

Appendix C, Manual of Operations

Handbook: Committee on Ministry

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1 INTRODUCTION

1.1 Purpose

G-3.0307 Pastor, Counselor, and Advisor to Its Pastors and Congregations

Presbyteries shall be open at all times to communication regarding the life and ministry of their congregations. Each presbytery shall develop and maintain mechanisms and processes to serve as pastor and counselor to its pastors, both ministers of the Word and Sacrament and ruling elders commissioned to pastoral service (also called commissioned pastors [also known as commissioned ruling elders]), as well as the certified Christian educators of the presbytery; to facilitate the relations between the presbytery and its congregations, pastors, and commissioned pastors, and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient.

In Mission Presbytery it is the responsibility of the Committee on Ministry (COM) to fulfill the obligations of the presbytery stated in G-3.0307 as quoted above, and as follows:

To facilitate the presbytery's ...reception and oversight of minister of the Word and Sacrament members, approval of calls for pastoral services and invitations for temporary pastoral services, oversight of congregations without pastors, dissolution of relationships, dismissal of members, and its close relationship with both member congregations and ministers of the Word and Sacrament...All actions carried out as a result of delegated authority must be reported to the presbytery at the next regular meeting. (G-3.0307)

1.2 Powers Delegated to COM by Mission Presbytery

Mission Presbytery By-Laws of June 8, 2012 confirm the Committee on Ministry remains a standing commission of Mission Presbytery. At the stated meeting of Mission Presbytery, October 26, 2012, the following commission powers were approved:

1. Approve pastoral relationships and terms for churches (G-3.0303a)
2. Dissolve pastoral relationships, except when an administrative commission has been appointed to resolve conflict or remove a pastor from a church (G-3.0303a)
3. Authorize ministers of the Word and Sacrament ("ministers") and specific ruling elders to administer or preside at the Lord's Supper for churches, church developments, fellowships, and non-congregational entities meeting within the bounds of Mission Presbytery (G-3.0303b)
4. Appoint administrative commissions to ordain and/or install ministers (G-3.0303c) and to commission ruling elders to particular service(G-2.1003)
5. Appoint mentors and supervisors for ruling elders commissioned to particular pastoral service (G-2.1004)
6. Examine candidates certified to receive a call, certified ruling elders to limited pastoral service, and ministers transferring into the presbytery (G-3.0307)

7. Validate ministries within the bounds of the presbytery and authorize times and places the Sacraments may be celebrated (G-3.0306)
8. Designate ministers and specific elders to work as teachers, evangelists, administrators, chaplains, and in other forms of ministry recognized as appropriate by the presbytery (G-3.0306)
9. Approve minister members of other presbyteries for temporary pastoral relationships and grant them permission to celebrate the Sacraments (G-3.0306)
10. Approve ministers from denominations in common communion with the PC(USA) to celebrate the Sacraments (G-3.0306)
11. Appoint moderators of sessions (G-3.0303c)
12. Approve honorably retired status for ministers (G-2.0503c)

1.3 Membership

Members of the Committee on Ministry are elected to serve a three-year term. The member may serve no more than two consecutive terms. The stated clerk serves as secretary of the COM with voice and no vote. The executive/general presbyter serves as staff support with voice and no vote. The chair of the Pastoral Care Committee is invited to attend meetings of the COM with voice and no vote. The chair of the COM is elected by the presbytery and serves on General Council. Nominations are made by the Committee on Representation and Participation of Mission Presbytery in accordance with the policies and procedures of that Committee. The COM shall also elect a vice-chair, upon nomination by the chair, who shall serve as chair when requested, and who shall serve as the COM's representative to General Council when the chair is not able to be present. *[The COM] shall be composed of ruling elders and ministers in approximately equal numbers, bearing in mind the principles of unity and diversity in F-1.0403. (G-3.0307)*

1.4 Meetings

The COM meets in stated meetings, ordinarily on the first Monday every other month. The location of the meeting is determined by the chair, with the approval of the COM. Called meetings may be called by the chair for a particular purpose. At the discretion of the chair an electronic vote (e-vote) may be taken in order to address a question in a timely manner. The stated clerk will advise the COM on all questions of polity and rules of order.

2 Regions and Liaisons to Congregations

The Committee on Ministry of Mission Presbytery is organized in order to meet the unique needs of this large and diverse presbytery serving Presbyterians in congregations, fellowships, and other gatherings across the vast and varied landscape of South Texas.

The COM is divided into six regions: Austin, Corpus Christi, Hill Country, San Antonio, Valley, and Victoria. Each region consists of a regional chair and committee members in proportion to the number of churches in the region. Each congregation is assigned a liaison by the regional chair. The regional chair is also responsible for coordinating activities of the region and for training of committee members. The chair of COM may choose not to serve as a congregational liaison for the duration of his or her service as chair.

It is the goal of the COM through the liaison to establish a relationship with the session and pastoral leaders of each congregation in the presbytery. Each COM liaison is responsible to notify the churches they are assigned that they are the liaison and provide contact information. The liaison is to be in communication with the session and pastoral leaders regularly, visiting at least once every three years. The liaison offers encouragement and shares resources available in the presbytery. Liaisons are encouraged to visit or call the pastor for informal discussion on a regular basis, and to meet with the session upon request of either the session or the pastor. The liaison offers encouragement and shares resources available in the presbytery. The liaison listens to the concerns of the session and leaders and conveys those concerns to the COM and to the presbytery. It is the practice of the COM to communicate officially only with active session members or the pastor about the life and work of a congregation. If a member of the congregation not currently serving on the session contacts a member of COM, that member should be referred to the pastor or session.

2.1 Regional COM Chair

Each region will be led by a regional chair appointed by the chair of COM.

The regional chair's responsibility will include:

- a) Maintain a list of region congregations, pastors, triennial visits, and current activities.
- b) Present the region's report at each COM meeting, including any motions for COM action.
- c) Conduct meetings of the COM region team as necessary.
- d) Assist liaisons in obtaining a session moderator when necessary, and reporting this to the COM chair and the Stated Clerk
- e) Assist liaisons with temporary pastoral contracts and covenants, including the timely submission of such agreements to the Stated Clerk.
- f) Review congregational Mission Study documents before submitting a motion to COM authorizing a PNC.
- g) Review Ministry Information Forms before submitting to the COM chair for approval on the Church Leadership Connection website.
- h) Act as point of contact for the Mission Presbytery office staff for COM matters within the region.
- i) Act as first point of contact for regional COM members needing advice or counsel.

2.2 Appointment of a Session Moderator When Needed

The session is the governing council of the particular church. Healthy sessions are essential to healthy congregations. It is the goal of the COM to enable sessions to function faithfully and effectively. The pastor of the local church is the moderator of the session. Ministers are members of the presbytery and not members of the local congregation. The moderator is a member of the session and has voice and vote in all matters. As members of the presbytery, ministers and commissioned pastors (ruling elders), when so approved by the presbytery, represent the presbytery and support the connectional nature of the

church. If the pastor is not a PC(USA) minister or commissioned pastor so approved, or if the church is without a pastor, the COM regional chair will appoint a moderator of the session in order to maintain the connection to the presbytery, and this action will be recorded in the minutes of the next COM meeting.

2.3 Session Visitation

A close relationship between the sessions and presbytery is a touchstone of Presbyterian polity. Setting a positive tone of welcome, mutual respect, appreciation, and encouragement is the responsibility of both the presbytery and the sessions. Well-planned visits can serve both session and presbytery as ways to handle emerging problems and issues before they become difficulties. A regular cycle of pastoral visits is an effective tool in promoting the health of congregations.

2.3.1 Triennial Visits

The COM liaison will visit with the session at least once every three years and more often as needed. Ordinarily, a visit will be made at the end of the first year after a new pastor is installed in the congregation. Triennial visits are then scheduled in three-year increments thereafter. Regular visits are intended to bear witness to the gospel of Jesus Christ and to work together to further his kingdom, and not to evaluate the pastor or the session and its ministry. The intention is to foster healthy communication, encouragement, and support, all of which lead to effective mission in the larger community.

The visit is ordinarily led by the liaison accompanied by one other. The person accompanying the liaison does not have to be a current member of COM, but COM experience is helpful. If the liaison is a ruling elder, he or she should be accompanied by a teaching elder and vice versa. If the liaison is a male it is helpful if the other visitor is a female and vice versa. The liaison and the other person visiting should not be from the same congregation.

Ideally, the visit should include conversations with (1) each pastor alone, (2) the session including the pastor(s), and (3) the session without the pastor(s) present.

The liaison (and the 2nd person, if practical) should meet with each pastor individually prior to the visit with the session. The triennial visit team should meet with the session as part of either a stated or called meeting, and during the meeting, the pastor(s) should be excused so that all parties have an opportunity to express themselves directly with the visit team. When the pastor(s) returns, any items raised by session members should be discussed, as appropriate.

A letter or email should be sent to the pastor to confirm the visit, with a copy to the clerk of session.

Sample Letter Stating Purpose of Triennial Visit

Dear [Pastor]:

The Book of Order requires that the presbytery “develop and maintain mechanisms and processes to serve as pastor and counselor to its pastors, both ministers of the Word and Sacrament and ruling elders commissioned to pastoral service, as well as certified Christian educators...” and “facilitate the relations between the presbytery and its congregations, pastors, and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient.” G-3.0307. Mission Presbytery gives this function to the Committee on Ministry and requires that the Committee on Ministry visit each church in the presbytery at least once every three years, discussing with them the mission and ministry of the particular church and encouraging the full participation of each session and congregation in the life and work of presbytery and of the larger church. This conversation should also include the quality of worship, the standards governing it, and the fruit it is bearing in the life of God’s people as they proclaim the gospel and communicate its joy and justice. (W-1.4002)

This is not an evaluation. Our purpose is to hear the story and witness of congregation, to celebrate the life of this church and to be a resource to this session. We will need about an hour and a half for the visit, so a called meeting of the session would probably be advisable.

I will be joined by another person for this visit. We would like to see the church’s mission statement, as well as the job description and most recent evaluation of the pastor. During the meeting, we would like to hear things about the church of which the session is proud and about concerns they have for the future of the church. We will take back to the Committee on Ministry questions the session might have about our presbytery and areas in which the presbytery may be of help to the local church. During the visit, we would like to include time with the full session including the pastor, and some time with the pastor and any other staff present excused from the room.

Please share this letter with your session prior to our visit. We look forward to meeting with you soon.

Yours in Christ,
 [Name]
 COM Liaison
 [email address]
 [phone number]

Cc: clerk of session

Note: A more informal e-mail is also perfectly appropriate.

[Sample Questions for Triennial Visits](#)

These or similar questions may be asked. The questions may be shared with the session prior to the meeting. It is desired that the questions will generate conversation and open dialogue.

- Tell us about the life of your congregation. What is your story?
- Do you have a mission statement? How do you see your church supporting this statement?
- Tell us about your successes and what makes you proud of your church.
- What do you see as your vision of the church three years from now?
- What is one thing a visitor entering your church for the first time would notice about your church?
- Do you send ruling elder commissioners to meetings of Mission Presbytery? If not, what barriers are there to your regularly sending commissioners?
- Are there areas where the presbytery could better support your congregation?
- If you are giving to Mission Presbytery, thank you for your support. If you are not, what would Mission Presbytery need to do differently in order to receive your financial support?

The visit should open and close with prayer. If it seems appropriate, the session moderator may lead the opening prayer and the liaison the closing prayer including thanksgiving and intercession for the life of the congregation.

Visit Report

During the visit it is often helpful for one member of the visiting team to lead the discussion and the other to take notes. Shortly after the visit a draft report should be sent to the session moderator to correct any errors and so the moderator and the session will know what was included. The corrected report of the visit is then sent (email preferred) to the moderator of the session and/or the clerk of session, the COM Triennial Visit Coordinator, and a copy is retained by the liaison. The Triennial Visit Coordinator will forward the report to the regional chair, general presbyter, and stated clerk (for the church files in the presbytery office).

2.3.2 Visits in Times of Conflict & Transition

Conflict is normal and healthy in any relationship. Before conflict escalates to unhealthy and destructive levels, it is the intent of the liaison to offer assistance to the session and pastoral leaders to resolve the conflict and to facilitate the ministry of the local church. The fundamental approach the COM takes in maintaining a healthy congregation is to empower the session. The liaison will work with the session to help the session make healthy, deliberate, and appropriate choices. It is the practice of COM to communicate only with active members of the session about the life and work of a congregation. If a member of the congregation not currently serving on the session contacts a member of COM, that member should be referred to the pastor or session.

To resolve differences, conflicts, or disputes in our relationships with one another, whether inside the presbytery or with other parties, it is the policy of COM to follow a path that emphasizes collaborative processes first, including direct discussions among the parties involved and facilitation/mediation by mutually agreed-upon third parties as back-up, before exercising higher authority or other options. To support implementation of this policy, Mission Presbytery makes available the resources of the Preferred Path Ministry (Preferred Path0, including online tools and help line to assist in navigating the Preferred Path and convening for mediation when requested by one or more parties (www.preferredpathministry.com)). The intent of this agreement is to encourage and support one another in working cooperatively in dealing with differences and problems in the early stages, instead of allowing issues to fester or to escalate due to lack of attention. For disputes in which outside counsel is engaged, Mission Presbytery encourages parties to use the Two-Track method of attorney representation (www.twotracklawyers.com) as a way to support collaborative efforts.

While this policy presents collaboration as a first recourse, it is not intended to supplant or discourage alternative means of resolution, including the use of higher authority decisions, as specified in this or other Mission Presbytery documents.

Pastoral transition is also a normal and healthy part of any church's life. When the COM learns pastoral transition is imminent, the COM liaison will visit with the session and explain the pastoral transition process. (See Section 3.13: Pastoral Transition Process. See also the Guide to Pastoral Relationships in Mission Presbytery and the Minimum Terms of Call.)

Pastoral transition is an opportunity for the church to discern anew the mission of that particular church and what God is calling that church to be and to become. When a pastor is about to leave, for whatever reason, the pastor should notify the COM or the stated clerk. The liaison will then begin a process by which the COM, through the liaison, walks beside the church throughout the transitional period.

2.3.3 Listening Teams

Listening teams are teams of individuals sent by the presbytery, or by COM, to visit with ministers, sessions, and congregations to maintain open "communication regarding the life and ministry of their congregations." (G-3.0307) The team that visits with the session during a triennial visit is a listening team. When the COM learns of conflict a listening team may be sent. A formal listening team is also sent as part of the Gracious Separation Policy. (See Policy: Gracious Separation) The purpose of a listening team is to listen and to share information with the session that will be helpful to the life and ministry of the particular church. The stated clerk will train listening teams prior to the commencement of their work.

2.3.4 Administrative Commissions

The Book of Order defines administration as “the process by which a council implements its decisions.” (G-3.0106) “A commission is empowered to consider and conclude matters referred to it by a council. The designating council shall state specifically the scope of the commission’s power and any restrictions on those powers.” (G-3.0109) An administrative commission is given power necessary to complete the assigned work. Examples of administrative commissions are those commissioned to ordain and install ministers, those elected to act on behalf of the presbytery in Gracious Separation, and those sent to assist a congregation during times of conflict.

3 PASTORAL RELATIONS

All pastoral relationships are a three-way covenant. Installed pastoral relationships are those of pastor, associate pastor, co-pastor, and designated pastor. Installed pastoral relationships are between the pastor, the congregation, and the presbytery. Temporary pastoral relationships are those of temporary pastor, transitional pastor, and interim pastor. A temporary pastoral relationship is a covenant between the pastor, the session, and the presbytery. When the pastor is a minister, a commissioned pastor (ruling elder), or a candidate for ministry under care of Mission Presbytery, the COM is commissioned by Mission Presbytery to approve the contract/covenant.

3.1 Guide to Pastoral Relationships in Mission Presbytery

This section is a brief outline of the types of pastoral relationships within our presbytery. It is not intended to be exhaustive or prescriptive, but descriptive and illustrative.

The Book of Order (G-2.0504) enumerates two types of pastoral relationships: Installed and Temporary.

3.1.1 Installed Pastoral Relationships

There are two types of installed pastoral relationships: permanent and designated. Installed pastoral relationships are pastor, co-pastor, and associate pastor. Only ministers of the Word and Sacrament may be in installed relationships. Installed pastoral relationships are covenants between three parties: the minister, the congregation, and the presbytery. This covenant requires a congregational vote of approval, and presbytery approval through COM, both to initiate and to terminate. The nominee or pastor-elect is then installed in a worship service of the presbytery.

A designated pastoral relationship is for a definite period of time, usually 2-4 years. The presbytery, through the COM and the office of the general presbyter, performs initial screening and provides names of possible candidates to the PNC. The ordinary tasks in interim ministry may be completed during the designated term. The designated pastor is installed in a worship service of the presbytery. Six months before the designated term is about to be concluded, the three parties (designated pastor, session, and COM) decide whether the designated pastor will be nominated to become the pastor or associate pastor

of the congregation. A congregational meeting is held to elect the designated pastor as pastor, who is then installed in a worship service of the presbytery.

Ministers who are not members of Mission Presbytery:

- Must have a successful “EP to EP” check conducted by the general presbyter (the candidate must provide a PIF)
- Must have a successful criminal and financial background check conducted by the stated clerk
- Must be examined by the COM examinations committee
- COM then votes to sustain the examination and the minister is received into Mission Presbytery at that time, if the way be clear and the congregation votes to call the candidate as pastor
- The minister is introduced to the presbytery, ordinarily at the next presbytery meeting.

Candidates for ordination:

- Must be certified ready to receive a call by the committee on Preparation for Ministry
- Must have a successful “EP to EP” check conducted by the general presbyter (the candidate must provide a PIF)
- Must have a successful criminal and financial background check conducted by the stated clerk
- Must be examined by the COM examinations committee
- COM then votes to sustain the examination and presents the candidate to the presbytery for examination on the floor of a presbytery meeting.

3.1.2 Temporary Pastoral Relationships

Temporary pastoral relationships are approved by the presbytery and do not carry a formal call or require a service of installation. In Mission Presbytery, temporary pastoral relationships include interim, transitional, and supply pastors. These positions may be filled by ministers, candidates for ordination, or commissioned pastors (ruling elders). Temporary pastoral relationships are contracts or covenants between three parties: the pastor, the session, and the presbytery and must be renewed annually. Ordinarily, the contract/covenant is approved by the COM liaison and reported at the next COM meeting.

Ministers who are not members of Mission Presbytery and candidates for ordination must fulfill the same requirements as for installed pastors, However, there is no installation service, but a service of welcome in the local congregation is appropriate.

Commissioned Pastors (Ruling Elders):

- Must successfully complete required training
- Must have successful “EP to EP” check conducted by the general presbyter if previously commissioned in another presbytery (must provide PIF)

- Must have successful criminal and financial background check conducted by the stated clerk
- Must be examined by the COM examinations committee
- COM then votes to sustain the examination and the ruling elder is presented to the presbytery, ordinarily at the next stated meeting
- Ruling elders commissioned to particular pastoral service are authorized to perform specific pastoral functions only within the ministry setting to which they are commissioned
- A service of commissioning is conducted by the presbytery in the local congregation.

3.1.3 Validated Ministry

Ministers and commissioned pastors may serve in ministries other than as pastor. These include but are not limited to service as chaplains, teachers, and administrators. Once the particular ministry is validated, the minister or commissioned pastor must meet the same membership requirements as listed above. See Section 5.6 for more information on types of validated ministries.

3.2 Associate Pastors and Temporary Pastors as Next Installed Pastor

Associate pastors are called by the congregation in fulfillment of the mission strategy of the church. “The relationship of an associate pastor to a congregation is not dependent upon that of a pastor. An associate pastor is ordinarily not eligible to be the next installed pastor of that congregation.” (G-2.0504a)

A temporary, transitional, or interim pastoral relationship is a covenant relationship between the pastor, the session, and the presbytery (COM). “*A minister of the Word and Sacrament employed in a temporary pastoral relationship is ordinarily not eligible to serve as the next installed pastor, co-pastor, or associate pastor.*” (G-2.0504b)

“A presbytery may determine that its mission strategy permits a minister of the Word and Sacrament currently called as an Associate Pastor to be eligible to serve as the next installed pastor or co-pastor, or a minister of the Word and Sacrament employed in a temporary pastoral relationship to be eligible to serve as the next installed pastor, co-pastor, or associate pastor. Presbyteries that permit this eligibility shall establish such relationships only by a three-fourths vote of the members of presbytery present and voting.” (G-2.0504c)

Current Mission Presbytery policy regarding G-2.0504c of the Book of Order is that while under certain conditions, the interim pastor may be considered to be next installed pastor, associate pastors currently serving that congregation may not. See Attachment C-3, Appendix C, Manual of Operations.

3.3 Mission Strategy

Mission determines the forms and structures needed for the church to do its work. Administration is the process by which a council implements its decisions. Administration enables the church to give effective witness in the world to God’s new creation in Jesus Christ

and strengthens the church's witness to the mission of the triune God. (G-3.0106) "Mission strategy" is the set of decisions councils make to accomplish the work of the church.

3.4 Ministers Coming into Mission Presbytery

The COM is commissioned by Mission Presbytery to approve the covenant between a minister or a commissioned pastor (ruling elder) and a particular church and to present him or her at the next meeting of the presbytery that is expedient.

A minister who is a member of Mission Presbytery or a commissioned pastor who resides within the bounds of Mission Presbytery may, at the discretion of COM, be approved without other requirements. A minister or commissioned pastor who has been in the presbytery for more than 5 years will be required to have a criminal and financial history background check. The cost of the background checks will be paid by the particular church.

A minister who is coming in from another presbytery must provide his or her Personal Information Form (PIF) or the equivalent to the general presbyter so that an independent ("EP to EP") reference check may be conducted **prior to any face-to-face contact with the PNC**. A release form for a criminal and a financial background check will be sent to the minister. Once the background checks and the reference checks have been cleared, the minister must contact the chair of the COM examinations committee to schedule an examination. Only after all these steps have been completed successfully may the selection of the minister be announced.

3.5 Ministers from Other Denominations

A minister who is a member of a denomination in which the PC(USA) is in full communion as listed in Appendix B of the Book of Order may serve in pastoral relationships within Mission Presbytery. In addition to the criteria listed in 3.4, ecumenical ministers must provide documentation that they are members in good standing in their own denomination. These denominations are currently:

- Evangelical Lutheran Church of America
- Reformed Church in America
- United Church of Christ.

When these ministers are serving as pastor of a church in Mission Presbytery, the COM will appoint a minister member of Mission Presbytery to moderate the session. (See the section on Moderator of the Session.)

3.6 Examination Process

G-3.0306 Membership of Presbytery

"Each presbytery determines the ministers of the Word and Sacrament who are its members and validates the ministries in which they are to be engaged. It shall be guided in this determination by written criteria developed by the presbytery for validating ministries within its bounds (G-2.0503a).

The presbytery shall examine each minister of the Word and Sacrament or candidate who seeks membership in it on his or her Christian faith and views in theology, the Sacraments, and the government of this church.

The presbytery may designate ministers of the Word and Sacrament to work as teachers, evangelists, administrators, chaplains, and in other forms of ministry recognized as appropriate by the presbytery. Those so designated may administer the Sacraments at times and places authorized by the presbytery.

Every minister of the Word and Sacrament shall ordinarily be a member of the presbytery where his or her work is situated or of the presbytery where she or he resides. A minister of the Word and Sacrament who is serving in a church outside the United States may, with the approval of the presbytery, accept membership in that church for the period of such service without affecting his or her membership in a presbytery of this church."

3.6.1 Exam Team Composition & Quorum

- The exam team should be composed of ruling elders and ministers in numbers as nearly equal as possible. The standing members of the team shall be approved by the Committee on Ministry and may include both members of the COM and ruling elders and ministers of Mission Presbytery who are not members of the COM but have been approved by the COM to serve on the exam team.
- The chair of the exam team may, at any time, invite currently active ruling elders and ministers of the COM to serve on the exam team to help meet a quorum, to bring additional insight to an exam, or to facilitate conducting an exam away from San Antonio.
- The quorum for the exam team shall be 3 persons, at least one of which is a ruling elder and one of which is a minister. Additionally, at least two of those present must be active members of the COM.
- Recusal from examinations: if the person to be examined is being called to the church of an exam team member, that member shall be excused from the examination. If an exam team member has a prior relationship with the person to be examined, that member may be excused, or may remain present but not actively participate in the examination.

3.6.2 Action by Exam Team

- Candidate submits a Statement of Faith (including views and beliefs on the Trinity, the Church, and the Sacraments), PIF (where applicable), & Statement of Personal Journey of Faith via email to be distributed to the exam team and to the general presbyter and office manager of Mission Presbytery in advance of the examination.
- Candidate is excused from the room to allow final discussion and vote by the exam team.
- If the examination of a previously ordained minister is sustained (candidate passes), the exam team moves that COM sustain the examination and that the person be

enrolled as a member of Mission Presbytery, including transfer from previous presbytery.

- If the examination of a candidate for ordination as a minister or for commissioning as a commissioned pastor is sustained (candidate passes), the exam team moves that COM sustain the examination and that the person be enrolled as a member of Mission Presbytery, pending examination on the floor of Mission Presbytery at the next stated meeting.

[NOTE: Ministers who move to Mission Presbytery and/or who seek to serve in an installed or temporary pastoral position in Mission Presbytery shall ordinarily request transfer of the minister's membership to Mission Presbytery (G-3.0306) and be examined by the exam team as described in this document.]

3.6.3 Types of Questions to Ask/Not Ask

These questions are only examples of the kinds of questions which could be asked and are not meant to prevent other questions from being asked. In general, the following guidelines for examination may be drawn:

- persons SHALL be asked questions in the following areas:
 - one's personal Christian faith
 - theology
 - the Sacraments
 - polity (the government of the Church)
- persons MAY be asked questions in particular areas of doctrine, polity and practice, such as:
 - Sovereignty of God
 - Doctrine of the Trinity
 - Christology
 - Biblical and confessional authority
 - the Christian life
- persons MAY NOT be asked a set of standard questions which specify or imply particular responses are "essential," such as:
 - substitutionary theory of atonement (vs other accepted theories of atonement)
 - inerrancy of Scripture (vs Scripture as our "infallible rule of faith and practice" – Westminster Confession)

Finally, two questions are always appropriate:

- "Are there any obstacles to your ordination or installation based on the standards for office contained in the *Book of Order*?"
- If a person identifies any "scruples" (areas of theological or philosophical reservation about Scripture or the Constitutional standards of the Church), it is appropriate for the examining body to ask, "Will you nevertheless abide within the discipline of the PC(USA) and the constitutional mandates of the *Book of Order*?"

3.6.4 Reception of Ministers and Commissioned Pastors

Process Notes:

- Steps that must be accomplished prior to scheduling an exam with the Examinations Team:
 - sustained **presbytery-to-presbytery reference checks**
 - sustained **criminal background check**
 - if being called to an installed position in a congregation, examined by the PNC (including reference checks by the PNC) and (ordinarily) extended a call
 - if being called as a commissioned pastor or to a temporary position in a congregation, examined by the Session and offered a contract

- Steps to be accomplished prior to presentation to the Presbytery:
 - been examined by the Committee on Ministry Examinations Team for theological competence
 - **Special Note: The congregation is not to be given any information about who the PNC or session is interviewing until after the COM exam team has sustained the exam.**
 - if being called to an installed position in a congregation, called by congregation
 - if coming for ordination or to receive a commission as a CRE, told one question that they will be asked on the floor by the chair of the Exam Team and told to expect additional questions from the floor.

3.6.5 Ordination of Candidates

Candidates for ordination under the care of Mission Presbytery who have received a call to, and been examined by, another presbytery, but who wish to be ordained at a church in Mission Presbytery are ordinarily examined in the receiving presbytery only. Their ordination in Mission Presbytery is accomplished upon request by the receiving presbytery, and Mission Presbytery ordains the candidate on the receiving presbytery's behalf.

3.7 Minimum Terms of Call

Directed by and consistent with Mission Presbytery policy approved by the body at the February 28 - March 1, 2003, meeting of Mission Presbytery, the minimum minister's full time compensation package is to be adjusted by an amount equal to the "Consumer Price Index-All Urban Consumers (CPI-U) US City Average, All Items," as listed by the US Department of Labor, Bureau of Labor Statistics on October 1 of each year. The minimum terms of call for the current year can be found on the Mission Presbytery Website, Mission-Presbytery.org under Committee on Ministry.

3.8 Co-Pastors

The Book of Order states that "When a congregation determines that its strategy for mission under the Word so requires, the congregation may call additional 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.” (G-2.0504a) Mission Presbytery, while abiding by the Book of Order, has placed the following restrictions on the office of co-pastor:

1. Congregations are not allowed to initiate the position of co-pastor when the minister is nearing the end of his or her pastorate. This is to prevent a church from bypassing the usual transitional and search process.
2. The only exception to this restriction is that a co-pastor position can be formed in situations in which an interim who speaks the language of the congregation cannot be found.

3.9 Parish Associates

All ministers are encouraged to be connected to a congregation. This can be done by serving as pastor or other teaching or leadership role in the congregation, either in a temporary or an installed position. Another role is as a parish associate. A parish associate may be compensated or non-compensated and may have duties as agreed to by the session and the minister. Background checks apply as in other ministry positions. A sample contract, as well as other contracts, may be found on the Mission Presbytery website, Mission-Presbytery.org under Committee on Ministry. The contract is renewable and must be approved by the minister, the session, and COM. When the installed pastor leaves, contracts with all parish associates serving that congregation will be reviewed.

3.10 Dissolution of Pastoral Relations

There are a number of reasons why a pastoral relationship may be dissolved. The pastor may take another call or retire. The dissolution may not be voluntary. The COM liaison is prepared to walk beside the minister and the local congregation and session during this time. When a pastoral change is imminent, the COM should be informed as soon as possible. The policy for Dissolution of Pastoral Calls can be found in Attachment C-1, Appendix C, Manual of Operations.

COM liaisons should conduct an exit interview with pastors leaving their position (whether installed or temporary). In addition, the liaison should also discuss the departure with the session. Finally, departing pastors may find it helpful to conduct an exit interview with their session or personnel committee, and may wish to invite the COM liaison to attend.

EXIT INTERVIEW QUESTIONS

Following are sample questions for exit interviews with pastors. For an interview lasting about an hour, it is recommended to choose 8-10 questions that will give the most important information about the church and the exiting pastor. It might be helpful to send the pastor the list of questions to be asked prior to the interview to allow organization of thoughts.

GENERAL EXIT INTERVIEW QUESTIONS (recommended for most interviews)

- What are some of the things that attracted you to this congregation?

- Did you encounter any surprises after you came here?
- What are the church's strengths?
- What is unique about this church that might attract new members?
- What are the church's challenges?
- Are there special pastoral concerns or points of grief?
- How is this congregation different from when you came?
- How does this church relate to the Presbytery, Synod, General Assembly?
- Are there any projects or pastoral concerns in progress that will need to be given attention by the new pastor?
- What accomplishments here have made you happy about your work?
- What are our future plans and what is your plan for relationships in this congregation?
- What have you learned about yourself as a result of being this church's pastor?
- What would you like to add?

SPECIALIZED EXIT INTERVIEW QUESTIONS

This set of questions is meant to be drawn on by the liaison when the church is in the process of major projects (capital campaign, revamping programs, redesigning the Board of Deacons' responsibilities, etc.) or when particular problems have arisen that need to be addressed.

- Describe the staff's ability to work together.
- What historical incidents or events have shaped the church's present and perhaps its future?
- What are the factors that could be emphasized to bring about positive changes or plans in the future?
- What percentage would you give to the positive aspects of your ministry with the church? Please describe.
- What percentage would you give to the negative aspects of your ministry with the church? Please describe.
- What have you learned about yourself as a result of being this church's pastor?
- If you were following you, what do you wish someone would tell you about this congregation?
- *Who are particular members whose presence or behavior affects the church in a positive way?
- *Who are particular members whose presence or behavior affects the church in a negative way?

**The answers to these questions are confidential, and are to be seen only by the COM liaison, stated clerk and general presbyter. They are designed to assist them in being aware of those people who have a positive effect and those who have a negative effect on the congregation. The information may expose patters of behavior that are important to know.*

SAMPLE EXIT QUESTIONS ASKED BY THE LIAISON TO THE SESSION

When the transitional or interim pastor leaves:

- What changes have you (the session) supported in order to have the church ready to accept a new pastor?
- What have you learned about this church through this interim or transitional process? What, if anything, surprised you?
- Are there any areas that still need attention?
- What are the current strengths of this congregation?
- Do you have any new goals in mind?

When the current pastor leaves:

- What keeps you coming to this church?
- What are some of the strengths of this congregation?
- What are some areas that hold opportunities for growth?
- Is there congregational grief? If so, how has it been handled?
- What concerns do you have about the process to replace your pastor?

SAMPLE QUESTIONS ASKED BY THE DEPARTING PASTOR (INSTALLED OR TEMPORARY) OF THE SESSION OR PERSONNEL COMMITTEE

- What about me made you want to call me to be your pastor (or engage me as your interim or transitional pastor)?
- What are some of the best things I've done while I've been with you?
- What do you see as my strengths as a pastor?
- How might I be more effective?
- What will you remember most from our time together?
- Is there anything else you would like to say to me?

3.11 Ending Ministry Well

The COM has provided pastors resources to assist them to end their ministry in a particular congregation well. These resources include:

- Ministerial Practices in Relation to a Former Parish
- Covenant of Closure
- Guidelines and Assistance for Departing Pastors
- Sample letter from the minister to the congregation.

Ending Ministry Well may be found as Attachment C-4, Appendix C, Manual of Operations.

3.12 Pastoral Transition Process

1.A) Pastor Resigns or Retires

- a) Pastor advises COM or Stated Clerk of Presbytery
- b) Liaison is contacted
- c) Liaison contacts pastor to find out timeline, including notifying Session, & sets up exit interview with pastor
- d) Liaison meets with Session
 - i) lays out the process
 - ii) explains it is intended to be deliberate (methodical)

- iii) explains this is the time to celebrate the ministry of departing pastor
- iv) conducts exit interview or sets date for exit interview with the session
- e) Congregation votes to concur with pastor's request for Presbytery to dissolve the pastoral relationship
- f) COM acts on behalf of Presbytery and approves dissolution
- g) Pastor departs

1.B) Discernment Team (can begin meeting with session & members during 1.A:

- h) Discernment team is appointed
- i) Team visits with the session and members
- j) Team discerns what structure is needed for the church to move forward:

Interim NOT necessary Church moves to 4b with the PNC conducting a mission study.	Interim IS necessary Church moves to 3b- e, and to 4.	Alternate structure is defined with team indicating the process steps to be followed.
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2) Interim Search

- a) Region Chair appoints a Session moderator (if needed) in consultation with COM
- b) Session appoints Interim Search Committee (ISC)
- c) Liaison meets with ISC at their first meeting
- d) GP & COM Interim Resource Person give committee several names to consider which have cleared GP-to-GP reference check.
- e) If search committee receives names from another source, there must be a GP-to-GP reference check prior to any contact being made.
- f) Search Committee checks references and initiates contact (phone, skype, request for sermons). Before face to face meeting, a criminal/financial background check is required.
 - i) Search committee contacts liaison with request for background checks.
 - ii) Liaison contacts Interim candidate about a release form being sent.
 - iii) Liaison contacts Presbytery office requesting criminal/financial background check for Interim candidate(s).
 - iv) Interim candidate sends signed release to Presbytery office (not faxed).
 - v) Presbytery office arranges for background checks and bills the church and reports results to liaison
 - vi) Liaison contacts search committee who moves forward with face to face meetings.
- g) Interim Search Committee chooses candidate
- h) Contract (found on website) is between Session, Interim & Presbytery (not to exceed 12 months, G-2.0504b)
- i) Interim Candidate examined (if necessary) last Tuesday of each month by COM examinations

- j) Session votes to approve contract and signs along with Interim. **The identity of the interim being considered has been kept confidential up to this point.** The congregation may be informed of the interim being selected following all parties' approval of the contract.
- k) Contract is approved by COM acting as commission (on behalf of Presbytery)
- l) **Interim Pastor's name and biographical information is announced to the congregation.**

3) Interim Ministry

- a) Interim pastor and congregation work on Five Developmental Tasks*
- b) Mission study is completed
- c) Report of mission study is reviewed by liaison & region chair
- d) Permission is granted by COM to elect a PNC
- e) Session calls congregational meeting to elect PNC
- f) During this time of transition (the interim time) the Interim sends semi-annual reports to Stated Clerk

4) Search is Conducted (Confidentiality must be kept until the candidate is presented)

- a) Liaison meets with PNC at their first meeting for training and meets periodically thereafter. PNC members should review the PC(USA) document, "On Calling a Pastor" prior to beginning their work: www.pcusa.org/resource/calling-pastor.
- b) PNC prepares a Ministry Information Form (MIF) with the mission study as a guide
- c) Session approves parameters for compensation package
- d) Session approves MIF
- e) Liaison & region chair review MIF & contact COM chair when they are satisfied it reflects the congregation appropriately & compensation meets minimum terms of call
- f) COM chair generates code for PNC chair & clerk of session
- g) PNC uploads MIF to Church Leadership Connection (CLC) site & matches are generated by CLC as well as self-referrals
- h) PNC reviews PIFs and initial contacts are made (phone, Skype, or request for sermons) to ascertain interest by both parties. NOTE: COM can provide assistance with "mock interviews" to assist in preparing for formal candidate interviews.
- i) Field is narrowed as PNC identifies its top prospects (4-6), using reference checks and follow-up phone/Skype interviews
- j) Names of top prospects are given to liaison who forwards to GP for reference checks and background check (churches are responsible for the cost of the background check)
- k) After reference and background checks may face-to-face interviews (visits) take place, which may include visiting the pastor's current church and/or preaching at a neutral site. PNCs shall not make "surprise" visits to a candidate's current church.

- l) PNC extends offer and negotiates terms of call with selected candidate. The session must have approved the negotiated terms, but **the name of the final candidate is not disclosed.**
- m) Candidate is examined by COM examinations committee. If candidate is to be ordained, he/she is examined on the floor of Presbytery as well
- n) PNC, candidate and COM agree on terms of call; COM (or Presbytery) votes to receive candidate as a member of Presbytery. Upon request of the PNC, COM may grant permission for the candidate to move onto the field with or without restrictions after the congregational vote and until the next presbytery meeting.

5) Search is Concluded

- a) PNC informs Session that they have a candidate (**name is not disclosed**) and requests a congregational meeting to make its report
- b) Session calls a congregational meeting to hear and act on the report of the PNC
- c) Congregation meets and hears report of the PNC, which should include biographical information on the candidate and a description of the sense of call by both the candidate and the PNC. Congregation votes on candidate and terms of call (G-1.0502) and dismisses the PNC. Forwards terms of call to Stated Clerk
- d) Pastor begins on agreed upon date
- e) Administrative Commission (AC), appointed by Presbytery, or COM acting on its behalf, ordains and/or installs new pastor

Confidentiality must be maintained during entire process!

*Five Tasks of Interim Ministry

1. Coming to Terms with History
2. Discovering a New Identity
3. Shifts of Power/Leadership Changes
4. Strengthening Denominational Linkages
5. Commitment to New Leadership and to a New Future

4 COORDINATION WITH VARIOUS MINISTRIES

4.1 Christian Educators

The Coordinator for Christian Educators will:

- Maintain a list of Certified, Certified Associate, and Enrolled Educational Assistant Christian Educators known to be in the bounds of Presbytery
- Help liaisons to identify educators so they may be included in triennial visits and in conversation during pastoral transition
- Provide assistance, support, counseling, and resources to persons, sessions, and churches in search of effective educational and teaching ministry
- Provide encouragement, counsel, professional and personal support for those called to and serving in ministry in Christian Education within the bound of the Presbytery

- Be available to counsel with sessions and personnel committees regarding job description, benefits, and study leave for Educators
- Conduct exit interviews with every Certified or Certified Associate Christian Educator on the termination of their employment/position

4.2 Commission Ruling Elders to Particular Pastoral Service

The COM works with Education and Christian Nurture Division to train, certify, and commission ruling elders for service in a particular validated ministry. *“When the presbytery, in consultation with the session or other responsible committee, determines that its strategy for mission requires it, the presbytery may authorize a ruling elder to be commissioned to limited pastoral service as assigned by the presbytery. A ruling elder so designated may be commissioned to serve in a validated ministry of the presbytery. Presbytery, in its commission, may authorize the ruling elder to moderate the session of the congregation to which he or she is commissioned, to administer the Sacraments, and to officiate at marriages where permitted by state law. This commission shall also specify the term of service, which shall not exceed three years but shall be renewable. The presbytery shall review the commission at least annually.” (G-2.1001)* The contract for commissioned pastor may be found on the Mission Presbytery website, Mission-Presbytery.org under Committee on Ministry.

Should a congregation wish to covenant with a ruling elder who has been certified by ECN as meeting all requirements to be commissioned to particular pastoral service, the session shall negotiate the terms of the commission and complete the covenant document. If the commissioned pastor candidate does not have a current background check on file in the presbytery office, they must contact the stated clerk to authorize this (the congregation pays for the background check). Once cleared, the candidate should contact the chair of the COM Exam Team to schedule an examination. After successful completion of the exam, and if COM approves the commission, the candidate shall be examined on the floor of presbytery at the next meeting. Upon request of the session, COM may grant permission for the candidate to move onto the field with or without restrictions until the next presbytery meeting.

4.3 Specialized Ministry

“When teaching elders are called to validated ministry beyond the jurisdiction of the church, they shall give evidence of a quality of life that helps to share the ministry of the good news. They shall participate in a congregation, in their presbytery, and in ecumenical relationships and shall be eligible for election to the higher councils of the church and to the boards and agencies of those councils.

The presbytery shall review annually the work of all teaching elders engaged in validated ministries outside the congregation.” (G-2.0503) The COM coordinator for specialized ministry keeps an updated log of all teaching elders in ministry beyond the parish and receives their annual report.

4.4 Transitional Ministry

Transitional pastor or interim pastor is a specialized form of ministry in the local congregation that guides the church through the transitional period between pastors. More than simply filling the gap, the trained interim specialist helps the church discern God's calling through the *Five Developmental Tasks of Interim Ministry*. The COM transitional ministry coordinator works with sessions and trained interims and transitional specialists to form a match with churches. The contract for transitional or interim ministers may be found on the Mission Presbytery Website, Mission-Presbytery.org under Committee On Ministry.

4.5 Associate Pastors (*renumber existing 4.5 "Working Collaboratively" to 4.6*)

Associate pastors are installed pastors in some congregations of the Presbytery. (BOO G-2.0504a). As a means to provide care and support for Associate Pastors, COM annually appoints one of its members to be the Coordinator for Associate Pastors, who will:

- Maintain a list of Associate Pastors actively serving in Mission Presbytery's churches.
- Form groups of support, both virtual and in person. This may include social media groups, in person gatherings, virtual gatherings.
- Welcome new Associate Pastors as they are received into the Presbytery.
- Provide support, counsel, and encouragement to the Associate Pastor, but not assume the role and tasks of the COM liaison.
- Direct Associate Pastors, in cases where conflict may arise, to resources within the congregation (Personnel Committee, Session, any other structures) as the primary means toward resolution. See Section 2.3.2 for COM's roles and principles in conflict resolution.
- Promote fair and just personnel policies, as well as just compensation policies, to sessions of churches who have, or are considering calling, Associate Pastors. Provide counsel and guidance to sessions on job descriptions, lines of communication, access to personnel committees by Associate Pastors, and other policies that may be applicable.

4.6 Working Collaboratively

The COM works with all groups within the presbytery to meet the mission of Mission Presbytery. Because of the nature of its work the COM works particularly closely with Pastoral Care, Church Development and Evangelism, Education and Christian Nurture, and Preparation for Ministry.

Church Development and Evangelism pays for anyone in Mission Presbytery to access MissionInsite, an extensive online database of demographic information and trends for churches and non-profits. This is particularly useful during mission studies and congregational strategic planning activities. Each user sets up an individual account. To get started, go to www.missioninsite.com/clientt-center/registration. Click "REGISTER", and follow the steps on the next several screens. Mission Presbytery's Agency Account Number is **YCBNP**.

5 OTHER POLICIES & PROCEDURES

5.1 Sabbatical Leave for Pastors and Christian Educators

The Presbytery of Mission recommends to the sessions of its churches that ministers and Christian educators be granted a compensated sabbatical of at least three (3) months after each six (6) years of service to an individual church.

(This sabbatical is not mandated as part of the minimum terms of call. Any sabbatical, of any length, is based upon negotiations between the pastor and the session.)

Rationale

The purpose of a sabbatical is to enable the pastor/educator to be renewed through the vital pursuit of continuing education, extended time spent in spiritual formation, and fresh mentoring by respected teachers. A sabbatical enables a pastor/educator to return to the responsibilities of the parish with new energy, spiritual vision and effectiveness. Also, sabbaticals can allow a pastor/educator to commit to a longer term of service, which will benefit the life and mission of a congregation.

The Process for Developing a Sabbatical Leave

Pastor or Educator Responsibilities

1. Bring the sabbatical proposal before the session – at least in outline form - a minimum of six months before the intended commencement of the sabbatical.
2. Secure the approval of the session for the sabbatical proposal and work out the necessary coverage of pastoral and pulpit responsibilities.
3. Assure the session of continued service to the church for at least one full year from the conclusion of the sabbatical.
4. Bring up to date all pending responsibilities as determined in consultation with the session before departing on a sabbatical.
5. Upon return, present a written and oral report of experiences, learnings and recommendations growing out of the sabbatical experience to the session. A written report shall also be sent to the Committee on Ministry.

Session Responsibilities

1. Receive “for approval” the pastor/educator’s proposal for a sabbatical, at least six (6) months in advance of the intended commencement of the sabbatical.
2. Continue terms of call commitments to the pastor/educator during sabbatical leave and budget for any additional, necessary pastoral leadership.
3. Communicate to the congregation the importance and values to the church of a sabbatical.
4. Submit to Committee on Ministry in writing the sabbatical timetable and outline of plans. These plans will include, for pastoral sabbaticals, the names of persons who will provide pastoral leadership and care for the congregation in the pastor’s absence.

5. Receive a report of experiences, learnings and recommendations growing out of the sabbatical experience from the pastor/educator upon return.

Committee on Ministry Responsibilities

1. Review the sabbatical timetable and usage plan as submitted by the pastor/educator.
2. Serve as mediator in any concerns of session, educator or pastor relative to the sabbatical.
3. Appoint a moderator for the session during the pastor's absence.
4. Receive a report from the pastor/ educator, through the session

Additional Responsibilities/Information

1. It is expected the pastors/educators will return to service for a minimum of one year following their sabbatical.
2. If agreed upon by session and the pastor, the sabbatical may be combined with study leave.

5.2 Sexual Ethics

Because of the nature of the spiritual and moral authority ascribed to persons in positions of pastoral leadership (as ministers or ruling elders in temporary or installed pastoral relationships and as Christian educators and those serving in validated ministry outside the local congregation), they have entered into a sacred trust. All pastoral leaders in Mission Presbytery are expected to abide by the following code of ethics. (See Manual of Operations, Appendix A1, Attachment A-1.2)

All teaching elders, commissioned ruling elders, and Christian educators serving within the bounds of Mission Presbytery are expected to sign a statement verifying they are aware of this code and to attend sexual misconduct and boundary training at least every 5 years when available.

5.3 Assessment and Appraisal of Pastors

It is Mission Presbytery policy that each congregation will conduct an annual appraisal of all installed, designated, or stated supply pastors serving them, including a review of compensation. Details are provided in Attachment C-2, "Assessment and Appraisal of Pastors."

5.4 Laboring Within or Outside the Bounds of Mission Presbytery

In the course of doing ministry, ministers may have occasion to serve outside of their presbytery of membership. Both presbyteries have the right to approve such service. For one-time events such as weddings or funerals, Mission Presbytery COM has the following policy:

- Mission Presbytery ministers wishing to perform pastoral service in another presbytery shall request permission to do so from that presbytery and inform the COM chair and/or stated clerk of the date, location, and nature of the service. This will be reported to COM and recorded in the minutes of the next COM meeting.

- Ministers from other presbyteries wishing to perform pastoral service in Mission Presbytery shall request permission by contacting the COM chair or stated clerk. If the minister is in good standing in his or her current presbytery and neither the stated clerk nor the COM chair have concerns about the service, the permission will be granted and this will be reported to COM and recorded in the minutes of the next COM meeting. If there are any concerns, the matter should come before the full COM for approval (meeting or e-vote).

Service other than one-time events shall come to the full COM for approval.

5.5 Confidentiality

“Presbyteries shall be open at all times to communication regarding the life and ministry of their congregations.” (Book of Order G-3.0307)

Central to open communication is an assurance that concerns shared will be held in confidence. A basic component of communication is confidentiality. All parties must be absolutely confident that COM will keep all business strictly confidential. This cannot be over-emphasized. Conversations concerning matters related to ministers and congregations are not to be held in public places or where they may be overheard. The work of COM is not to be shared with family and spouses and not to be conducted on open communication sites such as shared email addresses and social network sites.

5.6 PC(USA) Validated Ministry Categories

<u>Particular Church</u> <i>Installed Pastoral Relationships (Teaching Elder)</i> Pastor or CoPastor Associate Pastor Designated Pastor Designated Associate Pastor <i>Other</i> CRE to a Church Pastor Emeritus/Emerita	<i>Temporary Pastoral Relationships</i> Interim Pastor or Interim Associate Stated Supply Parish Associate Temporary Pastor Temporary Associate Pastor
<u>Teaching Elder Equivalent Member of Another Denomination Serving PCUSA</u> Pastor or Co-Pastor Associate Pastor Interim Pastor or Interim Associate Temporary Relationship	<u>Serving Other Institutions in Relationship with PCUSA or Its Agencies (i.e., Mo-Ranch)</u> Pastor/Chaplain Chief Administrator Staff
Honorably Retired Member of Presbytery	<u>Educational Institute</u> Pastor/Chaplain President or Chief Administrator Administrative Staff Faculty Student
<u>Presbytery/Synod Councils</u> Organizing Pastor or Evangelist Executive	<u>PCUSA Teaching Elder Serving: Another Denomination, Ecumenical Agency, or</u>

Stated Clerk Executive/Stated Clerk Staff Missionary Emeritus/Emerita	<u>Non-Denominational Agency</u> Pastor or Co-Pastor Associate Pastor Temporary Pastoral Relationship Chief Administrative Officer Staff
<u>General Assembly Entities</u> Chief Executive Officer Agency Staff Field Staff Missionary or Fraternal Worker	<u>Military Services</u> Air Force Chaplain Army Chaplain Navy Chaplain Veterans Administration Chaplain
<u>Other Validated Codes</u> Other Validated Ministry CRE to Validated Ministry Member at Large	<u>Not a Validated Ministry</u> <i>Not Engaged in Validated Ministry</i> <i>Exclusion from Office</i>

Yellow highlight = categories presbyteries are not ordaining people to, ordinarily

Attachments

Attachment C-1: [Dissolution of Pastoral Calls](#)

Attachment C-2: [Assessment and Appraisal of Pastors](#)

Attachment C-3: [Temporary Pastor/Associate Pastor Becoming Installed Pastor](#)

Attachment C-4: [Ending Ministry Well](#)

Approved by Committee on Ministry

February 1, 2016

Edited, updated, and approved by Committee on Ministry

February 5, 2018