the Committee of Inquiry or Ask COI to continue
    - 3) Elect an Administrative Commission - see *Book of Order* G-3.0109b
    - 4) Request from the Community Gathering or full presbytery to authorize an Administrative Commission with powers to assume original jurisdiction over the congregation.

### III. Care and Oversight of Pastors

#### A. Ministers' Fellowship

Each community of presbytery should have regular fellowship gatherings to which all pastors/CREs/MOADS of a given area are invited. These are normally organized by the Mission Coordinators.

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

1. The presbytery staff may offer an annual gathering of pastors new to the presbytery to introduce them to the presbytery staff and to share information about the presbytery. Orientation would draw attention to the Presbytery policies and resources online, how to access the Presbytery Directory, signing up for email notifications, and other important information.
2. Liaisons or presbytery staff should recommend an experienced minister to be a pastor-colleague for an incoming pastor. See Appendix D.

## **C. Ministers in Non-Pastoral Roles (Validated Ministries)**

1. Every minister in the presbytery who is performing work which is not under the jurisdiction of the presbytery or a higher governing body shall submit an annual written report of their work (see Appendix N on Validated Ministry). A current listing of Validated Ministries will be maintained. If there is a question as to the validity of the minister's present work and whether it qualifies him/her to retain ordination (*Book of Order*, G-2.0503a) it will be reported to the Commission on Ministry, with recommendations.
2. Each Community COM will seek to establish a relationship with non-parish clergy, i.e., retired ministers, minister-at-large, and those in other service areas. Such ministers will be encouraged to use their skills and experiences in workshops, seminars, and retreats, and will be invited to become involved as pastor-colleagues.
3. Minister members who are not engaged in a Validated Ministry and are not Honorably Retired may be removed from the Roll of Ministers according to *Book of Order*, G-2.0508 where this is detailed.
4. Appeals:
  - a. If the Community COM denies the validation application, the candidate for validation may appeal the decision to the full Commission on Ministry.
  - b. A minister facing removal from the Roll shall be given at least 4 weeks' notice by certified mail so that they may appeal the removal or have their ministry validated.

## **D. Promotion of Continuing Education Opportunities**

It is important that COM promote continuing education opportunities for ministers, educators, and CREs in our presbytery. Efforts will be made to sponsor skill development workshops, to provide for opportunities of reflection. Opportunities for retreats focusing on spirituality, spiritual formation or other special interests may be arranged. Also, opportunities for individual retreats at our presbytery camps may be available.

## **E. Provision for Pastoral Support and Counseling**

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

1. For ministers and/or spouses seeking personal counseling, the Board of Pensions provides resources for members or contact may be made with either the Community

- 569 Counseling Center in Wilmington or the Ministry Development Services, Charlotte,  
570 NC, or any licensed counselor.
- 571 2. Those seeking counseling may apply to the General Presbyter or the Chair of the full  
572 COM for financial assistance. The General Presbyter, or the full COM Chair, may  
573 approve a subsidy from the Ministers' Emergency Relief fund for counseling payable  
574 to the counseling service or as a reimbursement with proper documentation.
- 575 3. The Board of Pensions offers an Employee Assistance Program (EAP) to all Board of  
576 Pensions members, clergy and lay and covered dependents. Personal counseling and  
577 support services are available without charge in the benefits plan learn more at  
578 [www.pensions.org](http://www.pensions.org). Members should Call the Board of Pensions or go online to  
579 request a referral and learn more.

## 580 **IV. Vacancies**

### 581 **Introduction Overview**

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

584 A pastoral relationship, or dissolution, is only effective by action of a Community COM, or  
585 the full COM on behalf of the presbytery. With an approaching dissolution of a pastoral  
586 relationship, it is the responsibility of the Community COM where the vacancy occurs to  
587 make contact through its liaison with the minister and the clerk of session as soon as possible  
588 to review G-2.09 and the relevant presbytery policies.

589 Note: The COM shall provide for implementation of equal opportunity employment for  
590 ministers and candidates without regard to race, ethnic origin, sex, age, or marital status.

591 **Mileage expenses** incurred by the liaison may be submitted to presbytery for reimbursement.

### 592 **A. Working with a Pastor When Leaving a Pastoral Relationship**

593 When the Community COM is notified of the approaching dissolution of a pastoral  
594 relationship, either the presbytery office or the Community COM chair will send to the  
595 pastor Appendix O "*Guide for Leaving a Call*," to guide the pastor through the process of  
596 dissolving the relationship. The liaison will also make sure that the session of the church  
597 receives a copy of the document Appendix R "*Departing Pastor Guide*."

### 598 **B. Exit Interview with Pastor**

599 As soon as possible, the Community COM liaison sets up a time to do an exit interview  
600 with the pastor. The content of this interview is to be kept confidential between the pastor  
601 and the liaison, with the exception that portions may be shared with the Community  
602 COM when necessary. No written record of the interview is to be shared with members  
603 of the church, however, a summary shall be filed with the General Presbyter. The purpose  
604 of this interview is to help the Community COM liaison understand the inner workings  
605 and dynamics of the church in order to assist the PNC in seeking the next installed pastor.  
606 (see Appendix T on the Exit Interview). The Liaison shall also go over Appendix S –  
607 "*Relationship with Former Pastors*" with the departing pastor.

## C. Working with the Session when a Pastor is leaving

### **Brief the Session:**

Usually, the Community COM liaison will meet with the session one or more times. The following items need to be covered:

#### **1. Initial meeting with the Session (Exit Interview)**

The purpose of this initial meeting is:

(1) to conduct an exit interview (See Appendix U for the appropriate questions) to help the Community COM liaison understand the inner workings and dynamics of the church in order to assist the session in finding the next pastoral leadership and helping the PNC in seeking the next installed pastor;

(2) to address the questions and concerns of the session approaching this vacancy and (3) to give the session initial guidance about how to move forward. Two or more meetings may be needed.

(4) to give to the session the pulpit supply list (via the presbytery office or website).

After the approval of the dissolution of the pastoral relationship, the Community COM liaison is to set up a time to meet with the session to conduct an exit interview with the session. The COM liaison shall moderate this interview.

As part of the exit interview the Community COM liaison **will strongly emphasize or read to the session** Appendix S “*Relationship with Former Pastor.*”

The content of this interview is to be kept confidential between the session and the liaison, with the exception of portions that may be shared with the Community COM and Stated Clerk as necessary. No written record of the interview is to be shared with the pastor, however, a summary shall be sent to the General Presbyter.

2. **Moderator:** The liaison will help the session identify an individual (who has been qualified by COM to moderate) to suggest to the COM. The COM will take that name into consideration when appointing the **Moderator of the Session** (*Book of Order*, G-3.0104). (Refer to Section II. C. above for “*Duties of the Moderator of Sessions.*”) Provide to the session Appendix X so they know the recommended honorariums for guest preachers and moderators.

**Note:** Non-PC(USA) pastors cannot be authorized to moderate the session unless they become a temporary member of the presbytery.

#### **3. Pastoral Leadership during the vacancy:**

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

- a. Interim Pastor/Interim Associate Pastor
- b. Stated Supply (PC(USA) Pastors)
- c. Commissioned Pastor (also known as Commissioned Ruling Elder) (G-2.10)
- d. Occasional Supply (week-to-week pulpit supply)
- e. Designated Pastor (Installed for a designated term length)
- f. Temporary Supply (non-PC(USA) Pastors)

649 4. **Pulpit Supply** during vacancy:

- 650 a. The liaison will explain to the Session that lists of both lay and clergy supply  
651 persons are available through the presbytery office and on the presbytery's  
652 website. Upon the invitation of the session and with the approval of the  
653 moderator, ruling elder members of the particular church are encouraged to  
654 supply the pulpit of their church during a vacancy.
- 655 b. Pulpit Supply pastors may preach twice monthly in congregations that meet  
656 weekly, once per month in congregations that worship less than weekly.
- 657 c. The liaison will ask the session to let her/him know as soon as a Stated Supply,  
658 QRE, Temporary Supply, or Interim Pastor is selected so that the Community  
659 COM can undertake the necessary interviews and approvals to establish a pastoral  
660 relationship.

661 **D. Presbytery's Pulpit Supply List**

662 The COM at all levels will be proactive and diligent in finding ways to encourage retired  
663 minister members of the presbytery to supply preach and celebrate sacraments in our  
664 smaller churches. Also, the COM will seek ways to encourage sessions to consider the  
665 use of QREs for preaching and administration of sacraments.

666 The Pulpit Supply List is a roster of available Teaching Elders, QREs, CREs, and  
667 MOADs who have expressed their interest in occasional pulpit supply, have been  
668 examined and approved according to COM policy (See Section V), and have a current  
669 *Safe Gatherings* Certification.

670 The Pulpit Supply List is available through the presbytery's website at  
671 [www.presbycc.org](http://www.presbycc.org); Choose "Directory". The passcode is available through the  
672 presbytery office or you can follow the instructions to create your own passcode.

673 Ordinarily, minister members of this presbytery who are in good standing may be placed  
674 on the supply preaching list upon their written request to the chair of the appropriate  
675 Community COM and the General Presbyter/Stated Clerk. A minister member in good  
676 standing may preach in our churches in accordance with all COM policies.

677 Reasons and situations for which persons may be temporarily suspended or removed by  
678 the appropriate Community COM from the Pulpit Supply List include but are not limited  
679 to the following:

- 680 • On medical leave, family leave or maternity/paternity leave.  
681 • Currently receiving a salary-based severance.  
682 • Under any type of disciplinary process.  
683 • Who deliberately fail to observe the COM limitations on the frequency of monthly  
684 preaching.  
685 • Evidence of preaching purchased sermons, plagiarism, or sermons from others  
686 without acknowledgment.  
687 • Continual interference with a previous congregation in violation of the departing  
688 pastor policy of the COM.

- Repeated failure to make a good faith effort to abide by the spirit and letter of the Presbytery's Code of Ethics for Church Professionals. Violations of these standards may be viewed as a breaking of ordination vows and subject to the disciplinary processes of the Book of Order of the Presbyterian Church (USA).
- Preaching that is contrary to our Reformed tradition or denominational standards.
- Failure to show up for a commitment on two or more occasions in a 12-month period.
- Failure to supply any pulpit for 12 months.
- Renunciation of jurisdiction of the PCUSA.
- Other reasons when the mission of the church under the Word imperatively demands it.

The recommended minimum suspension from the Pulpit Supply List is for 3 months. Persons may then request relisting by submitting a written statement of their understanding of the relevant policy and their commitment to it. After restoration by COM action, a repeat violation will lead to a 6-month suspension or permanent removal.

## **E. Using PCUSA Ministers & Commissioned Pastors in Supply Relations**

With COM approval, QREs may be commissioned for pastoral service for terms up to three years, renewable. Requests for renewal or extension of pastoral relationship contracts are due to the Community COM prior to their expiration. Community COM chairs and/or the individual liaisons will verify the status of each temporary or CRE relationship of their churches and secure the necessary paperwork for renewal. Current *SafeGatherings* certification is required prior to renewal or extension.

## **F. Ministers from Other Denominations in Pulpit Supply Relationships**

When the mission of the presbytery and its congregations demand it, pastors from other Christian churches may be authorized to preach in, or supply, congregations within the presbytery. These are called Temporary Supply (TS) pastors. (Please see Sections V. D and E. below; and Appendix M.)

## **G. Interim Pastors**

The Stated Clerk will maintain a list of persons available to serve as Interim (transitional) Pastor/Interim Associate Pastor. The person in this position may not become the next Installed Pastor or Designated Pastor except as provided in G-2.0504c. Regarding IP compensation and contracts see Appendices J and K.

The General Presbyter/Stated Clerk may provide information to the presbytery concerning training opportunities offered for Interim Ministry training.

# **V. Call Process for an Installed Pastor**

## **A. Request Permission from COM**

If a session determines that it is ready to move ahead with a pastoral search to fill a vacancy, it must request permission of the Community COM for the congregation to elect a Pastor Nominating Committee (PNC). See Book of Order G-2.0801. This request may be in writing (email).

## B. Election of Pastor Nominating Committee:

1. Ordinarily a PNC may not be elected until after the effective date of dissolution or a new moderator has begun.
2. The departing pastor may not have any part of the nomination or election of a PNC.
3. Strongly urge that the church use their present congregational nominating committee to select the nominees that will be voted upon by the congregation. Encourage broad representation on the PNC (G-2.0802). “The Session shall call a congregational meeting to elect a nominating committee that shall be representative of the whole congregation.”
4. Once elected, the COM liaison is to contact the clerk of session in order to get contact information for a member (or list) of the PNC so that the liaison can arrange to be at the PNC’s first meeting.
5. **Expenses of the PNC:**  
The session will provide a budget to cover the PNC’s expenses.
6. **Mission Study:**  
The COM requires a congregational mission study for every pastoral search. The results of a mission study are necessary before the PNC can prepare the Ministry Information Form (MIF). The liaison shall tell the session or PNC that various mission study designs are available from the presbytery office to assist in this process including:
  - a. Help from PCUSA Research Services at [www.presbyterianmission.org/ministries/research-services/help-for-congregations/](http://www.presbyterianmission.org/ministries/research-services/help-for-congregations/)
  - b. Holy Cow Consulting: [www.holycowconsulting.com](http://www.holycowconsulting.com)
  - c. “On Calling a Pastor” free PDF linked at: [www.pcusa.org/site\\_media/media/uploads/clc/pdfs/the\\_revised\\_on\\_calling\\_a\\_pastor\\_manual\\_march\\_2015.pdf](http://www.pcusa.org/site_media/media/uploads/clc/pdfs/the_revised_on_calling_a_pastor_manual_march_2015.pdf)
  - d. Book: *Temporary Shepherds: A Congregational Handbook for Interim Ministry* by Roger S. Nicholson
  - e. Links from other presbyteries:
    - i. Presbytery of Boston – PDF: [https://presbyteryofboston.org/Portals/0/Documents/CommitteeOnMinistry/COM\\_MissionStudiesGuide.pdf](https://presbyteryofboston.org/Portals/0/Documents/CommitteeOnMinistry/COM_MissionStudiesGuide.pdf)
    - ii. Holston Presbytery (listing): <https://holstonpresbytery.org/resources/pastor-nominating-committee-resources/other-mission-study-resources/>
    - iii. Presbytery of San Francisco – PDF: <https://www.presbyteryofsf.org/wp-content/uploads/2017/08/Mission-Study-Guide.pdf>
  - f. Sessions or PNCs can design their own Mission Study and conduct house meetings to gather input from members.

- g. A Mission Study tool that the interim pastor recommends.
  - h. See this article at the Presbyterian Outlook: <https://pres-outlook.org/2019/06/mission-studies-and-open-eyes/>
7. The session's **relationship with the PNC** is to:
- a. Remember that the PNC is a committee of the congregation, not the session.
  - b. Establish a method of communication between the PNC and the session.
    - The PNC may choose to update the session and congregation periodically but only in general terms to protect confidentiality of candidates. The session may not require this information.
  - c. Work with the PNC to devise a budget for the work of the PNC.
  - d. Set range of remuneration (total financial package) for the pastor-elect.
  - e. Approve the MIF only after it has been both completed by the PNC and approved by the COM liaison.
  - f. After the pastor nominee has been approved by the COM, the session will call a congregational meeting for the purpose of hearing the report of the PNC and electing the new pastor (*Book of Order*, G-2.0803).

### C. The Pastor Nominating Committee (PNC)

The COM liaison is to meet with the PNC at their first meeting. The primary function of this first meeting is to familiarize the PNC with the process, the timeline, and the Ministry Information Form (MIF). It is the responsibility of the liaison to cover the following:

1. The PNC should elect its own officers – usually chair and clerk.
2. If a **congregational mission** study has been done, the PNC's first task is to review the results of that study. If a mission study has not been done, then the PNC will need to organize such a study in coordination with the session.
3. The second task of the PNC is to prepare the **Ministry Information Form** (MIF) based on the results of the congregational mission study. Any member of the PNC can log onto the CLC web page at [www.pcusa.org/resource/ministry-information-form/](http://www.pcusa.org/resource/ministry-information-form/) and download a blank MIF. The PNC will use a blank MIF as a worksheet to fill out as information is gathered.
4. The liaison should review the presbytery's **Equal Employment Opportunity Guidelines** (spelled out below) with the PNC. The PNC must state its intentions for implementing the EEO Guidelines on the last page of the MIF. Our guidelines provide:
  - a) **Purpose** - To establish policy and responsibility for implementing Equal Employment Opportunity in the Presbytery of Coastal Carolina.
  - b) **Policy** - It is the policy of this presbytery to:
    - Promote equal opportunity in employment for all qualified persons.
    - Discourage discrimination in employment because of race, ethnic origin, sex, age, marital status, sexual orientation, or disability.

- Promote a positive, continuing program designed to achieve full realization of equal employment opportunity.
- Provide for prompt, fair, and impartial consideration of complaints involving issues of discrimination on grounds of race, ethnic origin, sex, age, marital status, sexual orientation, or disability.
- Ensure that compensation is equitable and non-discriminatory, Appendix Y.

**Note:** A full guide to the process can be found on the PC(USA) website at: [www.pcusa.org/resource/calling-pastor/](http://www.pcusa.org/resource/calling-pastor/). Additional resources are available from the presbytery office.

#### c) **Responsibility**

- 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).
  - PNCs will be counseled regarding policy concerning equal employment progress toward this end. In approving the call, the COM will affirm to presbytery that the search was made in accordance with these principles.
5. When a PNC member resigns, the COM liaison will counsel the PNC and the session. The session shall call a meeting of the congregation for the sake of receiving the resignation and either recommending the election of a new member to serve on the PNC or recommending the PNC continues with remaining members.

### **D. Preparing the Ministry Information Form (MIF)**

1. Information on completing a MIF is found at <https://oga.pcusa.org/section/mid-council-ministries/clc/ministry-information-form2/>. There is a video tutorial <https://vimeo.com/140225105>
2. 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.
3. The liaison should walk the PNC through the MIF. Show each page and talk about the things that make for a “good” MIF:
  - a) Neatness
  - b) Creativity
  - c) Grammar
  - d) Stay within guidelines on the narrative section.
  - e) Importance of “white space” in narrative section. Print out the MIF as a PDF to see how it will look to candidates.

- 850 f) Describe as completely as possible both the congregation and the qualities  
851 being sought in the next pastor. A clear description of the congregation and of  
852 the skills and interests being sought in the next pastor will lead to more  
853 referrals and a better fit between pastor and congregation.
- 854 4. Remind the PNC that before the final draft is published it requires the approval of  
855 **both** the COM liaison **and** the session.
- 856 a. Once final changes are made to the MIF it should be presented to the COM  
857 liaison for review.
- 858 b. After the liaison<sup>1</sup> (on behalf of the COM) has endorsed it, the PNC and liaison  
859 shall present the MIF for the session's approval.
- 860 5. The PNC Chair and the Clerk of Session both need to obtain their particular login IDs  
861 and password from the presbytery office for Church Leadership Connection (CLC)  
862 website.
- 863 6. The Chairperson of the PNC must submit the MIF online. Directions for doing this  
864 are online at CLC.
- 865 7. When the MIF is submitted online with Church Leadership Connection, it will not be  
866 active until it has the needed online approvals. The approvals are: 1) The Clerk of  
867 Session (using her/his login and password). The clerk is attesting that the session has  
868 reviewed and approved the MIF. 2) The full COM chair. The COM liaison is  
869 responsible for contacting the full COM Chair to request his/her action to approve the  
870 MIF.
- 871 8. When the online approvals are complete (a process that may take a day or two), the  
872 MIF will be included in the matching database for matching with PIFs. The General  
873 Presbyter, the Chair of COM, and the Chair of the PNC will be notified by e-mail  
874 when this is accomplished.
- 875 9. Additional matchings can be requested from CLC as the search continues.

## 876 E. Search Process after MIF is active

- 877 1. After the MIF is activated online, the PNC will receive PIFs from available pastors.  
878 The PNC may get PIFs from several sources. the primary source being through a  
879 computer matching service provided by Church Leadership Connection (CLC).  
880 Additionally, PIFs may also be referred by the General Presbyter, the Community  
881 COM liaison, or from a pastor making a self-referral.
- 882 2. Regardless of how the PNC receives PIFs, the PNC should give all a fair reading then  
883 establish a priority list of candidates to consider more closely. Early in the process it  
884 is wise to make an initial check with candidates to determine their interest and  
885 availability before proceeding.
- 886 3. The PNC can conduct interviews with candidates by phone call, conference calls,  
887 virtual platform, etc. . It is **strongly recommended** that the PNC make a common list

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<sup>1</sup> 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.

of questions that it will ask of all candidates. PNCs can also ask for sermon videos to review.

4. The PNC is to call references and gather data on the candidates.
5. **Before inviting** any of the prospects to visit the community, the PNC chair or the COM liaison **must** contact the General Presbyter and ask that a presbytery-to-presbytery reference check be made. (When doing so, please provide the name of the candidate and their presbytery to the General Presbyter.) This presbytery-to-presbytery reference check does **not** take the place of ordinary reference checks!
6. After receiving the report from the General Presbyter, the PNC may then invite one or more of their prospects to an in-person-interview and to visit the church and community.
7. When the prospect is visiting, the COM liaison (or a colleague on COM) should also meet with the candidate privately during this visit. The liaison will share with the candidate information about the presbytery, the presbytery's relationship with this particular church. The liaison will keep the Chair of the Community COM informed as to the progress of the call and of any visits to the field being organized. The liaison should report to the PNC, Community COM Chair, and the General Presbyter any concerns they have about the prospect or the fit.
8. By this point the PNC should be ready either to make a decision, look back at those further down on their priority list, or begin from the beginning. If they believe they have found the right candidate, they can begin negotiations with that person. Negotiations include working out the details of the pastor's terms of call, moving expenses, and beginning date at the church.

The liaison should check-in with the PNC in this part of the process to make sure that the Terms of Call meet presbytery minimums. (See Appendix Y, "*Minimum Terms of Call*".) The presbytery's finance office can assist, if needed.

The liaison shall keep in touch with the PNC on a regular basis throughout the whole process of Mission study, preparation of the MIF, review of prospects, on site interviews, and negotiations.

## **F. When an Agreement Is Reached**

Now, it is important that certain steps be conducted in the proper sequence so that the call can be completed smoothly and confidentiality about the call is maintained.

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

- a. The PNC is to contact the liaison when it has come to a verbal agreement with a minister/candidate.
- b. The liaison informs the Chair of the Community COM of the pending call.
- c. The liaison, in partnership with the PNC Chair, will gather all the needed documents from the prospect then request the examination be scheduled. All documents need to be received *at least one week* before the next scheduled meeting of the Community COM. See Appendix E for explanation of these.

- 1) One page statement of faith
  - 2) One page biographical sketch
  - 3) Answers to two ordination questions (1/2 page each, total of one page).
  - 4) Current PIF or equivalent resume
  - 5) *SafeGatherings* Report (see Appendix G)
  - 6) Acknowledgement of receipt of **Code of Ethics** (Appendix F) and Misconduct Prevention Policies [presbycc.org/resources-page/forms/](https://presbycc.org/resources-page/forms/)
  - 7) Terms of Call or Contract outlining duties and compensation and proposed effective start date
  - 8) A digital photo for the presbytery's website or database
- d. Upon receipt of *the complete* documentation, the Community COM Chair will make arrangements for the examination.
2. **The Community COM meets with the Candidate**
- a. The Community COM (or an exam subcommittee) shall examine each minister of the Word and Sacrament or candidate who seeks membership in this presbytery on their Christian faith and views in theology, the sacraments, and the government of this church. (G-3.0306)
  - b. The Community COM receives the report and recommendation of its exam subcommittee then proceeds to examine the minister on their merits, suitability, and availability for the particular church desiring to call the minister. (G-2.0803)
  - c. Following these examinations, the PNC representatives are likewise questioned concerning the suitability of the call. Except for the time when the PNC representatives are brought in, the examinations are closed to the public.  
The Community COM chairperson or Liaison reports to the minister and to the PNC the decision of the Community COM.
  - d. The approved relationships of COM are reported to the next presbytery meeting and/or Missional Community gathering.
3. **When can the congregational meeting be called.** (*Book of Order*, G-2.0803)  
**Only after** the Minister or Candidate's examination and call has been sustained by the Community COM can the PNC request that the Session call a congregational meeting for the purpose of electing the pastor.
- The *Book of Order* (G-2.0803) directs that when the committee (PNC) is ready to report, it shall notify the session, which shall call a congregational meeting. While the COM **strongly recommends** giving public notice of the called meeting **at least** ten (10) days in advance, including 2 successive Sundays, the congregation's manual of operations should be followed.
4. At the Congregational meeting, the Moderator of the Session or a moderator approved by COM shall preside. The PNC reports to the congregation, and the active members of the congregation shall vote by *secret ballot*. The results of the vote, including the number of ballots cast in favor or against, shall be shared with the candidate and with the COM liaison.

Following a positive vote, the PNC and the moderator shall sign the call form and return it to the presbytery office in order to secure all the other necessary signatures. Copies will then be returned to the pastor and clerk of session for their records.

5. Dismissing the PNC:

Action should be taken by the congregation at the same meeting in which the call is issued “to dismiss the PNC upon the installation of the minister by the presbytery.” The liaison may suggest that the PNC serve as a support group and sounding board for the new minister during his/her/their first year on the field and that the PNC help in the preparation for the installation/ordination service.

## **G. The Call is Accepted – Installation/Ordination by the Presbytery**

1. The liaison shall instruct the new pastor and the PNC about the formation of the Administrative Commission to Install/Ordain. The *Book of Order*, G-2.0805 and W-4.4000 describes the installation service. Sample bulletins are available from Mission Coordinators or the presbytery office and the Book of Common Worship.
2. The liaison provides to the pastor elect or PNC presbytery’s form for the proposed commission. (Appendix L - Requirements for Ordination & Installation)
3. The minister is installed/ordained by an Administrative Commission. The members of the Administrative Commission must be approved by the Community COM or its chairperson(s) before the Installation Service can be held. The AC shall be composed according to the *Book of Order* guidelines.
4. The presbytery has a form for installation/ordination minutes that must be completed by the AC and returned to the presbytery office.

## **VI. Process for Other Pastoral Arrangements**

Visits with sessions of churches not seeking an installed pastor should include information about other forms of pastoral ministry and discussion about the session’s plan for the congregation’s continuing mission in the community. See the definitions in Appendix A for a listing.

### **A. Sessions Seeking a QRE to serve as CRE Pastor**

1. When a session identifies a CRE candidate, the session will consult with the candidate and negotiate proposed terms of the commission. If the session wants to request that the CRE perform any, or all, of the functions outlined in the *Book of Order*, G-2.1001 those functions must be identified in the session’s request (see the contract form). Commissions shall be for a specified period of time, up to three years at a time, and may be renewed in accordance with the *Book of Order*, G-2.1001. An annual review is required by the *Book of Order* (G-2.1001).
2. Upon receipt of the proposed contract, the appropriate Community COM will then examine the candidate and interview representatives from the session.
3. Upon the approval of the Community COM, the ruling elder will be commissioned using the constitutional questions in the *Book of Order*, W-4.0403. Finally, an Administrative Commission approved by the COM will ordinarily commission the ruling elder in the church of service.

4. When commissioned, the CRE will serve under Presbytery supervision through the COM liaison to the Church being served. Each CRE will be guided by a mentor appointed by the Community COM. An annual review is required by the Book of Order (G-2.1001).
5. When a commission expires or ends, the commissioned pastor (CRE), if they have maintained their continuing education requirements, returns to QRE status, and may be put on the pulpit supply list, if requested.

## **B. Process to Follow for Ministers of Other Denominations Seeking to Serve Our Churches in Temporary Pastoral Relationships**

1. If a congregation is unable to find a suitable PC(USA) minister of the Word and Sacrament (teaching elder) or QRE to be commissioned to pastoral ministry as a CRE to serve as their pastor, the session may request that the COM approve a minister of another denomination (MOAD) to serve their congregation in a Temporary Pastoral Relationship. (see Appendix M) That minister shall submit the following documents to the Chair of the Community Commission on Ministry *at least one week* before the examination is to take place: (see Appendix E)
  - a. Application for Services as a Temporary Supply Preacher including a current resume including listing all churches served.
  - b. One page statement of faith
  - c. One page biographical sketch
  - d. Narrative answers to two Presbyterian ordination questions (choose 2 questions, 1/2 page each – total of one page).
  - e. A recommendation from his/her denomination or other testimonies of good standing
  - f. Evidence of successful completion of the *SafeGatherings* boundary training and background check. (see Appendix G)
  - g. Acknowledgement of receipt of Presbytery's Code of Ethics and Misconduct Prevention Policies. Both are found at <http://presbycc.org/resources-page/com-forms/>
  - h. Contract outlining duties and compensation
  - i. A digital photo for our website
2. The COM will examine applicants in the areas of personal faith, Reformed theology, Bible, ministry skills, sacramental theology, and their understanding of Presbyterian worship and proclamation as well as the suitability of the match in conversation with the congregational leadership.  
Upon approval by the Community Commission on Ministry:
  - a. The candidate may begin functioning as a Temporary Supply Pastor while serving this congregation.
  - b. The COM may or may not authorize the MOAD to administer our sacraments.

c. This Temporary Supply Pastor cannot moderate the session; however, the pastor shall attend meetings of the session without vote. The moderator ordinarily serves as a mentor and resource person for the MOAD.

d. The pastor is not a voting member of presbytery unless received as a Temporary member of presbytery.

3. If an examination is not sustained, the applicant may reapply after COM required steps are completed to address the deficiency.

### **C. Process to Follow for Ministers of Other Denominations (MOADs) Seeking Full Membership in the Presbytery – Becoming a PCUSA Minister of Word and Sacrament**

A responsibility of the full Commission on Ministry is to examine ministers from other Christian churches for reception into presbytery as full members pursuant to the call of a congregation or other calling body within our bounds.

The full Commission on Ministry will be responsible for implementing the following procedures and requirements which are the interpretation we have given to the *Book of Order* with respect to the reception of ministers of other denominations to membership in the Presbytery of Coastal Carolina (See *Book of Order*, G-2.0505).

1. When notice is received that a church or other calling agency under the jurisdiction of the Presbytery of Coastal Carolina wishes to call an ordained minister who is a member of another Christian church, and who wishes to transfer his/her ordination to the PCUSA, this individual shall be requested to meet with a person designated by the Commission on Ministry to discuss the procedures and requirements of presbytery.
2. The Full COM shall appoint a person from each Community COM to work with ministers interested in joining the presbytery in their Community. These three persons (“The MOAD Transfer Committee”) will work together across the presbytery to insure uniformity of practice in all the Communities.
3. The minister must possess the personal and academic qualifications required of our own candidates for ordination (G-2.0607 a-c) and satisfactorily complete the Standard Ordination examinations (G-2.0607 d).
4. The minister shall participate in a psychological/career evaluation at:  
Ministry Development Services, 6100 Sardis Road, Charlotte, NC 28270  
(704) 554-9222 [www.ministryds.org](http://www.ministryds.org)  
or the equivalent thereof within the last five years. The results of this evaluation shall be shared with the MOAD Transfer Committee at least three weeks prior to meeting for the COM examination.
5. The MOAD Transfer Committee must receive and review the following:
  - a. A recommendation from the minister’s denomination or its nearest equivalent, and, ordinarily, a recommendation from the last calling agency.
  - b. Evidence of the minister’s holding a baccalaureate degree or its equivalent from a regionally accredited four-year college or university.

- 1092 c. Evidence of completion of, and the transcript from, a Master of Divinity (or  
1093 similar theological degree) including language requirements of Biblical Greek and  
1094 Hebrew, from a theological institution accredited by the Association of  
1095 Theological Schools (ATS). The courses should meet or exceed the requirements  
1096 of PCUSA ordinands.
- 1097 d. Satisfactory completion of the PC(USA) standard ordination exams.
- 1098 e. The following documents required of all PCUSA candidates (see Appendix E):  
1099 1) One page statement of faith  
1100 2) One page biographical sketch  
1101 3) Answers to ordination questions (2 questions, 1/2 page each, total of 1 page).  
1102 4) Current PIF or equivalent resume  
1103 5) A recommendation from his/her denomination or other testimonies of good  
1104 standing  
1105 6) Satisfactory *SafeGatherings* Report as certified by the Stated Clerk (see  
1106 Appendix G)  
1107 7) Acknowledgement of receipt of both the Code of Ethics and Sexual  
1108 Misconduct Prevention Policies  
1109 8) Terms of Call  
1110 9) A digital photo for our website
- 1111 6. Exemptions: If the MOAD Transfer Committee finds a possible basis for exemption,  
1112 then the full COM reviews the request. If the full COM concurs, then upon  
1113 recommendation from COM, the **full presbytery** may grant exemptions by 3/4 vote  
1114 to portions of these requirements in individual cases per *Book of Order*, G-2.0610.  
1115 COM may only recommend to the full presbytery that waivers be granted as follows:  
1116 a. A MOAD who lacks a Master of Divinity with the two languages may be granted  
1117 a waiver from one language requirement. The COM may recommend a waiver of  
1118 the language requirements and require either Greek or Hebrew. If he/she has no  
1119 languages, then a college level course in one of the two must be taken.  
1120 b. If a MOAD has at least 10 years of experience with his/her/their current  
1121 denomination, COM may recommend a waiver of the requirements that the  
1122 MOAD successfully pass the Bible Content and Exegesis standard exams.
- 1123 7. Applicants will be examined by the COM in the areas of personal faith, Reformed  
1124 theology, Bible, ministry skills, Presbyterian Polity, and their understanding of  
1125 Presbyterian worship and proclamation. Upon approval by the full COM Examination  
1126 Committee, the candidate will meet with the full COM to be considered for  
1127 recommendation as a full member of the presbytery.
- 1128 8. Upon satisfactory completion of the person's examination by the full COM, the  
1129 minister shall be presented to the full presbytery and undergo a floor examination.  
1130 Upon approval by majority vote, they shall be required to answer in the affirmative  
1131 the ordination questions, and sign the book of obligations. Upon enrollment, the  
1132 minister shall furnish the presbytery with evidence of having surrendered membership  
1133 in any and all other Christian churches with which the minister has previously been

1134 associated. An installation service will then be scheduled in the congregation to  
1135 which the minister has been called.

1136 9. The presbytery through its Commission on Ministry is under no obligation to admit  
1137 anyone as a minister, and may refuse to admit or delay admission to anyone who does  
1138 not demonstrate competency for ministry or an understanding of Reformed Theology.

1139 10. All expenses for examinations, travel, career evaluation, etc., shall be borne by the  
1140 calling congregation or other body or by the minister. Neither the presbytery nor its  
1141 Commission on Ministry covers these expenses.

1142 **D. Process to Follow for Ministers of Other Denominations (MOADs)**  
1143 **Seeking Temporary Membership in the Presbytery**

1144 Temporary members are those who continue to maintain their membership in another  
1145 denomination but are also determined to be qualified to serve as a Temporary Member in  
1146 the presbytery serving one (or more) of our churches.  
1147

1148 After having served for a period of at least one year, a Temporary Supply Pastor may  
1149 apply for temporary membership in the presbytery. Temporary membership expires when  
1150 the pastoral relationship ends but may be re-established by the full COM if a previously  
1151 approved Temporary Member Pastor is engaged in another pastoral relationship in our  
1152 presbytery.

1153 The MOAD Transfer Committee defined above will oversee this process and bring  
1154 prospects to the full COM for consideration and recommendation to the presbytery.

1155 The Commission on Ministry will present to the full presbytery for temporary  
1156 membership ministers who meet these qualifications. Temporary membership is granted  
1157 by 3/4 majority vote because these are exceptions to the normal membership standards.

1158 A MOAD may be considered for temporary membership if they:

1159 1. Are in good standing in their current denominations (i.e. no disciplinary charges  
1160 have been filed).

1161 2. Possess a M.Div. from a seminary or school of theology accredited by the  
1162 Association of Theological Schools at the time of graduation and provide the  
1163 transcript to the MOAD Transfer Committee.

1164 3. Demonstrate the qualifications of character and scholarship we expect by having  
1165 served as an ordained minister for at least 7 years-in pastoral ministry of  
1166 congregations or with specialized ministry or chaplaincy approved by the  
1167 presbytery.

1168 4. Participate in and pass course requirements for the presbytery's CRE training (or  
1169 equivalent) in 1) Reformed Theology, 2) Reformed Worship and Sacraments, and  
1170 3) Presbyterian Polity. Successful fulfilment of these courses are mandatory  
1171 before the vote of presbytery granting temporary membership.

1172 5. Undergo an examination before the full COM in the areas of Reformed Theology,  
1173 Reformed Worship and Sacraments, and Presbyterian Polity.

1174 6. Upon reception by Presbytery, answer all the ordination/installation questions in  
1175 W-4.0404 (a-i(3)).

1176 Temporary Members may moderate only the session and congregation at the church  
1177 where they are serving and will be assigned a COM member or teaching elder of the  
1178 presbytery to mentor the Temporary Member during their initial session meetings.  
1179 An Installation service is not required for temporary members.

## 1180 VII. Examinations

### 1181 A. Introduction

- 1182 1. The COM is examining persons both for membership in the presbytery and, if  
1183 accepting a call, for the fit in a particular situation (suitability of the call for the  
1184 particular candidate).
- 1185 2. The examination responsibilities of the **Community COMs** are:
  - 1186 a. to examine PC(USA) ministers/candidates for reception into the presbytery  
1187 pursuant to the call of a congregation or other calling body within its bounds and  
1188 to approve the suitability of such a call;
  - 1189 b. to examine transferring HR pastors requesting membership in our presbytery;
  - 1190 c. to examine ministers from other denominations who wish to have their names  
1191 placed on the Pulpit Supply List, or who wish serve in a temporary pastoral  
1192 position in one or more of our congregations.
- 1193 3. The **full COM** shall examine ordained ministers of other denominations for either  
1194 temporary or full membership in the presbytery pursuant to a call of a congregation.  
1195 (*Book of Order*, G-2.0505)
- 1196 4. If an examination is not sustained, the applicant may reapply after COM required  
1197 steps are completed to address the deficiency.

### 1198 B. Examination Process to Follow for PC(USA) Ministers of the Word 1199 and Sacrament and Candidates for Ordination

- 1200 1. **Examination Team Composition and Meeting Length**
  - 1201 a. Ordinarily, an examination team of three or more will be selected by the  
1202 Community COM and will consist of members, as evenly divided between  
1203 ministers and elders and representative of the Community/presbytery with regard  
1204 to racial-ethnic characteristics and gender as is possible.
  - 1205 b. Examinations for previously ordained ministers who are transferring into presby-  
1206 tery will ordinarily last one hour. Examinations for candidates for ordination will  
1207 ordinarily last two hours.
- 1208 2. **Examination of Minister/Candidate**
  - 1209 a. Once all documentation is received, the Community COM Chair schedules the  
1210 examination in consultation with the PNC and the minister/candidate.
  - 1211 b. The examination sub-committee shall examine the minister/candidate on their  
1212 “Christian faith and views [and knowledge for candidates] in theology, the  
1213 sacraments, and the government of the church.” (*Book of Order*, G-2.0502, G-  
1214 2.0803)
  - 1215 c. Examination team members and all COM members should refer to Appendix I.

- d. It is the task of committee members to listen for particular emphases, themes, and answers that will demonstrate the minister's or candidate's familiarity with, knowledge of and belief in the Reformed tradition and the Presbyterian Church (U.S.A.).
- e. The full Community COM shall hear from the examinations committee and shall ask any additional questions it deems necessary. The examination will then proceed with reference to "merits, availability and suitability." (G-2.0803)
- f. If the examination is sustained, the Community COM shall authorize the session to proceed to call a congregational meeting to elect the candidate as pastor. If the examination is not sustained, then a congregational meeting shall not be scheduled.

### 3. Documents Required for Examination

All ministers and candidates must submit the following documents to the presbytery office *at least one week* before the next scheduled meeting of the examining body. **No candidate shall come before COM until the following documentation is submitted:**<sup>2</sup>

- a. A one-page statement of faith
- b. A one-page biographical statement.
- c. Narrative answers to two ordination questions (choose 2 questions, 1/2 page each – total of one page).
- d. A current PIF. If a current form was not created in CLC, then a signed, updated PIF or a resume will be required which includes the standard Sexual Misconduct Self Certification statement.
- e. Evidence of successful completion of the *SafeGatherings* boundary training and background check. (see Appendix G)
- f. Signed acknowledgement of receipt of Presbytery's Code of Ethics and Sexual Misconduct Prevention Policy. Found at [presbycc.org/resources-page/com-forms/](https://presbycc.org/resources-page/com-forms/)
- g. A copy of the proposed terms of call, if applicable.
- h. A digital photo for our website or database.
- i. For **candidates for ordination, the stated clerk** shall confirm that the candidate has completed the candidacy process as defined in G-2.06. (The Clerk receives and reviews all the appropriate records of candidacy including the certification of readiness to receive a call, copies of the candidate's psychological evaluation, and the records of the standard ordination exams (G-2.0607).)

Failure to meet the documentation deadline will result in the minister/candidate being scheduled for examination at a subsequent meeting of the COM.

4. Following the sustained examination, the COM liaison will monitor the remainder of the election process.

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<sup>2</sup> A full description of these documents is found below as Appendix E.

- a. The liaison should remind the clerk and moderator that the vote tally shall be reported to the prospective minister.
- b. The COM liaison needs to obtain the signed Terms of Call form following the congregational meeting with the moderator's signature and submit them to the presbytery office.
- c. Then the liaison shall instruct the newly elected pastor about forming an Administrative Commission according to Appendix L.

### **C. Examination, Enrollment, Oversight of Ruling Elders Qualified for Pastoral Ministry**

1. After completing the required preparation as established by the Elder Ministries Committee, QRE candidates may request to have their names added to the Presbytery's Pulpit Supply List. Upon their request and with the certification by Elder Ministries, the trained Ruling Elders will be examined by a community COM as to their personal faith, motives for seeking the commission (or being a QRE), and knowledge of the areas of theology, Bible, polity, worship and sacraments, and the care of persons and systems.
2. If approved by the community COM, the names of the Ruling Elders will be reported to the Presbytery as elders qualified (QRE) for commissioning as ruling elders in pastoral service (CRE) and, upon their request, will also be listed on the Pulpit Supply List.
3. Additionally, these Qualified Ruling Elders (QREs) may be authorized to administer the Lord's Supper on an occasional basis. If approved to do so, they may officiate when invited by to do so by the session of one of our congregations. The Pulpit Supply Preaching List will note which of the QREs have been authorized by their Community COM to administer the Lord's Supper.
4. COM is to conduct periodic reviews of the roll of QREs and CREs in pastoral service.
  - a. To remain qualified for elder ministry, QREs must complete and report at least 10 hours of continuing education each year.
  - b. Elders commissioned to a church (CREs) must complete and report annually at least 20 hours of continuing education in order to maintain their commissions.
  - c. Failure to complete these requirements may jeopardize an elder's CRE or QRE status.

### **D. Examination Process to Follow for Ministers of Formula of Agreement Denominations**

1. If a congregation wishes to establish a **temporary** pastoral relationship with an ordained minister member of one of the Christian churches which have entered into a **Formula of Agreement** relationship with the PC(USA)<sup>3</sup>, the session may, through their Community COM, request that the Community COM examine their candidate in

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<sup>3</sup> At present this only refers to ministers of the Evangelical Lutheran Church in America, the Reformed Church in America and the United Church of Christ. (See Formula of Agreement, section B of the *Book of Order*.)

the same way as it examines PC(USA) Ministers of the Word and Sacrament (teaching elders) and, if approved, presbytery will receive the minister as a temporary member of the presbytery during their term of service with the congregation (*Book of Order*, G-2.0506).

2. If a congregation wishes to establish an **installed** pastoral relationship with an ordained minister member of one of the Christian churches which have entered into a **Formula of Agreement** relationship with the PC(USA), the PNC of that congregation may request that the Community COM process their call in the same way as it processes calls to PC(USA) ministers of the Word and Sacrament (teaching elders) and, if approved, presbytery will receive the minister as a temporary member of the presbytery. (*Book of Order*, G-2.0506).

## **E. Examination Process to Follow for Ministers of Other Denominations Seeking to Preach in Our Churches**

1. Persons from other Christian churches who wish to be approved to preach occasionally within the bounds of this presbytery must make application to the presbytery through one of the Community COMs to be added to the Pulpit Supply List. When the *Application for Services as a Supply Preacher* is received, the appropriate Community COM will examine the individual and, if the examination is sustained, will add the person's name to the Pulpit Supply List. The *Application* is found on: [www.presbycc.org](http://www.presbycc.org) under Resources/COM Forms and Appendix M.
2. The COM shall inform MOADs that when a pulpit is vacant, occasional supply preachers on the pulpit supply list may only preach 50% of the preaching Sundays in any given 4-week period, persons not on the list are limited to one Sunday per month. (eg. If the church has worship every Sunday, the occasional supply is limited to 2 Sundays; if the church has worship twice a month, the occasional supply is limited to one Sunday.) See section IV, 4. b.
3. The liaison shall instruct the Clerk of Session (or some other appropriate person) to regularly inform the Moderator of the Session in advance who is scheduled to preach. According to the *Book of Order* G-3.0201a the session has authority over the preaching schedule.

## **VIII. Remunerations (Compensation and Benefits)**

### **A. Minimum Terms of Call**

The remuneration responsibility of the full Commission on Ministry includes annual recommendations regarding the minimum compensation standards for pastoral calls including ministers, Commissioned Pastors (also known as Commissioned Ruling Elders), certified educators, and certified associate educators of the presbytery. Also included is the review and update "Honorarium for occasional Supply & Moderators" found in Appendix X. (see *Book of Order*, G-3.0303c and See I. F. 4. above)

1. The annual minimum terms of call shall normally be presented to the Missional Community Gatherings in the summer as a first reading and will be acted upon by the full presbytery at its fall meeting. Following approval, Appendix Y - *Minimum Terms of Call* is updated in this manual and posted online.

- 1334 2. Sick leave, vacation, and continuing professional development policies will be  
1335 written into all call forms and into minimum terms of call policy of the  
1336 presbytery.
- 1337 3. The Presbytery Office will post the approved minimum terms of call on the  
1338 website and the appendix of this manual will be updated accordingly.

## 1339 **B. Annual Reporting and Review of Terms of Call**

1340 Each church must report annually the current terms of call (or contract) for ministers,  
1341 CREs, certified educators, and certified associate educators whether there has been a  
1342 change of call or not and regardless of type of pastoral relationship (installed or  
1343 temporary).

- 1344 1. The calls for ministers serving in the presbytery shall be reviewed by the relevant  
1345 Community COM concerning the adequacy of compensation and benefits then the  
1346 terms are reported to the Community or full presbytery.
- 1347 2. Churches not meeting minimum terms of call shall be notified of the deficiency  
1348 and asked to meet or exceed the minimum.
- 1349 3. The form for reporting terms of call is sent with the Statistical Report.
- 1350 4. The COM Liaison shall provide the presbytery Sabbatical Policy to clerks of  
1351 session and full-time pastors (Policy is Appendix W).

## 1352 **C. Board of Pensions Liaison(s)**

- 1353 1. The General Presbyter/Stated Clerk shall appoint each year one or two COM  
1354 liaisons with the Board of Pensions.
- 1355 2. The presbytery shall welcome/invite the Board of Pensions Representative to  
1356 share updates at least annually at a full presbytery meeting or the Community  
1357 Gatherings.
- 1358 3. The General Presbyter/Stated Clerk will receive the statement of arrears from the  
1359 Board of Pensions, and those churches will be contacted by either the General  
1360 Presbyter, the presbytery Treasurer, or by the Chair of the appropriate Community  
1361 COM to determine the cause for the arrears and how the church might fulfill its  
1362 obligation to the Board of Pensions.
- 1363 4. Commission on Ministry will arrange, after consultation with the Board of  
1364 Pensions, for appropriate workshops for the ministers of the presbytery. These  
1365 programs may be offered virtually. The list of workshops may include:
- 1366 • Every year Fiscal Fitness Seminar
  - 1367 • Every other year Retirement Planning Seminar
  - 1368 • Odd years Just Before Retirement Seminar
  - 1369 • Every third year Post-retirement Seminar

## 1370 **D. Shared Grants**

1371 When ministers request or require financial assistance, the General Presbyter and the  
1372 Chair of the Community COM and/or the Chair of the full COM shall consult and  
1373 recommend a shared grant request to the Board of Pensions. See more in Appendix H.

## **E. Ministers' Emergency Assistance fund**

The COM through the Stated Clerk and the full COM chair manage the Ministers' Emergency Relief Fund to assist pastors in an emergency. These funds may be used to assist a minister with counseling, sudden medical expenses, home damage from natural disasters or other extraordinary expense. These disbursements are confidential. Further detail is provided in the asset manual.

The offerings received at Ordination/Installation/Commissioning services provide funding for this account.

## **F. Kate Bitting Reynolds Fund for Retirees**

The Stated Clerk shall review and make recommendations on applicants for the Kate B. Reynolds Fund. Retirees should contact the presbytery office to learn about how to qualify. This fund is managed by the Synod of the Mid-Atlantic.

## **IX. Honorable Retirement**

Upon request, the COM may grant Honorably Retired status to qualified applicants. Such approval shall include the provision that each applicant is recognized by the presbytery or Community in an appropriate manner. (See also Appendix P & Q for Retirement information)

## **X. Training of COM**

The full COM shall provide for continuing preparation for its membership from time to time either at the monthly meetings of the Community COMs or on special occasions designed for that purpose.

## **XI. Revisions to the COM Manual**

The Stated Clerk is authorized to correct typographical and grammatical errors that do not change the substance of the manual.

Updates and edits to the main body of this manual are proposed to the full COM for review then presented to the full presbytery for first reading then (amended and) voted on at the second reading. The COM may form a sub-committee to proposed updates, corrections, and revisions.

The appendices may be updated as stand-alone items with one reading with the exception of the Terms of Call which require two readings.

If there are any discrepancies with the *Book of Order*, the current *Book of Order* always supersedes anything found in this manual.

*Revised & Updated & Adopted October 8, 2022*

## Appendices

### **Appendix A – Definitions of Pastoral Relationships and Acronyms**

#### **Pastoral Relationships Defined**

##### **Working Definitions and Policies of the Committee on Ministry**

To reduce the confusion over how pastoral relationships are described the Commission on Ministry has adopted the following definitions of recognized pastoral relationships.

1. **Installed Pastors** – The installed pastoral relationships are: pastor (P), co-pastor (CP), Designated Pastor (DP) and associate pastor (AP). A minister of the Word and Sacrament (teaching elder) may be installed in a pastoral relationship for an indefinite period or for a designated<sup>4</sup> term determined by the presbytery in consultation with the congregation and specified in the call.
  - a. When a congregation determines that its strategy for mission under the Word so requires, the congregation may call additional ministers (pastors). Such additional pastors shall be called co-pastors or associate pastors, and the duties of each pastor and the relationship between the pastors of the congregation shall be determined by the session with the approval of the presbytery.
  - b. When a congregation has two pastors serving as co-pastors, and the relationship of one of them is dissolved, the other remains as pastor.
  - c. The relationship of an associate pastor to a congregation is not dependent upon that of a pastor. An associate pastor ordinarily is not eligible to be the next installed pastor of that congregation. (G-2.0504a) However, Associate Pastors, Stated Supply Pastors, and Interim Pastors **may be** considered for election as the next installed pastor of the congregation. The approval of this change in relationship requires examination by the COM and approval by at least a three-fourths vote of the presbytery. (G-2.0504c)
  - d. If a minister of the Word and Sacrament (teaching elder) has been installed in a pastoral relationship for a designated term as pastor, co-pastor, or associate pastor, and in accordance with the terms of the designated call, the session may request that the Committee on Ministry approve the change from designated pastor to installed for indefinite period and any updated terms of call, and allow for the calling of a congregational meeting to elect the pastor.
2. **Designated Pastor** is an Installed pastor relationship that is term limited. A Designated Pastor relationship is limited to three years for the first term but can be extended one additional year (4 years maximum). After a minimum of 2 years, the Designated Pastor maybe considered for election as a called and installed pastor.
3. **Pulpit Supply** is an individual invited to lead the service on an occasional basis. The session has the authority to secure/schedule pulpit supply using the COM's approved pulpit supply list. *Occasional pulpit supply preachers* from the Pulpit Supply List may preach twice monthly in congregations that meet weekly, once per month in congregations that worship less than

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<sup>4</sup> This installed position for a “designated term” replaces the old Designated Pastor category. The process for calling pastors for a designated length of service is now the same as that for calling other installed pastors.

weekly. It is incumbent upon the session through its clerk, or worship chair, to ensure that this policy is followed. If more frequent leadership is desired, please notify the COM.

3. **Stated Supply Pastors** (SS) are pastors serving in a contract relationship on a year-to-year basis. Stated Supply Pastors are approved by the presbytery (through the COM) upon the request of, and in consultation with, the session, to perform the functions of a pastor. Their duties shall be specified in a contractual agreement between session and the minister of the Word and Sacrament (teaching elder) for a period not to exceed twelve months (renewable). Normally, these contracts end December 31 of the year regardless of when they start. The minister may be appointed by COM as the moderator of the session. The person in this position may not become the next Installed Pastor or Designated Pastor except as provided in G-2.0504c. When a church with a Stated Supply Pastor elects a Pastor Nominating Committee, that pastor may be referred to as the Interim Pastor and the contract adjusted accordingly.
4. **Interim Pastors** (IP) are persons trained in transitional ministry who assist a congregation in examining its existing habits and patterns, reviewing its mission, and goals as the church prepares for a next installed pastor. IPs are approved by the presbytery (through the COM) upon the request of, and in consultation with, the session, to perform the functions of a pastor. Their duties shall be specified in a contractual agreement between session and the minister of the Word and Sacrament (teaching elder) for a period not to exceed twelve months (renewable) in a church that is seeking or will be seeking an Installed Pastor. The IP may be appointed by the COM to serve as moderator of the session. The person in this position may not become the next Installed or Designated Pastor, except as provided in G-2.0504c.
5. **Commissioned Pastors (also known as Commissioned Ruling Elders) (CREs)** are ruling elders who have been approved by their Community's Commission on Ministry as qualified to be commissioned to particular pastoral service as set out in G-2.1. They may be commissioned to one or more congregations at the request of the session(s) and with the approval of the COM. Their commission may be for up to three years (renewable) but must be reviewed by the COM. The Commissioned Pastor (also known as Commissioned Ruling Elder) may be appointed by COM as the moderator of the session. They may also be authorized to administer the sacraments and to officiate at marriages in that congregation.
6. **Temporary Supply Pastors** (TS) are ministers of *another* Christian church (non-PC(USA)) who have been examined by the COM and approved to preach regularly in one or more congregations at the request of the session. Their duties shall be specified in a contractual agreement between session and the minister for a period not to exceed twelve months (renewable). Normally, these contracts end December 31 of the year regardless of when they start. Since these ministers are not members of the Presbyterian Church (USA) they cannot moderate the session of the congregation but may be authorized by the COM to administer the sacraments in that congregation.  
**Note:** A Temporary Supply Pastor may apply to become a **Temporary Member of Presbytery** to be able to moderate the session and vote at presbytery meetings (see V.G above).
7. **Parish Associates** (PA) are ministers of the Word and Sacrament (teaching elder) who are serving in a validated ministry, or who are members-at-large, or who are retired, but wish to

1486 maintain a relationship with a particular church. A PA is nominated by the pastor of the  
1487 congregation, and the relationship shall be established between the PA, the session, and the  
1488 presbytery. A PA may or may not have duties in the life of the congregation, the relationship  
1489 may be with or without compensation. When the installed pastor leaves the church, the PA  
1490 relationship is reviewed by the session and Community COM and may be dissolved or affirmed.  
1491 A PA may only be considered as a candidate for the installed pastor position if a fair and open  
1492 search is conducted and at least 6 months have passed since the PA relationship ended.

1493 8. **Ministers of Formula of Agreement Denominations.** These denominations are the Evangelical  
1494 Lutheran Church in America, the Reformed Church in America, and the United Church of Christ.  
1495 More information about Formula of Agreement pastors is found in the Book of Order's  
1496 Appendix B.

1497 **Common Acronyms:**

1498 **APNC** – Associate Pastor Search Committee  
1499 **BOP** – Board of Pensions  
1500 **CLC** – Church Leadership Connection  
1501 **COI** – Committee of Inquiry  
1502 **COM** – Commission on Ministry  
1503 **CPM** – Committee on Preparation for Ministry  
1504 **CRE** – Commissioned Ruling Elder also known as Commissioned Pastor (CP)  
1505 **DP** – Designated Pastor  
1506 **GP/SC** – General Presbyter / Stated Clerk  
1507 **HR** – Honorably Retired  
1508 **IPSC** – Interim Pastor Search Committee  
1509 **MIF** – Ministry Information Form  
1510 **MOAD** – Minister of Another Denomination  
1511 **PA** – Parish Associate  
1512 **PIF** – Pastor Information Form  
1513 **PNC** – Pastor Nominating Committee  
1514 **QRE** – Qualified Ruling Elder  
1515 **RE** – Ruling Elder  
1516 **TE** – Teaching Elder  
1517 **TS** – Temporary Supply  
1518 **SS** – Stated Supply

1519 **Appendix B – Visit with Sessions**

1520 Presbytery of Coastal Carolina, PC(USA)

1521 **Liaison Visits with Sessions or Call with the Clerk of Session**

1522 *Ministry and Mission Reflection for Session (or Clerk)*

- 1523 1. Introduce yourself and explain what the COM is.
- 1524 2. Ask the elders to introduce themselves to you.
- 1525 3. Ask about what is going well in the church and what events are on the calendar in the coming  
1526 year.
- 1527 4. What support from the presbytery or the Missional Community would be helpful to the  
1528 session? (If needed ask about what, if any, challenges the church is facing and how the  
1529 session is addressing them.)
- 1530 5. How are you receiving communications from the presbytery? Is your Clerk and Pastor getting  
1531 emails from the Mission Coordinator and from the presbytery office?
- 1532 OPTIONAL:
- 1533 • Has your moderator or the Mission Coordinator discussed with you the opportunities for  
1534 members of your church to serve on presbytery committees?
  - 1535 • Are you having commissioners attend presbytery meetings and events?
- 1536 6. *Thank the church* for financially supporting the Shared Mission of presbytery and per capita  
1537 support of synod and General Assembly.
- 1538 7. Conclude by expressing appreciation to the congregation/session/pastor for its participation  
1539 of the session and congregation in the life and work of the presbytery and of the wider  
1540 church.
- 1541 8. Pray together celebrating our shared ministry and mission.
- 1542 9. Please leave your contact information with the session.

1543 **Appendix C – Visits with Pastoral Voices**

1544 Presbytery of Coastal Carolina, PC(USA)  
1545 **Liaison Visit (or Phone Call) with the Pastor**  
1546 *Ministry and Mission Reflection for Pastor*

- 1547 1. Introduce yourself
- 1548 2. Ask the pastor some general questions like how long they have been at the church and how  
1549 their family is doing.
- 1550 3. Ask about the wellbeing of the pastor. Explore how they are taking care of themselves.
- 1551 a. How did you use your vacation time this year? (What was a highlight of that time?)
- 1552 b. What Continuing Education events have you participated in, and would you recommend  
1553 that to others as worth their time/money?
- 1554 c. In what ways are you taking care of yourself? Are you getting some time each week away  
1555 from church pressures like time off or regular exercise?
- 1556 4. Church Connections:
- 1557 a. How are things going with your staff members?
- 1558 b. Is the session functioning well? Do you feel supported by the session?
- 1559 c. In general, how is the congregation?
- 1560 d. What would you like to see happen in your congregation in the next 3-5 years?
- 1561 e. When was the last time the session reviewed your compensation?
- 1562 f. Do you receive the emails from your Mission Coordinator?
- 1563
- 1564 5. Do you have any comments or concerns to share with me or the COM? (Is retirement or  
1565 moving on your horizon? Is a sabbatical in the works? Would you like to be more involved in  
1566 presbytery? Etc.)
- 1567 6. How can I or the COM support you and your ministry?
- 1568 7. Thank you for your time, would you mind if we had a moment to pray together?

## **Appendix D – Pastor Colleague for New Pastors**

### **What does a Pastor-colleague do?**

The pastor-colleague should be a minister located within the same geographical area, and the relationship is for one year, with meetings scheduled every other month and contact by telephone in between. The pastor-colleague should get to know each other's families. The pastor-colleague shall take the initiative in the relationship, should encourage "openness" in the relationship and establish a high level of trust and confidence.

The pastor-colleagues will discuss all relevant matters of ministry and life in the church as a learning opportunity, as a means of gaining perspective on problems and situations and as a means of sharing insights together.

The pastor-colleague should familiarize the new minister with the organizational structure of presbytery, supportive meetings with colleagues, area hospitals, funeral home facilities and customs, community programs and general points of interest in the area. The pastor-colleague should seek to determine the minister's areas of strength and gifts in ministry and encourage sharing of those gifts among us.

No regular report is required, but it is expected that the pastor colleague will report anything he/she thinks will help the Community COM in its responsibility to provide care and oversight to its ministers, and will make a final report at the conclusion of the pastor-colleague relationship.

## Appendix E – Required Documentation

### Documents Required for New Pastoral Relationships

Welcome to the Presbytery of Coastal Carolina! Whether you are moving within our bounds or coming to us from another presbytery, we are glad that you are here. To make your reception and approval by the Commission on Ministry go smoothly, please submit the following documents to the Office of the Stated Clerk and the Community COM Chair **at least one week** before the next meeting of the Community COM.

1. If you are not ordained yet, we need your Committee on Preparation for Ministry (CPM) File. Ask your CPM Chair to send a copy of your entire CPM file to the Stated Clerk.
  2. **Statement of Faith** – a one page statement of faith including outlining your views on the members of the Trinity, salvation, the church, and the sacraments.
  3. **Biographical Sketch** – a one page bio that traces your personal journey and call to and/or service in ministry.
  4. **Narrative Answers to Two Ordination Questions** (2 x ½ page) – Please select 2 of the 9 questions on the following page and write a half-page response to each question (total = one page). See below for guidance.
  5. **Current signed PIF** – we need a copy of the Church Leadership Connection’s Personal Information Form (PIF) with the “Sexual Misconduct Self Certification” signed by you; or If you are Honorably Retired, in lieu of a current PIF, a resume can be submitted that includes education, ordination (where and when), ministry history/ experience, home presbytery, and three references and a current signed “Sexual Misconduct Self Certification” found at the end of the PIF.
  6. **Terms of Call** – please have the PNC or Search Committee fill out the proper form. If unsure what form to use, please ask your liaison. The current version of the various forms are available online at <http://presbycc.org/resources-page/com-forms/>. The contract must meet or exceed minimum Terms of Call for installed pastoral relationships or the stated hourly minimum for part time contracts.
  7. **SafeGatherings Report** – we require that you take and pass the safe-church course provided by SafeGatherings. Instructions for registering for and taking the course are found on our website. [www.presbycc.org](http://www.presbycc.org). See also Appendix G.
  8. **Acknowledgement of Code of Ethics and Sexual Misconduct Prevention Policies** – download the policies from our website and submit the signature page acknowledging receipt of each policy. <http://presbycc.org/resources-page/com-forms/>
  9. **Photo for website** – electronically, of course! Or a photo can be taken at your COM interview.
- Please submit **all** this material electronically at least 7 days prior to the meeting of the COM. Send this information to BOTH to the Stated Clerk’s office ([jankrause@presbycc.org](mailto:jankrause@presbycc.org)) and the Community COM Chair (see website for the appropriate chairperson’s email address).
- After approval by COM, you will need to work with your liaison or Mission Coordinator to form an Ordination and/or Installation Commission (for installed relationships). Instructions of how to select members of the Commission are on our website.

1629

## Ordination/Installation Vows

- 1630 a. *Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and*  
1631 *through him believe in one God, Father, Son, and Holy Spirit?*
- 1632 • What does it mean to you to trust in Jesus Christ as your Savior?
  - 1633 • What does it mean to you that Jesus Christ is Lord of all? Head of the Church?
  - 1634 • What does it mean to you to say that God is one yet made up of three persons?
  - 1635 • What is the relationship between Father, Son, and Holy Spirit?
- 1636 b. *Do you accept the Scriptures of the Old and New Testament to be, by the Holy Spirit, the unique and*  
1637 *authoritative witness to Jesus Christ in the Church universal, and God's Word to you?*
- 1638 • What role does the Holy Spirit play in our interpretation of the Scriptures?
  - 1639 • In what way are the Scriptures the "unique and authoritative witness to Jesus Christ"?
  - 1640 • How are the Scriptures "God's Word to you"?
- 1641 c. *Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the*  
1642 *confessions of our church as authentic and reliable expositions of what Scripture leads us to believe*  
1643 *and do, and will you be instructed and led by those confessions as you lead the people of God?*
- 1644 • List some of what you understand to be the "essential tenets" of the Reformed faith.
  - 1645 • Do you find any of them in conflict with what you think that "Scripture leads us to believe and
  - 1646 do"?
- 1647 d. *Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be*  
1648 *continually guided by our confessions?*
- 1649 • What does it mean to you to be obedient to Jesus Christ?
  - 1650 • What does it mean to you to be under the authority of Scripture?
  - 1651 • What does it mean to you to be guided by our confessions?
- 1652 e. *Will you be governed by our church's polity, and will you abide by its discipline.*
- 1653 • What does it mean to you "to be guided by our church's polity"?
  - 1654 • What does it mean to you "to abide by our church's discipline"?
  - 1655 • How does the church "discern the will of Christ"?
- 1656 f. *Will you in our own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the*  
1657 *reconciliation of the world?*
- 1658 • What is the hardest part of keeping this vow for you?
- 1659 g. *Do you promise to further the peace, unity, and purity of the church?*
- 1660 • What is your role as a minister to further the peace, unity and purity of the church? Is that role
  - 1661 different from that of any other member of the church?
  - 1662 • What do you do when these three (peace, unity and purity) are in tension?
- 1663 h. *Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?*
- 1664 • What does it mean to you to "serve the people"?
- 1665 i. *Will you be a faithful ministers of the Word and Sacrament, proclaiming the good news in Word and*  
1666 *Sacrament, teaching faith and caring for people? Will you be active in the government and discipline,*  
1667 *serving in the councils of the church; and in your ministry will you try to show the love and justice of*  
1668 *Jesus Christ?*
- 1669 • How do you see your role as minister of the Word and Sacrament in this particular church?
  - 1670 • If appropriate, how will you balance your service to the larger church to that of the congregation?
  - 1671 • How do you balance showing "the love and justice of Jesus Christ"

## Appendix F – Presbytery’s Code of Ethics

### Presbytery of Coastal Carolina

#### Code of Ethics for Pastors and Other Church Professionals

**The Purpose of These Guidelines:** These ethical guidelines for ministerial conduct serve two purposes: first they are a guide to what is expected professionally of ministers and other church professionals in Presbytery of Coastal Carolina. Secondly they also inform members of the church what they can expect from Pastors and other church professionals (this includes Ministers of the Word and Sacrament (Teaching Elders), Certified Christian Educators, Commissioned Pastors (also known as Commissioned Ruling Elders), and Qualified Ruling Elders trained and recommended by Presbytery who serve within the Presbytery of Coastal Carolina; officers and employees of the Presbytery of Coastal Carolina; and volunteers and lay persons serving on Presbytery committees, boards, councils and commissions, and other entities in support of Presbytery programs, (hereafter referred to as “Pastor”) and other church professionals serving our congregations as defined in G-2.05 in the *Book of Order*. It is the expectation of Presbytery of Coastal Carolina that individual sessions shall adopt similar standards for all of their other employees.

These guidelines do not presume to speak to all areas of Pastors’ and other church professionals’ lives. They are *minimum* expectations and the Pastor must also be guided by Scripture, personal conscience, the *Book of Order*, Christian tradition and peer approval. They assume basic honesty and integrity of conduct. Expectations of Pastors and styles of behavior change. The ethical behavior of Pastors is a topic which should be regularly considered, discussed, and mutually agreed upon by the members of Presbytery. This code, however, does articulate certain customs and practices which have been largely accepted within the profession of ministry. They are subject to regular review.

**Pastors and other church professionals will:**

- conduct their lives in a manner that is faithful to the gospel by practicing the disciplines of study, prayer, reflection, worship, stewardship, and service, speaking the truth in love;
- recognize the limits of their own gifts and training, and refer persons and tasks to others as appropriate;
- participate in continuing education and seek the counsel of mentors and professional advisors;

These principles are not designed to be a basis for analysis of the civil liability of those persons guided by them.

#### A. Some Fundamental Principles

1. In all professional matters, Pastors are to maintain practices that give glory to Christ; advance the goals of the Church; and nurture, challenge and protect the welfare of church members, parishioners, clients and the public.

- 1711 2. Pastors are to act in such a manner as to uphold and enhance the honor, integrity,  
1712 morality and dignity of the profession.
- 1713 3. Pastors are to limit their ministries to those positions and responsibilities for which they  
1714 are qualified.
- 1715 4. Pastors will conduct all professional matters in a manner which assures confidentiality  
1716 and avoids conflicts of interest.
- 1717 5. Pastors will seek to maintain professional competency throughout their careers.
- 1718 6. In personal as well as professional relationships Pastors are to demonstrate honest and  
1719 sincere motives evidencing respect, honesty and fairness; uphold the peace, unity and  
1720 purity of the church; and share faith, hope and love with all people.

## 1721 B. Pastors as Persons

- 1722 1. **Pastors Bear Unique Expectations.** In considering the ethics particular to ordained  
1723 ministry, it is well to remember that Pastors are expected to live in the same manner of  
1724 faithfulness, forgiveness and obedience as are all members of Christ's church. While all  
1725 who follow Christ are subject to the same human weaknesses, nevertheless, those who  
1726 are called as ordained servants are set apart with particular expectations.  
  
1727 People expect high standards of Pastors. To deny or ignore this is unrealistic and  
1728 irresponsible. Pastors will show sensible regard for the moral, social and religious  
1729 standards of the Christian community and the community at large, realizing that any  
1730 violation on their part may be damaging to their congregants, to colleagues in ministry,  
1731 to their professions and to the body of Jesus Christ.
- 1732 2. **Pastors and Freedom of Conscience.** Though the Reformed tradition emphasized the  
1733 freedom of individual conscience, Pastors are still subject to the discipline of the church  
1734 (see *Book of Order* G 2.0105.) Violations of this code may be cause for disciplinary  
1735 procedures. (Cf. also *Pastors and the Civil Law* in Section D. 4. below.)  
  
1736 Standards for ministerial conduct grow out of a vision of the Christian life and a sense of  
1737 calling to a particular service. Like other Christians, Pastors experience sin, grace,  
1738 alienation and forgiveness. Along with other Christians, they are expected by the  
1739 Christian community to witness to the renewal of humanity in Christ by demonstrating in  
1740 their daily lives love, compassion and respect for other persons; fidelity in marriage;  
1741 responsibility in parenthood and other family obligations; joy in service; and integrity and  
1742 trustworthiness in all their dealings with others.
- 1743 3. **The Pastoral Care of Pastors.** Pastors also need pastoral care. They should take the  
1744 initiative in establishing relationships with other Pastors, with the General Presbyter and  
1745 with the Commission on Ministry to provide support in difficult times, caring concern,  
1746 encouragement for Christian growth, and sharing in both successes and failures.
- 1747 4. **Pastors and Fees, Honoraria and Discounts.** Pastors should ordinarily not require or solicit  
1748 fees for pastoral services to families or individuals within the congregation. Such services

1749 include performing baptisms, marriages, funerals and counseling. However, the sessions  
1750 should establish their guidelines. In those cases in which an unsolicited gift is given  
1751 Pastors may use their own best judgment as to what to do with the gift. All Pastors stand  
1752 ready to render services to individuals and communities in crisis without regard to  
1753 financial remuneration.

1754 While fees for the use of the church facilities are set by the session, honoraria or fees for  
1755 the Pastor's services to non-members can be set by the Pastor in consultation with the  
1756 session. The Pastor must be aware of and responsible to civil authorities regarding the  
1757 possible tax consequences of receipt of honoraria, gifts, etc.

1758 5. **Participation in Non-Parish Activities.** Though Pastors are expected to participate in  
1759 Presbytery (by attending Presbytery meetings and serving on Presbytery committees),  
1760 ecumenical and other activities beyond the particular church, it is wise for the Pastor to  
1761 discuss the time involved in such activities with the session. ("Discussion" does not mean  
1762 "seek permission,") as pastors are expected to participate in the governing bodies of the  
1763 church by virtue of their ordination vows, (see *Book of Order* W-4.40.03, 4.4005.)

1764 If any honoraria are received for duties outside the particular church (such as speaking,  
1765 lecturing or teaching), and these duties are carried on during time which would  
1766 otherwise be understood as available to the congregation, a common understanding  
1767 between the Pastor and the session should be established as to the disposition of such  
1768 honoraria. This presupposes agreement between Pastor and session concerning the  
1769 limits of the congregation's claim on the Pastor's time. Conversation between Pastors  
1770 and their sessions should arrive at mutual concurrence as to expectations regarding the  
1771 Pastor's work time and free time.

## 1772 C. Pastors and the Presbytery

1773 1. **The Pastor and Colleagues.** Whenever a colleague's conduct is believed to be harmful to  
1774 any individual or group, including that person himself or herself, the concerned person  
1775 should speak directly to that colleague or consult the General Presbyter or the moderator  
1776 of their Community Commission on Ministry. Anyone registering a concern with regard to  
1777 the behavior of a colleague will be encouraged to make her or his own identity known.

1778 2. **The Pastor and the Non-Member.** Pastors are sometimes called upon to officiate at  
1779 weddings and funerals for persons who are not members of the congregation. It is  
1780 appropriate in such situations to ascertain to what particular church these persons  
1781 belong and to suggest that they procure the services of their own Pastor.

1782 3. **The Pastor and Other Churches.** Ordinarily Pastors should not knowingly call upon  
1783 members of another church in the community to administer pastoral care unless the  
1784 initiative and interest shown by such a person requires it as a courtesy. If such a visitation  
1785 occurs, it is a helpful courtesy to, after obtaining the parishioner's permission, inform the  
1786 colleague to whose church the person belongs regarding visitation. Invitations to officiate  
1787 at marriages, funerals and baptisms are not to be accepted by Pastors unless an  
1788 invitation has been extended by the Pastor of the church involved.

1789 4. **The Pastor and the Multiple Staff.** All Pastors are installed in their positions by action of  
1790 presbytery and any change in the pastoral relationship must be approved by presbytery.  
1791 While the pastor serves as head of staff in a congregation and bears the responsibility  
1792 which this implies, the spirit within the staff should be that of a shared ministry where all  
1793 bring their particular gifts to the work of ministry. To this end, everyone should be  
1794 understanding of the mistakes of colleagues and seek to give support and help when  
1795 needed. Care should be taken to avoid inappropriate criticism, negative suggestions and  
1796 innuendo. It is not appropriate to attempt to seek to ally other church members and/or  
1797 co-workers in disagreements. A staff member should not aspire to succeed any other  
1798 person on staff.

1799 The principles of ethical, healthy staff relationships apply equally to professional,  
1800 paraprofessional, support staff (secretarial and custodial employees) and volunteers. All  
1801 staff members are given equal respect without regard to sex, race, ethnic origin,  
1802 disability, or marital status.

1803 5. **The Pastor in an Interim Situation.** The purpose of an interim Pastor is to provide pastoral  
1804 service and to prepare a particular congregation for new pastoral leadership. An interim  
1805 Pastor should avoid seeking to mold loyalties to the interim Pastor and should instead  
1806 direct a congregation's attention to the new challenges in mission and ministry that  
1807 manifest themselves in a period of transition to new pastoral leadership. Under no  
1808 circumstances should an interim Pastor become involved in the work of the pastor  
1809 nominating committee beyond preparation of the Church Information Form. Presbytery  
1810 representatives should make this policy clear to the congregation at the time the  
1811 congregation elects a pastor nominating committee.

1812 6. **The Pastor and the Successor.** When a Pastor accepts another call, the Pastor should  
1813 exercise due care not to influence directly or indirectly the policies of the successor.  
1814 Frequent visits to one's former parish should be avoided. Even when occasional visits  
1815 occur, it is a courtesy to pay one's respects to one's successor and to inform the  
1816 successor about the nature and purpose of the visit. During the period of temporary  
1817 supply or interim, the former Pastor should avoid performing ministerial services  
1818 (weddings, funerals, baptisms, etc.). Moreover, even when a successor issues an  
1819 invitation to a former Pastor to assist or take part in a ministerial function, it is a wise idea  
1820 for the former Pastor to take the initiative in a candid discussion with the successor about  
1821 the propriety of such functioning and the possible harmful effects of the life of the  
1822 congregation in terms of its new ministry. In general the former Pastor should decline  
1823 invitations to serve in a pastoral function in a former congregation. This practice pertains  
1824 also to pastors emeriti. Any exception to this practice requires the written permission of  
1825 the moderator of the Community Commission on Ministry or his/her designee in addition  
1826 to the Moderator of the Session (See *Book of Order* G-2.0905).

1827 7. **The Pastor and the Predecessor.** If the former Pastor or retired Pastor bears primary  
1828 responsibility for making clear that the ministry in a given location should be directed to  
1829 the future rather than to the past, it is the primary responsibility of the successor or the

- 1830 currently installed Pastor to show respect and gratitude for the heritage of that church  
1831 and for the positive work of the predecessor. Ordinarily it is wise for the successor to  
1832 take the initiative in making contact with a predecessor to discuss the mission and work  
1833 of the church. There maybe occasions when it is appropriate to invite a predecessor to  
1834 return to the church for a visit, possibly to celebrate a special occasion or event or, if  
1835 deemed appropriate by all concerned, to assist in a ministerial function with the  
1836 permission of the Moderator of the Session and moderator of the Community  
1837 Commission on Ministry or his/her designee.
- 1838 8. **The Pastor and Retirement.** The above discussions (#s 6 & 7) are relevant for the retired  
1839 Pastor, but some additional matters also require comment. See *Appendix A* of the  
1840 Commission on Ministry Handbook for Details.
- 1841 9. All teaching elders who fall into the category of the *Book of Order's* listing of Validated  
1842 Ministry, Member-at-Large and Honorably Retired (See *Book of Order* G-2.0503) are  
1843 expected to be **active in the life of a particular congregation** while respecting the position  
1844 of installed Pastors regarding all ministerial functions within the community. Counselors  
1845 should also refer to their own code of ethics.
- 1846 Pastors may administer the sacraments only at the request of the Pastors or session  
1847 concerned, or by permission of the presbytery.
- 1848 **D. Ethical Issues of Particular Concern**
- 1849 1. **Pastors and Confidentiality.** Pastors shall not disclose confidences to anyone except in  
1850 any one of the following situations:  
1851 a. required to do so by law [Most states will not require this].  
1852 b. disclosure is consented to by the person communicating confidences, which consent  
1853 is normally given in writing.  
1854 c. disclosure is necessary to prevent the person from harming himself or herself or  
1855 others. Harmful behavior is that which is a violation of law or poses a threat to the  
1856 physical well-being of the self or others  
1857 d. disclosure is necessary to defend a Pastor against claims made by a person who  
1858 asserts that particular communications related to the claim were made in confidence.
- 1859 2. **Pastors and Special Privileges.** Pastors, as servants of the Servant of God, need to be  
1860 sensitive to the danger of any use of the authority of the pastoral office for personal  
1861 benefit. Boundaries should be set, in consultation between the Pastor, the session and  
1862 the Community Commission on Ministry to determine how much and in what manner a Pastor  
1863 may promote among the members of the congregation any of the Pastor's private business  
1864 endeavors, tours or products. The same consultation should occur concerning the Pastor's  
1865 private use of church resources, business machines, secretarial time, etc.
- 1866 3. **Business and Finance.** The Pastor's integrity in personal business and financial dealings is  
1867 also an ethical concern. Pastors are expected to conduct their financial affairs with the  
1868 utmost integrity. Many Pastors manage discretionary funds on behalf of the  
1869 congregation. It is suggested that wherever possible the Pastor identify someone in the

1870 congregation or presbytery to audit the use of this money. This suggestion is made to  
 1871 protect the Pastor both from the temptation to use the funds unwisely and from rumors  
 1872 in the congregation about his/her misuse of the funds. Pastors are not to solicit clergy  
 1873 discounts for merchandise or services rendered them.

1874 4. **The Pastor and the Civil Law.** The Pastor shall him/herself obey the civil law and insist  
 1875 leaders and members of his/her congregation do likewise. This includes, but is not limited  
 1876 to, matters related to taxes, copyrights, insurance, marriages, and the keeping of records.  
 1877 The continuing problem in many churches is the photocopying use of Copyright  
 1878 materials. Proper licensing and compliance of these licenses must be adhered to.

1879 There may be times when the Pastor affirms the necessity of civil disobedience for moral  
 1880 reasons. Whether this is done alone or in conjunction with others (including officers and  
 1881 members of the congregation), it shall be done openly and with a willingness to accept  
 1882 the consequences of the law. However, in such cases no moral justification for violence  
 1883 against another person or property is acceptable.

1884 5. **Preaching and Writing.** The Pastor's public preaching, teaching and writing shall always  
 1885 be her or his own work with appropriate academic acknowledgment. In sermons this  
 1886 includes the exegetical work, the organization and the words of the sermon, and the use  
 1887 of examples and illustrations.

1888 6. **Language and Behavior.** The Pastor shall recognize her or his unique position in the eyes  
 1889 of the congregation. It is a position of trust. This position shall not be abused through  
 1890 misuse of ministerial authority. In visits, counseling sessions, or other contacts with  
 1891 members of the congregation, the Pastor shall maintain strict decorum. Pastors shall not  
 1892 treat persons arbitrarily based on their gender, race, nationality, age, physical, emotional  
 1893 or mental condition, sexual orientation, or economic condition.

1894 Pastors shall avoid discriminatory or harassing treatment of any person or group.  
 1895 Ministerial language shall not include slurs or other verbal conduct relating to gender,  
 1896 race, etc., which has the purpose or effect of creating an intimidating, hostile, or  
 1897 offensive environment. Sexual harassment shall not take place. This includes but is not  
 1898 limited to verbal or non-verbal behavior such as sexist remarks, demeaning statements  
 1899 relating to gender, pressure for sexual activity and threats of punishment or promises of  
 1900 rewards for sexual behavior.

1901 Sexual abuse of or misconduct with a congregational member shall be understood as  
 1902 strictly forbidden. The professional has the responsibility to set the boundaries and to  
 1903 maintain them. See the separate Presbytery of Coastal Carolina *Policy on Sexual*  
 1904 *Misconduct* which supersedes any perceived discrepancy with this Code of Ethics.

1905 Due to the issues of power and trust involved, it is recommended that single pastors or  
 1906 professional church workers not date members of their congregations. The same is true  
 1907 for Presbytery staff members regarding the members of committees or other groups  
 1908 they staff.

- 1909 These provisions shall include Pastors of Presbytery who are involved as teachers,  
 1910 counselors, or supervisors in programs which train for special work in ministry, e.g.,  
 1911 Clinical Pastoral Education or Spiritual Development As professionals, Pastors are aware  
 1912 of the variation in spiritual and psychological dynamics at work in a person. Where the  
 1913 Pastor himself or herself feels compulsions to behavior which is either criminal or  
 1914 unethical he or she will seek immediate help from an appropriate counselor. This  
 1915 standard shall apply to those caught in substance, drug, or alcohol abuse or addiction. If  
 1916 therapy or counseling seems to be unfruitful the Pastor shall lay aside the office of  
 1917 ministry.
- 1918 7. **The Pastor and Rumors.** The Pastor may find her/himself the subject of rumors in the  
 1919 congregation or community. Response to these shall be carefully considered. Consul-  
 1920 tation with the session or an appropriate committee of a higher governing body is  
 1921 recommended. The goal of whatever action taken shall be to end such rumors; hostile  
 1922 action toward the bearer of such rumors endangers the life of the congregation as well as  
 1923 the spiritual or emotional health of the perpetrator. It is not acceptable.
- 1924 **E. Circulation of Ethical Standards**  
 1925 Coastal Carolina Presbytery will circulate this code of ethics among its member churches and  
 1926 Pastor members. Each Pastor shall submit a signed statement certifying he/she has read the  
 1927 code of ethics, is aware of the standards of the Presbytery, and will make a sincere, good  
 1928 faith effort to abide with both the spirit and the letter of this code of ethics.
- 1929 **F. Violations and Sanctions**  
 1930 The Presbytery considers that fidelity to these standards enhances the peace, unity, and  
 1931 purity of the church. Violations of these standards may be viewed as a breaking of ordination  
 1932 vows and subject to the disciplinary processes of the *Book of Order* of the Presbyterian  
 1933 Church in the United States of America.
- 1934 **G. Candidates and Inquirers**  
 1935 The Committee on Preparation for Ministry shall circulate these standards to its inquirers  
 1936 and candidates for the ministry. It shall make clear that these standards apply also to those  
 1937 under its supervision.
- 1938 **H. Conclusion and Rationale**  
 1939 Central to the vocation of Pastors of Word and Sacrament [Teaching Elders] is leadership of  
 1940 the people of God in a peculiarly Christian lifestyle which has at its core the embodiment of  
 1941 Jesus' words in John 15:12. "This is my commandment, that you love one another as I have  
 1942 loved you."  
 1943 These ethical standards are an attempt, not at setting legalistic limitations but rather guiding  
 1944 us all in showing the kind of love for each other that Christ has shown. So may all be  
 1945 encouraged to live in such a manner as to promote the health and growth of the Church, and  
 1946 give glory to God in Jesus Christ.
- 1947 **References:**

- 1948 • National Capital Presbytery's *Code of Ethics for Clergy and other Church Professionals*,  
1949 January 24, 1995
- 1950 • Presbytery of the James, *Expectations for Faithfulness in Ministry for Teaching elders and*  
1951 *Certified Educators*, October 8, 2002
- 1952 • Presbytery of Coastal Carolina *Sexual Misconduct Policy*, Amended October 2, 2004 and  
1953 Updated with *Book of Order* References, April 20, 2013
- 1954
- 1955

1956 The policy is online at

1957 <http://presbycc.org/wp-content/uploads/2014/04/Code-of-Ethics-June-11-2015.pdf>

1958 The signature page is found at

1959 <http://presbycc.org/wp-content/uploads/2016/06/Code-of-Ethics-Signature-page.pdf>

1960

1961

1962

*Code of Ethics was Adopted by Presbytery of Coastal Carolina on June 11, 2015*

1963 **Appendix G – Boundary Training**

1964 The Presbytery of Coastal Carolina  
1965 **Boundary Training and Certification**

1966 We have in place a process for doing background checks on incoming pastors and those moving  
1967 from one call to another.

1968  
1969 The presbytery has adopted *SafeGatherings* ([safegatherings.com](https://safegatherings.com)) as our provider of both  
1970 background checks and regular training in boundary issues (especially sexual misconduct  
1971 training) and that all persons serving congregations in a pastoral relationship, or on the Pulpit  
1972 Supply List, or serving as staff of the presbytery will be required to pass the training and  
1973 certification process provided by Safe Gatherings at least once every two years.

1974  
1975 The background check report is sent to the Stated Clerk. If there are concerns in the background  
1976 report, the pastor may offer an explanation then the matter will be reviewed by the Stated Clerk,  
1977 the full COM chair, and the relevant Community COM Chair(s). These persons will determine if  
1978 the matter requires additional action.

1979  
1980 If a pastor or CRE/QRE fails to renew the certification within 90 days of expiration, the pastor will  
1981 not be permitted to serve a church or will have their pastoral relationship dissolved by the COM  
1982 and will be automatically removed from the Pulpit Supply List.

1983 **General Information:**

1984 Safe Gatherings is a comprehensive nation-wide background check process including the  
1985 checking of references. The candidate will watch videos that go over boundary issues and gives  
1986 advice for avoiding potential pitfalls while underlining the serious consequences to children and  
1987 vulnerable adults. At the end of the presentation there is an exam that must be passed with an  
1988 80% accuracy before the person is certified. The results are sent to the presbytery office.

1989  
1990 The cost of this training may be reimbursed by the calling congregation.

1991 **Appendix H – Indebtedness Policy - Seminary Debt Assistance Program**

1992 Presbytery of Coastal Carolina

1993 **Candidate/Pastor Indebtedness Policy**

1994 Persons under care or who are serving a first call and applying for financial assistance under the  
1995 Seminary Debt Assistance Program shall meet the following requirements:

1996 **When Coastal Carolina is the Presbytery of Care**

- 1997 1. Inquirers are required to complete all financial forms included in the inquiry application and to  
1998 discuss with the CPM their plans to minimize seminary debt.
- 1999 2. Inquirers are strongly encouraged to participate in a “Fiscal Fitness” workshop being sponsored by  
2000 the Board of Pensions of the PC(USA) during their inquiry year. If this workshop is not offered at the  
2001 Inquirer’s seminary, the Inquirer is eligible to apply to the CPM for financial assistance for travel and  
2002 accommodations. Because this workshop is required of all Seminary Debt Assistance Program  
2003 applicants, the CPM encourages Inquirers to attend this workshop as soon as possible to avoid delays  
2004 in processing any future seminary debt assistance application the Inquirer might make.
- 2005 3. The presbytery will encourage each potential Inquirer to seek assistance in sharing the cost of their  
2006 Career and Personal Counseling Service with their home congregation. Need-based grants will be  
2007 available from the presbytery based upon the CPM’s judgment.
- 2008 4. On behalf of the presbytery, the CPM will inform all Inquirers of the prospective salary that can be  
2009 expected based on the current median income for the denomination reported by the Board of  
2010 Pensions, and based on the minimum effective salary established by the presbytery and will caution  
2011 all Inquirers to minimize their level of indebtedness accordingly.
- 2012 5. The CPM will encourage each Inquirer and Candidate towards using his or her available assets to pay  
2013 for the cost of seminary tuition and room and board rather than incurring indebtedness.
- 2014 6. The CPM will make available on an annual basis to each Candidate or Inquirer a list of options for  
2015 pursuing grants and interest-free loans and funding that may be available through the Financial Aid  
2016 for Studies Office of the Presbyterian Church (USA), the Synod of the Mid-Atlantic, and PC(USA)  
2017 seminaries. The CPM will be an advocate with the congregation, of which the Candidate or Inquirer is  
2018 a member, and with other congregations of the presbytery as appropriate, in order to generate  
2019 financial support for the Candidate or Inquirer in the form of grants.

2020 **When Coastal Carolina is the Presbytery of Call**

- 2021 1. In order to apply for financial assistance under the Seminary Debt Assistance Program, any minister  
2022 serving a first call following graduation from seminary, who comes with any educational  
2023 indebtedness, shall be required to show evidence of having attended a financial planning workshop  
2024 such as a Fiscal Fitness workshop sponsored by the Board of Pensions, or other financial planning  
2025 workshop. If the minister has not attended such a workshop, he/she shall be required to do so within  
2026 twelve months of start-up, the cost of registration fee, accommodation, and travel for such a  
2027 workshop to be considered legitimate reimbursable expense from study leave allowance. See  
2028 Appendix H.
- 2029 2. The Commission on Ministry shall encourage calling congregations to utilize further educational debt  
2030 reduction as a point in negotiating salary with a prospective pastor who is a recent seminary  
2031 graduate.

2032 *Adopted by presbytery on March 3, 2018.*

## Appendix I – Examination of Ministers & Suggested Questions

Presbytery of Coastal Carolina, PC(USA)

### Guidelines for Examination of Ministers

Our Reformed pattern of governance makes it clear that no pastoral relationship within a congregation can be established without the consent of that congregation through either the action of the session for short-term pastoral relationships or of the whole congregation through the calling of a pastor for an extended pastoral relationship. At the same time no congregation can establish a pastoral relationship without the permission of the presbytery. The following suggestions are related to the presbytery's obligation to assure that pastors chosen by the session or congregation are properly suited to that call and acceptable to the presbytery.

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

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

#### 2. Ordination of a Candidate to the Ministry of Word and Sacrament

If a church calls a candidate who has been certified as ready to receive a call then the Community COM should hold a full examination of the candidate about his/her Christian faith and views in theology, the Sacraments, and the government of this church (*Book of Order* G-3.0306). Suggested questions appear below. In addition to assuring themselves that the candidate is *competent* to serve as a minister of the Word and Sacrament (teaching elder) in our presbytery it is *recommended* that the examination committee ask the candidate to explain his/her understanding of the meaning of the ordination vows which s/he will have to make when ordained and installed in this call. Our practice calls for a two-hour examination for candidates.

#### 3. Transfer of PC(USA) Minister from Another Presbytery or Formula Partners

The candidate has been examined by another presbytery or by one of our Formula of Agreement partners (Appendix B of *Book of Order*) and ordained to pastoral ministry. Questions about the content of his/her theological training are not in order. However, since it is the *duty* of the Community COM to inquire into *both* the candidate's Christian faith *and* her/his views in theology, the Sacraments, and the government of this church (*Book of Order* G-3.0306), it is *recommended* that the examination committee explore any changes in faith or views by asking the candidate to explain his/her understanding of the meaning of the ordination vows which s/he will have to repeat when installed in the new call. Additional

2070 suggested questions appear below. Our practice calls for an hour-long examination for  
2071 transferring ministers.

2072 4. **Acceptance of a Minister of Another Denomination as a Temporary Supply Pastor**

2073 This situation calls for a *careful* examination. We should require at least as careful review of  
2074 ministers from other denominations as we do of our own. We do not require that ministers  
2075 of other denominations believe exactly as we do, but they should be sympathetic to our  
2076 views and be able to interpret them to members of the congregation that they will serve.  
2077 Since ministers of other denominations have not been examined for ordination in the same  
2078 way our ministers have been, it is *fair to ask them* any of the questions about the Bible,  
2079 theology, the Sacraments, and the government of our church. One way to do this would be  
2080 to review with them the questions asked of our ministers when they are ordained or installed  
2081 and ask them to reflect on these questions from their particular theological viewpoint. Our  
2082 practice calls for an hour long examination for ministers of other denominations seeking to  
2083 serve one of our congregations. Remember, non-PC(USA) ministers cannot moderate session  
2084 or congregational meetings unless they become temporary members of presbytery. *For*  
2085 *Formula of Agreement pastors see number 3 above.*

2086 **Suggested Questions for PCUSA Candidates and Teaching Elders**

2087 One of the ways to get at the beliefs and views of the minister or candidate for ordination  
2088 coming before an examination committee is to review the ordination/installation questions.  
2089 These questions are asked repeatedly over the course of a PCUSA minister's career and are,  
2090 therefore, a fair way of gauging a candidate's evolving understanding of the Christian faith and  
2091 her/his views in theology, the Sacraments, and the government of the church (*Book of Order* G-  
2092 3.0306). The questions are found at W-4.4003. *Not all of these questions are appropriate for*  
2093 *non-PC(USA) ministers, see below for better questions for MOADs.*

2094 **Ordination/Installation Vows**

2095 a. *Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church,*  
2096 *and through him believe in one God, Father, Son, and Holy Spirit?*

- 2097 • What does it mean to you to trust in Jesus Christ as your Savior?
- 2098 • What does it mean to you that Jesus Christ is Lord of all? Head of the Church?
- 2099 • What does it mean to you to say that God is one yet made up of three persons?
- 2100 • What is the relationship between Father, Son, and Holy Spirit?
- 2101 • What is your understanding of the Trinity and ways that you can share that
- 2102 understanding with others?

2103 b. *Do you accept the Scriptures of the Old and New Testament to be, by the Holy Spirit, the*  
2104 *unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to*  
2105 *you?*

- 2106 • What role does the Holy Spirit play in our interpretation of the Scriptures?
- 2107 • In what way are the Scriptures the “unique and authoritative witness to Jesus Christ”?
- 2108 • How are the Scriptures “God’s Word to you”?
- 2109 • What is your understanding of the authority of Scripture and what role does the Holy
- 2110 Spirit play in our understanding of Scripture?
- 2111 • How do you understand the Bible’s authority? How does this understanding inform your
- 2112 practice of ministry?
- 2113 c. *Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in*
- 2114 *the confessions of our church as authentic and reliable expositions of what Scripture leads us*
- 2115 *to believe and do, and will you be instructed and led by those confessions as you lead the*
- 2116 *people of God?*
- 2117 • List some of what you understand to be the “essential tenets” of the Reformed faith.
- 2118 • Do you find any of them in conflict with what you think that “Scripture leads us to believe
- 2119 and do”?
- 2120 d. *Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and*
- 2121 *be continually guided by our confessions?*
- 2122 • What does it mean to you to be obedient to Jesus Christ?
- 2123 • What does it mean to you to be under the authority of Scripture?
- 2124 • What does it mean to you to be guided by our confessions?
- 2125 e. *Will you be governed by our church’s polity, and will you abide by its discipline.*
- 2126 • What does it mean to you “to be guided by our church’s polity”?
- 2127 • What does it mean to you “to abide by our church’s discipline”?
- 2128 • How does the Presbyterian Church “discern the mind of Christ”?
- 2129 f. *Will you in our own life seek to follow the Lord Jesus Christ, love your neighbors, and work for*
- 2130 *the reconciliation of the world?*
- 2131 • What is the hardest part of keeping this vow for you?
- 2132 g. *Do you promise to further the peace, unity, and purity of the church?*
- 2133 • What is your role as a minister to further the peace, unity and purity of the church? Is
- 2134 that role different from that of any other member of the church?
- 2135 • What do you do when these three (peace, unity and purity) are in tension?

- 2136 h. *Will you pray for and seek to serve the people with energy, intelligence, imagination, and*  
 2137 *love?*
- 2138 • What does it mean to you to “serve the people”?
- 2139 i. *Will you be a faithful minister of the Word and Sacrament, proclaiming the good news in*  
 2140 *Word and Sacrament, teaching faith and caring for people? Will you be active in the*  
 2141 *government and discipline, serving in the councils of the church; and in your ministry will you*  
 2142 *try to show the love and justice of Jesus Christ?*
- 2143 • How do you see your role as ministers of the Word and Sacrament in this particular  
 2144 church and community?
- 2145 • If appropriate, how will you balance your service to the larger church to that of the  
 2146 congregation?
- 2147 • How do you balance showing “the *love* and *justice* of Jesus Christ”?
- 2148

## Additional Questions for Examination of all Ministers Coming into the Presbytery

2149 The respective community COM Exam subcommittees are encouraged to use these questions in  
 2150 addition to those listed above:

### 2153 Bible

- 2154 1. If you had to state it in a few sentences, what would you say the Bible teaches? What  
 2155 scriptural themes and/or texts would you use to support your answer?
- 2156 2. How do you understand the Bible’s authority? How does this understanding inform your  
 2157 practice of ministry?
- 2158 3. Trace the theme of “covenant” through the Bible. How, if at all, does the idea of covenant  
 2159 change from the Old to the New Testament?
- 2160 4. Choose one of the letters of Paul and briefly talk about how it informs your theology.
- 2161 5. Briefly explain the synoptic problem. How would you answer someone who said, “The fact  
 2162 that the four gospels differ in places – even the fact that we have four gospels – is a  
 2163 stumbling block for me.”?
- 2164 6. What would you say to someone who said, “I don’t understand how the God of the Old  
 2165 Testament and the God of the New Testament can be one and the same? One seems to be  
 2166 angry and vengeful, the other one kind and loving.” What scripture texts would you use to  
 2167 demonstrate and proclaim the unity of God between the two Testaments?
- 2168 7. Many people are put off by the book of Revelation because it scares them or they don’t  
 2169 understand the symbolism and imagery. What characteristics of apocalyptic writing are

- 2170 important for us as 20th century Christians to understand? Why is the book of Revelation  
2171 important for Christians of all times?
- 2172 8. Talk about how the book of Acts helps you understand the early church and how the church  
2173 of today should understand the mission of God (*missio Dei*).
- 2174 9. How do you understand the Bible's authority? How does this understanding inform your  
2175 practice of ministry?
- 2176 10. Identify some major themes of the prophetic books and indicate how you would treat these  
2177 themes in your preaching.

## 2178 Theology

- 2179 1. Our denomination has a *Brief Statement of Faith* (*Book of Confessions* 11.1) which reflects on a  
2180 number of theological issues. Comment on any two of those issues and the way the Brief Statement  
2181 deals with them.
- 2182 2. What is theology? What is your theological method? How do you function as a theologian?
- 2183 3. In Chapter 2 of the *Book of Order*, 'The Church and Its Confessions,' we read: "The Church  
2184 affirms...the church reformed, always reforming, according to the word of God and the Call of the  
2185 Spirit." [F-2.02] Please comment upon what that means in terms of the theology and standards of  
2186 doctrine in our denomination.
- 2187 4. How important is the Reformed doctrine of the sovereignty and providence of God as a subject for  
2188 proclamation in today's world, in your judgment?
- 2189 5. Share your theological understanding of God, the human predicament, and redemption. What Bible  
2190 texts undergird your doctrine of salvation?
- 2191 6. Share your view and understanding of Christ's birth, miracles, teachings, crucifixion, and resurrection.  
2192 What Old and New Testament texts inform your Christology?
- 2193 7. List some of what you understand to be the "essential tenets" of the Reformed faith.
- 2194 8. What is your understanding of sin, including original sin and actual sin? What continuity and/or  
2195 difference is there between Old and New Testament treatments of sin and its effects?
- 2196 9. How does the doctrine of the Trinity inform your understanding of the nature of God? What  
2197 scriptural foundations are there for the Trinity?
- 2198 10. Explain the doctrine of predestination and its relationship to the Reformed doctrine of justification by  
2199 grace through faith.

2200

## 2201 Christian Faith

- 2202 1. What are the ingredients of your personal faith and practice which allow God to refresh you  
2203 and keep you from ministerial burnout?
- 2204 2. Have you ever experienced ministerial burnout? What in your faith helped you to recover  
2205 from it?

2206 **Worship and Sacraments**

- 2207 1. What are the key elements of worship recommended in the Book of Order.
- 2208 2. Explain the relationship between baptism and the biblical covenants and how that helps us in our  
2209 understanding of infant baptism.
- 2210 3. A member of your congregation comes to you and says, “Pastor, I like coming to church, but the  
2211 Prayer of Confession bothers me. Seems like a downer. Why do we need it in the service?” How  
2212 would you respond?
- 2213 4. What role does inclusive language play in the faithful worship of the church?
- 2214 5. What is a sacrament? What is the relation of the Sacraments to the spoken Word of God? What is  
2215 the role of the Sacraments in the church?
- 2216 6. What is the relationship between church membership and the Sacrament of Baptism?
- 2217 7. What is the nature and function of Baptism in the life of the church? What New Testament texts  
2218 speak directly to the topic of Baptism? What scriptural warrants are there for infant Baptism?
- 2219 8. Talk about a Reformed understanding of the nature, function, and practice of the Lord’s Supper  
2220 within the worship life of the church.
- 2221 9. Do you view the Lord’s Supper primarily as a glad celebration or as a solemn observance?  
2222 Why?
- 2223 10. What training or instruction have you found helpful for parents of children receiving the  
2224 Sacraments?

2225

2226 **Polity**

2227

- 2228 1. What are the relationships among the governing bodies of the Presbyterian Church (USA)  
2229 and what is the authority of presbytery in relation to a particular congregation?
- 2230 2. Under the provisions of the *Book of Order*, can a Ruling Elder administer the Sacrament of  
2231 the Lord’s Supper? Explain some circumstances where that might be necessary and who  
2232 gives this authority?
- 2233 3. According to the *Book of Order*, what is our understanding of ecumenism and our  
2234 commitment to ecumenical activity? Talk about your personal commitment to ecumenism.
- 2235 4. Why do we have – and need – the *Rules of Discipline*?
- 2236 5. Why do we need the *Book of Order*?
- 2237 6. Discuss the role of the session in the life of the church and the relation of the pastor and the  
2238 associate pastor to the session.

- 2239 7. Why should we be concerned with good order? Does your theology actually inform the  
2240 working process of the church? What scriptural basis do you find for the Presbyterian form of  
2241 church government?
- 2242 8. What is your obligation toward a majority action or stance of a church governing body when  
2243 you oppose the action or stance?
- 2244 9. If a candidate under the care of presbytery announces that he or she does not accept the  
2245 baptism of infants or the ordination of women, yet still wishes to be ordained, what action  
2246 do you think presbytery should take?
- 2247 10. What is your view of ordination? What Old and New Testament texts inform your  
2248 understanding of ordination and the relationship between clergy and the laity?  
2249

2250 **Suggested Questions for Ministers of Another Denomination**  
2251 **Seeking Service in the Presbytery of Coastal Carolina**

2252 **Bible**

- 2253 1. Give in a brief concise statement your own understanding of how the Word of God contained  
2254 in the Old and New Testament came into our hands and how it is to be used.
- 2255 2. Comment on the significance of the theology of the Covenant as we find it revealed in the  
2256 Biblical text.
- 2257 3. Can you describe at least two very significant events as recorded in the Bible when God steps  
2258 into the line of history to take charge of the lives of God's people?
- 2259 4. How do you understand the Bible's authority? How does this understanding inform your  
2260 practice of ministry?
- 2261 5. What means did God provide for the direction of the lives of God's people in the Old  
2262 Testament?

2263 **Theology**

- 2264 1. Please state the distinguishing characteristics of the Reformed faith.
- 2265 2. What are your views on the nature of Jesus Christ?
- 2266 3. What means of salvation did God provide in the New Testament for the people of God?
- 2267 4. What is your view of the Reformed concept of the Doctrine of God?
- 2268 5. Explain your understanding of the doctrine of the atonement.
- 2269 6. What is your understanding of the gifts of the Spirit?
- 2270 7. State your views of the sovereignty of God and freedom of choice.

2271 8. Explain your views about the theology and conduct of corporate worship; what differences, if  
2272 any, do you see between that and Presbyterian worship theology?

2273 **Sacraments**

2274 1. Give your view of the reformed understanding of Baptism and the role of the parents and  
2275 congregation in the Baptism of an infant

2276 2. What would be some justification for administering the sacrament of Baptism other than  
2277 during a regular service of worship of the congregation? How would the session (elders) be  
2278 involved?

2279 3. Give your view on “the means of grace” which might be experienced in the Sacrament of the  
2280 Lord’s Supper.

2281 4. In the Presbyterian Church, on some occasion a couple at their wedding may ask that as a  
2282 part of their wedding service the minister presiding privately serve the elements to the bride  
2283 and groom. How would you view this and how would you counsel them?

2284 5. What is your view on the Reformed doctrine of the nature of the elements in the Sacrament  
2285 of the Lord’s Supper? (transubstantiation, consubstantiation, or symbolic)

2286 **Church Government**

2287 1. Please specify the distinction between the government of the Presbyterian Church and the  
2288 denomination in which you presently hold membership, and state your views on the  
2289 government and rules of discipline of the Presbyterian Church. What, if any, reservations do  
2290 you have about the Presbyterian system of government?

2291 2. How do you view the minister’s relationship to the Session, the board of Deacons, the  
2292 Congregation, and the presbytery?

2293 3. What are your views on diversity and inclusiveness in the offices of the church and in church  
2294 government including women?

2295 4. Are Presbyterian Churches independent? Comment on the connectional nature of the  
2296 Presbyterian Church and how it relates to those who serve as Elders and Ministers.

2297 5. What is your understanding of presbytery and its role and function of oversight and  
2298 partnership?

2299 **Appendix J – Terms of Call for Interims**

2300 The Presbytery of Coastal Carolina  
2301 **Recommended Minimum Terms of Employment**  
2302 **Interim Pastor/Interim Associate Pastor**

- 2303 1. A written covenant or contract (document) that sets forth the expectations of the session for  
2304 the Interim and the expectations of the Interim for the Session, the start date and the end  
2305 date, and financial terms of employment shall be agreed to by the Interim, by the Session,  
2306 and approved by the Commission on Ministry.
- 2307 2. The document shall state that employment may be terminated by the Minister giving 30-day  
2308 written notice to the Session or the Session giving at least 60-day written notice to the  
2309 minister.
- 2310 3. The terms of employment shall normally comply at least with the Minimum Terms of Call for  
2311 those serving in installed positions. Sessions are encouraged to offer similar compensation to  
2312 the interim as was given to the previous pastor. The total package shall be structured to  
2313 meet the needs of the Interim. If the Interim is a member (active or retired) of the Benefits  
2314 Plan of the Board of Pensions, the requisite dues for that plan shall be included.
- 2315 4. For purposes of negotiation the normal work week shall be 40 hours. Additional time as  
2316 needed to provide unanticipated pastoral care such as sudden illness, death, funerals, etc. is  
2317 in addition to the normal work week of 40 hours.
- 2318 5. Ordinarily, prior to serving a second interim in this presbytery a Minister shall have  
2319 completed Interim Minister Training Phase I (the basic Interim Ministry Training) and prior to  
2320 serving a third or later interim in this presbytery they shall have completed Interim Ministry  
2321 Training Phase II (the second Interim Ministry Training).

## Appendix K – Sample Covenant with Interim Pastors

### The Presbytery of Coastal Carolina

#### Commission on Ministry

#### Recommended Interim Pastor Contract

*(The Session and Interim pastor are free to negotiate and/or adjust this document so long as the Presbytery minimum compensation standards and other Presbytery requirements are observed.)*

This agreement sets forth the basis for a working relationship between the Rev.

\_\_\_\_\_ as Interim Pastor and head of staff and the Session of

\_\_\_\_\_ Presbyterian Church of \_\_\_\_\_

North Carolina, for \_\_\_\_ months (up to 12 months) beginning \_\_\_\_\_.

#### Shared Goals for the Well-being of the Church

1. To work together to provide for the spiritual growth and the ongoing mission and work of the church.
2. To work together to prepare the congregation to receive a new installed pastor, using the interim time to assess the future journey of the congregation, to focus on what might need to be changed, and to lead and support the congregation in fulfilling the interim period developmental tasks and goals.
3. To facilitate open sharing of information with the congregation.

#### Expectations of the Interim Pastor

1. Will provide regular preaching and worship leadership on Sunday mornings and at special services such as Maundy Thursday, Christmas Eve, etc. taking appropriate time for study and preparation. Will officiate at weddings and funerals and administer the sacraments as agreed upon with the session.
2. Will provide continuing pastoral care for church members and friends, including hospital and home visitation in crises; will visit (along with elders at times) prospective members; will provide crisis care to outsiders as feasible; and will be available for short-term personal counseling as negotiated.
3. Will function as Head of Staff, supervising church employees (music director, organist, administrative assistant, custodian, etc.); will plan for and moderate session and congregational meetings; and will provide, with the session, organizational oversight for the work of the church. (Non-PCUSA interims will work with the assigned Moderator.)
4. Will work collegially with the session in program planning, and will provide guidance, direction, and review as necessary; will support the educational program of the church, including teaching, as needed, and conducting officers' training; will attend meetings of and serve as an active participant in Presbytery.

2358 5. Will lead the session and the congregation in working on the generally recognized interim  
2359 period developmental tasks including: coming to terms with history; assessing the church's  
2360 present and future identity; empowering the church's lay leadership; facilitating links with  
2361 the denomination; and facilitating a commitment to a new installed pastor.

2362 6. Will assist in the church's self-study (mission study), if requested.

2363 7. Will NOT apply for consideration as the next installed pastor.

2364 8. Interim Pastors are encouraged to join the presbytery. If the Interim Pastor prefers to  
2365 retain current presbytery, he/she must request permission to labor within the bounds of  
2366 Coastal Carolina. The pastor must also request permission to labor outside the bounds of  
2367 their current presbytery.

2368 **Expectations of the Session**

2369 1. Will recognize the importance of the interim period and will pay the Interim Pastor  
2370 appropriately.

2371 2. Will work cooperatively with the Interim Pastor and the Presbytery to engage in the work of  
2372 the interim period.

2373 3. Will continue to fulfill their Book of Order responsibilities for the life and work of the  
2374 church.

2375 4. Will negotiate with the Interim Pastor for time away in order that he/she may fulfill  
2376 committee or board responsibilities to the presbytery.

2377 5. Will review this contract with the Interim Pastor for changes and/or renewal by  
2378 \_\_\_\_\_ (Enter the date of the end of the first contract period). After this  
2379 initial period the contract may be renewed in smaller blocs of time (suggested – six  
2380 months at a time) with the consent of the Interim Pastor, the Session, and the Commission  
2381 on Ministry.

2382 **Expectations of Presbytery**

2383 1. Will provide support and consultative services to the Interim Pastor and the session  
2384 through the staff and the Commission on Ministry (COM).

2385 2. Will assist the session and Interim Pastor with emerging needs through the resources of the  
2386 committees of Presbytery.

2387 **Mutual Expectations**

2388 1. To provide prayer and spiritual support to each other as members of the family of Christ.

2389 2. To work within the accepted general framework of interim intentions and goals as set forth  
2390 in denominational and other resources.

2391 **Reporting and Accountability**

2392 The Interim Pastor is accountable to the Presbytery COM, and to the session of  
2393 \_\_\_\_\_. In order to facilitate a regular and orderly exchange of views, the session  
2394 will conduct a periodic review of the performance of the Interim Pastor. The session may

2395 appoint a committee to assist in this process, and the review will include consideration of the  
2396 partnership relationship between the Interim Pastor and the session.

2397 **Annual Compensation and Benefits**

2398 This should be comparable to the annual compensation and benefits paid to the previous  
2399 installed pastor. Some disparity may occur due to experience levels, etc., but ordinarily the base  
2400 salary and housing be **no less than 80 percent** of what was paid to the previous installed pastor.  
2401 In any event, the compensation must meet the minimum requirements set by the Presbytery  
2402 (If part-time, the minimum compensation is \$20/hr.)

- 2403       • Salary \$
- 2404       • Free use of the Manse OR Housing Allowance of: \$
- 2405       • Board of Pension Payments as Required by the Plan \$
- 2406             ○ Pension, Death and Disability, and Medical Insurance
- 2407       • SECA Reimbursement \$
- 2408       • Moving Costs by Licensed Carrier (or not to exceed) \$
- 2409       • Vouchered Reimbursement of Professional Expenses Not to Exceed \$
- 2410       • Family Leave is required:
  - 2411           A. FAMILY LEAVE is a mutual agreement between the Session and Pastor for the good
  - 2412           and welfare of the whole of God’s holy people. A Covenant of Care and Compassion is
  - 2413           a formal opportunity to express agreement in family leave policies. Guidelines for A
  - 2414           Declaration of Family Leave Policy and A Covenant for Care and Compassion are
  - 2415           available at the Presbytery Office.
  - 2416
  - 2417           B. FAMILY LEAVE may include such items below, is time released for medical care
  - 2418           and treatment.
    - 2419               • Sick leave shall accumulate at least 1 ¼ days each month to 90 days total. Sick
    - 2420               Leave of 5 days shall be accrued to newly installed pastors. When sick leave taken
    - 2421               exceeds 5 days in a 6-month period, a church may require a statement from the
    - 2422               attending physician.
    - 2423               • Maternity/Paternity Leave – 4 weeks with payment of salary and benefits
    - 2424               excluding reimbursable expenses. An additional two (2) weeks may be granted
    - 2425               from accumulated sick leave if needed.
    - 2426               • Adoptive Leave – 4 weeks with payment of salary and benefits excluding
    - 2427               reimbursable expenses.
    - 2428               • Caring for other family members.

2429 **Other Benefits**

- 2430 1. Study leave: 2 weeks annually, to be taken within the year, with timing and subject to be
- 2431 approved by the session.
- 2432 2. Vacation: 4 weeks annually, to be scheduled in consultation with the session. For the
- 2433 purpose of compensation upon termination, vacation will be deemed to have accrued at the

2434 rate of 1 week per quarter. It is expected that vacation will be taken in the year in which it is  
2435 earned and will not be carried over unless another arrangement is expressly approved by the  
2436 session. If part-time, vacation and continuing education must be proportional to number of  
2437 Sundays preached/scheduled to work.  
2438 3. Professional Expenses: COM suggests that a statement be made of provision for  
2439 Professional Expenses, reimbursable with expense vouchers.  
2440

2441 **Termination Provisions**

2442 **By the Interim Pastor:**

2443 The agreement may be terminated by the Interim Pastor with 30 days' notice, in which case  
2444 payment beyond the 30-day period will be forfeited.

2445 **By the Session:**

2446 This agreement may be terminated by the Session upon 60 days' notice, following consultation  
2447 with the Commission on Ministry. The Interim Pastor may be expected to continue to serve the  
2448 church during this period as determined by the Session. The Session will allow liberal leave for  
2449 the Interim Pastor's search for his/her next opportunity for service during this time. During the  
2450 90-day period, the church will continue to pay all compensation (effective salary, FICA, major  
2451 medical, death, disability, and pension) due to the Interim Pastor, unless the Interim Pastor  
2452 obtains full-time employment, at which time any obligation owed by the church will cease.

2453 Vacation compensation, if accrued, will be paid in full at the time of termination subject to the  
2454 restrictions listed under "other benefits" above. No pay beyond termination date will be  
2455 provided for accrued sick leave or study leave.

2456 **Background Check**

2457 The Presbytery of Coastal Carolina requires the successful completion of the SafeGatherings  
2458 course on boundary training and a background check run by them for all persons serving in a  
2459 pastoral relationship with one or more of our congregations. Information on how to register and  
2460 take the training can be [found by clicking here](#). Failure to take such training will result in  
2461 dissolution of the relationship per the COM Manual.

2462 **Signatures:**

2463 Interim Pastor \_\_\_\_\_ Date \_\_\_\_\_

2464 Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

2465 Chair of Community COM \_\_\_\_\_ Date \_\_\_\_\_

2466

2467 Contract is renewable (extendable) and extensions must be reported to the COM

## Appendix L – Requirements for Ordination & Installation

### Presbytery of Coastal Carolina

#### Information Regarding Ordination and/or Installation

1. The *Book of Order* reference with regard to administrative commissions is G-3.0109b. Section G-2.07 covers ordinations. Section G-2.0805 covers installations. (See also W-4.04)
2. Ordination and/or Installations are meetings of the presbytery hosted by the congregation so will ordinarily take place at a time when members of the presbytery can attend. This is usually not at the regular worship time of the congregation.
3. The provisions in G-3.0109b for an administrative commission to ordain and/or install include the following:
  - a. A minimum number of five. No more than one Ruling Elder from any one church.
  - b. Ministers of the Word and Sacrament (Teaching Elders) and Ruling Elders in as equal numbers as possible.
  - c. The quorum is a majority of the commission's members.
  - d. The candidate or session seeks persons to be on the Commission according to these guidelines. The members of the Administrative Commission must be approved by the Community COM or its chairperson(s) ordinarily at least two weeks prior to the Installation Service.
4. The commission shall include one Ruling Elder from the calling church, who shall propound the constitutional questions to the congregation (see W-4.4006b).
5. Presbytery is committed to the principle of inclusiveness and appoints each commission to reflect at least gender inclusiveness and racial ethnic inclusiveness. Presbytery's Manual of Administrative Operations requires all entities of presbytery to be representative of the racial-ethnic diversity of the presbytery.
6. Commission members need to be minister members of this presbytery and elders from churches of this presbytery. The candidate may invite others from outside the presbytery to sit with the commission as guests (with their expenses to be met by the calling church or the person to be ordained/installed), but technically they are not members of the commission. Members of the Commission are encouraged submit mileage to the presbytery for reimbursement at our volunteer rate.
7. You are asked to include the Mission Coordinator for your Community of the presbytery as a member (if minister or elder) or a guest (if a church member) of the commission:
  - East Community – Rev. Dr. Nancy J. Gladden, 910-284-0581; [nancygladden@presbycc.org](mailto:nancygladden@presbycc.org)
  - Central Community – Rev. Clarence Page, 910-301-1088; [clarencepage@presbycc.org](mailto:clarencepage@presbycc.org)
  - West Community – Rev. Laura Lupton, 910-818-9938; [lauralupton@presbycc.org](mailto:lauralupton@presbycc.org)
  - The General Presbyter is often available to participate as well.
8. As you ask people to be on the Commission there are only two official "Roles" on a commission: Moderator and Clerk. However the other members of the commission and guests invited to sit with the commission should be asked to do one or more of these functions:

- 2507 Preacher  
 2508 Liturgist  
 2509 Propound the constitutional questions to the Pastor – the Moderator does this  
 2510 Propound the constitutional questions to the congregation – the Ruling Elder from the  
 2511 hosting congregation  
 2512 Prayer of Ordination/Installation  
 2513 Charge the Pastor (optional)  
 2514 Charge the Congregation (optional)  
 2515 Remember the Benediction shall be given by the newly ordained/installed/commissioned  
 2516 pastor
- 2517 9. The order of service is composed by the incoming pastor but must be reviewed and approved by  
 2518 the moderator of the commission at least 4 days prior to the service.
- 2519 10. The AC convenes at least 30 minutes prior to the worship service to go over the service and  
 2520 complete the minutes (report) that must be submitted to the Presbytery office.
- 2521 11. From the minutes of presbytery, October 14, 2000: “A Motion was made that presbytery  
 2522 authorize an offering to be received at each installation service of a pastor or associate,  
 2523 designated for a *Presbytery Ministers’ Emergency Relief Fund* to be administered by the  
 2524 Commission on Ministry.” This offering can be channeled through the church treasurer and a  
 2525 check, appropriately identified, sent to the presbytery office.
- 2526 12. One version of the Order of Worship is in the Presbyterian Book of Common Worship and sample  
 2527 bulletins can be requested from the Mission Coordinators or the presbytery office. Communion is  
 2528 not a required part of the service.
- 2529 13. Be sure that the form “*Minutes of the Commission Elected to Ordain and Install*” is filled out and  
 2530 that a copy is kept by the church and a copy sent to the presbytery office. One member of the  
 2531 Commission is appointed Moderator of the Commission and another person appointed clerk to  
 2532 record the minutes. The form can be found on the presbytery website under “COM Forms.”  
 2533 [http://presbycc.org/wp-content/uploads/2021/08/Minutes-to-Ordain-Install-Commission-w-](http://presbycc.org/wp-content/uploads/2021/08/Minutes-to-Ordain-Install-Commission-w-MileageForm.docx)  
 2534 [MileageForm.docx](http://presbycc.org/wp-content/uploads/2021/08/Minutes-to-Ordain-Install-Commission-w-MileageForm.docx)

2535 **PLEASE EDIT THESE MINUTES TO ACCURATELY REFLECT THE EVENT**

2536 **Commission on Ministry**  
 2537 **Presbytery of Coastal Carolina**

2538 **Minutes of the Commission Elected to Ordain/Install/Commission a Pastor**

2539 FORMAL NAME: \_\_\_\_\_

2540 CHURCH: \_\_\_\_\_

2541 The Commission elected by the Commission on Ministry of the Presbytery of Coastal Carolina to  
 2542 ordain/install/commission \_\_\_\_\_ convened at  
 2543 \_\_\_\_\_ Presbyterian Church at \_\_\_\_\_ (AM) (PM), on \_\_\_\_\_.

2544 Members of the Commission present:

2545 Guests of the Commission present:

2546 The meeting was opened with prayer. \_\_\_\_\_ Served as Moderator

2547 and \_\_\_\_\_ as Clerk. The Order of Worship was reviewed and

2548 approved. At \_\_\_\_\_ o'clock the Commission led the congregation in worship and the

2549 service of commissioning, ordination, or ordination and installation. \_\_\_\_\_

2550 was declared commissioned, installed, or ordained and installed in accordance with all

2551 appropriate provisions of the *Book of Order*. The service was concluded with the benediction

2552 pronounced by the new pastor. The minutes of the Commission were approved.

2553 The meeting was adjourned with prayer.

2554 Moderator \_\_\_\_\_

2555 Clerk \_\_\_\_\_

2556 Return to: Presbytery of Coastal Carolina, 807 West King Street, Elizabethtown, NC 28337-9587

2557 Email: [jankrause@presbycc.org](mailto:jankrause@presbycc.org)

Revised June, 2016

2558

2559 **Mileage Reimbursement Request for an Administrative Commission to**

2560 **Ordain/Install/Commission**

2561 The following members of the Administrative Commission that met on \_\_\_\_\_ to

2562 ordain/install/commission \_\_\_\_\_ at \_\_\_\_\_

2563 Church respectfully request mileage reimbursement from the Presbytery of Coastal Carolina:

2564 **NOTE:** Guests of the commission are not eligible for this reimbursement as that responsibility falls to the church or

2565 the person being ordained, installed or commissioned.

2566 Name/Payee: \_\_\_\_\_ Total Number of Miles (round trip): \_\_\_\_\_

2567 Complete Mailing address: \_\_\_\_\_

2568 City, State, Zip code: \_\_\_\_\_

2569 Name/Payee: \_\_\_\_\_ Total Number of Miles (round trip): \_\_\_\_\_

2570 Complete Mailing address: \_\_\_\_\_

2571 City, State, Zip code: \_\_\_\_\_

2572 Add more lines as needed

2573 Please reimburse these persons at the presbytery's volunteer rate.

2574 As the Moderator of the Commission, I certify that these persons were in attendance and were

2575 members of the commission.

2576 **Signature of the Moderator:** \_\_\_\_\_

2577 Please print the Moderator's name: \_\_\_\_\_ Date: \_\_\_\_\_

2578 Please mail this form along with the minutes of the commission to:

2579 *The Presbytery Office, 807 W King Street, Elizabethtown, NC 28337*

## Appendix M – MOADs Seeking to Serve in Our Churches

Presbytery of Coastal Carolina

### Instructions and Application for Ministers of Another Denominations (MOAD)

If a congregation is unable to find a suitable PC(USA) minister of the Word and Sacrament (teaching elder) or QRE to be commissioned to pastoral ministry as a CRE to serve as their pastor, the session may request that the COM approve a minister of another Christian (MOAD) church to serve their congregation in a Temporary Pastoral Relationship.

The Commission on Ministry has adopted the following process of review and examination for considering ministers of other Christian churches for preaching on a supply basis and administering the sacraments in our congregations:

A minister from another denomination will be considered for such service only if a session submits a written request for the minister to provide specific services (occasional preaching, celebrating the sacraments, etc.) for a specific period of time (up to one year). If a request and complete application is made, then (1) the MOAD and representatives of the session would appear before the COM; (2) the relationship would be subject to review by COM before the end of the contract, prior to renewal and may be terminated; and (3) the minister would work under the supervision of the designated moderator of the session (who would be advised of these added responsibilities and encouraged to exercise them).

Ministers from other Christian churches who wish to be approved to preach occasionally within the bounds of this presbytery must make application to the presbytery through one of the Community COMs to be added to the Pulpit Supply List or considered for a Temporary Supply Relationship. When the completed *Application and other documentation* is received, the appropriate Community COM will examine the individual and, if the examination is sustained, will add the person's name **to the Pulpit Supply List** or proceed to interview the session representatives about the potential pastoral relationship and contract. The *Application* is found both here in this appendix and on the website: [www.presbycc.org](http://www.presbycc.org) under Resources/COM Forms.

The COM shall inform MOADs that when a pulpit is vacant, preachers not on the Presbytery's pulpit supply list are limited to one Sunday a month. Preachers on the supply list may preach 50% of the preaching Sundays in any given 4-week period. (eg. If the church has worship every Sunday, the occasional supply is limited to 2 Sundays; if the church has worship twice a month, the occasional supply is limited to one Sunday.)

.....

That minister shall submit the following documents to the Chair of the Community Commission on Ministry *at least one week* before the examination is to take place:

1. Application for Services as a Temporary Supply Preacher including a current resume including listing all churches served.
2. One page statement of faith.
3. One page biographical sketch.
4. Narrative answers to two PCUSA ordination questions (choose 2 questions, 1/2 page each – total of one page).

- 2619 5. Verification of ordination and a recommendation from his/her denomination or other  
2620 testimonies of good standing.
- 2621 6. Evidence of successful completion of the *SafeGatherings* boundary training and background  
2622 check. (Appendix G)
- 2623 7. Signed Acknowledgement of receipt of Code of Ethics and Sexual Misconduct Prevention  
2624 Policies.
- 2625 8. Contract from the church outlining duties, hours, and compensation.
- 2626 9. A digital photo.
- 2627 The COM will then examine applicants in the areas of personal faith, Reformed theology, Bible,  
2628 ministry skills, sacramental theology, and their understanding of Presbyterian worship and  
2629 proclamation as well as the suitability of the match in conversation with the congregational  
2630 leadership. Upon approval by the Community Commission on Ministry:
- 2631 1. Upon approval, the candidate may begin functioning as a Temporary Supply Pastor.
- 2632 2. The MOAD may not administer our sacraments unless authorized by the COM to do so.
- 2633 3. The Temporary Supply Pastor cannot moderate the session; however, the pastor shall attend  
2634 meetings of the session without vote. The moderator ordinarily serves as a mentor and  
2635 resource person for the MOAD.
- 2636 4. The pastor is not a voting member of presbytery unless received as a Temporary member of  
2637 presbytery.
- 2638 If an examination is not sustained, the applicant may reapply after COM required steps are  
2639 completed to address the deficiency.

Updated October 2022

## Presbytery of Coastal Carolina

### Application for a Minister of Another Denomination (MOAD) to be on the Pulpit Supply List or for Service as a Temporary Supply Preacher

#### I. General Information

Name \_\_\_\_\_

(Last Name), (First Name) (Middle Name)

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

#### Ecclesiastical Status:

Denomination of Membership: \_\_\_\_\_

Name and Phone Number of Contact in your Denominational District: \_\_\_\_\_

Ordination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_/ (Month/Day/Year)

Place you were ordained: \_\_\_\_\_

Please describe the current status of your ordination credentials:

2659  
2660  
2661 Church Membership: (if applicable)  
2662 Name of church of membership: \_\_\_\_\_  
2663 Street Address: \_\_\_\_\_  
2664 City, State & Zip: \_\_\_\_\_  
2665 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
2666

2667 **Formal Education:** (College and Seminary)

2668 College/Seminary	2668 Dates Attended	2668 Degree Conferred
-----------------------	---------------------	-----------------------

2670  
2671 Work experience you have: (Please select only one)

2672     \_\_\_ First Ordained Call \_\_\_ 0 to 2 years \_\_\_ 2 to 4 years  
2673     \_\_\_ 4 to 6 years \_\_\_ 6 to 10 years \_\_\_ 10 years or more  
2674

2675 **Please list your work experience:** *(Please include position title, city, state, church size, community*  
2676 *type, and dates from/to or number of years. Attached additional page, or resume, if needed)*  
2677  
2678

2679 **Please enter three references here:**

2680 I. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2681 Address: \_\_\_\_\_

2682 Relation to you: \_\_\_\_\_ Email: \_\_\_\_\_  
2683

2684 II. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2685 Address: \_\_\_\_\_

2686 Relation to you: \_\_\_\_\_ Email: \_\_\_\_\_  
2687

2688 III. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2689 Address: \_\_\_\_\_

2690 Relation to you: \_\_\_\_\_ Email: \_\_\_\_\_  
2691

2692 \_\_\_\_\_ I hereby authorize those inquiring into my suitability to contact my references.

2693 *(Please Initial)*  
2694

2695 *Signature* \_\_\_\_\_

2696 *Print Name* \_\_\_\_\_ *Date* \_\_\_\_\_  
2697  
2698  
2699  
2700  
2701

2702 Page 2 of MOAD Application

## II. Sexual Misconduct Self Certification

The following information related to sexual misconduct was mandated by the Sexual Misconduct Policy and Its Procedures adopted by the 203rd General Assembly (1991), and was revised by the 205th General Assembly (1993). Please check one of the following:

*\_\_\_ I certify below that no civil, criminal, ecclesiastical complaint has ever been sustained\* or is pending\* against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.*

*\_\_\_ I am unable to make the above certification. I offer, instead, the following description of the complaint, termination, or the outcome of the situation with explanatory comments.*

The information contained in this application is accurate to the best of my knowledge and may be verified by the employing entity. I hereby authorize the Presbytery of Coastal Carolina to inquire concerning any civil or criminal records, or any judicial proceeding involving me as a defendant, related to sexual misconduct. By means of this release I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information related to sexual misconduct to the Presbytery of Coastal Carolina.

*\_\_\_ I have read this certification and release form and fully understand that the information obtained may be used to deny my employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.*

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

* Sustained	<ul style="list-style-type: none"><li>• In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain.</li><li>• In a civil court, "sustained" means that there has been a judgment against the defendant.</li><li>• In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, by a permanent judgment judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.</li></ul>
* Pending	<ul style="list-style-type: none"><li>• In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case which there is not yet a verdict.</li><li>• In a civil court, "pending" means a case in which there has not been a decision or judgment,</li><li>• In an ecclesiastical case, "pending" means an accusation is being investigated by a special disciplinary committee or charges have been filed but have not been decided by a permanent judicial commission; or an accusation or charges are in an equivalent state or process in a church other than the PC (USA).</li></ul>

(The following is taken from definitions in the General Assembly Sexual Misconduct Policy and its Procedures, Pg. 13)

**"Sexual Misconduct is the comprehensive term used in this policy and its procedures to include:** 1) Child sexual abuse, as defined above [refers to Policy]; 2) Sexual harassment, as defined above [refers to Policy]; 3) Rape or sexual contact by force, threat, or intimidation; 4) Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another; 5) Sexual Malfeasance defined as sexual conduct within a ministerial (e.g. clergy with a member of the congregation) or professional relationship (e.g. counselor with a client, lay employee with a church member, presbytery executive with a committee member who may be a layperson, a minister, or an elder). Sexual conduct includes unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, social, intimate, or marital relationships; 6) Sexual Abuse as found in Book of Order D-10.0401b (see Accuser/Victim)

Page 3 of MOAD Application

- 2738 **III. Detailed Information** (*Please answer on separate sheets of paper and attach to this*  
2739 *application*)  
2740
- 2741 1. Briefly describe your reasons/motivations for seeking this temporary supply  
2742 preaching/pastoring position in the Presbytery of Coastal Carolina.  
2743
  - 2744 2. Explain the theology and conduct of corporate worship in the tradition to which you belong.  
2745
  - 2746 3. Explain your understanding of the sacrament of baptism, including the role of the parents  
2747 and congregation in the baptism of an infant.  
2748
  - 2749 4. Explain your understanding of the sacrament of the Lord's Supper.  
2750
  - 2751 5. Explain your views on women serving in the church. What limitations, if any, do you have  
2752 about women serving in the church?  
2753
  - 2754 6. One page statement of faith  
2755
  - 2756 7. One page biographical sketch  
2757
  - 2758 8. Narrative answers to two Presbyterian ordination questions (choose 2 questions, 1/2 page  
2759 each – total of one page). These are found in the *Book of Order* W-4.0404.
- 2760 **IV. Completion of the Safe Gatherings Training and Background Check** is required with this  
2761 application. When signing up at Safegatherings.com please use these answers: **Denomination:**  
2762 Presbyterian; **Country:** United States; **State:** North Carolina; **City:** Elizabethtown; **Organization:**  
2763 Coastal Carolina Presbytery (This program is NOT the "Clergy Ethics Course")
- 2764 **V. A recommendation** from your denomination or other testimonies of good standing
- 2765 **VI. Signed Acknowledgement** of receipt of Presbytery's Code of Ethics and Sexual  
2766 Misconduct Prevention Policies
- 2767 **VII.** The church should provide a completed **Contract** outlining duties and compensation
- 2768 **IX. A digital photo** of yourself
- 2769 This form and all attachments should be emailed or mailed to the appropriate COM Liaison or  
2770 Community COM Chair or the Presbytery office.
- 2771 Page 4 of MOAD Application (2022)/ **END**

2772 **Appendix N – Validated Ministries**

2773 Presbytery of Coastal Carolina

2774 **Policy and Process for the Validation of Ministries**

2775 The *Book of Order* requires each presbytery to develop a policy and process whereby all of its  
2776 active members participate in a validated ministry.

2777 Guided by the *Book of Order*, the presbytery has as its criteria for validated ministry the following  
2778 description of the nature of ordered ministry found in G-2.0102, G-2.0103, and G-2.0503,  
2779 including the following standards:

- 2780 1. The ministry of continuing members shall be in demonstrable conformity with the mission of  
2781 God's people in the world as set forth in Holy Scripture, the *Book of Confessions*, and the  
2782 *Book of Order* of this church.
- 2783 2. The ministry shall be one that serves others, aids others, and enables the ministries of  
2784 others.
- 2785 3. The ministry shall give evidence of theologically informed fidelity to God's Word.
- 2786 4. The ministry shall be carried on in accountability for its character and conduct to the  
2787 presbytery in addition to any organizations, agencies, and institutions served; and
- 2788 5. The ministry shall include responsible participation in the deliberations, worship, and work of  
2789 the presbytery and in the life of a congregation of this church or a church in correspondence  
2790 with the Presbyterian Church (U.S.A.) (G-5.0201).

2791 A minister of the Word and Sacrament who is an active member of presbytery may be  
2792 engaged in one of these categories: (1) in a validated ministry within congregations of this  
2793 presbytery, (2) in a validated ministry in other service of this presbytery, (3) in a validated  
2794 ministry in service beyond the jurisdiction of this presbytery, or may be (4) honorably retired.

2795 The presbytery assumes that all ministries in categories 1, 2, and 4 meet the criteria listed in  
2796 the previous paragraph for validated ministry and therefore are not required to follow a  
2797 special process for validation.

2798 With regard to those who fall into category 3, the following process must be followed if they  
2799 wish to have their ministries validated by the Presbytery of Coastal Carolina.

- 2800 a. They should appear before the Community Commission on Ministry.
- 2801 b. They should present documentation containing the following information:
- 2802 1) description of the ministry and how it conforms to the standards (1-5) listed above;
- 2803 2) a rationale for the necessity of the ministry being performed by an ordained person;
- 2804 3) a statement of the intent and mode of participation in presbytery and local  
2805 congregation (please name the congregation).

2806 c. They should present a letter from the employing organization describing the  
2807 organization, the nature of its call to the candidate for validation, and a request that such  
2808 a ministry be validated.

2809 The validation must be approved by the Community COM and reported to the presbytery.

2810 Every minister in the presbytery who is performing work which is not under the jurisdiction of  
2811 the presbytery, or a higher governing body shall submit an annual written report of their work  
2812 indicating that the ministry is in conformity with the standards and that the minister is engaged  
2813 in the life of the presbytery and in a particular local congregation. Upon review, the Community  
2814 COM may revoke validation, if warranted.

## Appendix O – Guide for Leaving a Call

Presbytery of Coastal Carolina

### Guidelines for Leaving a Church

These guidelines are intended to help serve pastors and churches as they go through difficult times of adjustment. The Commission on Ministry is available to counsel pastors and congregations regarding these guidelines in their particular situations. *If you have any questions, please contact the Chair of the Community COM or your liaison.*

#### 1. When Should You Announce Your Intention to Leave?

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

Giving notice of more than eight 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.

#### 2. Who Should You Tell, When, and in What Order?

- a. First, you should notify the General Presbyter and/or the Chair of the Community Commission on Ministry of your intention to request the presbytery to dissolve the relationship. Please see *Book of Order* G-2.09.
- b. Secondly, share the news with your Session before sharing it with others in the church or the community. Encourage the session to work closely with the presbytery for securing pastoral leadership moving forward.
- c. Thirdly, inform the congregation. Be positive and open in your announcement. It is your responsibility to see that your congregation understands that you will no longer be their pastor. From the beginning of this departure process, you need to make it perfectly clear to them that you will no longer be available to preach or perform any pastoral tasks for them after the date of dissolution.

#### 3. Polity of Leaving a Congregation

- a. Work with the Session to call a congregational meeting to concur with your request to dissolve the relationship. (Primary motion is: “We, the congregation of \_\_\_\_\_ PC, concur with (the pastor’s name)’s request to the Presbytery asking that his/her pastoral relationship be dissolved effective \_\_\_\_\_(date).”) The Clerk of Session should report the actions of the congregation to the COM.

- b. The dissolution must be approved by the Community COM (G-2.0901). It is especially important that COM review any terms of dissolution before a congregational vote, if there are any proposed.

#### 4. Other Items to Attend to:

When you leave a field, you should affirm the good that has been accomplished. *Do your best to leave on a positive note.* Accordingly,

- a. You should encourage the session to work closely with the COM during their search for a new pastor. The same liaison that conducted the exit interviews is assigned to lead the session and Pastor Nominating Committee through the process. The Commission on Ministry will also designate another minister as moderator of the Session. You will need to meet with the assigned liaison from the Commission on Ministry for an exit interview.
- b. It is the joint responsibility of the session and you to notify the Board of Pensions of the dissolution and to file the proper papers.
- c. All **files, keys, passwords, and records** of the church should be put in order and left intact so that the church leaders may easily find necessary records and equipment. Access to all social media accounts, church email addresses, website logins, computer logins, and other passcodes should be turned over to the clerk of the session. You should not retain access to these accounts; ensure that others do have access.
- d. If you are living in a church **manse**, you need to make sure the manse and property are left in good condition, with all the dirt, rubbish, personal belongings, etc. removed.

#### 5. Guidelines After You Leave the Field

Even though as the former pastor, you and your family may continue to have friendships in the congregation, the following guidelines apply.

- a. When asked by a member to do a wedding, baptism, or funeral you should decline unless you have a specific invitation from the Pastor, *and* moderator of the Session. In other words, you should decline until you have spoken with the moderator and current pastor and *they* invite you to assist (see G-2.0905). You should not perform weddings, conduct funerals, make hospital visits, or counsel members of the congregation unless asked to do so by the moderator of the Session.
- b. You should refrain from any pastoral functions such as making hospital visits or counseling members of the congregation or attending meetings unless asked specifically to do so by the moderator on a case-by-case basis.
- c. You should not participate in any way with the function of the Pastor Nominating Committee or any pastoral search process.
- d. You should end interactions on social media with members for at least one year.
- e. You should make every effort to be supportive of the next pastor. Do not entertain rumors, gossip, or negativity.
- f. Should you and/or your family return for a visit to the congregation, make a collegial phone call to the current pastor prior to the visit.

2891 **6. Guidelines for Pastors Who Remain in the Area including Retirement**

2892 For such pastors, everything included above plus the following rules will apply.

2893 Former pastors can either be very helpful or make life very challenging for the installed  
2894 pastor.

2895 *For example*, you also may not make hospital visits to former congregants, but it might be  
2896 helpful to be sure the pastor knows of the hospitalization.

2897 a. If you receive an invitation to officiate or perform pastoral functions in a former church, it  
2898 is an opportunity to demonstrate your support and loyalty to your successor. Initially  
2899 decline until you have spoken with the current pastor and/or moderator and then only  
2900 *Offer to assist rather than officiate*. Avoid any functions or requests that will isolate or  
2901 exclude your successor from the people God has called him/her to serve. Your spouse  
2902 and your family also need to demonstrate their support of the current pastor and family  
2903 in the manner suggested for former pastors.

2904 a. For at least 2 years following dissolution, you should not worship at your former  
2905 congregation except to attend weddings and funerals or events involving your own  
2906 family.

2907 b. Regarding continued worship in the church where the pastor no longer serves, through  
2908 retirement or other circumstances, the Commission on Ministry encourages clergy and  
2909 families to seek alternate worship sites and opportunities, especially during the first  
2910 several months after the new pastor and family arrive. This will help avoid the inevitable  
2911 comparisons that can cause so much pain whenever old relationships are severed and  
2912 new ones are being formed.

2913 c. A minister who has served a church in an established relationship may not serve that  
2914 church as parish associate or in any other relationship until at least two years after the  
2915 next pastor has begun serving the church.

2916 **7. If a Complaint Comes to COM About a Previous Minister**

2917 You will receive a first warning in the form of a phone call which may be followed by a private  
2918 meeting with you and the COM Chair and at least one other member of the COM or the  
2919 Stated Clerk. Should they find the complaints valid, and should the practice continue, the  
2920 matter may be brought before the entire COM and you may be subject to censure according  
2921 to the Rules of Discipline. (G-2.0509 Renunciation, D-10.0 Disciplinary Cases)

## Appendix P – Guide for Retirement

### The Presbytery of Coastal Carolina Ministerial Guidelines for Retiring

#### When May I Retire?

You are urged to contact The Board of Pensions prior to making a decision regarding retirement. The telephone number of The Board of Pensions is 800-773-7752. The website of The Board of Pensions is [www.pensions.org](http://www.pensions.org). The policies of the BOP take precedence over the materials in this manual and this appendix.

Work with the Board of Pensions to understand the financial implication of your retirement schedule.

You are urged to contact the Social Security Administration prior to making a decision regarding retirement date. The telephone number of Social Security is 800-772-1213. The website of Social Security is [www.socialsecurity.gov](http://www.socialsecurity.gov). Medicare's website is [www.medicare.gov](http://www.medicare.gov).

#### What Should I Do as I Think About Retiring?

- A. You are encouraged to participate in one or more Pre-Retirement Planning Seminars offered by The Board of Pensions. It is strongly suggested that you participate in a Pre-Retirement Planning Seminar a number of years prior to age 65. It is also strongly recommended that you again participate in a Pre-Retirement Planning Seminar of The Board of Pensions after age 60. Consult the web site of The Board of Pensions or call the presbytery office for information about Pre-Retirement Planning Seminars offered by The Board of Pensions.
- B. When you begin to think of the possibility of retiring in the next two or three years, contact our General Presbyter to find out if the presbytery will hold a workshop for those nearing retirement. This would be an excellent and informative event for you and your spouse. In such a workshop you will learn the process of retirement within this presbytery, up to date information about the details of retirement and have an opportunity to clarify your expectations regarding the early post-retirement years.
- C. You may obtain from The Board of Pensions the booklet *Information for Members Planning to Retire*. Another helpful booklet is *Guide to Social Security and Medicare*. [[www.imercer.com/socialsecurity](http://www.imercer.com/socialsecurity)]. The Mercer Guide is a simple explanation with easy-reference benefit tables.
- D. Consult with your Regional Service Team at the Board of Pensions to learn about different types of individual healthcare coverage available to you and your spouse in your retirement years. Be certain that you understand the options, cost, and extent of healthcare coverage after you retire and especially if you and/or your spouse are thinking of retirement prior to age 65. (See Appendix Q)
- E. Those retiring as members of the Presbytery of Coastal Carolina may be eligible to participate in the Kate B. Reynolds Fund. Eligibility requirements are determined by the policy of the

2960 Synod of the Mid-Atlantic and your eligibility verified by our Stated Clerk. For more  
2961 information, contact the General Presbyter/Stated Clerk.

## 2962 What is a Good Timeline?

- 2963 A. The Board of Pensions offers the following suggestions. [*Information for Members Planning*  
2964 *to Retire*, Page 6]
- 2965 • Contact your local Social Security office four months before the date of retirement. It  
2966 normally takes at least three months to establish Social Security retirement benefits.  
2967 [Note: the length of time may vary and may be shorter.]
  - 2968 • Request a retirement application package from the Board of Pensions at least 90 days  
2969 before retirement to allow sufficient time for processing. You must complete the  
2970 Retirement Pension Application, the Application for Election of Pension Option and a tax  
2971 withholding form to begin receiving pension benefits. Allow time to obtain the required  
2972 certification of retirement from your employing organization. This certification is given by  
2973 our General Presbyter/Stated Clerk after the Commission on Ministry has given approval.
  - 2974 • Your Retirement Application Packet will include a pension quotation. Your request for a  
2975 packet must include the expected date of retirement, birth dates for you and your  
2976 spouse, and your current address.
- 2977 B. Contact the General Presbyter/Stated Clerk of our presbytery at least six months before your  
2978 anticipated date of retirement and before you notify anyone in the congregation. Ask for an  
2979 appointment and consult with the General Presbyter/Stated Clerk of our presbytery **before**  
2980 you talk with **any person** related to your congregation.

## 2981 What If My Doctor Tells/Suggests That I Should Retire?

2982 Consider exploring the possibility of **disability** with the Board of Pensions if your doctor  
2983 tells/suggests that you should retire. It may be to your financial advantage to draw from the  
2984 Board of Pensions disability benefits rather than a pension. Disability benefits from the Board  
2985 of Pensions are solely at the discretion of the Board of Pensions. The Board of Pensions  
2986 makes the decision after consulting with your doctors.

## 2987 Does The Presbytery Have Policies Regarding How Ministers Relate to Their Former 2988 Church(es)?

2989 **Yes!** Policies are available regarding how former pastors, retirees as well as others who move  
2990 on, relate to the church(es) previously served. You may obtain the policies by contacting the  
2991 presbytery office.

## 2992 What are my obligations and opportunities as a retired minister member of Presbytery?

2993 You are eligible to be on the supply preaching list, or serve as Stated Supply, Interim Pastor  
2994 or Parish Associate; you are encouraged to attend Presbytery meetings, and you may serve  
2995 on committees of presbytery or the synod. You may also moderate sessions and/or mentor  
2996 incoming pastors.

## Appendix Q - Retirement Information from Board of Pensions

### Retirement with the Board of Pensions

#### Eligibility of Pension Benefits

The Defined Benefit Pension Plan pays benefits when you retire early, at age 65, or after age 65, as follows:

- Normal Retirement (age 65): Your annual benefit equals the total pension credits accrued.
- Full retirement benefits begin at age 63 for credits accrued under the Board of Annuities and Relief of the PCUS.
- Early Retirement (age 55 to 64): Your benefit is lower because you likely will receive benefits for a longer period of time.
- Post-normal Retirement (after age 65): Your benefit is higher for two reasons: It reflects increased credits that continue to accrue while you work, and an additional factor is applied to your pension credits when you initiate your benefit after age 65 (up to age 70).
- If you are not working in Eligible Service, you must initiate your retirement pension by April 1 following the calendar year in which you attain age 72. If you are working in Eligible Service and over age 72, you must initiate by April 1 following the calendar year in which you leave Eligible Service.
- You can find your pension estimate on [Benefits Connect \(https://logon.pensions.org/\)](https://logon.pensions.org/)
- Pension payments are paid the first of every month.

#### Initiation of Retirement Benefits

Each member must initiate the application for retirement benefits by phone, email or through Benefits Connect, preferably **4-6 months in advance**.

- Phone: 1-800-773-7752 (800-PRESPLAN) Retirement Program Specialists are available to walk you through the process and answer any questions you may have about the retirement application process or the benefits available to you in retirement.
- Email: [memberservices@pensions.org](mailto:memberservices@pensions.org) and [Benefits Connect \(https://logon.pensions.org/\)](https://logon.pensions.org/)

Your packet will be emailed to you and the forms must be **submitted at least 45 days in advance of the proposed date of retirement to ensure timely payment. You will have two main decisions to make:**

1. If you have a spouse, how you would like your joint and survivor benefit.
2. If you are eligible and would like to enroll in the Board of Pensions' Medicare Supplement.

#### Pension

**Pension Payment:** The joint and survivor benefit options are listed on page 12 of [The Pension Plan of the Presbyterian Church \(U.S.A.\)](#). To elect a Joint & Survivor Option, you'll need to complete the election form included in your personalized retirement packet you receive after you notify the Board of Pensions of your retirement date. Your election must be made in advance of your retirement date and once elected cannot be changed. Pension Resources:

- [Pension Overview](#)
- [Pension Booklet](#)

3037 **Retiree Medical Coverage**

3038 **Board of Pensions' Medicare Supplement:**

3039 To enroll in Medicare Supplement coverage, you'll need to complete the personal information, subscription,  
3040 and authorization portions of the Medicare Supplement Enrollment, Waiver, or Withdrawal form. This form  
3041 is included in the personalized retirement packet you receive after you notify the Board of Pensions of your  
3042 retirement date.

3043 When you retire, you may enroll in Medicare Supplement if you

- 3044 • are Medicare-eligible (generally age 65 or older).
- 3045 • meet the Rule of 70 (see below).
- 3046 • are enrolled in Medicare Parts A and B.
- 3047 • have had continuous coverage under a qualified health plan until you are eligible for Medicare  
3048 Supplement coverage (see Continuous coverage requirement).

3049 To meet the Rule of 70:

- 3050 • You must be age 55 or older when you terminate eligible active service.
- 3051 • You must have at least five years of Medical Plan participation.
- 3052 • The sum of your age and years of Medical Plan participation at termination must equal 70 or more.

3053 Family members who may enroll

- 3054 • These family members also may enroll in Medicare Supplement, regardless of whether you choose  
3055 to enroll when you are eligible:
- 3056 • your spouse or eligible child(ren) who has maintained continuous coverage and is enrolled in  
3057 Medicare Part A and Part B
- 3058 • your surviving or former spouse who has maintained continuous coverage and is enrolled in  
3059 Medicare Part A and Part B

3060 Continuous coverage requirement

- 3061 • You must meet a continuous coverage requirement in order to enroll for Medicare Supplement  
3062 coverage. The medical coverage you had through the Board while actively working typically will  
3063 meet this requirement if you retire at age 65 (or later) and enroll in Medicare Supplement coverage  
3064 right away.
- 3065 • If you retire before age 65, you will need to maintain continuous coverage through another  
3066 qualified health plan, such as medical continuation coverage through the Board or a spouse's  
3067 employer's health plan, until you turn 65 and are eligible to enroll in Medicare.
- 3068 • If you are not yet eligible for Medicare but want to enroll in Medicare Supplement coverage when  
3069 you are, you must either continue coverage under medical continuation or preserve your right to  
3070 enroll at a later date by [filing a waiver](#).

3071 Retiree Medical Coverage Resources available at [www.pensions.org](http://www.pensions.org):

- 3072 • [Choosing Healthcare in Retirement](#)
- 3073 • [Guide to the Medicare Supplement Plan](#)
- 3074 • [Medicare Supplement Overview](#)
- 3075 • [Medical Continuation](#)

\*\*At the same time you call to initiate your pension, call Social Security, or go to [ssa.gov](https://ssa.gov) to sign up for Medicare parts A&B. If you are over 65 you are likely already enrolled in Part A and only need to sign up for Medicare part B.

### Death Benefits in Retirement

If you die after retiring, the salary continuation benefit is intended to assist with funeral expenses. The amount paid depends upon when you die:

- If you die within three years of retiring from active death benefit plan participation, the salary continuation benefit is based on the death benefit basis at retirement. The benefit is reduced by 1/12 every three months following your retirement.
- If you die after the third year of retirement, the minimum benefit of \$10,000 will be paid to your designated beneficiaries as a one-time payment.
- Check [Benefits Connect](#) to ensure you have properly designated your beneficiaries. You can submit beneficiary changes via the Benefits Connect portal.
- A survivor pension will be payable based on the election you made at retirement or on the Normal option if you married after retirement (and were married at least one year).

Death Benefits Resources found at [www.pensions.org](http://www.pensions.org):

- [Guide to Death Benefits](#)
- [Death Benefits Overview](#)

### Retirement Savings Plan

If you were a participant in the Retirement Savings Plan through Fidelity Investments, you can take a distribution at any time in any amount or leave your funds invested without taking a distribution until the Required Beginning Date.

- The Internal Revenue Code requires participants to begin receiving minimum required distributions by April 1 of the year that follows the later of:
  - o the calendar year in which you reach age 72
  - o the calendar year in which you are no longer in Eligible Service within the PC (U.S.A.)
  - o Call Fidelity at 1-800-343-0860, Reference Plan No. 57887

### Post-Retirement Service

With Board of Pensions approval, a retired member who has initiated retirement pension benefits, may return to employment within the Presbyterian Church (U.S.A.) in certain situations without causing a suspension of their retirement pension benefit. See the [Post Retirement Administrative Rule](#)

- Limited duration
- Employer other than the employer the Minister retired from

Retirement is a special time in life and each person is in a different place.

Please call Member Services or your Church Consultant with any questions about your specific situation.

**Member Services: 800-773-7752; Church Consultant: Elizabeth Little 252-723-8653**

VERSION: This appendix was provided by BOP 12/2021.

Policies of BOP may be updated, please contact BOP directly for current policies.

3115 **Appendix R – Departing Pastor Guide for Sessions**

3116 Presbytery of Coastal Carolina

3117 **So, Your Minister is Leaving, A Guide For All Session Members**

3118 Your minister has announced he/she is leaving. We hope that you recall all the times that the  
3119 scripture tells us “Do not be afraid” you are not alone as this begins a new chapter for your  
3120 church. The presbytery through the COM, your liaison, and the Mission Coordinator are  
3121 ready to guide you.

3122 First, thank God for the time your pastor has been with you, and remember all the gifts  
3123 he/she brought to your congregation. Plan an appropriate recognition/celebration of their  
3124 ministry.

3125 Secondly, contact your Commission On Ministry (COM) liaison who will (1) arrange an exit  
3126 interview with the Session and (2) orient the session to the process of handling a transition  
3127 including securing pastoral leadership and pulpit supply.

3128 The liaison will explain to the Session the expectations and limitations of the departing  
3129 pastor. The session then needs to convey this to the congregation. The liaison will give the  
3130 session the document: “*Ministerial Guidelines for Leaving a Parish*”.

3131 Normally, it is the responsibility of the Session to arrange for pulpit supply preachers. The  
3132 Session would be wise to designate one or perhaps two elders to carry out this responsibility.

3133 There is a list of ministers called the “Supply Preaching List” which lists ministers,  
3134 Qualified Ruling Elders, and others available for pulpit supply. This list is always being  
3135 updated and can be found online at [www.presbycc.org](http://www.presbycc.org) or sent to you from the  
3136 presbytery office (1-910-862-8300).

3137 Please do ask the General Presbyter and your Mission Coordinator to preach for you as  
3138 soon as possible following the exiting pastor’s last Sunday.

3139 Please also ask Ruling Elders of your church – they bring richness to the message too.

3140 Also, as a Session, you have increased responsibility so that the church continues to function  
3141 well. This is a time for your church to look at your mission, to discover the gifts your  
3142 congregation has to further that mission – all with the Holy Spirit supporting and guiding you,  
3143 through prayer and love for one another.

3144 Seeking an interim or Stated Supply or electing a Pastor Nominating Committee is outlined in  
3145 other documents and the Liaison will guide you through that at a later time.

3146 As the end of the pastoral relationship approaches, it is important for the session to be  
3147 familiar with the COM policies that limit a pastor’s participation in your church for the  
3148 following year.

3149 NOTE: The treasurer and the pastor need to notify the Board of Pensions of the upcoming  
3150 transition.

## Appendix S – Relationship with Former Pastor(s)

Presbytery of Coastal Carolina

### Relationship Between a Congregation and a Former Pastor

(For Session Members & Congregation)

This appendix is meant to be edited, personalized, and used as a template for a letter to the congregation to assist in a smooth transition. The session is asked to share this statement throughout the entire congregation by reading it aloud to the congregation or by using it as an insert for the bulletin or newsletter or all of the above. This letter is usually sent after the congregational meeting and close to the time of dissolution. **The outline format** here is merely meant to highlight the various elements of the letter and need not be used in your final version of the letter sent to the congregation.

*For the purposes of this document the term “pastor” and “minister” shall include: Pastor, Associate Pastor, Interim Pastor, Interim Associate Pastor, Stated Supply, Temporary Supply, and Commissioned Pastor (also known as Commissioned Ruling Elder).*

Dear Members:

The Presbytery through the Commission on Ministry (COM) is working with our session in this time of pastoral transition. While recognizing that important relationships have been established over the years with our departing pastor, the Commission is aware of difficulties which may result for a new pastor if our congregation, or a portion of the congregation, continues to look to our former pastor for pastoral advice and counsel.

Therefore, the Commission on Ministry commends to us the following:

- A. When our pastor completes her/his ministry with us, she/he is no longer our pastor. After that time, we, the session, are responsible to provide the needed pastoral coverage for you and your family. The session is working with the presbytery to secure pastoral coverage. Moving forward, when we have secured an approved pastoral voice, we must entrust them to provide pastoral duties for our congregation.
- B. We will need to rely more on you and our various leaders and staff to ensure the continuation of our ministries.
- C. Of note, we should be respectful of our pastor’s new sense of call. This means several things.
  1. We will not invite our former pastor to participate in any way with our Pastor Nominating Committee or search for our transitional pastor.
  2. We respectfully ask you to avoid discussing church matters with the former pastor this includes any concerns you have about the session, search process, or pastoral needs. We need to release the former pastor to be fully engaged in their new calling, even if that new ministry is retirement.

- 3187 3. If the former pastor's family remains members of our church, we will treat them as  
3188 we do all members remembering to avoid using them to convey messages to the  
3189 former pastor.
- 3190 D. Meanwhile, the session is making plans to celebrate and honor \_\_\_\_\_ on \_\_\_\_\_  
3191 (Date/Time) and we invite you to \_\_\_\_\_.
- 3192 E. Letting go of our beloved pastor may be hard for many of us but to continue to depend  
3193 upon them disregards the pastor's desire (or need) to move on. We need to give priority  
3194 to the pastor(s) we have (or will) secured and to show respect for them by using them to  
3195 perform all pastoral services. For our former pastor to return to perform any pastoral  
3196 duties for our church and our people while we have another person as our pastor is  
3197 disrespectful. This limitation includes visiting members in their homes or in the hospital  
3198 and/or attending congregational functions as well as worship leadership. Intentional or  
3199 not, these actions express discourtesy toward the new person's service as pastor.
- 3200 This letter may also be used to convey the information about the congregational meeting.
- 3201 **NOTE:** This letter and these guidelines do not apply in case of a relationship of an interim  
3202 pastor, interim associate pastor, stated supply, or CRE pastor that lasts four months or  
3203 less.

3204 **Appendix T – Guide for Exit Interview with a departing Pastor**

3205 As soon as possible after announcing the departure, the Community COM liaison will set up an  
3206 exit interview with the pastor, preferably in person but possibly by other means as well.

3207 The purpose of this interview is to help the Community COM liaison understand the inner  
3208 workings and dynamics of the church in order to assist the PNC in seeking the next installed  
3209 pastor.

3210 No written record of the interview is to be shared with members of the church or the session,  
3211 however, a summary shall be filed with the Stated Clerk/General Presbyter and portions may be  
3212 shared with the Community COM.

3213 The following are some questions which may be used for this interview:

- 3214 a. What did you enjoy about your ministry at this church? What was draining?  
3215 b. What do you think your legacy will be at this church?  
3216 c. If you could have re-written any part of your job description, what would you have  
3217 changed?  
3218 d. How would you compare your expectations when you accepted the call with your  
3219 actual experience? Were there surprises or disappointments?  
3220 e. How does this church see its mission and how does it engage with the community?  
3221 f. If someone asked you to describe this church now and why they should (or should  
3222 not) attend or join, what would you say?  
3223 g. If you were following you, what do you hope somebody would tell you before you  
3224 accepted a call to this church?  
3225 h. What continuing concerns/problems do you think the session needs to address?  
3226 i. What has been your relationship to the session and to presbytery?  
3227 j. What appeals to you about where you are going?  
3228 k. (For associate pastor) Was the working relationship with the pastor what you  
3229 expected it to be when you were called? If not, how was it different?  
3230 l. Is there anything else I need to know that would help me in working with the Session  
3231 and Pastor Nominating Committee of this church?

## Appendix U – Guide for Exit Interview with a Session

After the dissolution of the pastoral relationship, the Community COM liaison will set up a time to conduct an exit interview with the session. The purpose of this interview is to help the Community COM and the liaison understand the inner workings and dynamics of the church in order to assist the PNC in seeking the next installed pastor.

This is normally a called session meeting moderated by the liaison. This conversation should be in closed session.

The liaison is listening for both good news from the pastor's tenure and the church's challenges moving forward. The liaison will also answer questions about next steps in securing pastoral leadership and pulpit supply.

The Community COM liaison will discuss with the session Appendix S *"Relationship Between a Congregation and a Former Pastor."*

No written record of the interview will be shared with the pastor, however, a summary shall be sent to the Stated Clerk/General Presbyter and portions may be shared with the Community COM.

Here are some questions that may be used for this interview:

- a. What were the highlights of his/her ministry?
- b. What contributions did the pastor make to the life of this congregation?
- c. What did you see as the strengths of the pastor?
- d. What concerns or problems regarding the parish have grown out of this pastorate?
- e. What issues/concerns do you think the session needs to address moving forward?
- f. How were disagreements handled between the session and the pastor?
- g. What qualities should the next pastor possess?
- h. Is there anything else I need to know that would help me in working with the Pastor Nominating Committee of this church?
- i. Is there anyone in particular you would like me to recommend to the COM to be your session moderator? When do you normally hold session meetings and is that flexible?
- j. What do you see as your next steps in securing pastoral leadership for the short term?
- k. Do you have a copy of the current Pulpit Supply List or know how to get it from the presbytery's website directory? Please consider inviting the General Presbyter and your Mission Coordinator to fill your pulpit one Sunday so that you get to know them and they you.
- l. What questions do you have for me? *If I don't know the answer, I will get back with the clerk to share additional information.*

## Appendix V – Relevant Excerpt from Manual of Administrative Operations

Presbytery of Coastal Carolina, PC(USA)

### Excerpt from Manual of Administrative Operations

#### 4.00 Commission on Ministry

##### 4.10 Membership

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

##### 4.11 Mission

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

##### 4.12 Responsibilities

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

1. To develop, review and revise annual goals, objectives, and action plans, to keep full minutes of meetings and actions and to report to the Presbytery on any actions taken on its behalf;
2. to facilitate Church-Pastor relations;
3. to work with the Missional Communities to develop strategies for the mission of the church in its area;
4. to work through the Missional Community Commissions on Ministry with churches in the Missional Communities their leadership groups to address specific needs as they apply to the work of the Commission on Ministry;
5. to carry out the constitutionally-assigned functions of examining, receiving, counseling, and dismissing ministers;
6. to carry out a preliminary examination of candidates for ordination who shall ordinarily preach a sermon before the Presbytery or one of its Missional Community Gatherings as part of the floor examination for ordination;
7. to arrange for the introduction of new ministers of the Word and Sacrament (teaching elders) to the Presbytery including sharing of their statements of faith and biographical sketches;
- ~~8. to coordinate the training and examination of ruling elders who sense a call to particular pastoral ministry as Commissioned Ruling Elders and provide for their oversight and continuing education;~~—This is a proposed change for the Manual of Admin Op

- 3311 9. to minister to the ministers and their families;
- 3312 10. to counsel with the Pastor Nominating Committees, and to advise the Sessions of vacant
- 3313 churches with regard to pastoral services;
- 3314 11. to carry out applicable provisions of the sexual misconduct, code of ethics, and boundary
- 3315 training and certification policies;
- 3316 12. to examine non-PC(USA) ministers being considered for pastoral leadership by
- 3317 congregations in the Presbytery and to provide training and support to any of those
- 3318 permitted to serve congregations of the Presbytery;
- 3319 13. to work with the Missional Community Mission Coordinators in providing care for
- 3320 churches and their pastors, in counseling churches with regard to pastoral services, and in
- 3321 addressing conflicts and issues that may arise including the appointment of Committees
- 3322 of Inquiry or Administrative Commissions;
- 3323 14. to appoint Pastoral Teams to work congregations discerning their relationship with the
- 3324 PC(USA) as outlined in the Presbytery's Separation Policy.

#### 3325 **4.13 Commission Power**

3326 The Commission on Ministry and its Community Commissions shall have authority to act for the  
 3327 Presbytery on the following limited matters as detailed in the *Book of Order* and the *Commission on*  
 3328 *Ministry Handbook*:

- 3329 1. Grant permission for minister members (teaching elders) to engage in work outside the
- 3330 geographic bounds and/or jurisdiction of this Presbytery (G-2.0502 and G-2.0503), and to
- 3331 grant permission to minister members of other presbyteries to engage in work within the
- 3332 bounds and/or jurisdiction of this presbytery.
- 3333 2. Commission Ruling Elders to pastoral service in a congregation – G-2.1002
- 3334 3. Validate the ministry of ministers of the Word and Sacrament (teaching elders) who are
- 3335 not serving in a pastoral relationship in a particular church and review that ministry on an
- 3336 annual basis – G-2.0503
- 3337 4. Grant Honorable Retired status to ministers of the Word and Sacrament (teaching elders)
- 3338 – 2.0503c.
- 3339 5. Approve pastoral relationships in:
- 3340 a. Installed pastoral relationships – G-2.0504a
- 3341 b. Temporary pastoral relationships – G-2.0504b
- 3342 c. Approve terms of call – G-3.0109b(3)
- 3343 6. **Receive Recommends the transfer of ministers of other denominations:**
- 3344 a. **As full members of the Presbytery – G-2.0505 This is a proposed change for the**
- 3345 **Manual of Admin Operations**
- 3346 b. **As temporary members of the Presbytery – G-2.0506**
- 3347 7. Release ministers of the Word and Sacrament (teaching elders) from ministry at their
- 3348 request – G-2.0507
- 3349 8. Appoint moderators for sessions without an installed pastor – G-3.0104
- 3350 9. Name Administrative Commissions to ordain and/or install ministers of the Word and
- 3351 Sacrament (teaching elders) to pastoral relationships – G-3.0109b(2); G-3.0109b(3)
- 3352 10. Examine and receive into membership ministers of the Word and Sacrament (teaching
- 3353 elders) seeking admission to presbytery – G-3.0109b(3)
- 3354 11. Counsel with sessions concerning reported difficulties – G-3.0303d(1) – (3)

3355 **4.14 Authority Reserved to Full Presbytery**

3356 Any other responsibilities found in the *Book of Order* are reserved to the Presbytery and/or its Missional  
3357 Communities. In particular, the Commission on Ministry **shall not** take action concerning the following  
3358 matters as detailed in the *Book of Order*, **but may** make a recommendation to the full Presbytery for **its**  
3359 **action**.

- 3360 1. Removal of the name of a minister of the Word and Sacrament (teaching elder) from the  
3361 roll of the Presbytery for failure to be engaged in a validated ministry or to fulfill the  
3362 criteria for membership-at-large (G-2.0508) or for persisting in work disapproved by the  
3363 presbytery (G-2.0509).
- 3364 2. Establish minimum compensation for ministers of the Word and Sacrament (teaching  
3365 elders), Certified Christian Educators and Certified Associate Christian Educators – G-  
3366 3.0103c

3367 **4.15 Authority Reserved to Presbytery and/or Missional Communities**

3368 Any other responsibilities found in the *Book of Order* are reserved to the Presbytery and/or its Missional  
3369 Communities. In particular, the Commission on Ministry **shall not** take action concerning the following  
3370 matters as detailed in the *Book of Order*, **but may** make a recommendation to the full Presbytery or its  
3371 Missional Communities for **its action**.

- 3372 1. Assumption of original jurisdiction of a session – G-3.0303e
- 3373 2. Exceptions to the prohibition on calling of an Associate Pastor as the next Installed Pastor  
3374 of a congregation or the calling of a minister of the Word and Sacrament (teaching elder)  
3375 engaged in a temporary pastoral relationship as the next Installed Pastor of a  
3376 congregation – G-2.0504c.
- 3377 3. Examination of candidates for ordination as ministers of the Word and Sacrament  
3378 (teaching elders).
- 3379 4. Dissolve pastoral relationships where one or both of the parties (pastor and/or  
3380 congregation) do *not* concur with the dissolution.

3381 **4.16 Sharing of Actions**

3382 All faith statements and biographical sketches and actions of the Commission on Ministry related to the  
3383 reception of minister members of the Presbytery shall be published **on the Presbytery's website in a**  
3384 **timely manner, in the presbytery or Missional Community packet. This is a proposal for the Manual**

## Appendix W – Sabbatical Leave Policy

The Presbytery of Coastal Carolina is keenly aware of the accumulating pressures of sustained twenty-four-hour ministry and the toll it can have on clergy. They bear the burdens, the anguish, the pain, and hurt of their parishioners on a 24-hour basis unlike those of any other profession. Therefore, the Presbytery of Coastal Carolina encourages Sessions to adopt a sabbatical leave policy granting full time clergy a sabbatical after each 6 years of service in the same call. (The Sabbatical is taken during the seventh year.) The sabbatical should be three months, which may be extended by using vacation or study leave and should be incorporated into the pastor's terms of call. The sabbatical policy should also include provisions for the pastor to report back to the Session and Congregation what he/she has done, providing accountability for use of this time. Sample sabbatical policies for local churches are available at the Presbytery Office.

**Premise:** The sabbatical comes from the biblical concept of leaving a field fallow after several years of constant working in order to allow the land to replenish itself. Genesis 2:1-3 refers to God's originating a seventh day for rest in the creation story. Exodus 23 and Leviticus 25 speak of Sabbath days and Sabbath land years when the ground is untilled so that it can replenish itself. It is a time to refill and replenish the soul, to be refreshed in the Spirit with renewed dedication and vision, restored physical health and energy all of which potentially can bring great benefits in renewed and more fulfilling and productive ministry. In recent years churches have been rediscovering and reflecting upon the value of sabbaticals for the purpose of refining and updating professional skills, extending knowledge, and refreshing spiritual life and calling. This value is not just to the participant to be renewed, but also to the whole congregation that receives back a minister revived, replenished and ready for further service. A video from the Alban Institute explaining how a sabbatical policy benefits both clergy and congregation is available through the Presbytery office.

**Purpose:** A Sabbatical Leave is granted to all full-time ordained pastors, upon approval of their request by the Session, and is encouraged as an opportunity for physical rest, spiritual renewal, and professional development. Sabbatical pursuits may include, but are not limited to, physical and emotional rest, continuing education toward an advanced degree, travel, mission trips, research and writing, intellectual growth and personal and family enrichment.

**Funding:** The local church should continue full pay and all employee benefits while the pastor is on Sabbatical Leave. The church also bears the cost of a short-term interim replacement for that period of time, if needed. Additionally, the church may provide additional funding for approved sabbatical expenses such as travel or educational events. Churches who adopt a sabbatical policy may want to set aside money every year in a sabbatical fund, so that the cost of the sabbatical can be spread over several years. Pastors are encouraged to apply for full or partial grants from denominational and philanthropic organizations to cover anticipated expenses and thus lower the support needed from the local church. Those churches which would have financial problems in providing for the Sabbath leave are encouraged to consult with the Pastoral Care and Oversight subcommittee of the COM for help with locating retired pastors who might be willing to fill in during the pastor's absence.

(Policy Adopted June 28, 2007)

## Appendix X – Honorariums for Occasional Supply & Moderators

### The Presbytery of Coastal Carolina Recommended Honorariums

#### Minimum for any guest preacher

One worship service:

\$135 plus mileage at the IRS business rate\*\*

Two worship services:

\$225 plus mileage at the IRS business rate

#### All checks should include in the memo:

“Honorarium and mileage” (with \$ amounts listed if calculated separately by the church)

If a church cancels a guest minister with less than 8-days’ notice, the honorarium should still be offered.

\*\*Very small churches or those with extreme budget constraints who do not plan to provide the expected minimum **must negotiate** with the supply preacher *ahead of time*.

Preachers who are asked to perform **additional services** which require more time and preparation, such as celebrating communion, installing officers, or moderating a congregational meeting should receive additional compensation.

**NOTE:** These are suggested **minimum** amounts only. Many churches offer more compensation for supply preaching. Some churches offer more to ordained ministers than to other speakers.

In addition, churches who pay one individual more than \$600 in a calendar year may be required by the IRS to issue FORM 1099 to the preacher, who may be considered a “Contract Employee.” In such a situation, be sure to calculate mileage separately and obtain the individual’s Social Security number and mailing address for a 1099. *Please consult a CPA or tax advisor for information and advice.*

For tax purposes, ministers are responsible to the IRS for all honoraria received and may claim mileage expenses according to IRS guidelines.

#### ***Moderating Session Meetings***

Persons appointed by the COM to moderate session meetings should be reimbursed mileage at the IRS business rate and receive a small honorarium (\$35-\$60 suggested) per session meeting. The session should not expect the moderator to do additional ministry beyond moderating session meetings. The moderator may, however, assist them in seeking pastoral coverage in the case of serious illness, deaths, funerals, and other emergencies.

## Appendix Y – Minimum Terms of Call

### Presbytery of Coastal Carolina

#### 2023 Minimum Terms of Call

for full-time installed ministers – Approved 10-8-2022

#### Financial Terms of Call

**\$72,110 minimum** (2% increase from 2022 and 2% increase in BOP dues)

\$45,080 “effective salary”<sup>1,6</sup>

\$17,581 Board of Pensions required dues<sup>2</sup>

\$3,449 one-half of minister’s SECA tax<sup>3</sup>

\$4,000 professional expenses reimbursement<sup>4</sup>

\$2,000 additional salary, benefits, or reimbursement<sup>5</sup>

Minimum terms of call assume a normal, full-time work week of 40 hours, with 2 days off each week.<sup>7</sup>

<sup>1</sup> Effective salary includes cash salary, housing allowance, and the value of the use of a manse, if provided.

° Effective salary also includes any optional Board of Pensions benefits (such as dental insurance), 403(b)(9) salary reduction contributions, medical reimbursement plans, annual bonus, and other compensation.

° See the Board of Pensions “total effective salary calculator” at [www.pensions.org](http://www.pensions.org).

<sup>2</sup> Board of Pension required dues of 39% based on effective salary include medical coverage (29%), pension (8.5%), death and disability coverage (1%), and temporary disability (.5%)

<sup>3</sup> One-half of SECA tax is 7.65% of salary and housing.

<sup>4</sup> Expenses reimbursement: an amount set aside for mileage, continuing education, and other professional expenses, available only through monthly submission of mileage records and receipts. At the end of the year, unused funds remain in the church account – they are not part of the minister’s salary.

° Mileage should be reimbursed at the IRS rate. Continuing education (including details of content and cost) must receive prior approval of the Session.

<sup>5</sup> Additional funds provide choices appropriate to each minister’s situation and needs, such as medical reimbursement, deferred compensation, manse equity, additional professional expenses, etc. Decisions about how to use these funds must be made before congregational approval of terms of call for the new year and spelled out in the minutes of the congregation.

**NOTE:** By allocating “Additional Funds” to Effective Salary items, premiums for BOP and SECA may increase. Take those increases into account when allocating the additional funds. Changes may also impact the minister’s tax burden.

<sup>6</sup> Churches must meet the minimum effective salary, but staff and congregations may negotiate professional expenses and reimbursable expenses to better tailor these portions of the terms of call to suit their needs and budget. Staff should actively participate in the negotiation of the final terms of call and not expect that they be routinely applied.”

<sup>7</sup> Work schedule: Since a minister’s actual schedule is unpredictable, work hours often vary week to week. Even on days off, the minister is usually still “on call.” Therefore, the Session and the minister must exercise flexibility, balancing work and rest to avoid pastoral burnout.

Important Notes:

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

- Accountable Reimbursable Expenses are usual, customary and reasonable expenses incurred in support of the ministry provided to the congregation by the pastor. They do not include commuting from home to church/office. Expenses are reimbursed upon the submission of appropriate receipts or mileage logs and should not be paid in regular monthly installments. If Accountable Expenses are paid in monthly installments, then they must be counted as income and listed on the pastor's W-2 form. Pension, Disability, and Medical Dues would also have to be paid on them. It is up to the pastors to monitor their use of Accountable Expense funds so as not to run over by the end of the year. Any unused funds revert to the church treasury at the end of the year. Unexpended budgeted funds for Accountable Reimbursable Expenses are not available to a pastor as compensation.

- Since Continuing Education funds are provided by the church in order to equip the pastor to be a more effective leader in the congregation, it is the responsibility of the pastor to consult with the session about the content, location, and cost of any continuing education before taking time off or incurring costs. The expenses will be reimbursed (within the limits of the agreement) upon presentation of receipts. Accrued Continuing Education time and money are forfeited upon dissolution of the pastoral relationship. Unexpended Continuing Education money are not available to a pastor as compensation.

2. For negotiations for service less than full-time, a normal (full time) work week is considered as 40 hours. Vacation and continuing education for pastoral voices serving less than full-time be proportional to the number of Sundays preached/scheduled per month.

3. 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 required:

A. FAMILY LEAVE is a mutual agreement between the Session and Educator 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.

B. FAMILY LEAVE, may include such items below, 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 employed educators. When sick leave taken exceeds 5 days in a 6-month period, a church may require a statement from the attending physician.

- Maternity/Paternity Leave – 8 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 – 8 weeks with payment of salary and benefits excluding reimbursable expenses.

- Caring for family members

3555	<b>2023 minimum terms of call approved 10-8-2022</b>	
3556	Presbytery of Coastal Carolina	
3557	<b>Full Time<sup>1</sup> Certified Christian Educators</b>	
3558	<b>Salary</b> (including suitable health and retirement plans)	\$47,601.00
3559	<b>Reimbursable Expenses<sup>2</sup></b>	\$1,225.00
3560	<b>Additional Compensation<sup>3</sup></b> (to be allocated in consultation with the employee)	\$600.00
3561	<b>Total Minimum compensation for 2023</b>	<b>\$49,426.00</b>

3562		
3563	<b>Full Time<sup>1</sup> Certified Associate Christian Educators</b>	
3564	<b>Salary</b> (including suitable health and retirement plans)	\$42,242.00
3565	<b>Reimbursable Expenses<sup>2</sup></b>	\$1,225.00
3566	<b>Additional Compensation<sup>3</sup></b> (to be allocated in consultation with the employee)	\$600.00
3567	<b>Total Minimum compensation for 2022</b>	<b>\$44,067.00</b>

- 3568
- 3569 **Notes:**
- 3570 <sup>1</sup> For negotiations for service **less than full-time**, a normal (full time) work week is considered as
- 3571 40 hours. Vacation and continuing education for Educators serving less than full time is
- 3572 proportional to the number of Sunday's scheduled per month.
- 3573 <sup>2</sup> **Reimbursable expenses:** an amount set aside for mileage, continuing education, and other
- 3574 professional expenses, available only through monthly submission of mileage records and
- 3575 receipts. At the end of the year, unused funds remain in the church account – they are not part
- 3576 of the educator's salary.
- 3577     ° Mileage should be reimbursed at the IRS rate.
- 3578     ° Continuing education (including details of content and cost) must receive prior approval
- 3579 of the Session.
- 3580 <sup>3</sup> **Additional compensation** provides choices appropriate to each educator's situation and needs
- 3581 and should be added to salary, health coverage, retirement coverage, or expenses before a
- 3582 contract is approved.
- 3583 **Other benefits** (part of minimum terms of call)
- 3584 a. Vacation of 4 weeks including 4 Sundays.
- 3585 b. Study Leave of 2 weeks including 2 Sundays. The purpose of Study Leave (Continuing
- 3586 Education) will be planned in consultation with the Session.
- 3587 c. Holidays as established by Presbytery policy.
- 3588 d. Full usual, customary, & reasonable cost of moving to the field by a licensed carrier.
- 3589
- 3590
- 3591

e. FAMILY LEAVE is required

A. FAMILY LEAVE is a mutual agreement between the Session and Educator 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.

B. FAMILY LEAVE, which may include such items below, 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 employed educators. When sick leave taken exceeds 5 days in a 6-month period, a church may require a statement from the attending physician.
- Maternity/Paternity Leave – 8 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 – 8 weeks with payment of salary and benefits excluding reimbursable expenses.
- Caring for family members

### **Minimum for pastors under Annual Contracts**

For Part-time and Full-time Stated Supply, Temporary Supply, and Commissioned Pastor Contracts, **\$20 per hour** is the minimum compensation permitted.

Vacation and continuing education for pastoral voices serving less than full time be proportional to the number of Sunday's preached/scheduled per month.

This hourly minimum and vacation policy was approved by vote of the Presbytery on October 9, 2021.