

Committee on Ministry  
Presbytery of Florida

# **PASTOR TRANSITION TEAM**

FOR CONGREGATIONS  
IN TRANSITION

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## Introduction

When a pastor/associate pastor requests that the presbytery dissolve the relationship with the current congregation, the congregation of that church moves into a stage of transition. This transition process is governed by the *Book of Order*. The congregation, pastor, and presbytery form a partnership to carry out this process. The Presbytery of Florida through the Committee on Ministry delegates to the Pastor Transition Team (PTT) the responsibility to provide resources, give direction, assist as needed, maintain contact, and walk with the congregation through this transition. Primary resource materials include the *Book of Order*, General Assembly manuals and guidelines, and the policies established by the Presbytery of Florida.

This manual for *Congregations in Transition* delineates the responsibilities of the participants and the steps required during each stage of the transition. It is intended to be a resource for all partners in the process: congregations, sessions, liaisons, Congregation Assessment Team or Conversations Consultants, Pastor Nominating Committees, Committee on Ministry, and the Pastor Transition Team.

Throughout this manual, infrequently used terms will be spelled out for clarity. Acronyms will be used for the Pastor Transition Team (PTT), Relational Ministry Team (RMT), Committee on Ministry (COM), and Pastor Nominating Committee (PNC).

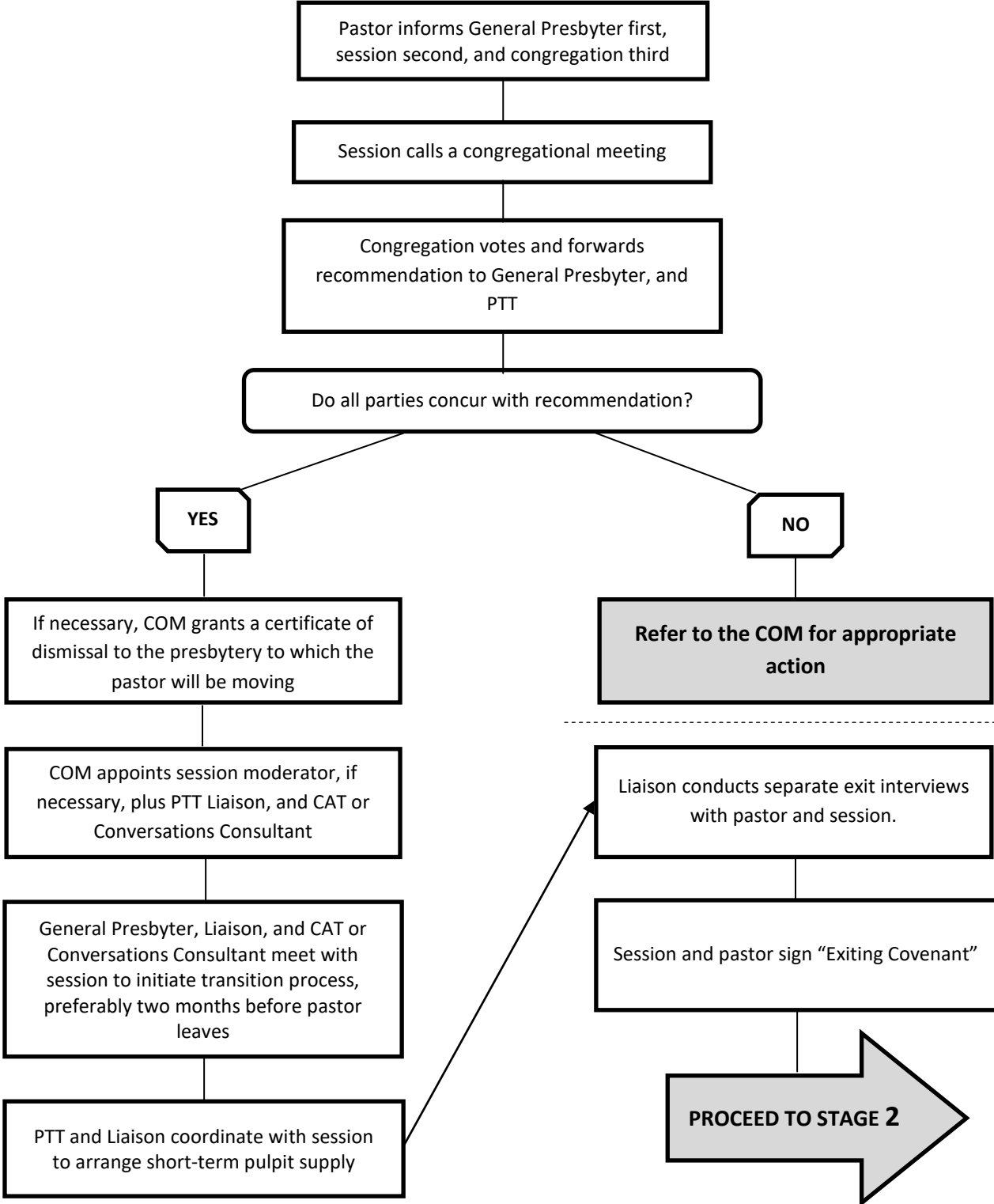
We trust that the guidance contained in this manual will make the transition process a smooth one, and we welcome your comments and suggestions.

Yours in Christ,

The Committee on Ministry

# STAGE ONE: THE DEPARTURE OF THE PASTOR

What is the process to follow when a pastor desires to leave a congregation?



## STAGE TWO: THE TRANSITION

Did Stage One interviews support the need for an Interim Pastor?

YES

NO

PTT and Liaison Coordinate with Session to Initiate the Interim process

Session appoints a CAT or Conversations Team to initiate the transition process

CAT or Conversations Team and Consultant conduct the assessment tool and use results for discernment of the congregation's future

Session provides congregation with Executive Summary of CAT/Conversations results, seeks congregational input, and reports subsequent discernment to PTT

Did CAT or Conversations results support congregation's need for part-time or full-time pastor?

YES

NO

PTT reviews CAT Report and gives the congregation permission to elect a PNC

Liaison refers congregation to Congregational Redevelopment

Liaison assists session in identifying an appropriate Temporary Pastor mission

Congregation elects and commissions the PNC

PNC completes and submits Ministry Information Form to PTT for approval.

PTT examines the selected candidate, if appropriate, and approves contract for an appropriate Temporary Pastor

**Refer Congregation to Relational Ministry Team**

Is the Ministry Information Form approved?

NO

YES

PNC revises Ministry Information Form and resubmits for PTT approval.

**PROCEED TO STAGE 3**

# STAGE THREE: THE PASTOR SEARCH

PNC Secretary uploads Ministry Information Form to Church Leadership Connection

PNC reviews Personal Information Forms provided through Church Leadership Connection and other sources and narrows search to 3-5 candidates

PNC checks references and submits final 1-2 candidates to General Presbyter for final reference check

General Presbyter reports findings to Liaison and to PTT if necessary

YES

Are the General Presbyter's findings favorable?

NO

PNC informs the chosen candidate that it wishes to recommend a call to the PTT and then to the congregation

PNC may proceed anyway or may resume search process

Does the candidate concur with this recommendation?

NO

PNC resumes the search process

YES

PNC and candidate negotiate terms of call and complete the Pastoral Call Form

PTT reviews candidate materials, including the Pastoral Call Form, and requests COM examine the candidate

NO

Does COM sustain the candidate's examination and approve the terms of call?

YES

PROCEED TO STAGE 4

# STAGE FOUR: THE PASTOR CALL

PNC notifies General Presbyter, Liaison, and PTT of candidate concurrence with recommendation.

PTT grants approval for presentation of candidate information to congregation

PNC coordinates with session to schedule congregation meeting to receive PNC report and vote on terms of call

Congregations receives PNC report, votes on terms of call, and affirms session recommendation that Presbytery extend a call to the candidate.

Does the Presbytery, through COM, extend a call to the candidate and grant permission for ministry to begin?

YES

PNC is reconstituted as a Pastoral Support Team

Presbytery introduces and welcomes candidate as a member of the Presbytery, if appropriate

Chair of COM approves date and commission for ordination and/or installation

New pastor is ordained and/or installed

Refer Congregation to Relational Ministry Team

NO

Return to Stage 3

**NOTE: If choice is a candidate for ministry, the Committee on Preparation for Ministry (CPM) may become involved.**



## STAGE ONE: THE DEPARTURE OF THE PASTOR

### POLICY

***“...No pastoral relationship may be established, changed, or dissolved without the approval of the presbytery.” (Book of Order, G-2.0502)***

The transition process is initiated when the pastor/associate pastor\* notifies the General Presbyter and/or the chair of the Committee on Ministry (COM) of his/her request to dissolve the relationship with the current congregation. The chair of COM will notify the Chair of the Pastor Transition Team.

The pastor shall:

- notify the session and congregation of the request to dissolve the relationship;
- share information with session and congregation about the future relationship between pastor and members, explaining that although a pastoral relationship ends, bonds of friendship may endure (see *Guidelines for When a Pastor Retires or Moves On to Another Pastorate*, Appendix A); and
- participate in an exit interview with the COM-appointed Liaison, sharing joys, concerns, and thoughts for the future of the congregation (see *Guidelines for Conducting Exit Interviews*, Appendix A).

***“The session shall call a congregational meeting to act upon the request and to make recommendations to the presbytery.” (Book of Order, G-2.0902)***

The session and congregation assume the primary responsibility for maintaining the work and worship of the congregation.

The session shall:

- meet with the designated Transition Team (Pastor Transition Chair, Liaison, Congregation Assessment Team or Conversations Consultants (CAT/Conversations Consultant)) to discuss planning and steps to be taken forward;
- participate in an exit interview with the Liaison to help provide for a basic assessment of the current congregational health (financial, membership growth/loss, etc.) leading to a search for an Interim Pastor or a Temporary Pastoral Relationship and use of the CAT/Conversations assessment tool to help identify the best way to move forward; and
- assist congregational members in recognizing that dissolving the pastoral relationship means that members are not to consult with the pastor/associate pastor regarding any current or future church matters. When that becomes an issue, the General Presbyter and the Liaison should be consulted for assistance.

The presbytery, through the COM, has the responsibility to:

- take official action in a timely manner on matters required for dissolving the pastoral relationship;
- assure that volunteer Liaisons and CAT/Conversations Consultants are appropriately trained to assist congregations as they move through the transition process;
- appoint a Liaison and a CAT/Conversations Consultant to be a part of a transition team to meet,

* This request may, in some situations, be initiated by the congregation and/or the presbytery.
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along with the General Presbyter, with the session to begin a process of discernment, including exit interviews with the pastor and session, in order to determine action steps needed to move forward;

- appoint a Moderator for the session, when needed; and
- provide guidance and be a link between presbytery and congregation.

## **PROCESS**

1. The pastor informs the General Presbyter and/or the chair of the Committee on Ministry that he/she is requesting the dissolution of his/her current call. Preferably, this occurs at least two months before the pastor's departure and sets the process in motion.
2. The pastor tells the session and then the congregation of his/her intention to request that the pastoral relationship be dissolved.
3. The session calls a meeting of the congregation to act upon the request and to make a recommendation to the presbytery. The Clerk of Session notifies the chair of the PTT and the General Presbyter of the date and time for the congregational meeting.
4. Within 24 hours of the congregational meeting, the Clerk of Session communicates the action of the congregation to the PTT Chair and the General Presbyter via telephone call or text message, followed by a written or emailed statement. This information will be forwarded to the COM chair.
5. The COM receives and acts on the information from the congregational meeting. If the congregation does not concur with the pastor's request, the presbytery through the COM determines appropriate action. If the congregation concurs with the pastor's request and the COM also concurs, then the COM under authorization of the presbytery:
  - a. grants the request of the pastor and takes any other necessary action; and
  - b. if necessary, appoints a Moderator for the session.
6. The Committee on Ministry, through the Pastor Transition Team, provides for a trained Liaison and a CAT/Conversations Consultant to form a transition team, which along with the General Presbyter, will meet with the Session to provide information and guidance in steps to be taken for the well-being of the congregation.
7. Specifically, this team:
  - a. Initiates the process as outlined in this manual and flow chart;
  - b. presents options for pastoral leadership available to the session;
  - c. explains the CAT/Conversations assessment tool and transition process;
  - d. conducts separate exit interviews with the session and the pastor; and
  - e. informs the session of the vacancy dues required during the interim period. (See <http://www.pensions.org> and search "vacancy dues" for further information.)

## **STAGE TWO: THE TRANSITION**

### **POLICY**

***Do not remember the former things, or consider the things of old. I am about to do a new thing; now it springs forth, do you not perceive it? I will make a way in the wilderness and rivers in the desert. (Isaiah 43: 18-19)***

This phase of the transition process is an opportunity for the members of congregation to reflect on the past and present while focusing on its call to the future. If the exit interviews conducted with the departing pastor and the session as part of Stage One support the need for an interim pastor, all parties should follow the steps outlined in *Interim Pastor Policy and Process* (Appendix B).

The CAT/Conversations assessment tool is used to assist a congregation in discerning what it is called to be in this time. The Conversations tool is used for congregations with regular worship attendance of less than 35, while the CAT is the tool used for larger congregations. There is a fee for the use of the CAT/Conversations, and this should be discussed with the CAT/Conversations Consultant.

The CAT/Conversations Consultant shall:

- train the congregation’s session-appointed CAT team members and lead them as they go through the designated process;
- provide for the interpretation of the assessment tool used; and
- shepherd, as necessary, congregational discussion and discernment gained through the CAT or Conversations assessment.

The session and CAT/Conversation Team conduct congregational discussions, in both large and small groups, about the Executive Summary, which provides key points gleaned from the assessment tool. Session and CAT Team then prepare a “state of the congregation” report for COM, using a COM-provided worksheet. (See *State of the Congregation Reports*, Appendix B.) The CAT Consultant may help frame the report.

The discernment process, through the interpretation of the CAT/Conversations, may lead a congregation to realize that in this time in the life of their church a Temporary Pastoral Relationship is the pastoral relationship to which God is leading them. In this situation, the Liaison and the PTT will assist the session in working through the process of searching for a Temporary Pastoral Relationship, contracting with the person selected, and receiving presbytery approval through the COM. (See *Temporary Pastoral Relationship Models*, Appendix B.)

When a congregation determines that a Temporary Pastoral Relationship is the most appropriate pastoral relationship at this time, and a contract with the person selected has been approved by COM, the congregation is no longer deemed to be in transition; oversight responsibility is then transferred to those serving on the Relational Ministry Team (RMT). (See *Contract for Temporary Pastoral Relationships*, Appendix B.)

When it is determined that a search for an Interim Pastor should be pursued, the session appoints an Interim Search Committee to conduct that search. (See *Interim Pastor Policy and Process*, Appendix B for details on this process.)

The Liaison assists the Interim Search Committee in its search and provides the steps and process in contracting with an Interim Pastor. (See *Interim Pastor Contract*, Appendix B.)

Any pastor called to be an Interim Pastor in the Presbytery of Florida will ordinarily have completed the first Interim training module. (See *Interim Pastor Policy*, Appendix B or more specific requirements.)

***“The session shall call a congregational meeting to elect a pastor nominating committee that shall be representative of the whole congregation. The committee’s duty shall be to nominate a pastor for election by the congregation” (Book of Order, G-2.0801).***

It may be determined, upon completion of the CAT/Conversations assessment, the resulting interpretation, and session/congregational discernment, that a search for part-time or full-time Pastor should be pursued. In this case, with approval of the PTT, the session calls a congregational meeting to elect a Pastor Nominating Committee (PNC) to conduct that search. A formal commissioning service for the PNC is conducted to recognize the responsibilities of the PNC members and the congregation in the search for the pastor God is calling for their congregation. The PTT Liaison or other presbytery representative is present for this service whenever possible. (See *Commissioning Service Guide for Pastor Nominating Committee*, Appendix B.) The PNC presents a word picture of the congregation, including the needs of the congregation and a description of the position, through the development of a Ministry Information Form. (See *Ministry Information Form*, Appendix B.)

The Liaison assists the Interim Search Committee in its search and provides the steps and process for contracting with an Interim Pastor.

The PTT forwards to COM its recommendation for examination and approval of the Interim Pastor/Temporary Pastoral Relationship. The PTT gives permission for forming and then training a PNC, and later approves the Ministry Information Form.

## **PROCESS**

1. The session names a CAT/Conversations team to initiate the congregation’s transition planning.
2. The congregation conducts and completes the CAT or Conversations assessment. The CAT/Conversations Consultant receives the Vital Signs or Conversations report and interprets the report for session and the CAT/Conversations team.
3. The congregation’s CAT/Conversations Team, with session input, uses insights gained from CAT/Conversations assessment, understanding of the church’s financial situation, and consideration of its challenges or opportunities for growth, to determine its next phase of life. The team develops an Executive Summary that is reviewed by the CAT/Conversations Consultant.
4. The session and CAT/Conversations Team then conduct congregational discussions, in both large and small groups, about the Executive Summary, which provides key points gleaned from the assessment tool. Session and CAT Team members then prepare a “state of the congregation” report for PTT, using the PTT-provided worksheet. (See *State of the Congregation CAT and Conversations Reports* in Appendix B.) The CAT Consultant may help frame the report.

5. A session representative, possibly a CAT/Conversations Team member, and the CAT/Conversations Consultant present the report to the PTT. The PTT hears and acts on the CAT/Conversations report with recommendations regarding the congregation's future.
6. If a Temporary Pastoral Relationship is the selected option, the Liaison assists the session in identifying an appropriate candidate and session writes the contract.
7. When appropriate, the COM is requested to examine a candidate and sustain the exam. This may be done by the whole Committee on Ministry, or by an Examination Commission.
8. The COM approves the Temporary Pastoral Relationship or Interim Pastor Contract.

**\*\*Process ends for churches seeking a Temporary Pastoral Relationship. Presbytery celebrates the new pastoral relationship and the congregation is referred to the Relational Ministry Team (RMT).\*\***

**\*\*The process continues for churches seeking an ordained/installed teaching elder.\*\***

9. The Liaison explains the procedures for electing a Pastor Nominating Committee (PNC) and the duties of the PNC to the session.
10. The session creates a budget for PNC and calls a congregational meeting to elect and commission the PNC. If possible, the Liaison attends this meeting.
11. The Liaison meets with the PNC to discuss its work. Specifically, the Liaison:
  - a. explains procedures for the search for a new pastor;
  - b. shares the guide, *On Calling a Pastor - A Manual for the Pastor Nominating Committee*, and present the video, *On Calling a Pastor*; and
  - c. describes procedures for writing the Ministry Information Form (MIF) (See *On Calling a Pastor*, pp. 28-33, Appendix A).
12. The Liaison meets with the PNC and serves as a resource during the preparation of the Ministry Information Form.
13. The PNC presents the Ministry Information Form to the session for information and approval. The Liaison is present at this meeting when requested.
14. The PNC transmits the Ministry Information Form to the PTT for approval. The PTT may request that the Ministry Information Form be returned to the PNC for revision and then be resubmitted for approval.

## STAGE THREE: THE PASTOR SEARCH

### POLICY

*“The session shall call a congregational meeting to elect a pastor nominating committee that shall be representative of the whole congregation. The committee’s duty shall be to nominate a pastor for election by the congregation” (Book of Order, G-2.0801).*

*The presbytery through the Committee on Ministry shall provide “counsel on the merits, suitability, and availability of those considered for the call” (Book of Order, G-2.0803).*

During this phase of the transition, the Liaison is involved with the PNC through training, participating in meetings, and being open and available for questions and concerns. The Liaison is a vital connection between the congregation, the PNC, and the presbytery.

The Liaison:

- meets with the PNC periodically, and at least monthly, to assess progress, assist in the process as needed, and meet with the session/congregation when requested; and
- provides the PTT with a monthly report, and other reports as needed that are related to the status of the search, any blocks hindering progress, and any assistance needed.

The PTT:

- keeps the Liaison informed on matters affecting the congregation and the search process; and
- requests COM examine the candidate for fitness and suitability for the call.

The PNC:

- represents the congregation in the search for a new called pastor;
- completes the match process using the Church Leadership Connection;
- reviews information from the Ministry Information Form that has been entered into the Church Leadership Connection system; and
- negotiates terms of the pastor’s call.

The Interim Pastor:

- *may*, as part of his/her agreement with the session and his/her transition work with the congregation, participate in the development of the Ministry Information Form; but
- shall *not* be involved in the PNC search following approval of the Ministry Information Form and the initiation of the Church Leadership Connection match process.

The congregation/session:

- provides financial support for the PNC in carrying out its task; and
- prays for the work of the PNC.

## PROCESS

1. The secretary for the PNC, after PTT approval, submits the Ministry Information Form to the Church Leadership Connection.
2. The Liaison meets with the PNC for further training, if not already provided. This training includes:
  - a. how to interpret a Personal Information Form (see *On Calling a Pastor*, pp. 34-37, Appendix A);
  - b. how to conduct interviews; and
  - c. how to proceed with the search.
3. The PNC begins its search. Personal Information Forms are forwarded to the PNC from Church Leadership Connection. (See *Personal Information Form*, Appendix C.) The PNC may also secure Personal Information Forms on persons recommended to them by members and others. Any Personal Information Form that comes to the PNC apart from Church Leadership Connection must be given to the Liaison, who will see that it is copied and shared with the General Presbyter before returning it to the PNC.
4. The PNC narrows its search to about three to five candidates. (See specific guidelines in *On Calling a Pastor*, pp. 25-39, Appendix A.) The PNC checks their references; when they are satisfied with the responses, the PNC chooses one, but no more than two, candidates they wish to consider further and immediately notifies the Liaison. (See *Background Checks*, Appendix C.)
5. The Liaison shares the selected Personal Information Form(s) with the PTT chair, who contacts the General Presbyter. The Liaison converses with the General Presbyter of the proposed candidate(s)' presbytery and reports back to the PTT chair and the Liaison.
6. If the General Presbyter's report on a candidate is favorable, the PTT gives permission for the PNC to enter into negotiations with the candidate regarding the terms of call. (See relevant forms in Appendix C.)
7. The PNC and the candidate negotiate the terms of call and the PNC submits this information to the Liaison, who then copies the chair of the PTT. The PTT reviews the information and, if all is in order, requests that COM examine the candidate.
8. The COM or Examination Commission reviews the candidate's materials, including the terms of call, and arranges for the candidate's examination, based on his/her knowledge of Theology, Bible, Polity, and Worship and Sacraments, as well as suitability for the call. (See *Examination Procedures for Ministers Requesting to Be Received by Presbytery*, Appendix C.)
9. If the COM or Examination Commission is satisfied with the examination, suitability, and terms of call, action is taken to sustain the exam and advises the PNC.
10. The PNC informs the chosen candidate that it wishes to recommend a call to the congregation. If the candidate concurs, the process moves on to Stage Four.
11. If the COM or Examination Commission does not sustain the candidate's examination, the Liaison informs the PNC that it should resume the search process. (Note: In some cases, COM or the Examination Commission may grant permission for the PNC to continue conversations with its selected candidate to clarify any concerns or issues, e.g., statement of faith.)

## **STAGE FOUR: THE PASTOR CALL**

### **POLICY**

*“When the way is clear for the committee to report to the congregation, the committee shall notify the session, which shall call a congregational meeting” (Book of Order G-2.0803).*

When the PNC and a prospective pastor believe that they have been called by God to join together as pastor and congregation, the parties involved have the following responsibilities:

- the congregation, in a called congregational meeting for that purpose, acts on the motion from the PNC to request that the presbytery call the nominee as the installed pastor;
- after approval of the candidate by the congregation, the PNC extends the call to the nominee;
- the presbytery and congregation welcome the new pastor; and
- the presbytery, in coordination with the pastor, plans for the ordination and/or installation service after the pastor has moved onto the field.

### **PROCESS**

1. After COM approval, the PNC notifies the session that it is ready to present the candidate information to the congregation.
2. The session calls a congregational meeting to receive the PNC report.
3. The congregation meets and votes to approve the terms of call and to affirm the session’s request that the presbytery extend a call to the candidate. If possible, the Liaison is present at this meeting. Otherwise, the Clerk of the Session informs the Liaison of the congregation’s action without delay.
4. With COM approval, the pastor may move onto the field. The PNC is reconstituted as a pastoral support team.
5. At the next meeting of presbytery, the pastor is introduced on the floor of presbytery and welcomed into membership.
6. Once the pastor is officially received by presbytery, the presbytery through COM, appoints a commission for his/her installation. This installation occurs in the context of worship and follows the order of worship in the *Book of Order* (W-4.4000-4.4003).

**\*\*The pastoral relationship officially begins on the day of his/her installation.  
The pastor and congregation are then referred to the Relational Ministry Team.\*\***



# STAGE ONE: THE DEPARTURE OF THE PASTOR

## DEPARTING MINISTER AGREEMENT

### AGREEMENT REGARDING THE RELATIONSHIP OF DEPARTING MINISTERS TO THEIR FORMER CONGREGATIONS

***After the dissolution of the pastoral relationship, former pastors and associate pastors shall not provide their pastoral services to members of their former congregations without the invitation of the moderator of session. (G-2.0905)***

The Pastor Transition Team (PTT) recognizes that it is sometimes difficult for pastors and congregations at the time of a pastor's departure. In order to assist both pastors and congregations, PTT presents this guideline to help steer pastors and congregations at this critical time of change.

The intention of this agreement is to ensure a healthy transition from the current pastor to a new pastor. Therefore, the congregation and departing pastor are called on to exercise self-restraint in order to allow time for the congregation to reflect on past ministry, envision future ministries, and allow for a relationship with the new pastor to flourish. How pastors and congregations say "Goodbye" is just as important as how they say "Hello" and "Welcome." Pastors, congregational leaders, and members must model for one another healthy boundaries as roles and responsibilities change. To effectively and graciously maintain such boundaries requires clarity of mind and positive support of one another.

The purpose of this agreement is to be forthright in our commitment to create space, as needed, for those involved to grieve, reflect, and dream. While friendships with the departing pastor will surely continue, the *pastoral relationship* must not. This is an important distinction. It marks a boundary that is essential to the wellbeing of the congregation as it moves forward under new pastoral leadership.

It must be kept in mind that even neutral remarks by the former pastor can be interpreted as calling into question the experience or ability of the new pastor. Hence, such continued friendships must not impinge on any pastoral services that are the province of the new pastor, e.g. hospital visits, weddings, funerals, baptisms, counseling, or upon any policies or programs of the church under the new pastor's leadership.

The following Agreement will ordinarily be used during exit interviews with the Departing Pastor and the Session. It will also be shared with the congregation verbally and through the newsletter (if there is one) and through email.

## **AN AGREEMENT BETWEEN THE CONGREGATION AND THE DEPARTING PASTOR**

- 1. With a posture of grace, understanding, and trusting in the guidance of the Holy Spirit we all agree to:**
  - a. hold one another in prayer, and
  - b. refrain from all intentional *pastoral* interaction in person or online.
  
- 2. The Congregation agrees to:**
  - a. pray for the well-being of the departing pastor into retirement or a new call;
  - b. have this agreement read during a worship service when a ministerial vacancy occurs and also communicate it through the newsletter (if there is one) and through email;
  - c. once the departing pastor has left, to no longer approach the departed pastor or the departed pastor's family regarding issues of pastoral care, congregational life, or future pastoral leadership;
  - d. welcome and embrace new pastoral leadership and joyfully engage in a process of discerning God's calling for their future; and
  - e. allow those who are feeling a sense of loss to have adequate time to grieve the end of the departing pastor's relationship with the congregation.
  
- 3. The Departing Pastor agrees to:**
  - a. pray for the well-being of the congregation as individuals and as the gathered community;
  - b. allow time to grieve the end of a pastoral and congregational relationship;
  - c. participate in the life of the larger church;
  - d. maintain healthy boundaries, refrain from and discourage any interactions regarding issues of pastoral care, congregational life, or future pastoral leadership;
  - e. communicate to the entire congregation, friends of the church, and staff so it is clear that although the departing pastor has valued their friendships, the pastor desires and has agreed to not be in communication regarding congregational life, any pastoral care matters, or discussion of future leadership, congregational issues or events, or the new pastor;
  - f. refrain from attending worship services or other events of his/her former church until one year after the installation of the new pastor, unless there are extenuating circumstances; and
  - g. decline pastoral participation by former church members in any funerals, baptisms, counseling, weddings, etc., of his/her former church unless invited by the interim pastor or the new installed pastor.

## EXIT INTERVIEW RESOURCES

Exit interviews are required at the dissolution of a pastoral relationship and may be a helpful tool for the Pastor Transition Team as it aids a session in moving forward following the departure of a pastor. This is true whether the person leaving the congregation is a temporary pastor who has served the church for a few months or an installed pastor who is leaving after a number of years.

Exit interviews can be an opportunity to reflect on the ministry the pastor and congregation had together, its strengths and weaknesses, and be one step in the process of closure in the relationship between congregation and pastor. Information gathered through an exit interview may also be helpful in informing the congregation's future direction for ministry, especially in calling the next pastor.

**With the Departing Pastor.** The PTT liaison conducts the exit interview with the departing pastor soon after the pastor announces his or her departure. Questions to be asked and topics to be covered may include:

1. Ask the pastor to talk about things she/he feels good about in ministry with the congregation.
2. Ask about barriers to effective ministry. These barriers might be in the session, the congregation, or the community, or with the pastor.
3. Ask about the relationships between the pastor, the session and the congregation, including any difficulties or conflict.
4. Ask about advice the pastor might want to give to the next pastor.
5. Give the pastor the document *Departing Minister Policy and Covenant*. Review with the pastor the presbytery's expectations regarding appropriate and inappropriate contact between the pastor and congregation after the pastor's departure. This is especially important if the pastor is staying in town or moving to a nearby location.

### G-2.0905 Officiate by Invitation Only

After the dissolution of the pastoral relationship, former pastors and associate pastors shall not provide their pastoral services to members of their former congregations without the invitation of the moderator of session.

**With the Session.** The PTT liaison conducts a separate exit interview with the session after the pastor has sought permission to dissolve the pastoral relationship. It is helpful for the moderator of session appointed by presbytery to be present for this interview. Questions to be asked and topics to be covered may include:

1. Ask about the positive growth in the life of the congregation during the pastor's time with the congregation.
2. Ask about barriers to effective ministry. These barriers might be within the session or in the congregation, the community, or the pastor.

3. Ask about the relationship between the pastor, the session and the congregation, including any difficulties or conflict.
4. Distribute the document *Departing Minister Policy and Covenant* to the session. Review the presbytery's expectations regarding appropriate and inappropriate contact between the pastor and congregation after the pastor's departure. This is especially important if the pastor is staying in town or moving to a nearby location.
5. Begin discussion about maintaining regular worship and congregational life during the transition and search for new pastoral leadership.
6. Ask whether the congregation has financial resources enough to hire a full- or part-time interim pastor. How are the church finances in terms of operating expenses and support of the Presbytery of Florida through Shared Mission Support? Are there concerns about funding future ministry?

## **WHEN A PASTOR ANNOUNCES RETIREMENT**

When a pastor announces his or her retirement, (ordinarily not more than one (1) year in advance), the Pastor will contact the chair of COM requesting the status of Honorably Retired be bestowed by presbytery.

When presbytery gives its approval to that request, a congregation in good standing and free from conflict may move forward with electing a Pastor Nominating Committee in accordance with the Book of Order and the guidance and instruction of the Pastor Transition Team.

The retiring pastor may continue to serve the congregation in full capacity. However, the pastor may not be involved with the transition process in any way. Questions and guidance are to be sought from the PTT.

# Stage Two: The Transition

## TEMPORARY PASTORAL RELATIONSHIP MODELS

### **Interim Minister/Interim Associate Minister** – Full Time / Part Time

Invited by the Session to fulfill pastoral duties while the church seeks a pastor. Ordinarily may not be the next installed pastor, co-pastor, or associate pastor of a church where serving as interim pastor

### **Commissioned Lay Pastor** – Most always Part Time

(*Book of Order*, G-2.10) A Ruling Elder of the Presbyterian Church (U.S.A.), who is granted a local commission by the presbytery to lead worship and preach the word, watch over the people, and provide for their nurture and service. Commission is valid in one or more specified congregations, new church development, or other validated ministries of the presbytery only. Elder is selected by and receives training approved by the presbytery, and is mentored by a minister-member of presbytery.

### **Ruling Elder mentored by Teaching Elder** – Most always Part Time

A Ruling Elder who is not commissioned into service with a particular congregation but serves with regularity. Teaching Elder moderates session and administers the Sacraments.

### **Minister of another denomination mentored by Teaching Elder** – Full Time / Part Time

Minister must be in good standing with his/her regional jurisdiction. Is granted permission to pastor to the needs of the congregation, but not administer the Sacraments or moderate session meetings.

### **Layperson of another denomination mentored by Teaching Elder** – Part Time

A person of another denomination who is not ordained may be allowed to preach and exercise minimal pastoral care under careful supervision by a Teaching Elder. Specific requirements will be outlined in the contract.

### **Candidate for Ministry** – Most always Part Time

A Candidate in good standing in his/her presbytery may be granted permission to serve a congregation while still in seminary. Requires supervision from a member of Committee on Preparation for Ministry in consultation with Relational Ministry Team.

### **Pulpit Supply** – As-needed basis

Invited by the session of a church to preach on occasional basis, with no other responsibilities.

# INTERIM PASTOR POLICY AND PROCESS

## Policy

1. Ordinarily, all interim pastors will be or become members of the Presbytery of Florida, are required to have successfully completed Week One of PUCSA's Interim Training prior to beginning service, and shall not be called to an installed pastoral position at the church where he/she is serving as an interim pastor. (Ref. *Book of Order* G-2.0504b & c)
2. When working with a congregation, the Pastor Transition Team (PTT) may recommend PIFs or resumes of trained interim pastors who are not members of this presbytery. In all cases Ministers of Word and Sacraments. must have successfully completed at least Week One of Interim Training.
3. While an interim pastor is not required to join the Presbytery of Florida, he/she is strongly encouraged to do so and is expected to be in regular attendance of meetings of the presbytery.
4. Temporary Pastoral Relationships for a congregation will be approved by PTT until an interim pastor has been secured.
5. Under no circumstances will an associate pastor of a congregation with a pastoral vacancy be permitted to serve as an interim pastor of that church.
6. Sessions seeking interim pastors will be required to complete an Interim Ministry Contract in consultation with the pastor candidate. The signed contract must be approved by PTT, and an examination of the interim candidate is required.

## Responsibilities of the Session

The Session will provide spiritual support for the interim pastor and fulfill its obligations as specified and agreed upon in the interim contract.

## Responsibilities of the Presbytery

The General Presbyter and PTT Liaison will assist the Interim Pastor Search Committee and provide professional support to the interim pastor.

## Responsibilities of the Interim Pastor

The interim pastor leads the congregation through the tasks of interim ministry and fulfills obligations specified and agreed upon in the interim contract.

## Provisions for Renewal or Termination

The agreement between the congregation and the interim pastor may be renewed or terminated with the approval of PTT according to the provisions in the interim contract.

## **Process**

1. The pastor (or associate pastor) notifies the General Presbyter before announcing his/her resignation or retirement to members of the church.
2. The General Presbyter, PTT Liaison, and CAT/Conversations Consultant meet with the session after the announcement is made. They provide information concerning the dissolution of the pastoral relationship, the terms of dissolution, the interim period, and the search process. The session calls a congregational meeting to vote on the pastor's request to have presbytery dissolve the pastoral relationship.
3. The session selects a team of persons to serve as an Interim Search Committee. The committee must be representative of the congregation.
4. The team writes a position description for the interim minister and establishes the salary range for the position. The salary range should reflect the skill set and experience level of the interim pastor that the search team wishes to attract. The compensation and benefits for the position of the previous pastor should be considered when setting a salary and benefits range, and attempt to compensate the Interim with at least 80% of the previous effective salary. It may be adjusted for part-time employment. Once the position description and the salary range have been approved by the session, the team conducts a search for the interim minister.
5. The Liaison may provide resumes to the session's Interim Search Committee.
6. The Interim Search Committee contacts the possible candidates, makes reference checks, conducts interviews, and makes a decision as to which person they wish to present to the session.
7. When the committee identifies the appropriate interim minister for the congregation, it presents his/her name first to the General Presbyter for a reference check, then to the PTT and the Committee on Ministry for evaluation for suitability and approval, and then to the Session.
8. The session, in consultation with the candidate, writes a contract.
9. The signed contract including proposed compensation is sent to COM for approval.

**PRESBYTERY OF FLORIDA**  
**INTERIM PASTOR COVENANT/CONTRACT**  
(Full Time - Retired)

The Session of \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_,  
(City)

Florida, (Church PIN \_\_\_\_\_), being well satisfied with your qualification for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you,

\_\_\_\_\_  
(Name)

to undertake the office of Interim Pastor of this congregation, beginning \_\_\_\_\_ for a period of \_\_\_\_\_ (up to one year, and is renewable).

That you may be free to devote full-time to the ministry of the Word and Sacrament among us, we promise and obligate ourselves to pay the following:

**A. Personal Compensation**

- 1. Cash Salary \_\_\_\_\_
- 2. Housing Allowance<sup>1</sup> \_\_\_\_\_
- 3. Total Effective Salary \_\_\_\_\_

**B. Additional Required Benefits<sup>2</sup>**

- 4. Board of Pensions (11%) \_\_\_\_\_
- 5. Self-Employment (7.65%)<sup>3</sup> \_\_\_\_\_
- 6. Total Required Benefits \_\_\_\_\_

**C. Professional Expenses**

- 7. Automobile Expense \_\_\_\_\_
- 8. Continuing Ed/Books \_\_\_\_\_
- 9. Other \_\_\_\_\_
- 10. Total Professional Expenses \_\_\_\_\_

**Total Amount** (add lines 3, 6, 10) \_\_\_\_\_

We further promise and obligate ourselves to review with you annually the adequacy of this compensation. In addition, we promise to provide:

**Additional Provisions (based on full-time service):**

Vacation (4 weeks minimum): \_\_\_\_\_

Study Leave (2 weeks minimum): \_\_\_\_\_



Moving expenses as negotiated \_\_\_\_\_

Maternity/Paternity Leave: Up to six weeks with full compensation.

In testimony whereof we have subscribed our names.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Moderator of the Meeting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Committee on Ministry

\_\_\_\_\_  
Date

<sup>1</sup> *May be divided between items 2, 3.*

<sup>2</sup> *If the pastor is retired and will be serving you 19 or fewer hours per week, BOP dues are not required.*

<sup>4</sup> *Social Security allowance (7.65% of effective salary) is not considered a part of the effective salary when figuring Board of Pension dues.*

**PRESBYTERY OF FLORIDA**  
**INTERIM PASTORAL COVENANT/CONTRACT**  
(Part Time - Retired)

The following agreement between the Session of the \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_, Florida, and the Reverend \_\_\_\_\_, is for the purpose of providing Interim Pastoral Services for the \_\_\_\_\_ Presbyterian Church for a period of up to one year, beginning \_\_\_\_\_. Under this agreement the Rev. \_\_\_\_\_ will be designated the Interim Pastor of \_\_\_\_\_ Presbyterian Church.

**EXPECTATIONS OF THE INTERIM PASTOR**

1. Will be, or will become, a corresponding member of Presbytery of Florida and participate in the life of the presbytery accordingly (preferably a member).
2. Will serve as Moderator of Session and Congregational meetings.
3. Will assist the Pastor Nominating Committee with methods, process and adequate reports, but will not be involved in any way with the search or selection of the new pastor. Any suggestions the Interim Pastor has to make are to be submitted to the Committee on Ministry.
4. Worship Leadership: Will provide regular preaching and worship leadership and special worship responsibilities. Will officiate at weddings and funerals and administer sacraments as agreed with the Session. Will provide inquirers' classes for prospective new members, if necessary. Will work with and take part in activities with other churches in the involvement of the community.
5. Pastoral Care: Will share pastoral care for the congregation, including visitation of members of the church; hospital and home visitation in crisis; and counseling with individuals and families if needed. Will visit with new people attending the church who express an interest in having the church become their church home.
6. Administrative Leadership: Will be head of staff. Will provide, with the Session, organizational oversight for the work of the church. Will assist committees in carrying out their assigned tasks. Will work with the Session to develop goals and strategies while in service to the church. Will have stated office hours. Will report monthly to the Session on his/her work and tri-annually to the presbytery.

**EXPECTATIONS OF SESSION**

1. Will provide support in every way possible to the Interim Pastor in the ministry of the church.
2. Will work with the Interim Pastor to establish goals for the present and future ministry of the church.
3. Will communicate openly and honestly with the Interim Pastor about needs and concerns of the congregation and community.

**EXPECTATIONS OF THE PRESBYTERY**

1. Will provide support and consultative services to the Interim Pastor through the Committee on Ministry.

2. Will provide Vacancy Consultations (the Committee On Ministry liaison) to the PNC, Session and congregation to assist with the mission study and call of the new pastor.
3. Will assist the Session and the Interim Pastor with emerging needs through the resources of the committees of the presbytery.

**MUTUAL UNDERSTANDING**

During the length of the agreement, Rev. \_\_\_\_\_ will be accountable to the presbytery through the Committee on Ministry and is responsible to the congregation through the Session. The Interim Pastor will submit a thorough report three times per year to the Committee on Ministry on the status of ministry provided, with the first report being due on \_\_\_\_\_. At the end of the agreement, the church Session agrees to provide a process for evaluation for the Committee on Ministry.

**FINANCIAL AND TIME PROVISIONS**

This agreement is for a period of 12 months (renewable if needed) or until a permanent Pastor is called, whichever comes first. However, the Session may terminate this agreement upon 30 days written notice to the Interim Pastor and the Committee on Ministry of the Presbytery of Florida. The Interim Pastor may terminate this agreement upon 30 days written notice to the Session and the Committee on Ministry.

The Interim is employed on a part time basis at approximately \_\_\_\_\_ hours per week. Compensation and benefits for these services are as follows:

Base salary	
1/2 Social Security or self-employment tax	
Automobile allowance	
Continuing Ed./Book Allowance	
Other: _____	
<b>Total =</b>	

Vacation leave: Two weeks after each 6 months of service.  
 Continuing Education (two weeks annually - prorated if less than full time for one year)

**APPROVED AND ACCEPTED:**

Interim Pastor	Date
Clerk of Session	Date
Chair, Committee on Ministry	Date

**PRESBYTERY OF FLORIDA**  
**INTERIM PASTOR COVENANT/CONTRACT**  
(Full Time)

The Session of \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_,  
(City)

Florida, (Church PIN \_\_\_\_\_), being well satisfied with your qualification for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you,

\_\_\_\_\_  
(Name)

to undertake the office of Interim Pastor of this congregation, beginning \_\_\_\_\_ for a period of \_\_\_\_\_ (up to one year, and is renewable).

That you may be free to devote full-time to the ministry of the Word and Sacrament among us, we promise and obligate ourselves to pay the following:

**A. Personal Compensation**

- 1. Cash Salary \_\_\_\_\_
- 2. Housing Allowance<sup>1</sup> \_\_\_\_\_  
OR  
Manse Rental Value<sup>2</sup> \_\_\_\_\_
- 3. Utilities \_\_\_\_\_
- 4. Other \_\_\_\_\_
- 5. Total Effective Salary \_\_\_\_\_

**B. Additional Required Benefits<sup>3</sup>**

- 6. Major Medical (25%) \_\_\_\_\_
- 7. Pension (12%) \_\_\_\_\_
- 8. Self-Employment (7.65%)<sup>4</sup> \_\_\_\_\_
- 9. Total Required Benefits \_\_\_\_\_

**C. Professional Expenses**

- 10. Automobile Expense \_\_\_\_\_
- 11. Continuing Ed/Books \_\_\_\_\_
- 12. Other \_\_\_\_\_
- 13. Total Professional Expenses \_\_\_\_\_

**Total Amount** (add lines 5, 9, 13) \_\_\_\_\_

We further promise and obligate ourselves to review with you annually the adequacy of this compensation. In addition, we promise to provide:

**Additional Provisions (based on full-time service):**

Vacation (4 weeks minimum): \_\_\_\_\_

Study Leave (2 weeks minimum): \_\_\_\_\_

Moving expenses as negotiated \_\_\_\_\_

Maternity/Paternity Leave: Up to six weeks with full compensation.

In testimony whereof we have subscribed our names.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Moderator of the Meeting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Committee on Ministry

\_\_\_\_\_  
Date

<sup>1</sup> *May be divided between items 2, 3.*

<sup>2</sup> *The Manse Rental Value amount must be at least 30% of the total of Cash Salary, Utilities, and Other Compensation (furnishings, deferred income, etc.) for Pastors residing in employer-provided housing.*

<sup>3</sup> *If the pastor is retired and will be serving you 19 or fewer hours per week, BOP dues are not required.*

<sup>4</sup> *Social Security allowance (7.65% of effective salary) is not considered a part of the effective salary when figuring Board of Pension dues.*

Example of a  
**LITANY OF BEGINNING**

**Leader:**

We are at a time of beginning. We can see with joy the possibilities for the future we share with our interim pastor. We expect and hope that what we build together with God and with one another will be lasting and good.

**Unison:**

We do not know what the future holds, but we commit ourselves to God with confidence that God will lead us toward wholeness and greater faithfulness.

**Leader:**

This time of beginnings is also a time of endings. We are grateful for prior relationships and for the gifts we have received because of them. We acknowledge that it is sometimes difficult to say “goodbye.”

**Unison:**

We pledge, with God’s help, to accept what is past, to cherish what has been good, to forgive what has hurt, to continue what is useful, and to let go of what will no longer serve us as we serve our Lord.

**Interim Pastor:**

With God’s help, I make this covenant with you: I pledge to be a partner with you in sharing the good news, working with you in the common tasks of our calling, and assisting you in this time of transition. I pledge to you that I will be a leader among you, helping you to shape a vision for the future. I promise to be a pastor for you, standing with you in joy or trouble.

**Leader:**

We are aware that this relationship is temporary. We also know that it is an important time for our church. Therefore, we covenant with one another and before God to be faithful to our calling as Christ’s people.

**Unison:**

Before Almighty God, we promise to deal with one another with love, respect, and honesty, to remember the value of real laughter and genuine tears, of honest labor, and of the hard work of struggling with difficult issues. Knowing this, we covenant to live together as God’s people, safe in God’s grace.

**Leader:**

May God bless us in this time of beginning.

## COMMISSIONING SERVICE FOR THE PNC/APNC

This service can to be used immediately following election of the Pastor/Associate Pastor Nominating Committee or on another date.

Prayer

Romans 12:1-8

(Members of the Pastor Nominating Committee will be asked to come forward.)

### **Moderator**

You have been chosen to serve this church family in a special way. Together you will seek a candidate for pastor, associate pastor, or co- pastor of this congregation. I ask you now to respond to the following questions:

Will you make every effort to be diligent in this task, to be present at all training sessions and committee meetings, and to share in all committee decisions?

### **Committee Members**

I WILL.

Will you respect the other committee members in this task, work with them in love and forbearance when opinions differ?

**I WILL.**

Will you maintain an openness about the persons you will interview, recognizing that ministers and candidates for the ministry are to be considered without regard to their race, ethnic origin, sex, marital status, age, or disability?

**I WILL.**

Will you maintain the necessary confidentiality of this task, even in regard to members of your own family?

**I WILL.**

*(Family members of the committee members will be asked to stand)*

You are also assuming an important task in the life of this church because you will have to give up time with the member of your family on this committee and, perhaps, assume some of his or her obligations.

Will you answer these questions?

As you experience the new demands place on your family member's time and strength, will you strive to cheerfully and prayerfully support that person?

**I WILL.**

Will you respect your family member's need for maintaining confidentiality?

**I WILL.**

*(The congregation will be asked to stand)*

This committee will be working on behalf of the entire congregation and will need its support and encouragement. Will you answer these questions? Will you keep these committee members in your thoughts and prayers in the months ahead, praying for the guidance of the Holy Spirit for their work?

**I WILL.**

Will you trust that God is guiding them and those in the Presbytery of Florida who are working with them? Will you support them with patience and humor?

**I WILL.**

Will you, relying upon the Holy Spirit, resist forming images of what your new pastor should look like or be like, trusting the committee's skills and intentions to discern worthy qualities of ministry in this place?

**I WILL.**

Will you respect the need for confidentiality in this search process?

**I WILL.**

Will you understand that members of this committee may not be able to carry their usual share of the other responsibilities of this congregation?

**I WILL.**

Let us pray:

Almighty God: How many are the ways we serve you within your Church! We thank you for these persons who have pledged themselves to this task of seeking a new leader for this congregation. Enlarge their gifts and help them to discover your will. Together we now dedicate ourselves to them and to you, that we may fulfill our mission faithfully and be your joyful people. Through Christ we pray. **Amen.**



## APPENDIX C

### STAGE THREE: THE PASTOR SEARCH

# PRESBYTERY OF FLORIDA

## POLICY ON BACKGROUND CHECKS

### I. POLICY

It is the policy of the Presbytery of Florida that background checks **shall** be conducted for all new Ministers of the Word and Sacrament serving in congregations or validated ministries of the presbytery, clergy of denominations in full communion with the PCUSA, members of the presbytery who receive a new call or appointment to a congregation in the presbytery, leaders of new worshipping communities, Commissioned Lay Pastors (CLPs), and presbytery staff. In addition, this policy applies to volunteers who chaperone presbytery-sponsored events for persons under the age of 18, lead and/or work with presbytery-sponsored activities with vulnerable adults, and those who have sole financial responsibility over any presbytery funds. The purpose of this policy is to increase protection for congregations, as well as their children, youth, and vulnerable adults, from those who have a history of criminal or dangerous activity.

The Pastor Nominating Committees (PNC) of churches in transition shall have the responsibility for providing information on the requirement and process to pastor candidates. The presbytery office shall have the responsibility for assuring that other pastors seeking membership in the Presbytery of Florida are given notice of and process for background checks, when that is appropriate. The presbytery office, or designated staff, shall have the responsibility for obtaining background checks on all employees prior to employment, CLPs prior to commissioning, and volunteers prior to the volunteer activity, as well as all leaders in new worshipping communities.

### II. INFORMATION REQUESTED IN A BACKGROUND CHECK

A background check is a review of available records, both public and confidential, relative to possible history of criminal activity and other activity that could be dangerous to congregations and individuals. Background checks in the Presbytery of Florida occur in four ways:

- a. The Personal Information Form (PIF) provides one way in which sexual misconduct is disclosed and shared between presbyteries.
- b. In the Presbyter-to-Presbyter reference check, knowledge of criminal misconduct is shared between executives.
- c. A formal background check shall include:
  - Social Security Trace<sup>1</sup>
  - Nationwide Criminal History check
  - Sexual Offender Registry check
  - County and State Wide Criminal History check
  - Verification of the Educational Credentials
  - Motor Vehicle Record Check
- d. When a pastor's Terms of Call include a loan, a Credit Report shall be requested.
- e. Statewide reports will be requested for all states in which the individual has lived during the preceding five years.
- f. All requests for reports are subject to the signed authorization of the individual.
- g. Additional optional background check components are available at the request of a PNC or employing agency relative to individualized responsibilities for a pastor, staff, or volunteer.

<sup>1</sup>A social security number is required for a background check. A trace of the social security number provides information on localities in which an individual has lived and applicable states/counties in which to check records. The social security number will be used only for this purpose.

### III. PERSONS WHO WILL RECEIVE BACKGROUND CHECKS

The presbytery will conduct all checks before a call is issued or employment begins for:

- a. All Ministers of Word and Sacraments whose membership is new to the presbytery.
- b. All Ministers of Word and Sacrament and CLPs of the presbytery who receive a new call or an appointment as Supply Pastor or Interim Pastor, if the time interval since the last background check is five or more years.
- c. All ordained and non-ordained leaders of new worshipping communities who have not had a background check in the last five years.
- d. All laypersons who chaperone presbytery events for those under the age of 18, who have not had a background check through the presbytery within the past 5 years.
- e. All staff of the presbytery shall have a background check and those having financial responsibility shall have a Credit Report requested if not done for previous five years.
- f. A statement that background checks shall be conducted should a call be issued, is to be included in one of the narrative question responses on the MIF.

### IV. WHERE REPORTS ARE HELD AND WHO HAS ACCESS TO THEM

The presbytery shall be responsible for maintaining and retaining all records and reports related to background checks for all individuals for whom they are received for a period of 20 years.

### V. PROCESS OF BACKGROUND CHECKS AND HOW THE INFORMATION WILL BE USED

- a. In the case of a church in transition, when the PNC decides upon its candidate, the PNC shall notify the General Presbyter/Stated Clerk, or a designee, to initiate the background check process. The report is returned to the General Presbyter/Stated Clerk. If the report is clear, the PNC is notified and the COM/Examination Commission can proceed to its examination of the candidate for acceptance of the call.

Should there be a negative result, the following *shall occur*:

1. The Presbyter, or his/her designee, shall contact the individual to discuss the matter.
  2. If the Presbyter/designee is not satisfied with the individual's explanation, the concern will be referred to a group consisting of the Presbyter, chairs of the Relational Ministry Team (RMT), Pastor Transition Team (PTT), Committee on Ministry (COM), and the Pastor Nominating Committee (PNC). This group will meet with the individual to discuss the concern.
  3. If concerns are not satisfied, this group shall recommend to the PNC restrictions or may recommend termination of the call process.
  4. The Presbyter shall file a report in the pastor member's file in the presbytery office when any restrictions are set for the individual.
- b. For other Ministers of Word and Sacrament coming into the presbytery, leaders of new worshipping communities, staff of presbytery, and volunteers, it is the responsibility of the presbytery office, to complete the background check process. A negative result in a background check shall be reviewed with the individual prior to any action.

### VI. RESPONSIBILITY FOR COST

- a. The cost for background checks for all persons shall be borne by the presbytery.

*Churches in the Presbytery of Florida are encouraged to require background checks on all staff, and lay persons, who chaperone or provide leadership for anyone under the age of 18 years. Requirements of many liability insurance policies have an expectation of background checks. The cost for these background checks are covered by the local congregation.*

**See Release Form in the Forms for Copying Section**

# **THE PRESBYTERY OF FLORIDA**

## **EXAMINATION POLICY**

The Committee on Ministry works through the commission authority of the Presbytery of Florida to approve the examination of those called to pastoral positions within the presbytery and to welcome Ministers of Word and Sacrament into the membership of the presbytery.

Ordinarily examinations for those seeking membership in the Presbytery of Florida and/or seeking a call to one of our member congregations, will be conducted by the whole Committee on Ministry at its stated meetings. Those seeking ordination and installation shall be examined by a quorum of the Committee on Ministry.

There are occasions when it will help expedite the call process for an examination to take place between stated meetings. In such an instance, the Chair of the PTT will notify the Chair of COM with a request for the appointment of an Examination Commission.

### **Purpose of an Examination Commission:**

To examine ordained Ministers of Word and Sacrament who are candidates for called and installed positions in the Presbytery of Florida when such examinations would expedite a call between stated meetings of the Committee on Ministry. (This does *not* include candidates needing to be examined for ordination.)

### **Commission Membership:**

The Commission will be made up of a minimum of 3 members, appointed by the Chair of the Committee on Ministry, who are currently serving on the Committee on Ministry, plus the Chair of the Committee on Ministry or the Chair's designate. The General Presbyter and Stated Clerk of the presbytery may attend as their schedules permit, and will have voice but no vote.

Other current members of the Committee on Ministry will receive notification of the examination and will be invited and encouraged to participate in examinations as their schedules permit. Those able to attend will be noted as members of the commission as well.

### **Location:**

Ordinarily, the examination will take place at a neutral site within the district of the church of call.

### **Authority:**

The Examination Commission is granted the authority to examine a candidate for installation in one of our member churches and, if the way be clear, approve the examination and receive the candidate as a member of the presbytery of Florida if membership is sought, pending a successful background check and release from the current presbytery of membership.

### **Process:**

- The chair of Committee on Ministry must be notified by the chair of the PTT no less than 2 weeks prior to the desired week of the candidate to appear before the commission, suggesting at least two possible dates for the examination.
- The chair of Committee on Ministry will contact by email, or other means, potential members of the Examination Commission with the suggested dates for examining the candidate. Once availability of those contacted is established and the date is selected, the PTT chair will be

informed, who will then convey the information to the Pastor/Associate Pastor Nominating Committee.

- The chair of the Committee on Ministry will send notification to all members of the Committee on Ministry with the date and time, inviting all who are able to participate.
- Examinations will ordinarily take place at a neutral site within the district of the calling church.
- The Examination Commission will elect its moderator and secretary from among its members.

Minutes of the Examination Commission will be taken and then entered into record at the next stated meeting of the Committee on Ministry.

Examinations will be conducted for congregations seeking to fill a pulpit under the following circumstances:

1. A Pastor Nominating Committee serving a congregation has extended a call to a Minister of Word and Sacrament in the PC(USA). (If the call is to a Minister of Word and Sacrament within the presbytery the exam will be for suitability for that particular call only. If the Minister of Word and Sacrament is a member of another presbytery the exam will be for both membership in the presbytery and for suitability for the particular call.)
2. A Pastor Nominating Committee serving a congregation has extended a call to a member of another Reformed denomination with which the PC(USA) is in full communion (G-5.0202).
3. A session has offered a contract to a Minister of Word and Sacrament from this or another presbytery to serve as an Interim Pastor, or in a Temporary Pastoral Relationship.
4. A session contracts with a Ruling Elder to fill a pulpit for an extended period of time (in excess of 1 month).
5. A session wishes presbytery to contract with an ordained clergy from another denomination or lay person to preach for an extended period of time (in excess of one month).

### **Exam Process**

1. The exam process begins when the PTT Liaison for a PNC notifies the chair of the PTT that a call has been extended (Situation 1 and 2 from above) or the Stated Clerk, or the General Presbyter, notifies the chair of COM of the need to examine someone filling a pulpit for an extended period of time (Situations 3-5 from above).
2. In the case of a call to an installed position, the chair of the PTT shall obtain a synopsis of the call process and a summary of the needs of the congregation. This information will include but not be limited to the results of the Holy Cow profile (CAT or Conversation), along with the Ministry Information Form, and will be forwarded to the chair of COM and the General Presbyter.

3. The chair of COM will contact the General Presbyter to get the results of background vetting with the pastoral candidate's Presbyter or other officials, or other similar officials for those coming from outside the PC(USA).
4. The Personal Information Form or other form of resume, a one-page biographical sketch, and a one-page statement of faith must be sent to the chair of COM at least one week ahead of the scheduled examination. This will be included in the packet for a stated meeting of COM, or forwarded through email to the Examination Commission and COM if the exam takes place between stated meetings of COM.
5. The chair of the PTT will contact the chair of the PNC or the Clerk of Session (in cases 3-5 from above because the lack of a Search Committee) and discuss the search process and what strengths of ministry have been identified by the committee or session in the candidate for the position.
6. The chair of the COM will share with the members of the committee the documents and information obtained.
7. On the day of the examination the Committee on Ministry or Examination Commission will meet with the person to be examined (ordinarily face to face). Members of the church's PNC or Session may accompany the person to be examined to the meeting, but may not be present in the examination. The exam will touch on the four areas of emphases identified by the book of Order of the PC(USA): Theology, Bible, Polity, Worship and Sacraments, as well as the readiness of the person to be examined to do the work to which he or she has been called or for which he or she has been contracted. (If the person being called or contracted is already a member of presbytery the exam will only cover suitability for the particular call or position.)
8. If the person to be examined passes the exam the Committee on Ministry or the Examination Commission will sustain the exam, and declare the session be allowed to 1) call a congregational meeting to elect the candidate to the position to which he or she has been called (situation 1 and 2 from above), or; 2) approve the contract (Situation 3-5 from above). If the Committee on Ministry or Examination Commission does not approve the exam it will be reported to members of the PNC or the Session.
9. In the case that the Minister of Word and Sacrament being called or contracted with is a member of another presbytery or another Reformed Denomination with which the PC(USA) is in full communion, that Minister will be scheduled to be presented on the floor of presbytery by a representative of the Committee on Ministry, ordinarily the chair. The person being presented will submit their Statement of Faith and Biographical Sketch for publication in the presbytery docket and will present a brief statement on their faith and sense of call to ministry. Following this presentation there will be an opportunity for questions from the floor, after which the Minister will be welcomed into membership in the Presbytery of Florida.
10. Should a motion be made to reconsider the action of COM or the Examination Commission the Minister of Word and Sacrament being called or contracted will be asked to step outside of the meeting room along with visitors from the calling church (other than the appointed Commissioner(s) for that congregation). Following discussion and vote on the motion to reconsider, the Minister will be called back in and notified of the result.

## **Explanation of Commission Authority**

It is understood this policy includes commission authority for the Committee on Ministry to act on the presbytery's behalf to:

- sustain the examinations of those called to pastoral positions in the Presbytery of Florida,
- approve pastoral calls,
- approve terms of call,
- grant permission for ministry to begin,
- approve membership of a commission to install Ministers of Word and Sacrament to their position,
- approve the date and time of the service to install,
- present and welcome Ministers of Word and Sacrament into membership in the Presbytery of Florida at the Presbytery's next stated meeting,

When presented to the presbytery, the called pastor would share his/her faith journey, be asked questions from the floor (if any), and be welcomed without vote, unless a motion would be made to rescind or amend COM's decision. Such a motion would ordinarily require a 2/3 vote of the presbytery to proceed.



PASTORAL CALL WORKSHEET  
PRESBYTERY OF FLORIDA

*Note: This worksheet is provided to Pastor Nominating Committees as a guide to completing the Pastoral Call Form for a new pastor or associate pastor. It is also provided to pastors and clerks of session as a guide for calculating the annual terms of call. It is not intended to provide Social Security or income tax advice. For income tax information, please refer to Internal Revenue Service publications or seek the advice of a competent tax advisor.*

***Personal Compensation***

\_\_\_\_\_ **Line 1: Annual Cash Salary**

This is the actual cash amount of compensation paid to the Minister annually. It does not include any reimbursement for expenses or compensation for housing. This is part of Board of Pensions total effective salary and part of the Minister's compensation package.

\_\_\_\_\_ **Line 2: Housing Allowance**

Enter here the amount paid to the teaching elder to provide for housing in one of the following two ways:

- a. *Personally-owned housing*** – This amount shall not exceed the lesser of the actual cost to maintain a home (including mortgage payments, utilities, and furnishings and appurtenances) or the fair rental value of the home plus utilities and furnishings and appurtenances. IRS regulations should be consulted but, generally speaking, any household expense is considered furnishings and appurtenances with the exceptions of food and maid service. This is part of Board of Pensions total effective salary and part of the teaching elder's compensation package.

OR

- b. *Use of Manse*** – The value of such housing shall be based upon the fair rental value of the manse including utilities and furnishings and appurtenances (to the extent *provided for by the church*). A written appraisal for determining the fair rental value should be obtained from a real estate professional at least once every five years. This is *not* part of Board of Pensions total effective salary but *is* part of the teaching elder's compensation package per IRS regulations.

AND

- c.** When a manse is provided, a *utilities and furnishings* and appurtenances allowance (to the extent these are paid for *by the Minister*). IRS regulations should be consulted but, generally speaking, any household expense is considered furnishings and appurtenances with the exceptions of food and maid service. This is part of Board of Pensions total effective salary and part of the teaching elder's compensation package.

\_\_\_\_\_ **Line 3: Other**

Enter here any additional compensation (such as dental unless all employees receive dental) considered part of effective salary. (see *Understanding Effective Salary* published by the Board of Pensions. This amount is part of the teaching elder's compensation package.

\_\_\_\_\_ **Line 4: Additional SECA**

Enter here any amount *over* 50% of Minister's SECA liability if offered. Under the terms of the Self-Employment Contributions Act (SECA), Ministers are considered self-employed for social security tax purposes (they are considered employees for income tax purposes). A Minister's SECA liability is estimated by adding lines 1 and 2 and multiplying by 15.3% (Ministers should consult their CPA or attorney for more precise calculations). Our presbytery compensation standards require that churches reimburse Minister's for the portion of their SECA tax liability that would have been paid by the employer (the church) if the Minister were a regular employee. For calculation of this amount, see the instructions for Line 7 below. Reimbursement of 50% of SECA liability is not part of Board of Pensions total effective salary. However, if the church wishes to provide more than 50% of the teaching elder's SECA liability, the amount over 50% is included in Board of Pensions total effective salary and is part of the Minister's compensation package.

---

**Line 5: Deferred Income**

This would include such items as the equity fund, annuities, retirement savings accounts, etc. List any such annual contributions made by the church on behalf of the Minister here. This is part of Board of Pensions total effective salary and part of the Minister's compensation package.

---

**Line 6: Use of Manse**

If the church owns a manse that is provided to the minister for housing, enter a minimum of 30% of the sums of lines 1, 2c, 3, 4, and 5 on this line. This figure, while not part of the total compensation package of the teaching elder, is used to calculate the teaching elder's total effective salary for Board of Pensions purposes.

---

**Line 7: Total Effective Salary**

Enter here the sum of lines 1, 2a *or* 2c, and 3-6. This figure is the total effective salary on which you will calculate the cost of participation in the Board of Pensions medical and pension program.

***Required Benefits***

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**Line 8: Major Medical**

Enter the result of line 7 (or \$44,000 whichever is greater) multiplied by 24.5% (year 2017). This figure represents the cost of participation in the medical program for the teaching elder. This figure is paid to the Board of Pensions annually.

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**Line 9: Pension and Disability**

Enter the result of line 7 multiplied by 12%. This figure represents the cost of participation in the pension and disability program for the teaching elder. This figure is paid to the Board of Pensions.

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**Line 10: Required SECA**

As indicated above (line 4), our presbytery compensation standards require that churches reimburse teaching elders for 50% of their total SECA liability. Enter on this line the sum of line 1 and line 2a or line 1 and line 2b and c multiplied by 7.65%.

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**Line 11: Total Required Benefits** – total of lines 8–10.

***Professional Reimbursements***

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**Line 12: Automobile Expenses.**

Can be handled in either of the following ways:

- 1) reimbursement to the minister for miles traveled in the exercise of professional responsibilities at the IRS rate-per-mile or,
- 2) direct reimbursement of actual expenses.

Either method requires vouchers for expenses to be approved for reimbursement and a record of business and total miles driven.

\_\_\_\_\_ **Line 13: Continuing Education Allowance**

Enter the amount provided to reimburse the minister for continuing education (seminars, classes, etc.).

\_\_\_\_\_ **Line 14:** Books and subscriptions for business and professional purposes.

\_\_\_\_\_ **Line 15:** Other expenses as are deemed necessary to the work of the pastor.

\_\_\_\_\_ **Line 16: Total Reimbursable Business and Professional Expenses**

An accountable plan specifying which expenses shall be reimbursed and what supporting documentation is required for reimbursement (see IRS Regulations). Such expense reimbursement plans shall include at least the following:

\_\_\_\_\_ **Line 17: Total Cost to the Church** – Enter the total of lines 7, 11, and 16

**Vacation and Study Leave** – Enter the number of weeks of vacation, study leave, and parental leave with full compensation provided. Our presbytery standards require a minimum of four weeks' vacation and two weeks study leave each year. These standards also provide for up to six weeks of parental leave. Congregations with fewer than 150 members that cannot support full pay should pay full benefits and 75% of salary.

A very helpful resource: UNDERSTANDING EFFECTIVE SALARY booklet can be found at:

<http://www.pensions.org/AvailableResources/BookletsandPublications/Documents/pln-103.pdf#search=understanding%20effective%20salary>

PRESBYTERIAN CHURCH (U.S.A.)  
PASTORAL CALL

The \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_, Florida,  
(City)

(Church PIN \_\_\_\_\_), being well satisfied with your qualification for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you,

\_\_\_\_\_ (Name)

to undertake the office of \_\_\_\_\_ for this congregation, beginning \_\_\_\_\_ promising you in the discharge of your duty all proper support, encouragement,  
(Date)

and allegiance in the Lord. That you may be free to devote full-time to the ministry of the Word among us, we promise and obligate ourselves to pay the following:

<b>A. Personal Compensation</b>	<b>Amount</b>
1. Annual Cash Salary	_____
2. Housing	_____
a. Personally-owned housing	_____
OR	
b. Use of Manse (Fair Rental Value – IRS Purposes)	_____
c. Utilities, furnishings, appurtenances allowance	_____
3. Other _____	_____
4. Additional SECA (above 50%) required	_____
5. Deferred Income (paid by church)	_____
6. Use of manse (Pensions: 30% of lines 1, 2c, 3, 4, and 5)	_____
<b>7. Total Effective Salary</b> (add lines 1, 2a or 2c, and 3–6)	_____
<b>B. Additional REQUIRED Benefits</b>	
8. Major Medical (25% of line 7 or of \$44,000 whichever is greater)	_____
9. Pension and Disability (12% of line 7)	_____
10. SECA (7.65% of lines 1 and 2a or lines 1 and 2b and c) <sup>1</sup>	_____
<b>11. Total Required Benefits</b> (add lines 8–10)	_____
<b>C. Professional Reimbursement</b>	
12. Automobile Expense	_____
13. Continuing Ed	_____
14. Books and subscriptions	_____
15. Other _____	_____
<b>16. Total Professional Reimbursement</b> (add lines 12–15)	_____
<b>Total Cost to the Church</b> (add lines 7, 11, and 16)	_____

**D. Additional Provisions:**

**Vacation** (4 Weeks minimum) \_\_\_\_\_

**Continuing Education** (2 weeks minimum) \_\_\_\_\_

**Maternity/Paternity Leave:** 6 Weeks (minimum)

**Moving Expenses:** \_\_\_\_\_

We further promise and obligate ourselves to review with you annually the adequacy of this compensation.

In testimony whereof we have respectively subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signatures of Members of the Pastor Nominating Committee:

1. \_\_\_\_\_

5. \_\_\_\_\_

2. \_\_\_\_\_

6. \_\_\_\_\_

3. \_\_\_\_\_

7. \_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_  
Reviewed by the Pastor Transition Team

\_\_\_\_\_  
Date

1. I, \_\_\_\_\_ having moderated the congregational meeting which extended a call for ministerial services to \_\_\_\_\_, do certify that the call has been made in all respects according to the Book of Order, and that the person who signed the foregoing call were authorized to do so by vote of the congregation. I certify the congregation vote was \_\_\_\_\_ for; \_\_\_\_\_ against.

\_\_\_\_\_  
Moderator of the Meeting

\_\_\_\_\_  
Date

2. I, \_\_\_\_\_, being convinced of the leading of God, am ready to undertake the responsibilities stated in this call beginning \_\_\_\_\_.

\_\_\_\_\_  
Minister of Word and Sacrament

\_\_\_\_\_  
Date

3. Having reviewed the Terms of Call and examined the candidate for suitability for this call, the Committee on Ministry for the Presbytery of Florida approved this Pastoral Relationship at the above terms of call.

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Chair, Committee on Ministry

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Date

## APPENDIX D

### STAGE FOUR: THE PASTOR CALL

## BOOK OF ORDER W-4.0401 – 4.0403

### *W-4.0401: Called to Ministry*

In Baptism each Christian is called to ministry in Christ's name. God calls some persons from the midst of congregations to fulfill particular functions, so that the ministry of the whole people of God may flourish. In ordination the church sets apart with prayer and the laying on of hands those who have been called by God through the voice of the church to serve as deacons, ruling elders, and **ministers of the Word and Sacrament**†. In installation the church sets in place with prayer those who have been (previously) ordained as deacons, ruling elders, and **ministers of the Word and Sacrament**, and are now called anew to service in that ministry. In commissioning the church recognizes other forms of ministry in the church: ruling elders commissioned to limited pastoral service, certified Christian educators, and persons certified to other forms of service.

### *W-4.0402: Setting for the Service*

Ordination, installation, and commissioning may take place during the Service for the Lord's Day as a response to the proclamation of the Word. Ordination, installation, and commissioning may also take place in a special service that focuses on Jesus Christ, the gifts of the Holy Spirit, and the mission and ministry of the Church, and which includes the proclamation of the Word and may also include the celebration of the Lord's Supper. The ordination and/or installation of a minister of the Word and Sacrament shall take place at a time that enables substantial participation of the presbytery.

### *W-4.0403: Order of Worship*

A service of ordination, installation, or commissioning focuses on Christ and the joy and responsibility of serving him through the mission and ministry of the church. Following the sermon, the moderator (or designee) of the appropriate council briefly states the nature of the ministry to which persons are being ordained, installed, or commissioned. Those who are being ordained, installed, or commissioned gather at the baptismal font. The moderator (or designee) asks them the constitutional questions (see W-4.0404). A ruling elder asks the corresponding questions of the congregation. When all questions have been answered in the affirmative, those to be ordained will kneel, if able, for the laying on of hands and the prayer of ordination. (The presbytery commission lays on hands at the ordination of **minister of the Word and Sacrament**†; its moderator may invite other **ministers of the Word and Sacrament** † and ruling elders to participate. Members of the session lay on hands at the ordination of ruling elders and deacons; the session may invite other ruling elders and **ministers of the Word and Sacrament** † to participate. Because ordination only takes place once for each office, the laying on of hands is not repeated.) Those previously ordained will stand, if able, along with the congregation, for the prayer of installation. After this, the moderator makes the declaration of ordination, installation, or commissioning. Members of the session or presbytery welcome the newly ordained, installed, or commissioned person(s). In the case of the installation of a **minister of the Word and Sacrament**†, persons may be invited to charge the **minister of the Word and Sacrament**† and congregation to faithfulness in ministry and mutuality in relationship. When a **minister of the Word and Sacrament**† is ordained or installed, it is appropriate for that person to preside at the Lord's Supper in the same service; she or he may also give the blessing at the conclusion of the service. When ruling elders or deacons are ordained or installed, it is appropriate for one or more of them to give the charge to the congregation at the conclusion of the service.



# REQUEST FOR INSTALLATION COMMISSION

Presbytery of Florida  
PO Box 7, Chipley, FL 32428

*A Commission to Ordain and/or Install must consist of a minimum of 5 persons who are members of the Presbytery of Florida (3 Ministers of Word and Sacrament and 2 Ruling Elders, or 2 Ministers of Word and Sacrament and 3 Ruling Elders). Each Ruling Elder must be from a different congregation. Persons may perform more than one portion of the service. If available, the presbytery Moderator must be part of the commission. The Commission must be gender inclusive. Please have the correlation between elders as equal as possible. You are encouraged to include the PTT Liaison to be a part of the Commission.*

The Session and I recommend that presbytery appoint the following to serve as a Commission to Ordain and/or Install:

\_\_\_\_\_

(Name of Minister of Word and Sacrament)

as \_\_\_\_\_ Pastor of the \_\_\_\_\_ Presbyterian Church

of \_\_\_\_\_, Florida at a worship service to be held on \_\_\_\_\_

(City)

(Date)

at \_\_\_\_\_ o'clock (Eastern/Central time – Circle one).

## 1. Chairperson (to preside and ask the constitutional questions of the minister):

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

## 2. To deliver the Sermon:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

## 3. Elder to ask the constitutional questions of the congregation):

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

## 4. To Charge the Minister:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

**5. To Charge the Congregation:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_))

**6. Other persons/parts:**

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

By request of:

\_\_\_\_\_  
Minister

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**NOTE:**

Because Installations and Ordinations are done by the local presbytery, requests for approval of persons from outside the presbytery will usually be granted to participate in the worship service, but not be officially part of the Commission. Travel and accommodation expenses must be borne by the minister or church.

An offering, with Session’s permission, is to be received and forwarded to the presbytery office to be utilized in the Seminarian Assistance Fund.

## APPENDIX E

# TEAM DEFINITIONS AND RESPONSIBILITIES

COMMITTEE ON MINISTRY  
**PASTOR TRANSITION TEAM**  
PRESBYTERY OF FLORIDA

**Team Description**

The Pastor Transition Team serves congregations going through time of pastoral transition. It partners with congregations at the moment a pastor announces his/her departure from the church, following it through to the installation of a new pastor. The Pastor Transition Team also works with congregations who need to secure pastoral leadership through Temporary Pastoral Relationships (Stated Supplies, Commissioned Lay Pastors, Interims). If there's transition in a congregation, this Team is the point of contact.

**Membership**

Seven (7) persons with representation from each of the three districts of the presbytery.

**Purpose**

To fulfill all *Book of Order* and Presbytery Manual responsibilities related to oversight of and guidance to churches and pastors in the process of moving from one pastor/congregation relationship to another. These responsibilities include work related to dissolving pastoral relationships, working with churches in all processes leading to the next pastor call, and examining Ministers of Word and Sacrament for readiness and suitability to receive calls.

**Responsibilities and Authority**

1. Dissolve the pastoral relationship in cases where the congregation and pastor concur, and dismiss Ministers of Word and Sacrament to other presbyteries, with the provision that all such actions be reported to the next stated meeting of the presbytery.
2. Conduct and act upon the examinations of those called to pastoral positions in the Presbytery of Florida approving the calls and welcoming the Ministers of Word and Sacrament into membership in the presbytery and present the Ministers of Word and Sacrament to the presbytery. (G-3.0306)
3. Contact the chair of COM if such examinations need to be held between state meetings of the whole Committee on Ministry.
4. That the Pastor Transition Team or the chair of the Committee on Ministry be granted permission to approve all commissions to ordain and/or install.
5. Make provision of a moderator for the session of churches in transition (G-3.0104 and G-3.0201).
6. Train and assign liaisons for all churches seeking pastors, for those seeking additional pastors, and for all churches whose time of transition includes new models for temporary pastoral services (G-2.0504).

7. Recommend persons for temporary pastoral relationships.
8. Review and act upon initial temporary pastoral supply contracts between sessions and temporary pastors. (Contract renewals for any congregation in transition will be reviewed and acted upon by the Pastor Transition Team, all others are to be reviewed by the Relational Ministry Team.)
9. Facilitate and support transitional studies (such as Congregational Assessment Tool or Conversations) in congregations in pastoral transition.
10. Assist and guide pastor nominating committees in their searches for and call of new Ministers of Word and Sacrament.
11. The Consultant Coordinator will develop, train, and supervise consultants in conducting transitional studies with congregations in pastoral transition.
12. Compile, maintain, and make available to each church in transition a list of approved Ministers of Word and Sacrament, inquirers or candidates, and ruling elders to serve in temporary pastoral relationships (G-2.0504b and G-2.0606).
13. Maintain and distribute a manual with required forms for the use of pastor nominating committees of churches in transition.
14. Consider any requests under the provision of G-2.0504c regarding whether a Minister of Word and Sacrament in a temporary pastoral relationship or an Associate Pastor is eligible to serve as the next installed pastor, co-pastor, or associate pastor.
15. Conduct and act upon the examination of anyone who is not a member of the presbytery who is filling a pulpit consecutively for more than one month.
16. Recommend persons from another denomination who desire to be on the presbytery's pulpit supply list to be examined by the Committee on Ministry
17. Maintain a current list of Ministers of Word and Sacrament who have received training in interim ministry.

COMMITTEE ON MINISTRY  
**RELATIONAL MINISTRY TEAM**  
PRESBYTERY OF FLORIDA

**Purpose**

To fulfill all *Book of Order* and Presbytery Manual responsibilities related to oversight of and assistance to churches, Ministers of Word and Sacrament, Commissioned Lay Pastors, authorized Ruling Elders, and certified Christian Educators in their ministry. These responsibilities include all matters related to the orientation of new pastors, assigning of colleagues in ministry, periodic visits with sessions and pastors, support for clergy wellness and continuing education, and the empowerment of congregations to be centers of mission.

**Responsibilities and Authority**

1. Welcome and implement the orientation for Ministers of Word and Sacrament and Christian Educators new to the Presbytery of Florida.
2. Appoint a “Colleague in Ministry” for each newly ordained/first-call Minister of Word and Sacrament, and newly received ministers and educators to the presbytery.
3. Assist Ministers of Word and Sacrament and/or their families in retirement and crisis situations to draw on all available resources, such as Board of Pensions, Medicare, Medicaid, Veterans Administration, Social Security, etc.
4. Provide pastoral care during births, illness, deaths, new beginnings, periods of transition.
5. Visit regularly and consult with Ministers of Word and Sacrament in the presbytery who are not serving congregations.
6. Maintain contact with ordained PCUSA Ministers of Word and Sacrament are not serving a congregation in the presbytery who are serving in non-called positions such as hospital chaplaincy, camp and conference ministry, and those serving outside the bounds of the presbytery.
7. Periodically visit with each session and pastor of the presbytery.
8. Counsel Ministers of Word and Sacrament and churches when conflict or dissension has arisen.
9. Review and recommend annually to the presbytery through COM salary and other benefits changes from the Board of Pensions being received by Ministers of Word and Sacrament and Christian Education in the presbytery.
10. Review policies related to Ministers of Word and Sacrament and/or certified Christian Educators (i.e. parental leave, medical leave, family leave, etc.) and submit recommended changes to the presbytery through the Committee on Ministry.

11. Recommend to the Committee on Ministry for discussion and presentation to presbytery, minimum salary standards and changes therein needed for Ministers of Word and Sacrament and Christian Educators.
12. Counsel with sessions, congregations, or other responsible entities in cases where presbytery minimum compensation requirements are not met.
13. Recommend initiatives to enhance wellness for Ministers of Word and Sacrament and Christian educators which include resources and support for sabbaticals, continuing education, and use of career counseling centers.
14. Receive requests for a Minister of Word and Sacrament and/or certified Christian educator's Honorable Retirement and plan an appropriate recognition at a presbytery meeting.
15. Train, oversee, and assign liaisons to conduct periodic visits with sessions and pastors.
16. Train, oversee, and engage a Presbytery Response Team when allegations of abuse arise.
17. Train, oversee, and engage a Presbytery Engagement Team to work with congregations expressing interest in withdrawing from the denomination.
18. Fulfill the provisions of G-2.0508 relating to validated ministry.
19. In consultation with the Stated Clerk of presbytery, review annually sessional records according to G-3.0108 and recommend action to redress whatever a church has done contrary to order.
20. In coordination with the Congregational Mission and Support Team, recommend formation and changes in the yoking of churches.
21. Consider requests for exemptions that Ruling Elders and Deacons be elected for limited terms of active service (G-2.0404), and report a recommendation to COM.
22. Coordinate the annual necrology and written memorials for Ministers of Word and Sacrament and Ruling Elders and submit to the Stated Clerk of presbytery.

## **RECOGNITION OF HONORABLE RETIREMENT FROM THE MINISTRY OF WORD AND SACRAMENT**

Lord, you have been our refuge from one generation to another.

**Before the mountains were brought forth, or the land and the earth were born, from age to age you are God.**

Bless the Lord, O my soul, and all that is within me, bless God's holy name.

**Bless the Lord, O my soul, and forget not all God's benefits,**

who forgives all your sins and heals all your infirmities; who redeems your life from the grave and crowns you with mercy and loving-kindness;

**who satisfies you with good things, and your youth is renewed like an eagle's.**

(Name), you are coming to the completion of your active service as a Minister of Word and Sacrament. Your sisters and brothers in this presbytery rejoice with you in the evidence of the Holy Spirit in your work. We thank God for your dedicated ministry in the church of Jesus Christ, and we praise God for the grace that has allowed your ministry to touch many lives.

Now we come to mark with you the fulfillment of your calling, as the Presbytery of Florida confers upon you the status, Honorably Retired. While we know this begins a time of rest and the enjoyment of other callings, we value the experience you have gained and the skills you have acquired throughout your years of ministry. Therefore, we welcome your continued participation in the life of the church, using your gifts in meaningful ways. You remain a colleague in ministry, and we will continue to seek your wisdom and your fellowship.

Together with the whole church, you will find new opportunities to fulfill your baptismal calling, as one marked by the Holy Spirit, a disciple of Jesus Christ. May God continue to bring joy and peace to your life, just as you have blessed the Presbyterian Church with your ministry and the gospel of Jesus Christ.

Let us pray.

Eternal God, through all the years of our lives your love protects and guides us. By your Spirit you call us to varied ministries in the service of Jesus Christ. We praise you for your gifts to your servant (Name), for his/her faithful proclamation of your Word, his/her administration of the holy sacraments of Jesus Christ, and his/her pastoral care and leadership in the church. Grant to (Name) time for refreshment and rest, reflection and rejoicing, and the fullness of your peace.

Through your Holy Spirit bless each of us that we may remember the love of Jesus Christ which unites us in the service of our Lord. In the name of Christ we pray. Amen.



# FORMS



# PRESBYTERY OF FLORIDA

Serve Christ, Love the World

[www.presbyteryofflorida.com](http://www.presbyteryofflorida.com)

## BACKGROUND INQUIRY RELEASE FORM

In relation to my service/employment in the Presbytery of Florida, I understand and authorize the access of information from various federal, state and other agencies maintaining information regarding any public record information. I further authorize all contacts necessary to perform a criminal background check and to verify my prior employment history and medical history, including any physician who has treated me (specifically including any psychiatrist, mental health professional, or psychologist).

I also understand this information may be used to deny me employment and agree to hold harmless the Employing Entity, as well as any prior employer, psychologist, psychiatrist, mental health professional, physician, law enforcement authority, or judicial authority from any claims, liabilities, and cause for action for the release or the use of any information. I further understand that this information may be accessed during my service/employment and up to 30 days after separation from this Presbytery. I hereby consent to your obtaining various public record information from Presbytery/Church employers; from **Protect My Ministry, Inc.** and/or any other party or agency in accordance with the Fair Credit Reporting Act and any and all state and federal laws. I also understand that the requested information below is to be used for proper identification only and not for discriminatory purposes.

I have received a copy of "**A Summary of Your Rights Under the Fair Credit Reporting Act.**"

Signature: \_\_\_\_\_ Date \_\_\_\_\_

### Please complete the following information. PLEASE PRINT.

Full Name:

\_\_\_\_\_

(First)

(Middle)

(Last)

Current Address: \_\_\_\_\_

(Street)

\_\_\_\_\_

(City)

(State)

(Zip)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender \_\_\_M \_\_\_F

Driver's License Number: \_\_\_\_\_

State of Issuance \_\_\_\_\_

## REQUEST FOR AN ORDINATION COMMISSION

*Presbytery of Florida  
PO Box 7, Chipley, FL 32428*

*A Commission to Ordain must consist of a minimum of 5 persons who are members of the Presbytery of Florida (3 Ministers of Word and Sacrament and 2 Ruling Elders, or 2 Ministers of Word and Sacrament and 3 Ruling Elders). Each Ruling Elder must be from a different congregation. Persons may perform more than one portion of the service. If available, the Presbytery Moderator must be part of the commission. The Commission must be gender inclusive. Please have the correlation between elders as equal as possible. You are encouraged to include the PTT Liaison to be a part of the Commission.*

The Session and I recommend that Presbytery of Florida appoint the following to serve as a Commission to Ordain:

\_\_\_\_\_  
*(Name of Candidate as Minister of Word and Sacrament)*

at a worship service to be held at \_\_\_\_\_ Presbyterian Church of

\_\_\_\_\_, Florida at a worship service on \_\_\_\_\_

(City)

(Date)

at \_\_\_\_\_ o'clock (Eastern/Central time – Circle one).

### **1. Chairperson** (to preside and ask the constitutional questions of the minister):

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

### **2. To deliver the Sermon:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

### **3. Elder to ask the constitutional questions of the congregation):**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

### **4. To Charge the Minister:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

**5. To Charge the Congregation:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

**6. Other persons/parts:**

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

By request of:

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**NOTE:**

Because Installations and Ordinations are done by the local Presbytery, requests for approval of persons from outside the Presbytery will usually be granted to participate in the worship service, but not be officially part of the Commission. Travel and accommodation expenses must be borne by the minister or church.

An offering, with Session’s permission, is to be received and forwarded to the Presbytery Office to be utilized in the Seminarian Assistance Fund.

REQUEST FOR AN ORDINATION AND INSTALLATION COMMISSION  
*Presbytery of Florida*  
PO Box 7, Chipley, FL 32428

*A Commission to Ordain and Install must consist of a minimum of 5 persons who are members of the Presbytery of Florida (3 Ministers of Word and Sacrament and 2 Ruling Elders, or 2 Ministers of Word and Sacrament and 3 Ruling Elders). Each Ruling Elder must be from a different congregation. Persons may perform more than one portion of the service. If available, the Presbytery Moderator must be part of the commission. The Commission must be gender inclusive. Please have the correlation between elders as equal as possible. You are encouraged to include the PTT Liaison to be a part of the Commission.*

The Session and I recommend that the Presbytery of Florida appoint the following to serve as a Commission to Ordain and Install:

\_\_\_\_\_  
(Name of Candidate)

as \_\_\_\_\_ Pastor of the \_\_\_\_\_ Presbyterian Church

of \_\_\_\_\_, Florida at a worship service to be held on \_\_\_\_\_

(City)

(Date)

at \_\_\_\_\_ o'clock (Eastern/Central time – Circle one).

**1. Chairperson** (to preside and ask the constitutional questions of the minister):

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

**2. To deliver the Sermon:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

**3. Elder to ask the constitutional questions of the congregation):**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

**4. To Charge the Minister:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

**5. To Charge the Congregation:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

**6. Other persons/parts:**

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

By request of:

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**NOTE:**

Because Installations and Ordinations are done by the local Presbytery, requests for approval of persons from outside the Presbytery will usually be granted to participate in the worship service, but not be officially part of the Commission. Travel and accommodation expenses must be borne by the minister or church.

An offering, with Session’s permission, is to be received and forwarded to the Presbytery Office to be utilized in the Seminarian Assistance Fund.

# REQUEST FOR INSTALLATION COMMISSION

Presbytery of Florida  
PO Box 7, Chipley, FL 32428

*A Commission to Install must consist of a minimum of 5 persons who are members of the Presbytery of Florida (3 Ministers of Word and Sacrament and 2 Ruling Elders, or 2 Ministers of Word and Sacrament and 3 Ruling Elders). Each Ruling Elder must be from a different congregation. Persons may perform more than one portion of the service. If available, the Presbytery Moderator must be part of the commission. The Commission must be gender inclusive. Please have the correlation between elders as equal as possible. You are encouraged to include the PTT Liaison to be a part of the Commission.*

The Session and I recommend that the Presbytery of Florida appoint the following to serve as a Commission to Install:

\_\_\_\_\_

(Name of Minister of Word and Sacrament)

as \_\_\_\_\_ Pastor of the \_\_\_\_\_ Presbyterian Church

of \_\_\_\_\_, Florida at a worship service to be held on \_\_\_\_\_

(City)

(Date)

at \_\_\_\_\_ o'clock (Eastern/Central time – Circle one).

## 1. Chairperson (to preside and ask the constitutional questions of the minister):

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

## 2. To deliver the Sermon:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

## 3. Elder to ask the constitutional questions of the congregation):

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

## 4. To Charge the Minister:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

**5. To Charge the Congregation:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
(Minister \_\_\_\_, Elder \_\_\_\_, Church \_\_\_\_\_)

**6. Other persons/parts:**

\_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

By request of:

\_\_\_\_\_

Minister

\_\_\_\_\_

Date

\_\_\_\_\_

Clerk of Session

\_\_\_\_\_

Date

**NOTE:**

Because Installations and Ordinations are done by the local Presbytery, requests for approval of persons from outside the Presbytery will usually be granted to participate in the worship service, but not be officially part of the Commission. Travel and accommodation expenses must be borne by the minister or church.

An offering, with Session’s permission, is to be received and forwarded to the Presbytery Office to be utilized in the Seminarian Assistance Fund.



PRESBYTERIAN CHURCH (U.S.A.)  
PASTORAL CALL

The \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_, Florida,  
(City)

(Church PIN \_\_\_\_\_), being well satisfied with your qualification for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you,

\_\_\_\_\_  
(Name)

to undertake the office of \_\_\_\_\_ for this congregation, beginning

\_\_\_\_\_ promising you in the discharge of your duty all proper support, encouragement,

(Date)

and allegiance in the Lord. That you may be free to devote full-time to the ministry of the Word among us, we promise and obligate ourselves to pay the following:

**A. Personal Compensation**

**Amount**

- |   |       |
|---|-------|
| 1. Annual Cash Salary   | _____ |
| 2. Housing  |       |
| a. Personally-owned housing                                       | _____ |
| OR  |       |
| b. Use of Manse (Fair Rental Value – IRS Purposes)                | _____ |
| c. Utilities, furnishings, appurtenances allowance                | _____ |
| 3. Other _____  | _____ |
| 4. Additional SECA (above 50%) required                           | _____ |
| 5. Deferred Income (paid by church)                               | _____ |
| 6. Use of manse (Pensions: 30% of lines 1, 2c, 3, 4, and 5)       | _____ |
| 7. <b>Total Effective Salary</b> (add lines 1, 2a or 2c, and 3–6) | _____ |

**B. Additional REQUIRED Benefits**

- |   |       |
|---|-------|
| 8. Major Medical (25% of line 7 or of \$44,000 whichever is greater)    | _____ |
| 9. Pension and Disability (12% of line 7)                               | _____ |
| 10. SECA (7.65% of lines 1 and 2a or lines 1 and 2b and c) <sup>1</sup> | _____ |
| 11. <b>Total Required Benefits</b> (add lines 8–10)                     | _____ |

**C. Professional Reimbursement**

- |   |       |
|---|-------|
| 12. Automobile Expense  | _____ |
| 13. Continuing Ed   | _____ |
| 14. Books and subscriptions                                   | _____ |
| 15. Other _____   | _____ |
| 16. <b>Total Professional Reimbursement</b> (add lines 12–15) | _____ |

**Total Cost to the Church** (add lines 7, 11, and 16) \_\_\_\_\_

**D. Additional Provisions:**

**Vacation** (4 Weeks minimum) \_\_\_\_\_

**Continuing Education** (2 weeks minimum) \_\_\_\_\_

**Maternity/Paternity Leave:** 6 Weeks (minimum)

**Moving Expenses:** \_\_\_\_\_

We further promise and obligate ourselves to review with you annually the adequacy of this compensation.

In testimony whereof we have respectively subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signatures of Members of the Pastor Nominating Committee:

1. \_\_\_\_\_

5. \_\_\_\_\_

2. \_\_\_\_\_

6. \_\_\_\_\_

3. \_\_\_\_\_

7. \_\_\_\_\_

4. \_\_\_\_\_

8. \_\_\_\_\_

\_\_\_\_\_  
Reviewed by the Pastor Transition Team

\_\_\_\_\_  
Date

I, \_\_\_\_\_ having moderated the congregational meeting which extended a call for ministerial services to \_\_\_\_\_, do certify that the call has been made in all respects according to the Book of Order, and that the person who signed the foregoing call were authorized to do so by vote of the congregation. I certify the congregation vote was \_\_\_\_\_ for; \_\_\_\_\_ against.

\_\_\_\_\_  
Moderator of the Meeting

\_\_\_\_\_  
Date

I, \_\_\_\_\_, being convinced of the leading of God, am ready to undertake the responsibilities stated in this call beginning \_\_\_\_\_.

\_\_\_\_\_  
Minister of Word and Sacrament

\_\_\_\_\_  
Date

Having reviewed the Terms of Call and examined the candidate for suitability for this call, the Committee on Ministry for the Presbytery of Florida approved this Pastoral Relationship at the above terms of call.

\_\_\_\_\_  
Chair, Committee on Ministry

\_\_\_\_\_  
Date

Committee on Ministry  
Presbytery of Florida

## **Relational Ministry Team**

On-Going Support For  
Pastors, Educators, and Congregations

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## Committee on Ministry

# **Relational Ministry Team**

## Presbytery of Florida

### **Purpose**

To fulfill all *Book of Order* and Presbytery Manual responsibilities related to oversight of and assistance to churches, Ministers of Word and Sacrament, Commissioned Pastors, authorized Ruling Elders, and certified Christian Educators in their ministry. These responsibilities include all matters related to the orientation of new pastors, assigning of colleagues in ministry, periodic visits with sessions and pastors, support for clergy wellness and continuing education, and the empowerment of congregations to be centers of mission.

### **Membership**

Six (6) persons with representation from each of the three districts of the Presbytery.

### **Responsibilities and Authority**

1. Welcome and implement the orientation for Ministers of Word and Sacrament and Christian Educators new to the Presbytery of Florida.
2. Appoint a “Colleague in Ministry” for each newly ordained/first-call Minister of Word and Sacrament, and newly received ministers and educators to the presbytery.
3. Provide pastoral care during births, illness, deaths, new beginnings, periods of transition, retirement or other crises to Ministers of Word and Sacrament and Christian Educators, drawing on all available resources, such as Board of Pensions, Medicare, Medicaid, Veterans Administration, Social Security, etc.
4. Maintain contact with ordained PCUSA Ministers of Word and Sacrament who are not serving a congregation in the Presbytery who are serving in non-called positions such as hospital chaplaincy, camp and conference ministry, and those serving outside the bounds of the Presbytery.
5. Visit regularly and consult with Ministers of Word and Sacrament in the Presbytery who are not serving congregations.
6. Periodically visit with each session and pastor of the presbytery.
7. Counsel Ministers of Word and Sacrament, churches, and /or Christian Educators when conflict or dissension has arisen.
8. Provide pastoral care during births, illness, deaths, new beginnings, periods of transition of Christian Educators

9. Review and recommend annually to the Presbytery through COM salary and other benefits changes from the Board of Pensions being received by Ministers of Word and Sacrament and Christian Education in the presbytery.
10. Review policies related to Ministers of Word and Sacrament and/or certified Christian Educators (i.e. parental leave, medical leave, family leave, etc.) and submit recommended changes to the presbytery through the Committee on Ministry.
11. Recommend to the Committee on Ministry for discussion and presentation to presbytery, minimum salary standards and changes therein needed for Ministers of Word and Sacrament and Christian Educators.
12. Counsel with sessions, congregations, or other responsible entities in cases where presbytery minimum compensation requirements are not met.
13. Recommend initiatives to enhance wellness for Ministers of Word and Sacrament and Christian educators which include resources and support for sabbaticals, continuing education, and use of career counseling centers.
14. Receive requests for a Minister of Word and Sacrament and/or certified Christian educator's Honorable Retirement and plan an appropriate recognition at a presbytery meeting.
15. Train, oversee, and assign liaisons to conduct periodic visits with sessions and pastors.
16. Train, oversee, and engage a Presbytery Response Team when allegations of abuse arise.
17. Train, oversee, and engage a Presbytery Engagement Team to work with congregations expressing interest in withdrawing from the denomination.
18. Fulfill the provisions of G-2.0508 relating to validated ministry.
19. In consultation with the Stated Clerk of Presbytery, review annually sessional records according to G-3.0108 and recommend action to redress whatever a church has done contrary to order.
20. In coordination with the Congregational Mission and Support Team, recommend formation and changes in the yoking of churches.
21. Consider requests for exemptions that Ruling Elders and Deacons be elected for limited terms of active service (G-2.0404), and report a recommendation to COM.
22. Coordinate the annual necrology and written memorials for Ministers of Word and Sacrament and Ruling Elders. And submit to the State Clerk of Presbytery.

Committee on Ministry  
**Relational Ministry Team**  
Presbytery of Florida

**WELCOMING NEW MINISTER MEMBERS**

Committee on Ministry  
**Relational Ministry Team**  
Presbytery of Florida

## **NEW MINISTER ORIENTATION**

New Ministers entering this Presbytery are to be provided an orientation to the Presbytery.

This orientation meeting shall be scheduled by the church's liaison as close to one month after the person has come onto the field as possible. The Colleague-in-Ministry will be invited to attend as well. Spouses are to be encouraged to attend the orientation meeting.

The event will take into consideration the following concerns (and such a format will be developed):

- Introductions of Presbytery Staff if able to attend
- Resources to present
  - Directory
  - Map of the Presbytery
  - Bylaws
  - Manual of Operations
  - Sexual Abuse and Misconduct Guidelines
  - Minutes of last Presbytery Meeting
  - Dates for future meetings of Presbytery
- Purpose of Colleague-In-Ministry
- Community Customs and Culture of area
- Discussion of differences from previous living area
  - Sharing of concerns regarding the move
  - Expectations as understood
  - Minister-Spouses-Churches-Community
- Other items which may surface during discussion as needed



Committee on Ministry  
**Relational Ministry Team**  
Presbytery of Florida

## **COLLEAGUE IN MINISTRY**

Presbytery Priorities include:

- An intentional effort to provide pastoral care to all members of Presbytery
- Bringing new ministers into presbytery in such a way as to more readily enable them/us to get to know and learn to support one another
- A concern for healthy pastors in order to have healthy churches

Responding to the priorities as set and requested by the Presbytery, the Committee on Ministry has been instructed to assign colleagues-in-ministry to new clergy entering presbytery.

Recognizing this as both a need and a request, we believe that helping our clergy to enter a new call by providing a person to be an official “helping hand” is an appropriate response by the Relational Ministry Team to meet this request.

### ***Guidelines:***

1. Be a friend and colleague, encourage development of a support group
2. Help introduce the new pastor into the community and to other clergy of the area
3. Ask regularly, “How are things going?” (it is helpful to meet with the new pastor regularly, e.g. once a month for six months)
4. Any other contacts that are mutually desirable and helpful
5. Pray for the colleague and help provide resources as needed

It is expected that this relationship will continue for a period of six months to one year. However, if this relationship grows into a mutually healthy and beneficial one, it is hoped it will continue beyond this period. If the relationship does not “click”, another person may be requested by either party.

The new minister should feel free to call on her/his assigned colleague-in-ministry or Presbytery Staff.

Committee on Ministry  
**Relational Ministry Team**  
Presbytery of Florida

**CONGREGATIONAL LIAISONS**

**PROVIDING PASTORAL CARE**

**FOR**

**EDUCATORS,**

**MINISTERS OF WORD AND SACRAMENT,**

**AND CONGREGATIONS**

Committee on Ministry

**RELATIONAL MINISTRY TEAM**  
Presbytery of Florida

**CONGREGATIONAL LIAISONS**

In an attempt to help maintain good relationships between congregations and the Presbytery of Florida, the Committee on Ministry will secure persons to serve as Congregational Liaisons. These persons will have the responsibility to help keep open the lines of communication between the Committee on Ministry and Ministers of Word and Sacrament, Christian Educators, Sessions, and Congregations. Those who serve as liaisons are to be those who enjoy the gift of visiting and have skills in conflict resolution.

Liaisons will be recruited as equally representative of the districts within the Presbytery as possible. The RMT will ensure liaisons are trained in the areas of active listening skills and conflict resolution styles. They will then be assigned to 1–3 congregations within their district by the Relational Ministry Team.

Responsibilities:

1. Periodically visit with the session and pastor of their assigned congregation on a predetermined schedule (at least 2 times per year).
2. Inform the Relational Ministry Team when intervention is needed in situations when conflict or dissension have arisen between the Counsel, Ministers of Word and Sacrament, churches, and /or Christian .
3. Provide pastoral care during births, illness, deaths, new beginnings, periods of transition of Christian Educators and Ministers of Word and Sacrament.
4. Counsel with sessions, congregations, or other responsible entities in cases where presbytery minimum compensation requirements are not met.
5. Also work in conjunction with the Pastoral Transition Team in assessing a congregation's strengths and weaknesses when needing to call a new Minister of Word and Sacrament.
6. Contact the Committee on Congregational Revitalization if a congregation requests, or seems to be in need of assistance
7. Inform the Relational Ministry Team when a Minister of Word and Sacrament or a Christian Educator expresses a desire to retire.

Committee on Ministry  
**Relational Ministry Team**  
Presbytery of Florida

## **CARE FOR CHRISTIAN EDUCATORS**

Congregational Liaisons need to maintain regular contact with Christian Educators in their assigned congregations. Contacts will allow for trust to build in order for assistance to be sought during times of challenge and tragedy, or joy and celebration.

The Relational Ministry Team liaisons will assist local congregations in the care of Christian Educators by:

- Establishing salary and benefit guidelines for Christian Educators.
- Reviewing terms of employment on an annual basis.
- Granting all employed Christian Educators a voice at presbytery meetings. Those who are also Ruling Elders shall have voice and vote.
- Informing the Pastoral Transition Team when a congregation desires to search for a Christian Educator.
- Introducing new educators and having them present a personal Statement of Faith at the next stated presbytery meeting following their arrival to their positions, and share a statement of faith.
- Encouraging all Christian Educators to participate in Presbytery meetings and activities.
- Providing support and mediation in conflict situations.
- Offering guidance to currently employed educators who seek certification and, when appropriate, information about employment possibilities.
- Providing for a service of recognition at presbytery when an educator successfully completes the certification process.
- By encouraging currently employed Christian Educators to seek certification.
- Providing pastoral care during births, illness, deaths, new beginnings, periods of transition, other crises, or retirement drawing on all available resources, such as Board of Pensions, Medicare, Medicaid, Veterans Administration, Social Security, etc.
- Providing a service of recognition at presbytery when an educator retires.

## CARE FOR MINISTERS OF WORD AND SACRAMENT

Congregational Liaisons need to maintain regular contact with Ministers of Word and Sacrament in their assigned congregations. Contacts will allow for trust to build in order for assistance to be sought during times of challenge and tragedy, or joy and celebration.

The Relational Ministry Team liaisons will assist local congregations in the care of pastors by:

- Establishing salary and benefit guidelines for Ministers of Word and Sacrament.
- Reviewing terms of call on an annual basis.
- Providing support and mediation in conflict situations.
- Providing pastoral care during births, illness, deaths, new beginnings, periods of transition, other crises, or retirement to Ministers of Word and Sacrament, drawing on all available resources, such as Board of Pensions, Medicare, Medicaid, Veterans Administration, Social Security, etc.
- Maintain regular contact with Ministers of Word and Sacrament who are serving in non-called positions such as hospital chaplaincy, military chaplaincy, camp and conference ministry, and those serving outside the bounds of the presbytery.
- Maintain contact with those who are not serving congregations, are Honorably Retired, and those serving in validated ministries within and outside the bounds of the Presbytery of Florida.
- Putting before the Presbytery a request for the status of Honorably Retired, and provide a service of recognition at an appropriate meeting of Presbytery.
- Coordinating with the State Clerk of Presbytery the annual Necrology Report and service of remembrance for Ministers of Word and Sacrament, Christian Educators, and Ruling Elders.
- Coordinating Sabbaticals for Ministers of Word and Sacrament.

Committee on Ministry  
**RELATIONAL MINISTRY TEAM**  
Presbytery of Florida

**SABBATICAL LEAVE FOR  
MINISTERS/EDUCATORS SERVING CHURCHES  
WITHIN THE PRESBYTERY OF FLORIDA**

**Purpose:** *(This comes as a recommendation, not a requirement)*

- A. **Extended Study Leave:** The purpose of an extended study leave is to provide an opportunity for ministers/educators serving churches full time within the Presbytery of Florida to spend three months free from the demands of the parish engaged in study directed toward increasing vocational skills and/or insight.
- B. **Sabbatical Leave:** The purpose of a sabbatical leave is to provide an opportunity for ministers/educators serving churches full time within the Presbytery of Florida to spend three months free from the demands of the parish engaged in a time of reflection, prayer and meditation, and/or study in order to gain deeper insight toward spiritual life and ministry.

**Rationale:**

As Jesus demonstrated in his life, there is a human need to withdraw from the routine and demands of ministry for periods of refreshment and renewal. Such times away enable a minister/educator to experience newness in professional life, spiritual growth and personal development.

**Plan:**

It is expected that the minister/educator will use one week's vacation and one year's study leave [two weeks] along with six additional weeks granted by the Session of the church to become refreshed in body, mind and spirit for ministry. The vocational functions of the minister/educator during this three-month period will be continued with the assistance of the Presbytery's Committee on Ministry, which will provide a modest financial supplement to the church should funds be available. This assistance will ordinarily be available only to churches with 125 members or less. Those funds are expected to enable the church to have a part-time parish associate/educator at little or no additional cost to the church.

**Process:**

1. To qualify, a minister/educator will have completed at least seven years of full-time continuous service to their parish and will agree to continue for a minimum of one additional year after completion of the leave.

2. A proposal for leave will be submitted in writing for approval by the Session of the ministers/educator's church and the Committee on Ministry at least six months in advance of beginning the leave. Proposals will include a request for the leave and its intended purpose. The Session will have the authority to approve a participant's leave.
3. A written reflection of the leave will be submitted to the Session within one month of returning from the leave, and an informal face-to-face reflection with the Session of the church will take place within three months. If funds were given by the Committee on Ministry to assist with this Sabbatical, a brief face-to-face reflection will be shared with COM as well. Both the Session and COM briefing may take place at the same time.
4. The Session will continue to pay salary and benefits during the leave.
5. The Committee on Ministry will assist the Session in securing a 16-hour a week parish associate or educator drawing from a pool of retired clergy/educators and others residing within the Presbytery. Churches of 125 members or less will provide \$300 per month and the Committee on Ministry will provide \$300 per month for such services. [Total cost for the parish associate/educator = \$600 per month + mileage reimbursement for travel. Travel will be reimbursed by the church.] The Committee on Ministry will provide financial assistance for one or two churches of 125 members or less in any given year when/if funds are available.
6. Participants will be expected to use one year's continuing education funds as specified in their terms of call toward the cost of the leave.

Committee on Ministry  
**Relational Ministry Team**  
Presbytery of Florida

## **PASTOR AND SESSIONAL VISITATION**

### **Purpose of Visits**

For too long, Committees on Ministry in most Presbyteries have been viewed as the troubleshooters. If the Committee on Ministry contacted a church or pastor, it was because there was a major issue and interventions were going to be made.

Whereas the Committee on Ministry must periodically address difficult issues within congregations and pastoral relationships, that is not all we do. The purpose of Sessional Visits is to build positive and supportive relationships between pastors, sessions, congregations, and the Presbytery so if an issue does arise a good relationship is already in place.

### **How It Works**

- Liaisons will be assigned to congregations by the Relational Ministry Team.
- When first assigned, contacts may be made by an introductory email, a phone call, a personal visit.

#### *Pastoral Contact:*

- Introduce yourself as the liaison from Relational Ministry Team assigned to the pastor/church.
- Explain you are making a contact not because of any issues (if there are none), but in an attempt to open and keep open the doors of communication between the pastor/congregation and the Committee on Ministry and Presbytery, as well as assist in any kinds of transitions in the life of the congregation. One of the recurring complaints is, “We never hear from the Presbytery unless there is a problem or they want more money.” Another is, “The Presbytery never listens to us.” This is an attempt to be a presence and to listen.
- Offer to meet the pastor for coffee at a local establishment, the pastor’s office, or for lunch (your treat). If not, simply talk over the phone. (There may be resistance because of a lack of trust.)
- Simply engage in conversation. Learn about the pastor as a person: likes, family, joys in the congregation, challenges in the congregation.
- Ask if you may come to a Session meeting to introduce yourself to the Elders and have 10-15 minutes of their time.



*Sessional/Congregational Contact:*

- Meet the Session with the pastor present.
- As you did with the pastor, explain to the Session your role as liaison is an attempt to open and keep open the doors of communication between the pastor/congregation and the Committee on Ministry and Presbytery.
- Reiterate you will only take 10-15 minutes of their time.
- Tell them a little about yourself – how long you've been a liaison, other work done with the Presbytery, the church of which you are a part, joys, challenges, etc.
- Ask what joys the congregation has enjoyed over the past 3–6 months.
- Ask if there are any matters of concern within the Presbytery or congregation they would care to talk about.
- Let them know you will touch base about every 4–6 months with the pastor simply to check in. Also, you are available to the Session if they desire a contact.
- Do not make any promises on behalf of the Presbytery. It is best to say you will look into a matter and report back.
- End your conversation on time – no more than 15 minutes.
- After you leave, keep notes on what was said, any requests made, impressions perceived, any necessary follow-up.
- Report to the next meeting of the RMT.

Committee on Ministry  
**Relational Ministry Team**  
Presbytery of Florida

**RECOGNITION OF HONORABLE RETIREMENT**

Lord, you have been our refuge from one generation to another.

**Before the mountains were brought forth, or the land and the earth were born, from age to age you are God.**

Bless the Lord, O my soul, and all that is within me, bless God's holy name.

**Bless the Lord, O my soul, and forget not all God's benefits,**

who forgives all your sins and heals all your infirmities; who redeems your life from the grave and crowns you with mercy and loving-kindness;

**who satisfies you with good things, and your youth is renewed like an eagle's.**

(Name), you are coming to the completion of your active service as a Minister of Word and Sacrament. Your sisters and brothers in this Presbytery rejoice with you in the evidence of the Holy Spirit in your work. We thank God for your dedicated ministry in the church of Jesus Christ, and we praise God for the grace that has allowed your ministry to touch many lives.

Now we come to mark with you the fulfillment of your calling, as the Presbytery of Florida confers upon you the status, Honorably Retired. While we know this begins a time of rest and the enjoyment of other callings, we value the experience you have gained and the skills you have acquired throughout your years of ministry. Therefore, we welcome your continued participation in the life of the church, using your gifts in meaningful ways. You remain a colleague in ministry, and we will continue to seek your wisdom and your fellowship.

Together with the whole church, you will find new opportunities to fulfill your baptismal calling, as one marked by the Holy Spirit, a disciple of Jesus Christ. May God continue to bring joy and peace to your life, just as you have blessed the Presbyterian Church with your ministry and the gospel of Jesus Christ.

Let us pray. Eternal God, through all the years of our lives your love protects and guides us. By your Spirit you call us to varied ministries in the service of Jesus Christ. We praise you for your gifts to your servant (Name), for his/her faithful proclamation of your Word, his/her administration of the holy sacraments of Jesus Christ, and his/her pastoral care and leadership in the church. Grant to (Name) time for refreshment and rest, reflection and rejoicing, and the fullness of your peace.

Through your Holy Spirit bless each of us that we may remember the love of Jesus Christ which unites us in the service of our Lord. In the name of Christ we pray. Amen.

Committee on Ministry  
**Relational Ministry Team**  
Presbytery of Florida

**RECOMMEND AND REVIEW  
CHANGES TO TERMS OF CALL**

Committee on Ministry  
**Relational Ministry Team**  
Presbytery of Florida

**ANNUAL COMPENSATION REVIEW**

Presbyteries each year are to recommend to the Presbytery suggested changes to terms of call. In the past, the changes to the median salary for both Ministers of Word and Sacrament and other employees of the congregation posted by the Board of Pensions has been the guideline for the Committee on Ministry to recommend to the Presbytery.

Below are forms utilized in the review of annual changes to terms of call. The form is distributed to the Presbytery with the request to return the form to COM by a stated deadline. Those that miss the deadline are contacted to encourage submission of the form.

Ministers of Word and Sacrament in Temporary Relationships with congregations are to submit a renewal of their contracts – even if there are no changes monetarily. Sessions and Pastors may need to be reminded.

Commissioned Lay Pastors (CLPs) must also submit changes to their contracts. The Committee on Ministry must approve a CRE's permission to administer the sacraments, perform weddings, moderate session and congregational meetings. (See the section on Temporary Pastoral Relations Team.)

There may be occasions when a local congregation is not meeting the Presbytery minimums for terms of call. In such an instance the Session of that congregation will need to be visited to determine the reason for such a decision, and what, if anything, can be done to rectify the matter.

PRESBYTERIAN CHURCH (U.S.A.)  
 2019 ANNUAL COMPENSATION REVIEW  
 Christian Educators

Educator: \_\_\_\_\_ Church: \_\_\_\_\_

City \_\_\_\_\_ Church PIN \_\_\_\_\_

*Please complete appropriate fields, even if there have been no changes from the previous year.*

Terms of Call	Presbytery Minimum	2019 Actual
<b>A. Personal Compensation<sup>1</sup></b>		
1. Master's Degree or 5+ years church experience	27,243.18	_____
2. Certified Educator	31,125.30	_____
<b>B. Additional Required Benefits<sup>2</sup></b>		
3. Major Medical (25%) Masters or 5+ years	6,810.80	_____
Certified	7,781.33	_____
4. Pension (12%) Masters or 5+ years	3,269.18	_____
Certified	3,735.03	_____
5. Self-Employment (7.65%) Masters or 5+ years	2,084.10	_____
Certified Educator	2,381.08	_____
<b>C. Reimbursed Expenses</b>		
6. Continuing Ed/Books		_____
7. Other: _____		_____
8. Total Reimbursed Expenses		_____

**Total Amount** (add totals of A, B, and C)

**Additional Provisions:** 2-4 weeks vacation; 1-2 weeks paid study leave (may accumulate up to 3 years); 6 weeks maternity leave with full compensation.

<sup>1</sup> The Presbytery has recommended an increase of \_\_\_ over last year's salary.

<sup>2</sup> Social Security allowance up to 7.65% of salary is **not** considered a part of the salary when figuring Board of Pension dues.

\_\_\_\_\_  
Moderator/Clerk of Session

\_\_\_\_\_  
Educator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Please return this form by [Date] to:**

Chair of the Relational Ministry Team, Presbytery of Florida, PO Box 7, Chipley, FL 32438

PRESBYTERIAN CHURCH (U.S.A.)

2019 ANNUAL COMPENSATION REVIEW  
Ministers of Word and Sacrament

PASTORAL CALL WORKSHEET  
PRESBYTERY OF FLORIDA

*Note: This worksheet is provided to Pastor Nominating Committees as a guide to completing the Pastoral Call Form for a new pastor or associate pastor. It is also provided to pastors and clerks of session as a guide for calculating the annual terms of call. It is not intended to provide Social Security or income tax advice. For income tax information, please refer to Internal Revenue Service publications or seek the advice of a competent tax advisor.*

***Personal Compensation***

\_\_\_\_\_ **Line 1: Annual Cash Salary**

This is the actual cash amount of compensation paid to the Minister annually. It does not include any reimbursement for expenses or compensation for housing. This is part of Board of Pensions total effective salary and part of the Minister's compensation package.

\_\_\_\_\_ **Line 2: Housing Allowance**

Enter here the amount paid to the teaching elder to provide for housing in one of the following two ways:

**a.** *Personally-owned housing* – This amount shall not exceed the lesser of the actual cost to maintain a home (including mortgage payments, utilities, and furnishings and appurtenances) or the fair rental value of the home plus utilities and furnishings and appurtenances. IRS regulations should be consulted but, generally speaking, any household expense is considered furnishings and appurtenances with the exceptions of food and maid service. This is part of Board of Pensions total effective salary and part of the teaching elder's compensation package.

OR

**b.** *Use of Manse* – The value of such housing shall be based upon the fair rental value of the manse including utilities and furnishings and appurtenances (to the extent *provided for by the church*). A written appraisal for determining the fair rental value should be obtained from a real estate professional at least once every five years. This is *not* part of Board of Pensions total effective salary but *is* part of the teaching elder's compensation package per IRS regulations.

AND

**c.** When a manse is provided, a *utilities and furnishings* and appurtenances allowance (to the extent these are paid for *by the Minister*). IRS regulations should be consulted but, generally speaking, any household expense is considered furnishings and appurtenances with the exceptions of food and maid service. This is part of Board of Pensions total effective salary and part of the teaching elder's compensation package.

\_\_\_\_\_ **Line 3: Other**

Enter here any additional compensation (such as dental unless all employees receive dental) considered part of effective salary. (see *Understanding Effective Salary* published by the Board of Pensions. This amount is part of the teaching elder's compensation package.

\_\_\_\_\_ **Line 4: Additional SECA**

Enter here any amount *over* 50% of Minister's SECA liability if offered. Under the terms of the Self-Employment Contributions Act (SECA), Ministers are considered self-employed for social security tax purposes (they are considered employees for income tax purposes). A Minister's SECA liability is estimated by adding lines 1 and 2 and multiplying by 15.3% (Ministers should consult their CPA or attorney for more precise calculations). Our presbytery compensation standards require that churches reimburse Minister's for the portion of their SECA tax liability that would have been paid by the employer (the church) if the Minister were a regular employee. For calculation of this amount, see the instructions for Line 7 below. Reimbursement of 50% of SECA liability is not part of Board of Pensions total effective salary. However if the church wishes to provide more than 50% of the teaching elder's SECA liability, the amount over 50% is included in Board of Pensions total effective salary and is part of the Minister's compensation package.

\_\_\_\_\_ **Line 5: Deferred Income**

This would include such items as the equity fund, annuities, retirement savings accounts, etc. List any such annual contributions made by the church on behalf of the Minister here. This is part of Board of Pensions total effective salary and part of the Minister's compensation package.

\_\_\_\_\_ **Line 6: Use of Manse**

If the church owns a manse that is provided to the minister for housing, enter a minimum of 30% of the sums of lines 1, 2c, 3, 4, and 5 on this line. This figure, while not part of the total compensation package of the teaching elder, is used to calculate the teaching elder's total effective salary for Board of Pensions purposes.

\_\_\_\_\_ **Line 7: Total Effective Salary**

Enter here the sum of lines 1, 2a *or* 2c, and 3-6. This figure is the total effective salary on which you will calculate the cost of participation in the Board of Pensions medical and pension program.

***Required Benefits***

\_\_\_\_\_ **Line 8: Major Medical**

Enter the result of line 7 (or \$44,000 whichever is greater) multiplied by 24.5% (year 2017). This figure represents the cost of participation in the medical program for the teaching elder. This figure is paid to the Board of Pensions annually.

\_\_\_\_\_ **Line 9: Pension and Disability**

Enter the result of line 7 multiplied by 12%. This figure represents the cost of participation in the pension and disability program for the teaching elder. This figure is paid to the Board of Pensions.

\_\_\_\_\_ **Line 10: Required SECA**

As indicated above (line 4), our presbytery compensation standards require that churches reimburse teaching elders for 50% of their total SECA liability. Enter on this line the sum of line 1 and line 2a or line 1 and line 2b and c multiplied by 7.65%.

\_\_\_\_\_ **Line 11: Total Required Benefits** – total of lines 8–10.

## *Professional Reimbursements*

\_\_\_\_\_ **Line 12: Automobile Expenses.**

Can be handled in either of the following ways:

- 3) reimbursement to the minister for miles traveled in the exercise of professional responsibilities at the IRS rate-per-mile or,
- 4) direct reimbursement of actual expenses.

Either method requires vouchers for expenses to be approved for reimbursement and a record of business and total miles driven.

\_\_\_\_\_ **Line 13: Continuing Education Allowance**

Enter the amount provided to reimburse the minister for continuing education (seminars, classes, etc.).

\_\_\_\_\_ **Line 14: Books and subscriptions for business and professional purposes.**

\_\_\_\_\_ **Line 15: Other expenses as are deemed necessary to the work of the pastor.**

\_\_\_\_\_ **Line 16: Total Reimbursable Business and Professional Expenses**

An accountable plan specifying which expenses shall be reimbursed and what supporting documentation is required for reimbursement (see IRS Regulations). Such expense reimbursement plans shall include at least the following:

\_\_\_\_\_ **Line 17: Total Cost to the Church** – Enter the total of lines 7, 11, and 16

**Vacation and Study Leave** – Enter the number of weeks of vacation, study leave, and parental leave with full compensation provided. Our presbytery standards require a minimum of four weeks' vacation and two weeks study leave each year. These standards also provide for up to six weeks of parental leave. Congregations with fewer than 150 members that cannot support full pay should pay full benefits and 75% of salary.



**PRESBYTERIAN CHURCH (U.S.A.)  
ANNUAL REVIEW OF PASTORAL CALL**

The \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_, Florida,  
(Church PIN \_\_\_\_\_), at a Congregational Meeting held \_\_\_\_\_ approved the following  
Terms of Call for \_\_\_\_\_  
(Name)  
for the year \_\_\_\_\_. That you may be free to devote full-time to the ministry of the Word  
among us, we promise and obligate ourselves to pay the following:

<b>A. Personal Compensation</b>	<b>Amount</b>
1. Annual Cash Salary	_____
2. Housing	_____
a. Personally-owned housing	_____
OR	
b. Use of Manse (Fair Rental Value – IRS Purposes)	_____
c. Utilities, furnishings, appurtenances allowance	_____
3. Other _____	_____
4. Additional SECA (above 50%) required	_____
5. Deferred Income (paid by church)	_____
6. Use of manse (Pensions: 30% of lines 1, 2c, 3, 4, and 5)	_____
7. <b>Total Effective Salary</b> (add lines 1, 2a or 2c, and 3–6) (Presbytery Minimum \$35,736)	_____
<b>B. Additional REQUIRED Benefits</b>	
8. Major Medical (25% of line 7 or of \$44,000 whichever is greater)	_____
9. Pension and Disability (12% of line 7)	_____
10. SECA (7.65% of lines 1 and 2a or lines 1 and 2b and c) <sup>1</sup>	_____
11. <b>Total Required Benefits</b> (add lines 8–10)	_____
<b>C. Professional Reimbursement</b>	
12. Automobile Expense	_____
13. Continuing Ed	_____
14. Books and subscriptions	_____
15. Other _____	_____
16. <b>Total Professional Reimbursement</b> (add lines 12–15)	_____
 <b>Total Cost to the Church</b> (add lines 7, 11, and 16)	_____

**D. Additional Provisions:**

**Vacation** (4 Weeks minimum) \_\_\_\_\_  
**Continuing Education** (2 weeks minimum) \_\_\_\_\_  
**Maternity/Paternity Leave:** 6 Weeks (minimum)  
**Moving Expenses:** \_\_\_\_\_

I certify these terms of call have been mad in all respects according to the rules laid down in the Form of Government, and that the person who signed the foregoing call was authorized to do so by vote of the congregation.

\_\_\_\_\_  
Moderator of the Meeting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Committee on Ministry

\_\_\_\_\_  
Date

**Please return this completed form *NO LATER THAN [Date]* to:**

Chair of the Relational Ministry Team  
Presbytery of Florida  
PO Box 7  
Chipley, FL 32438

Committee on Ministry  
**RELATIONAL MINISTRY TEAM**  
Presbytery of Florida

**VALIDATED MINISTRY**

Committee on Ministry  
**RELATIONAL MINISTRY TEAM**  
Presbytery of Florida

**POLICY FOR VALIDATED MINISTRY**

**FOR ORDAINED MINISTERS OF WORD AND SACRAMENT**

The Presbytery of Florida is called to serve God using our gifts and skills to excite, encourage, equip, and empower our congregations and clergy in ministry and mission.

To fulfill our mission, we recognize the criteria which the Presbyterian Church (U.S.A.) has approved for determining who will be continuing minister members of presbyteries. Ministers of the Word and Sacrament who are continuing members of a presbytery include active members, members-at-large, and inactive members.

It is required that presbyteries shall have a policy for validation of ministries carried on by its active members within the bounds of its presbytery. This policy sets out the standards and procedures by which ministers of the Word and Sacrament shall be continuing active members of presbytery (G-2.0503). Qualification for continuing active membership is based on the ministry in which the member is engaged. Approved ministries are called validated ministries.

Criteria for determining the validation for ministry of continuing active members with the exception of honorably retired ministers, are that the ministry must:

1. demonstrate conformity with the mission of God's people in the world as set forth in Holy Scripture, The Book of Confessions, and the Book of Order of this church;
2. serve and aid others, and enable the ministry of others;
3. give evidence of theologically informed fidelity to God's Word;
4. be carried on in accountability for its character and conduct to the presbytery in addition to any organizations, agencies, and institutions served; and
5. include responsible participation in the deliberations, worship, and work of the presbytery and in the life of a congregation of this church or a church in correspondence with the PC(USA) (G-5.0201).

**The Application Process**

If a continuing member who is not honorably retired cannot meet one or more of the criteria, he or she may request to be designated a member-at-large of presbytery (G-2.0503 b).

A Minister of Word and Sacrament who wishes to engage in a Validated Ministry shall contact the chairperson of the Relational Ministry Team. A copy of this policy statement shall be sent to the applicant with a request for a written explanation of how the proposed ministry meets the criteria, responding to the five qualifications above. The response will be returned to the chairperson of the Relational Ministry Team and reviewed by the team at its next stated meeting. After the application is reviewed, the applicant shall be interviewed by the team for either approval or disapproval. This action will be reported to presbytery through the Committee on Ministry report.

If the Relational Ministry Team declines to validate a specialized (non-parish) ministry, the applicant may appeal to COM as a whole, and, if necessary, to the presbytery as a whole. If denied by presbytery, the person may engage the judicial process.

If one receives approval for a particular specialized (non-parish) ministry, one may not take up a different specialized ministry without approval of presbytery through the Relational Ministry Team. Validation is attached to a particular work and not to the individual.

## **Reporting**

In accordance with G-2.0503a, any Minister of Word and Sacrament actively involved in a validated ministry is required to make an annual report to the Relational Ministry Team. The reporting form will be available on the Presbytery's website for download. This report is to be filled in and returned to the Chairperson of the Relational Ministry Team by the yearly anniversary of the onset of the ministry.

## **Types of Ministry for Consideration**

Consideration of forms of ministry that presbytery should address are: mission projects, schools, chaplaincies, pastoral care and counseling, education services, health care facilities and services, governing bodies, agencies, mission and ministry units, seminaries, professor of Bible, international organizations, programs dealing with housing, drug and alcohol addiction, marriage and family problems.

In all instances, the qualifications should include whether or not the work provides opportunities to articulate the Christian faith. Are theologically informed skills needed to carry out the work? Does the work require the application of theological competence in communication, interpretation, or the care and nurture of persons' growth in spirituality?

Committee on Ministry

**RELATIONAL MINISTRY TEAM**  
Presbytery of Florida

**VALIDATED MINISTRY REQUEST**

Ministers seeking continued service/status in a Validated Ministry in service to the broader Church in accordance with Book of Order G-2.0503a, need to have approval of that ministry by the Committee on Ministry through the Relational Ministry Team. Please provide the following information. Feel free to use a separate sheet to complete your answers.

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Preferred Telephone Number: \_\_\_\_\_

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

1. State either (a) the governing body or agency from which you have a call or (b) the work as defined in G-2.0503a for which you seek permission from this Presbytery. Please attach a copy of the call or contract under which you will work.

Give the street address, community, zip code and telephone number with area code of the calling agency or employer referred to above.

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2. Choose the description which best applies to the ministry you seek to validate:

- Primary emphasis is given to proclamation of the Word and celebration of the Sacraments.
- Primary emphasis is given to deeds of love and mercy.
- Primary emphasis is given to work that is educational.
- Primary emphasis is given to work that is administrative.
- Primary emphasis is given to work that is legislative.
- Primary emphasis is given to work that is judicial.
- Primary emphasis is given to work that is prophetic.
- Primary emphasis is given to work that is other than any of the above.

Explain briefly why the ministry you propose to have validated falls in the category you checked above.

3. State how the ministry you seek to have validated will be in demonstrable conformity with the mission of God's people in the world as set forth in Holy Scripture, The Book of Confessions and the Book of Order.

4. State how the ministry you seek to have validated will be one that serves others, aids others, and enables the ministries of others.

5. State why the ministry you seek to have validated requires an ordained minister.

6. Briefly describe the provisions for accountability within the calling/employing organization and your vision for remaining accountable to the Presbytery for the character and conduct of your ministry.

7. Please indicate which of these apply to you:

I intend to affiliate and worship at \_\_\_\_\_

I would like to serve as a Parish Associate \_\_\_\_\_

I would like to be available for pulpit supply \_\_\_\_\_

8. Please describe your service to the Presbytery, Synod, General Assembly or larger church.

Committee on Ministry

**RELATIONAL MINISTRY TEAM**  
Presbytery of Florida

**VALIDATED MINISTRY ANNUAL REPORT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

What is your Validated Ministry? \_\_\_\_\_

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

Preferred Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

1. Which best applies to the ministry in which you engage?

- Primary emphasis is given to proclamation of the Word and celebration of the Sacraments.
- Primary emphasis is given to deeds of love and mercy.
- Primary emphasis is given to work that is educational.
- Primary emphasis is given to work that is administrative.
- Primary emphasis is given to work that is legislative.
- Primary emphasis is given to work that is judicial.
- Primary emphasis is given to work that is prophetic.
- Primary emphasis is given to work that is other than any of the above.

2. Explain briefly how your ministry falls into the category you checked above.

3. How has this ministry served others, aided others, and enabled the ministries of others.



4. State how your ordination vows have been fulfilled in your ministry.

5. Besides the Presbytery through the Relational Ministry Team and the Committee on Ministry, to whom have you been accountable in your ministry?

6. Please indicate with which congregation you have affiliated this past year.

I am affiliated with and worship at \_\_\_\_\_

7. Please describe how you have been engaged in the life and work of the Presbytery, Synod, or General Assembly.

Committee on Ministry  
**Relational Ministry Team**  
Presbytery of Florida

**RESPONDING TO CONFLICT**

Committee on Ministry  
**Relational Ministry Team**  
Presbytery of Florida

## **PASTORAL RESPONSE TEAM**

A Presbytery Pastoral Response Team (PRT) shall be established to assure that a caring response is made to all allegations of sexual abuse in the Presbytery. The team shall be responsible to all persons who are affected by an alleged incident of abuse. Its responsibilities include needs assessment and the identification and coordination of resources.

### **1. Composition of the Pastoral Response Team:**

The PRT shall consist of three to five persons, diverse as to gender and reflective, at least to some extent, of the ethnic background of both the accuser/victim and the offender. The membership shall, wherever possible, reflect professional expertise and/or extensive experience in the following areas:

- a. Psychological counseling, with particular experience in the area of sexual abuse and its aftermath, as well as pastoral care.
- b. Child advocacy.
- c. Conflict management and resolution, particularly in the religious community setting.

All members of the PRT shall be members of The Presbyterian Church (U.S.A.) and familiar with its policies and procedures, particularly in the area of sexual abuse. Members of a specific team shall not be members of the congregation in which an allegation arises. Presbytery executive staff members shall be prohibited from membership on the PRT.

### **2. Sources of members for the Pastoral Response Team:**

The Committee on Ministry (COM), through the Relational Ministry Team, shall maintain a list of persons who meet the above qualifications and who are willing to serve as needed. Members shall serve no less than three years in staggered terms and will be oriented to these guidelines by the Relational Ministry Team.

When a PRT is needed, it shall be appointed from the list by the chairperson of the Relational Ministry Team within five days. The members of each specific PRT shall elect their own chairperson. Administrative costs for the PRT shall be borne by the Presbytery.

### **3. Task of the Pastoral Response Team:**

The task of the PRT is to insure, insofar as it is possible, that competent pastoral care is offered to all persons involved when there is an allegation of sexual abuse. Normally, that would involve oversight and referral by the team.

### **4. Provision of Intensive Pastoral Care:**

It is the general policy of the Presbytery that provision of intensive pastoral care in these situations is best rendered by someone relatively distant from the situation and by someone who, by reason of training and experience, is competent to deal with the complexities of such situations. If persons

involved in an instance of alleged sexual abuse are insistent that the local pastor is the one to offer intensive pastoral care, or if the local pastor is insistent that the provision of such pastoral care is his/her prerogative, then the PRT would take care to monitor the situation. In such cases, the local pastor should have ongoing and regular supervision of his/her work by a professional recognized by the Board of Pensions as competent to offer psychotherapy to members of the Benefits Plan (i.e. psychiatrist, clinical psychologist, clinical social worker, or Fellow in the American Association of Pastoral Counselors).

**5. Tenure of the Pastoral Response Team:**

A PRT will disband on its own initiative when, in its judgment, the need for its care is ended and will so inform the Committee on Ministry through the Relational Ministry Team. If in the judgment of the PRT its continued existence is necessary beyond six (6) months, the PRT will petition the Relational Ministry Team for a six (6) months extension of its mandate.

**6. Media Contact with the Pastoral Response Team:**

Questions from the media shall not be addressed by any member of the PRT. Any inquiries from the media regarding an incident of sexual abuse are to be directed to a designated official of the Presbytery.

Committee on Ministry  
**RELATIONAL MINISTRY TEAM**  
Presbytery of Florida

## **GUIDELINES FOR A CONTESTED DISSOLUTION AND SEPARATION**

**Purpose:**

Anger, fear, and frustration combine with many other emotions when a congregation and its pastor disagree about the continuance or dissolution of a pastoral relationship. These guidelines are intended to provide guidance to make smoother the dissolution process, to ease tensions and limit destructive exchanges between individuals, to assure that the needs of both the congregation and the pastor are met, and to protect all parties involved from civil litigation.

**Guidelines:**

- 1) All dissolution/separation agreements shall be compatible with the provisions of the *Book of Order*.
- 2) The Congregational Liaison, Relational Ministry Team Chair and the General Presbyter (or their designees) will facilitate the negotiation of the dissolution/separation agreement, inviting the Session to designate no more than three persons, and the Pastor to designate no more than three persons to participate in this process.
- 3) A dissolution/separation agreement shall be documented in writing. A plan to cover the costs of an agreement must be included in this document.
- 4) A dissolution/separation agreement must be approved by both the congregation and Committee on Ministry as a whole of the Presbytery of Florida before it can take effect.
- 5) Ordinarily a separation agreement will include:
  - a. The date upon which the dissolution/separation is to become effective;
  - b. The last date on which the minister will be expected to perform ministerial duties;
  - c. Continuation of effective salary;
  - d. Continuation of payment of dues to the Board of Pension;
  - e. Provision of loan repayment or shared equity arrangement (where applicable);
  - f. Use of the manse (where applicable) normally not to exceed two months;
  - g. Provision of use of the office, equipment, etc. not to exceed 30 days from the effective date of separation;
  - h. Terms and time limits on physical presence on church premises, not to exceed 30 days from the effective date of separation;
  - i. A statement that if the pastor finds a full-time call or comparable employment prior to the end of the term of the agreement, the church's financial obligations for the continuation

- of effective salary ends as of the date said full time call/employment begins. A part-time call or employment will result in appropriate prorated adjustments in financial payments;
- j. The Committee on Ministry as a whole will approve the written agreement;
  - k. Details of the written agreement are to be made available to members of the congregation at the congregational meeting at which the dissolution/separation agreement is to be considered.
- 6) If parties to a disagreement are unable to reach a mutually acceptable dissolution/separation agreement through the counsel and mediation of Relational Ministry Team, and if the team finds that the church's mission under the Word imperatively demands the dissolution of the pastoral relationship, then the Relational Ministry Team through the Committee on Ministry shall recommend a dissolution agreement to the presbytery with terms of dissolution of its devising.

**TERMS OF DISSOLUTION AGREEMENT BETWEEN**

The Reverend \_\_\_\_\_ and \_\_\_\_\_ Presbyterian Church

We, the members of the \_\_\_\_\_ Presbyterian Church, request the Presbytery of Florida to dissolve the pastoral relationship between this church and the Reverend \_\_\_\_\_ on the following terms:

Reasons for Dissolution:

1) Terms:

- a. Continuation of salary and benefits (exclusive of mileage and professional expense reimbursement) for \_\_\_\_\_ months\*;
- b. Continuation of Board of Pensions dues for \_\_\_\_\_ months;
- c. Use of the manse (if applicable) inclusive of previously agreed upon utilities allowance;
- d. Use of the office and permission to be on church premises after the effective date of this dissolution for \_\_\_\_\_ days;

2) The date of the congregational meeting to approve this dissolution agreement will be \_\_\_\_\_

3) The last date on which the Reverend \_\_\_\_\_ will be expected to perform ministerial duties will be \_\_\_\_\_;

4) Effective date of dissolution of pastoral relationship (last date on which Board of Pensions dues will be paid) is \_\_\_\_\_.

5) Other terms:

- a. It is understood that all benefits for the Reverend \_\_\_\_\_ will be discontinued at any time before \_\_\_\_\_, should he/she receive another call for full time employment and will be continued at a prorated amount in the event he/she receives a part-time call.

\* Monthly Salary and benefits are understood as follows:

Cash Salary	\$ _____	Board of Pension Dues	\$ _____
Housing Allowance	_____	403 (B) Savings Plan	_____
Or Equity Allowance	_____	Manse Utilities	_____
Soc. Sec./Medicare	_____	Other	_____

We, the undersigned, having negotiated this agreement in good faith, will be diligent in fulfilling it. We agree that both parties will refrain from disparaging the other in any way and that if this commitment is violated by either party, the terms of dissolution may be altered.

Signed by the designated representatives of the Session of \_\_\_\_\_  
Presbyterian Church and

the Reverend \_\_\_\_\_ and his/her designated advocate at \_\_\_\_\_

Presbyterian Church on \_\_\_\_\_.

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastoral Advocate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designated Session Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee on Ministry Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the Congregational Meeting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by the Committee on Ministry

\_\_\_\_\_  
Date



# Guidelines For Dismissal To Another Reformed Denomination



PRESBYTERY OF FLORIDA

Presbytery of Florida

GUIDELINES FOR DISMISSAL  
TO ANOTHER REFORMED DENOMINATION

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Presbytery of Florida  
**GUIDELINES FOR DISMISSAL  
TO ANOTHER REFORMED DENOMINATION**

**INTRODUCTION**

The aim of this process for addressing a congregation's request to be dismissed from the Presbyterian Church (U.S.A.) to another Reformed denomination whose organization is conformed to the doctrines and order of the Presbyterian Church (U.S.A.) (hereafter "Reformed denomination") has at its core the desire for reconciliation, and the restoration and maintenance of healthy relationships between all persons and congregations within the Presbytery. It is intended that this process will be engaged with grace, good judgment, Christian love, and respect.

This process is an expression of the pastoral responsibilities of the Presbytery of Florida (hereafter the "Presbytery") as expressed in G-3.0307, and in accordance with Scripture when responding to situations in which congregations and/or leaders within congregations find themselves in conflict with the polity, discipline, and/or actions of the Presbyterian Church (U.S.A.).

We covenant that even in times of disagreement and conflict we will seek to uphold one another, build up one another, respect one another, and love one another, to the end that the mission of Jesus Christ and the authority of Scripture as the inspired word of God be fulfilled. Together we seek to further the peace, unity, and purity of the church, minimizing confrontations while we seek to discern and follow the will of Jesus Christ and the authority of Scripture.

The Presbytery is committed to pursuing God's mission with Ministers of Word and Sacrament, Sessions, and congregations seeking or considering dismissal from the denomination. Whether God's mission takes the form of dismissal or mutually accepted recommitment to the presbytery-congregation relationship, it is the desire of this Presbytery to create a gracious context and process in which the will of God as revealed in Scripture is sought for the life, ministry, and calling of the particular congregation. The Presbytery commits itself and invites all its congregations to pursue a broad understanding of God's mission with a graciousness befitting those who claim Jesus as Lord.

**COVENANTAL NATURE OF THIS PROCESS**

As a primary means for settling disputes, the Presbytery covenants with its members and congregations to settle theological, ecclesiastical, and property disagreements relationally. In furtherance of this goal, the Presbytery covenants to:

- a) work pastorally with any Minister of Word and Sacrament, Session or congregation that seeks dismissal from the Presbyterian Church (U.S.A.);
- b) interpret "use and benefit of the Presbyterian Church (U.S.A.)" in G-4.0203 to mean that which furthers the Great Ends of the Church (F-1.0304);
- c) Work toward a restored fellowship and recommitment to the presbytery-congregation relationship when a congregation chooses to remain with the Presbyterian Church (U.S.A.);

- d) Interpret its express power “to coordinate, guide, encourage, support, and resource the work of its congregations for the most effective witness to the broader community” (G-3.0303) to allow that, in some cases, after careful and prayerful consideration, a congregation, with its property and any financial assets, may be dismissed from the Presbyterian Church (U.S.A.) without penalty, although that disposition should not be the presumptive outcome.
  
- e) Under the fiduciary obligations inherent in the Property Trust Clause, (G-4.0202, formerly G-8.0201) the Presbytery must take into consideration the Presbyterian Church (U.S.A.)’s use, benefits and burdens with regard to the property. To comply with the Trust Clause, the presbytery must consider the interest of the Presbyterian Church (U.S.A.) as a beneficiary of the property. Payments for per capita or mission obligations are not satisfactory substitutes for valuations of the property held in trust.

These covenants do not negate the provisions for the procedures described in D-2.0000 and following in the Book of Order should it be deemed necessary after prayerful deliberation by the Presbytery.

## **PROCESS FOR DISCERNMENT**

A Session wishing to initiate the process of discernment regarding its continued relationship with the Presbyterian Church (U.S.A.), shall put the matter to a vote at a meeting of Session specifically called for this purpose. If the majority of the Session votes to initiate the discernment procedure, the Clerk of Session shall contact the Presbytery’s Stated Clerk expressing this desire.

The Presbytery shall appoint a team, known as the Presbytery Engagement Team, recommended by the Committee on Ministry for such a purpose. The Presbytery Engagement Team shall, by vote of the Presbytery, be given any necessary authoritative powers which shall include, but not be limited to, negotiating a settlement to present to the Presbytery if reconciliation is not feasible. The Presbytery Engagement Team will be made up of 3-4 persons, as evenly divided as possible between Ruling Elders and Ministers of Word and Sacrament.

The Presbytery Engagement Team shall elect its moderator and recording secretary from among its members. The moderator and recording secretary shall have an equal voice and vote with the other members of the Presbytery Engagement Team. The General Presbyter, the Moderator of Presbytery, and the Stated Clerk of the Presbytery may be *ex officio* members of the Presbytery Engagement Team with voice, but without vote, and may attend meetings as available.

The Presbytery Engagement Team shall meet with the Session and, jointly or subsequently, with the congregation, as the church tries to discern God’s will for denominational affiliation. This process is meant to ensure that the congregation is fully informed on the issues at hand and equipped with knowledge of the Presbytery’s process.

After completing the occasions for discernment, the Session shall make a report and recommendations to the congregation. The Presbytery Engagement Team shall be invited to this gathering when this report is presented. If the Session and Presbytery Engagement Team perceive that the congregation and the Presbytery are still called by God to work together in a covenant relationship and recommends

restoration of fellowship between the congregation and the Presbytery, it is the Presbytery's hope that both parties will work together to craft a process to heal the broken relationship. (See Appendix A)

## **PROCESS OF SEEKING DISMISSAL TO ANOTHER REFORMED BODY**

Upon completion of the discernment process, a Session and congregation desiring to enter into the process of dismissal shall follow this procedure:

1. The Session shall call for a meeting of the congregation. Advance notice for the meeting shall be by written letter to each member on the active role of the congregation, as well as through Sunday worship announcements. The letter shall be mailed at least thirty (30) days in advance of the meeting date, and public worship announcements shall be made at all worship services between the date of the call and the actual congregational meeting. The Presbytery Engagement Team, the Moderator of Presbytery, the General Presbyter, and the Stated Clerk of Presbytery shall also be invited to the meeting with the right to address the body gathered.
2. A quorum for this congregational meeting shall be at least fifty percent (50%) of the active membership of the congregation; the attendees being recorded by name.
3. The Session shall make a written presentation to the congregation pertaining to the intention of the Session to pursue dismissal from the denomination to another Reformed body. Information about the intended receiving Reformed body to which dismissal is sought shall be included. It shall also be made known that the request for dismissal will be contingent upon a vote by the Presbytery to approve or not approve the request for dismissal. It shall also be emphasized that if approval for dismissal is granted, the congregation may be forfeiting their right to continue in that physical location.
4. The Presbytery Engagement Team shall also make a written presentation. All church members present, as well as the representatives of Presbytery, shall have the right to speak. When the discussion is concluded, a vote for requesting dismissal to the intended receiving Reformed body shall be taken by written ballot of the active members of the congregation present. In order for the proposal to be passed, at least seventy-five percent (75%) of those present and voting must vote in favor of requesting dismissal to another Reformed body. Votes by proxy or absentee ballot will not be permitted.
5. If the motion requesting dismissal is passed with at least the requisite majority, the Presbytery Engagement Team shall begin a process of negotiation with the Session and at least two dissenting members of the congregation (if there are any) regarding the terms of dismissal. (See the section below: *Mitigating the Impact of Dismissal*.) A record of proposals and counter-proposals shall be made. The terms of dismissal agreed upon in this negotiation process must then be returned to the congregation at a subsequent congregational meeting. This meeting shall be called and announced in the same manner as required for the previous congregational meeting. A quorum for this congregational meeting shall be at least fifty percent (50%) of the

active membership of the congregation, the attendees being recorded by name. The terms of dismissal shall be presented, discussed and voted on by those eligible to vote. Passage of the terms will require a simple majority and will reflect the decision of the congregation. It shall again be emphasized that the Presbytery shall make the final decision regarding all terms of dismissal.

6. The Session shall have contacted the intended receiving Reformed body and had a representative from that body speak to the congregation as a whole. The examination and transfer process of the intended receiving Reformed body for Ministers of Word and Sacrament, Elders, and congregation members needs to be understood.
7. A congregation that is approved for dismissal may negotiate to take its name with it.
8. If the congregation is incorporated according to the laws of the State of Florida, a congregation approved for dismissal shall contact the State of Florida regarding changing its corporate identity.
9. A congregation being dismissed shall pay off any loans outstanding to any entity of the Presbyterian Church (U.S.A.). Any bequests or endowments naming the Presbytery of Florida or the Presbyterian Church (U.S.A.) as the beneficiary shall be transferred to the Presbytery of Florida. Matters of loans of the congregation held by non-Presbyterian entities are the responsibility of the congregation, and the Presbytery shall be legally relieved of any responsibility related to such loans. If the Presbytery Engagement Team finds that repayment of the loans for which the congregation has responsibility and/or the Presbytery is a co-guarantor cannot be achieved prior to the scheduled dismissal, it shall suspend the dismissal process until a viable plan to repay the loan is established.
10. With regard to bequests administered by the Presbyterian Foundation: the Foundation is bound by the terms of the contract of the giver of those bequests. Contracts typically contain a clause that states if the congregation ceases to exist, benefits will be transferred to a contingency beneficiary listed on the contract. If a contingency beneficiary is not listed, those funds are then used at the discretion of the Board of Directors of the Presbyterian Foundation.
11. A congregation being dismissed shall be required to close out its financial and membership books as of the official date of dismissal. Such records shall be submitted to the Presbyterian Historical Society to be copied, the expense of which is to be covered by the disaffiliating congregation (G-3.0107). The original documents shall be returned to the congregation when such copies have been completed.
12. The Presbytery of Florida shall take action regarding the request for dismissal of the congregation. If voted to approve, the vote will be made stating that it is pending the completion of financial arrangements, closing the books, etc., and upon receiving a written request from the receiving Reformed body that the congregation will be accepted upon dismissal.

13. A congregation being dismissed shall be required to work with the Presbyterian Church (U.S.A.) Board of Pensions to facilitate a clean transition at the time of dismissal.
14. A congregation being dismissed shall work closely and diligently with the Presbytery to assist the transfer of membership of those who do not desire to remain with the disaffiliating congregation.
15. In the event that the congregation is approved for dismissal under the terms of this document, the Presbytery and the congregation shall take all steps possible in order to provide for the pastoral care and congregational life of those members who do not wish to depart the Presbyterian Church (U.S.A.). Their protection and nurture shall be a matter of paramount concern to both the departing congregation and to the Presbytery.
16. If a congregation or its leadership preemptively files suit in a civil court against the Presbytery, the Presbytery of Florida will answer the suit. Likewise, if a congregation or its leadership abandon these processes before completion, it is within the purview of the Presbytery of Florida to empanel and empower an Administrative Commission to work toward resolution of these matters with the congregation. The Administrative Commission may include members of the Presbytery Engagement Team.

## **PROCESS FOR PRESBYTERY TO VOTE TO DISMISS A CONGREGATION**

Once the congregation has formally voted to request dismissal from the Presbyterian Church (U.S.A.) and has accepted the terms of the negotiated agreement for dismissal, Presbytery will vote whether or not to approve dismissal to the requested Reformed body. The Presbytery will vote on whether or not to accept the terms of the dissolution agreement. The written record of the terms of dismissal proposed by the congregation, written counter-proposals by the Presbytery Engagement Team, and the written settlement agreement, shall be made available to all members of Presbytery for their review at least fourteen (14) days prior to the meeting at which the Presbytery will take action on the congregation's request.

It should be noted that renegotiation of the terms of dismissal through use of amendments from the floor of Presbytery is permitted. However, amendments made on the floor of Presbytery could invalidate months of work between the Presbytery Engagement Team and the congregation. Any amendments should be proposed with great consideration.

## **STATUS OF MINISTERS OF WORD AND SACRAMENT WHO CHOOSE TO REMAIN WITH THE PRESBYTERIAN CHURCH (U.S.A.)**

If a congregation is dismissed by the Presbytery, one of the paramount concerns of this process is to assure that the rights and status of Ministers of Word and Sacrament are considered and handled properly.

If the Minister of Word and Sacrament chooses to remain with the Presbyterian Church (U.S.A.):

1. The Minister of Word and Sacrament will become a member-at-large if the call at the church ends, which will allow the minister to continue to seek calls within the Presbyterian Church (U.S.A.).
2. The Minister of Word and Sacrament, Presbytery Engagement Team, and the Session will negotiate a severance package in consultation with the Board of Pensions equal to one (1) year which will include, at a minimum, the effective salary, required benefits, and any other items negotiated, subject to paragraph three (3) below.
3. The severance package will be distributed to the Minister of Word and Sacrament according to a negotiated schedule. Compensation shall continue until a new call commences or the negotiated timeframe of the severance package is reached, whichever comes first.

### **STATUS OF MINISTERS OF WORD AND SACRAMENT WHO CHOOSE TO SEEK DISMISSAL FROM THE PRESBYTERIAN CHURCH (U.S.A.)**

1. The Presbytery Engagement Team will confer with the Minister of Word and Sacrament regarding various issues related to leaving the Presbyterian Church (U.S.A.). If the Minister of Word and Sacrament still wishes to leave, his/her name shall be deleted from the roles of the Presbytery when the Committee on Ministry receives evidence that he/she has been received by another Reformed body.
2. There are two avenues for leaving the Presbyterian Church (U.S.A.) which will affect the method by which the Minister of Word and Sacrament may return to the Presbyterian Church (U.S.A.) should he/she feel led to do so at a future date.
  - a. A Minister of Word and Sacrament may be received by another Reformed body without the Minister of Word and Sacrament requesting dismissal in writing to the Committee on Ministry. It should be noted, however, this avenue carries the distinction of renouncing jurisdiction of the Presbyterian Church (U.S.A.). If at some future date the Minister of Word and Sacrament desires to return to the Presbyterian Church (U.S.A.), he/she shall have to engage in the Candidacy process.
  - b. A Minister of Word and Sacrament may submit in writing to the Committee on Ministry a request to be dismissed to the other Reformed body. The Committee on Ministry will take appropriate action. Once a letter of reception from the receiving Reformed body has been delivered to the Committee on Ministry, the Minister of Word and Sacrament's name will be deleted from the role of Presbytery. If at some future date the Minister of Word and Sacrament desires to return to the Presbyterian Church (U.S.A.), he/she may do so without needing to go through the Candidacy process.
3. Dismissal to another Reformed body will normally be approved, unless the Minister of Word and Sacrament is subject to pending judicial or investigative action. Members under discipline of the Presbytery may not be dismissed until the administrative process for that



circumstance is complete as well as any required remedial actions. At that point the dismissal may be finalized, but a record of the Investigative Committee or the Permanent Judicial Committee must be transmitted to the other body prior to the dismissal so proper disclosure on any issue may occur.

## **STATUS OF CERTIFIED CHRISTIAN EDUCATORS WHO CHOOSE TO REMAIN WITH THE PRESBYTERIAN CHURCH (U.S.A.)**

If a congregation is dismissed by Presbytery, another concern regards the rights and status of Certified Christian Educators.

If the Certified Christian Educator chooses to remain with the Presbyterian Church (U.S.A.):

1. The Certified Christian Educator, Presbytery Engagement Team, and the Session will negotiate a severance package in consultation with the Board of Pensions (if the Certified Christian Educator is a member) equal to one (1) year which will include, at a minimum, the salary, required benefits, and any other items negotiated, subject to paragraph two (2) below.
2. The severance package will be distributed to the Certified Christian Educator according to a negotiated schedule. Compensation shall continue until a new call commences or the negotiated timeframe of the severance package is reached, whichever comes first.

## **STATUS OF CONGREGATION MEMBERS**

It is important that throughout the dismissal process both the Session and the Presbytery Engagement Team communicate carefully and clearly. This will help keep divisiveness at a minimum between those in the congregation who wish to withdraw from, and those who wish to remain in, the Presbyterian Church (U.S.A.). It will also help ensure that the ministry of both groups will continue, and that those who remain in the Presbyterian Church (U.S.A.) are properly ministered to.

After formal voting by the congregation and the Presbytery has been completed, all members shall be contacted regarding their membership status. Presbytery will prepare a letter to members of the church informing them of their option to be dismissed with the congregation or to remain in the Presbyterian Church (U.S.A.). The disaffiliating church will mail the letter to all active members of the congregation promptly and will bear all costs associated with this mailing. The letter will direct that responses are to be returned to the Presbytery office. The Presbytery will ensure that contact is made with those members wishing to remain in the Presbyterian Church (U.S.A.). The Presbytery will also ensure they are assisted in joining a different Presbyterian Church (U.S.A.) congregation of their choice.

The Presbytery's approval of dismissal shall stipulate it will take effect upon the approval of and the reception in the receiving Reformed denomination.

Members being dismissed who serve on Presbytery committees will have their terms end officially on the day Presbytery votes to dismiss the congregation.

## **STATUS OF MEMBERS UNDER CARE OF PRESBYTERY**

Special attention should be given to members of the congregation who are preparing for ministry and are under the care of Presbytery. Each member under care, together with his/her liaison from the Committee on Preparation for Ministry, should be advised immediately of the congregation's desire to seek dismissal.

The member under care will be given the option of being dismissed with the congregation or transferring his/her membership to another Presbyterian Church (U.S.A.) congregation within the Presbytery and/or the Presbyterian Church (U.S.A.). If transfer is requested to another congregation within a Presbytery of the Presbyterian Church (U.S.A.), the Presbytery Engagement Team and the Committee on Preparation for Ministry liaison will assist the member with that transfer. A meeting between the member under care and the Session of the intended congregation would be in order prior to the transfer.

### **MITIGATING THE IMPACT OF DISMISSAL ON THE MISSION OF THE PRESBYTERY**

Because we are bound by our common confession of faith to “the performance of such duties, public and private, as to conduce to the mutual good, both in the inward and the outward man” (*Westminster Confession, The Book of Confessions*, 6.147), both the Presbytery and the congregation seeking dismissal are called upon to act toward each other in ways that lessen the impact of the dismissal on their respective ministries.

The Presbytery's ability to sustain ministry is related to its financial health. In turn, that financial health depends upon the generosity and support of its congregations. The dismissal of a congregation from the Presbytery has both an immediate and an ongoing negative impact on that health and the ministry it sustains.

In view of this fact, any resolution to dismiss a congregation from its membership in the Presbytery shall include a plan for mitigating the financial impact on the Presbytery of the loss of the congregation. This means that ordinarily the dismissed congregation shall remit to the Presbytery a sum based upon the average of the church's three (3) most recent annual contributions to the Presbytery's budget. This total will include the three (3) most recent annual payments of Per Capita and the three most recent annual contributions to the Unified Budget. (As of 2019 called Shared Support.) Year one following dismissal, the disaffiliating congregation will remit 100% of that amount. In year two, it will remit 66% of that amount. In year three, the congregation will remit 33% of that amount. (See Appendix B for an example.)

## **Guidelines for Restoration of Fellowship and Recommitment to Presbytery-Congregational Relationship**

In the anticipation that God will lead those involved to seek a restored fellowship and a recommitment to the presbytery-congregational relationship, the following is presented as a minimal guideline for marking and sealing that recommitment:

1. The Session and Presbytery Engagement Team shall meet to chart a course for the future relationship between the Presbytery and the congregation. Issues that have been raised in the course of discernment shall be included in the ongoing conversations between the two parties. The Session and Presbytery Engagement Team shall make every effort to arrive at resolutions that restore the integrity and appreciation of the covenant relationship the congregation shares with the Presbytery.
2. The Presbytery shall conduct a public service of worship and recommitment to shared fellowship and ministry with participation from the Presbytery and the congregation. All members of Presbytery will be invited to attend.
3. Reflections by members of the Presbytery Engagement Team, the Session, and the congregation shall be shared at the congregational and presbytery level.

Any minority that leaves the congregation shall be lifted in prayer in the hope of maintaining bonds of peace.

## FORMULA FOR MITIGATING THE IMPACT OF DISMISSAL ON THE MISSION OF THE PRESBYTERY

The average of the three most recent annual contributions to the Presbytery’s budget will be utilized for mitigating the impact of a congregation’s dismissal to another Reformed body.

Example:

Year	Annual Contributions to the Presbytery’s Budget
2007	\$7,500
2008 <sup>3</sup>	\$9,350
2009	None
2010 <sup>2</sup>	\$5,000
2011 <sup>1</sup>	\$2,500

2008 <sup>3</sup>	\$9,350
2010 <sup>2</sup>	\$5,000
2011 <sup>1</sup>	\$2,500
Total	\$16,850
Average	\$5,616

Amount to be remitted to Presbytery is:

First year after dismissal:	100% of the average	\$5,616
Second year after dismissal:	66% of the average	\$3,706
Third year after dismissal:	33% of the average	\$1,853

**RELATIONAL MINISTRY TEAM**  
Presbytery of Florida

**YOKED CONGREGATIONS**

**WHAT IS A YOKED CHURCH?**

A yoked church is one that shares a pastoral leader with one or more other congregations.

**WHY DO CHURCHES YOKE?**

The most common reason for yoking is that one or all of the churches can no longer afford to pay a full-time pastor. In other situations, the yoke is a long historic tie. In others the churches choose to work together, not only to share leadership, but to share in ministry to their community and to share in programs such as a joint youth group or Bible study. When the cooperation is extensive and involves many churches and pastoral leaders it is a cooperative parish or cooperative ministry.

**HOW ARE YOKES ESTABLISHED?**

Sometimes the presbytery approaches one or both churches to suggest a yoke as an option for obtaining pastoral leadership. In other situations, members of one church initiate discussions with another and then invite presbytery to help them work out the details. Before seeking a pastor, the sessions of the churches work out a formal partnership agreement as to how they will share in ministry. A written covenant signed by the two Clerks of Session, the new shared pastor, and the presbytery COM moderator is recommended so that the agreements are clear.

Things to consider in forming a new yoked ministry:

- What are the needs of each church for the time and talent of a pastor? What will the pastor be expected to do with each congregation in a normal week or month?
- What proportion of full-time service will be expected by each church?
  - ...50 percent and 50 percent?
  - ...40 percent and 60 percent?
  - ...and 100 percent and 100 percent is not a realistic expectation!
- Will the pastor live
  - ...near one church?
  - ...between the two?
  - ...an urban area nearby and commute to the church?
  - ...in a manse?
  - ...a rented home?
- What assumptions are there about involvement of the pastor and family (if any) in the churches and communities? (It is not fair to expect spouses to attend 2 worship services or to expect pastors to attend football games in both communities each weekend.)

- How will planning be coordinated?
  - 3 - 4 joint session meetings per year can be very valuable - 1 before Lent, 1 in late summer, 1 before Advent, 1 at annual review and budget time
  - This keeps communication strong and allows the sessions to share ideas and concerns without relying on the pastor as the go-between.
- What will the total cost of shared ministry be?

### **BE SURE TO INCLUDE:**

- Cash salary
- Housing allowance or manse maintenance
- Utilities
- Medical and pension dues
- Continuing education allowance
- Reimbursed professional expenses (travel, etc.)
- Pastor Search expenses - (travel, lodging, meals, photocopying, telephone, and postage)
- Moving expenses

### **OTHER THINGS TO CONSIDER:**

- Pulpit supply for 6 weeks per year (vacation and continuing education)
- Shared administrative expenses (bulletins, newsletter, postage, etc.)
- Costs of joint programming
- Will the costs be shared in the same proportion as the time sharing?
- How much funding will each church provide each year? ...each month?
- How will expenses be handled? Will there be the parish treasurer?
- What are our commitments to each other as partners in ministry?
- How will our shared ministry be evaluated?
- How will we proceed if one church is dissatisfied with the arrangement?
- How will we proceed if the minister wants to leave one congregation but not the other?

It is usually helpful to discuss these matters in a joint session gathering with the moderator of session and Committee on Ministry representatives to help process the discussion and share information that may be constructive. An initial draft "Covenant for Shared Ministry" (see Appendices for model) might be drawn up from this discussion, then shared with all participants for review, amendment, and adoption. It is very wise to share the document with the congregations (for information) as well and have a well-informed elder respond to questions so that the relationship gets off to a good start. Joint fellowship and worship celebrations should be encouraged among partner churches. Small church members love to see their pews filled and gather around good food!

## A Sample Covenant for Shared Ministry

The \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_, Florida, and  
(City)

The \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_, Florida, and  
(City)

being well satisfied with your qualification for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you,

\_\_\_\_\_  
(Name)

to undertake the office of \_\_\_\_\_ for these congregation, beginning \_\_\_\_\_ promising you in the discharge of your duty all proper support, encouragement, and allegiance in the Lord. That you may be free to devote full-time to the ministry of the Word among us, we promise and obligate ourselves to pay the following:

<b>A. Personal Compensation</b>	<b>Amount</b>
1. Annual Cash Salary	_____
2. Housing	_____
a. Personally-owned housing	_____
OR	
b. Use of Manse (Fair Rental Value – IRS Purposes)	_____
c. Utilities, furnishings, appurtenances allowance	_____
3. Other _____	_____
4. Additional SECA (above 50%) required	_____
5. Deferred Income (paid by church)	_____
6. Use of manse (Pensions: 30% of lines 1, 2c, 3, 4, and 5)	_____
7. <b>Total Effective Salary</b> (add lines 1, 2a or 2c, and 3–6)	_____
<b>B. Additional REQUIRED Benefits</b>	
8. Major Medical (25% of line 7 or of \$44,000 whichever is greater)	_____
9. Pension and Disability (12% of line 7)	_____
10. SECA (7.65% of lines 1 and 2a or lines 1 and 2b and c) <sup>1</sup>	_____
11. <b>Total Required Benefits</b> (add lines 8–10)	_____
<b>C. Professional Reimbursement</b>	
12. Automobile Expense	_____
13. Continuing Ed	_____
14. Books and subscriptions	_____
15. Other _____	_____
16. <b>Total Professional Reimbursement</b> (add lines 12–15)	_____
 <b>Total Cost to the Church</b> (add lines 7, 11, and 16)	 _____

**D. Additional Provisions:**

**Vacation** (4 Weeks minimum) \_\_\_\_\_

**Continuing Education** (2 weeks minimum) \_\_\_\_\_

**Maternity/Paternity Leave:** 6 Weeks (minimum)

**Moving Expenses:** \_\_\_\_\_

**E. Additional Provisions:**

**Vacation** (4 Weeks minimum) \_\_\_\_\_

**Continuing Education** (2 weeks minimum) \_\_\_\_\_

**Maternity/Paternity Leave:** 6 Weeks with full compensation (minimum)

Contributions of Each Partner Church:

\_\_\_\_\_ Church \$\_\_\_\_\_ for the Year 20\_\_, \$\_\_\_\_\_ per month

\_\_\_\_\_ Church \$\_\_\_\_\_ for the Year 20\_\_, \$\_\_\_\_\_ per month

Be it further known, Pastoral activities that will be expected (indicate activities for each congregation):

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

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Moderator of Meeting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relational Ministry Team Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of the Committee on Ministry

\_\_\_\_\_  
Date



Committee on Ministry

**Relational Ministry Team**  
Presbytery of Florida

**ANNUAL REVIEW OF SESSION RECORDS**

The Book of Order states in G-3.0108:

Each council shall review annually or biennially, based on the body's meeting frequency, the proceedings and actions of all entities related to the body, all officers able to act on behalf of the body, and lower councils within its jurisdiction. In reviewing the procedures of the lower council, the higher body shall determine whether the proceedings have been correctly recorded, have been in accordance with this Constitution, have been prudent and equitable, and have been faithful to the mission of the whole church. It shall also determine whether lawful injunctions of a higher body have been obeyed.

To meet this mandate, minutes of the congregations of the Presbytery of Florida are to be reviewed annually. Minutes of stated and special meetings of session and stated and special meetings of the congregation are to be submitted electronically whenever possible to the chair of the Relational Ministry Team by a pre-determined date. If an electronic version is not available, the clerk of session will deliver their Session Minutes book and Church Register to the presbytery office by the specified date.

Electronic versions will be distributed to members of the RMT for review using the criteria that are listed below. Hard copy versions will be reviewed by a member of RMT at the discretion of the chair.

Once the minutes are reviewed, the clerks of session will be contacted through email by the reviewer with comments, concerns, and/or recommendations. Those that submitted hard copies of their material will be contacted by the reviewer to retrieve their books. Comments regarding reviews will be spread in the minutes of the Relational Ministry Team.

**SESSION RECORDS REVIEW FORM**  
**PRESBYTERY OF FLORIDA**

Name of the Church: \_\_\_\_\_

Year of records: \_\_\_\_\_

Clerk of Session's Name: \_\_\_\_\_

Reader's Name: \_\_\_\_\_

**READERS**, please look through the provided minutes to determine if the below items are part of the record. Some should be part of the record for any meeting, while others might happen only a few times, if at all.

	Yes	No
Has the session kept “a full and accurate record of its proceedings”? (G-3.0107) Along with a record of the session’s deliberations and decisions, do the minutes indicate such things as dates, times, and locations of meetings? Do they show who was present and who was absent? Do they indicate if the meeting was called or stated? Do they show the approval of minutes and are they signed by the clerk?		
Are the meetings opened and closed with prayer? (G-3.0105)		
Has a quorum been established for each meeting? (G-3.0203)		
Has the session met at least quarterly? (G-3.0203)		
If applicable, do the minutes note when baptisms have been approved? (G-3.0201b; W-2.3011; and W-2.3012)		
Has Communion been observed at least quarterly? (G-3.0201b and W-2.4012)		
Do the minutes note the reception of new members by the session and the removal of old ones from the rolls? (G-3.0201c and G-3.0204a)		
Are commissioners elected for Presbytery meetings, and do they provide reports? (G-3.0202a)		

Session **CLERKS**, the below items typically only occur once a year, although it’s certainly possible they might take place more often. Since you know your own minutes better than anyone, please record the page number for each item below in advance of the meeting during which your minutes are to be reviewed. This will allow the person reading your minutes to have more time to learn about the work and ministry of your particular church.

**Page number(s)**

Has the session obtained property and liability insurance? (G-3.0112)	
Has the session adopted a Sexual Misconduct Policy and a Child Protection Policy? (G-3.0106)	
Has the session adopted a Manual of Operations? (G-3.0106)	
Have the pastor’s (or pastors’) terms of call been reviewed by the session? (G-2.0804)	
Has a congregational meeting to approve the pastor ’s (or pastors’) terms of call been held? (G-1.0503 & G-2.0804)	
Have the new elders/deacons been trained, examined by the session, and installed/ordained? (G-2.0402)	
Has an annual budget been adopted by the session? (G-3.0205)	
Has an annual review of the church’s financial records been conducted? (G-3.0205c)	
Has the annual statistical report been filled out and approved by the session? (G-3.0104)	

Has the clerk been elected? ( G-3.0104) <b>Please note: The Book of Order allows sessions to elect a clerk for a term of service that they deem appropriate, so you might not elect your clerk annually.</b>	
Has the treasurer been elected by the session? (G-3.0205) <b>Please note: The Book of Order allows sessions to elect a treasurer for a term of service that they deem appropriate, so you might elect your clerk annually.</b>	
Has the session conducted an annual review of the membership rolls? (G-3.0201c)	
Has there been an annual meeting of the congregation? (G-1.0501)	
Has a Nominating Committee, or other such committee, been elected? (G-2.0401)	
Is there a current register listing baptisms approved by the session, the church's ruling elders, deacons, installed pastors with dates of service, and any other such records deemed necessary by the session? (G-3.0204b)	

Finally, below is the box for the church roll book. The **READER** will complete this portion during the review session. Therefore, you must remember to bring your Church Roll Book with you. Don't forget!

**Session Roll Book**

	Yes	No
Is the Active Members list current?		
Is the Baptized Members list current		
Is the Affiliate Members list current?		
Is there a listing of the marriages performed by the minister?		
Is there a listing of the baptisms performed by the minister?		
Is there a listing of the deaths that have occurred in the church?		
Is there a listing for births/adoptions that have occurred within the church?		
Is there a listing for the elders and deacons who have been ordained and installed by the church?		
Is there a listing for all pastors and their dates of service?		

**Session Record Approved:**

With Exceptional Merit \_\_\_\_ Without Exception \_\_\_\_ With Exception \_\_\_\_

**Session Roll Book Approved:**

With Exceptional Merit \_\_\_\_ Without Exception \_\_\_\_ With Exception \_\_\_\_

Reader's Name: \_\_\_\_\_ Date of Review: \_\_\_\_\_

Committee on Ministry

**RELATIONAL MINISTRY TEAM**  
Presbytery of Florida

**TERM EXEMPTIONS**

It is understood that the Book of Order in G–2.0404 provides for term limitations for ruling elders and deacons. There are occasions when a congregation is too small or its members too infirm to engage in such mandatory rotations. Because of this, there is provision in the Book of Order to allow an exemption for rotating ruling elders and deacons.

*G-2.0404 Terms of Service*

Ruling elders and deacons shall be elected to serve terms of no more than three years on the session or board of deacons, and may be eligible for reelection according to congregational rule. However, no ruling elder or deacon shall be eligible to serve more than six consecutive years, and a ruling elder or deacon who has served six consecutive years shall be ineligible for election to the same board for at least one year. Election shall be to classes as nearly equal in number as possible, with the term of only one class ending each year. The presbytery may, upon written request and by majority vote, grant a congregation a waiver of this limitation on terms.

If a congregation needs to petition for this type of exemption, the current moderator and clerk of session must write a letter, stating reasons for the exemption, how long the exemption may last, and quoting that section of session minutes showing action by the session. This letter is to be sent to the Stated Clerk of the Presbytery who will put the request before the presbytery at its next stated meeting.

Sample Letter:

Dear \_\_\_\_\_:

\_\_\_\_\_ Presbyterian Church is a small but vital and active congregation. The ministries in which the congregation engage are meaningful and reaching our community. We are, however, small. We currently have 12 members on the rolls and an average worship attendance of 14 persons.

Given our current membership and the small pool of available persons able to serve as Ruling Elders, our congregation is requesting that the Presbytery of Florida grant an exemption to the requirement in the Book of Order (G–2.0404) that limits the terms of Ruling Elders’ active service on Session to two consecutive terms.

We would also ask that this exemption remain in place until such time that the membership of the congregation increases to the point it is able to sustain the rotation mandate in the Book of Order.

Thank you for your consideration in this matter.

Committee on Ministry

**RELATIONAL MINISTRY TEAM**  
Presbytery of Florida

**ANNUAL NECROLOGY REPORT**

Ministers of Word and Sacrament, Christian Educators, Ruling Elders and Deacons give a great deal of their lives to the work of our Lord. Each year lives of these dedicated servants come to an end. It is highly appropriate to recognize their years of service and to give thanks to God for their faithfulness.

The Presbytery of Florida will, each year at the Presbytery meeting closest to All Saints Day, will provide a Necrology Report for those who have died in the past 12 months. Liaisons will solicit names from the congregations they serve to be recognized, who will then submit them to the Stated Clerk of Session.

**NECROLOGY REPORT**  
(Sample)

*The Stated Clerk will prepare the list ahead of time and ask the assistance of additional commissioners to read the names of those who have died.*

**Introduction:** Since this time last year \_\_\_\_\_ (number) of leaders in our presbytery have passed on to their reward. Their names shall be read, we will offer a prayer to our God, remember, and join in singing a hymn.

**Prayer:** Let us pray. Eternal God, as we remember your servants, who having lived this life in faith and service to the church of our Lord, Jesus Christ, we lift our hearts to you. Grant us a time of reflection on the work and ministry provided by these persons, the faith they shared, and the witness given to our Lord and Savior, Jesus Christ. Amen.

**Reading of the Names**

**Prayer:** Let us pray. Eternal God, we bless you for the great company of all those who have kept the faith, finished their race, and who now rest from their labor. We praise you for those dear to us whom we have just named. We thank you that they have been received into your presence.

Lord of life and death, you made us in your image and hold us in your care. We thank you for your servants, for the gift of lives, and for the love and mercy they received from you and gave to us.

Especially we praise you for your love in Jesus Christ, who died and rose from the grave to free us from death and give us life eternal. Grant that when our time on earth is ended, we may be united with all the saints in the joy of your eternal home. Through Jesus Christ our Lord. Amen.

**Hymn:** An appropriate hymn may be sung.

Committee on Ministry  
Presbytery of Florida

**TEAM FOR TEMPORARY  
PASTORAL LEADERSHIP**

OVERSIGHT OF  
COMMISSIONED LAY PASTORS,  
AUTHORIZED RULING ELDERS,  
AND  
TEMPORARY SUPPLY PASTORS

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COMMITTEE ON MINISTRY  
**TEAM FOR TEMPORARY PASTORAL LEADERSHIP**  
PRESBYTERY OF FLORIDA

**Purpose**

To fulfill all *Book of Order* and Presbytery Manual responsibilities related to oversight of and assistance to Commissioned Lay Pastors (CLPs) and Authorized Ruling Elders (AREs). These responsibilities include working in conjunction with the Committee on Preparation for Ministry ensuring proper educational preparation of CLPs and AREs is attained, provide ongoing education and training opportunities, receive triannual and annual reports, and provide adequate supervision for those serving congregations.

**Membership**

5 persons of the Committee on Ministry, as equally divided between Ministers of Word and Sacrament and Ruling Elders as possible.

**Responsibilities and Authority**

1. In conjunction with CPM, provide for recognition on the floor of Presbytery when a person completes their training to become certified as ready to serve as a CLP.
2. Provide for a Commissioning Service on the floor of Presbytery when one receives a request to serve as a Commissioned Lay Pastor.
3. Recruit and train Mentors/Supervisors for those commissioned and authorized to serve congregations.
4. Review and discuss triannual reports from CLPs and AREs, providing insights and guidance as necessary.
5. Review and discuss annual reports from Sessions, providing insights and guidance as necessary.
6. Review and discuss annual reports from Mentors/Supervisors, providing insights and guidance as necessary.
7. Maintain a list of persons certified ready to serve as CLPs or AREs.
8. Maintain ongoing conversations with PCUSA Seminaries regarding educational opportunities for CLPs, and possible continuing education courses.
9. Annually provide for at least two local training seminars in areas of ministry to enhance and support CLPs and AREs in their ministry.
10. Address any conflictual issues which may arise between CLPs or AREs and their congregations. When necessary, refer the matter to the Relational Ministry Team.



## **PART ONE:**

### **COMMISSIONED LAY PASTORS**

(CPM responsibilities are also shown here for clarification of continuity.)

**COMMITTEE ON PREPARATION FOR MINISTRY**  
**PRESBYTERY OF FLORIDA**  
**COMMISSIONED LAY PASTORS**

*What is a Commissioned Lay Pastor?*

***The presbytery may authorize an Elder to be commissioned to limited pastoral service as assigned by the presbytery. An Elder so designated may be commissioned to serve in a validated ministry of the presbytery. Presbytery in its commission, may authorize the 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)***

*A Shared Responsibility*

The Team for Temporary Pastoral Leadership (TPL) works in conjunction with the Committee on Preparation for Ministry (CPM) in recruiting and training candidates who feel called to serve as Commissioned Lay Pastors. The application process and monitoring of the educational progress of potential candidates is under the purview of CPM.

When CPM believes a candidate is prepared sufficiently to serve in a Commissioned Ministry, the Committee on Ministry will examine the readiness of the candidate as well as to match gifts and skills for particular settings. The Team for Temporary Pastoral Leadership will then be responsible for supervising and mentor CLPs in their ministry.

Because of the shared endeavor between two different ministry teams, the whole process is laid out below.

*Application and Screening of Potential CLPs*

To be eligible to become a CLP, a person must be a PCUSA Elder in good standing with gifts and graces for pastoral ministry. Since CLPs will be serving congregations in the pastoral role, it is as important to screen CLPs as it is pastors, youth workers, or others who have access to persons in vulnerable life situations. The applicant must fill out an Application Form and must be endorsed by his or her session. Also three letters of reference must be received. The forms for this are provided by the Committee on Preparation for Ministry.

*Commissioned Lay Pastor Education*

CLP education shall include Bible, Reformed Theology and Sacraments, Presbyterian Polity, preaching, leading worship, pastoral care, and teaching. There are many models for CLP education. The Presbytery of Florida is partial to the programs at Union Presbyterian Seminary in Richmond, VA, and Dubuque University School of Theology. However, other seminary programs may be submitted for approval.

### *Examination and Commissioning*

After the educational program is successfully completed, the Committee on Ministry will provide the applicant with a written examination. When completed, the examination will be read by three members of the Committee on Ministry and be evaluated for proficiency.

Upon successful completion of the written examination, the applicant will engage in an oral examination before the Committee on Ministry. If both examinations are sustained, the person is then certified as ready to receive a commission. The person is not commissioned until he or she receives a call from a congregation or other validated ministry.

The presbytery commissions a CLP for a limited period of time for service in a particular church. Based on the needs of that church, the presbytery may authorize the CLP to administer one or both of the sacraments, moderate the session under supervision, perform weddings (if the state allows), and vote at presbytery. These authorizations are not automatic and may be granted to some CLPs and not to others based on the ministry context.

When a call is received, the Elder and congregation will agree upon a written contract spelling out the particulars of expectations. This will be reviewed by the Committee on Ministry. When approved, the Elder will then be commissioned in a service of commissioning at the next meeting of Presbytery. The individual may begin his or her work prior to that service with the approval of COM.

A presbytery service of commissioning is held, using the materials in W-4.4000. There is a special question at W-4.4003. A sample service of worship is available on the website. Many presbyteries also have a service of celebration in the congregation to be served. This is a joyous occasion that gives visibility to the presbytery and starts the ministry off well.

### *Supervision and Support of CLPs*

The CLP is accountable to the presbytery through a minister moderator of the session of his/her church of membership. The Committee on Ministry will assign a minister of the Word and Sacrament as a mentor and supervisor. Since CLPs are often expected to carry out pastoral functions without the benefit of a full theological education, they benefit from ministers who have had the added education and experience.

### *Continuing Education*

Just as minister pastors are strongly encouraged to be involved in lifelong learning, so it is important for CLPs to continue their education. CLPs will be encouraged to further their education.

### *When the Commission Ends*

It should be carefully noted that the commissioning of an Elder is “local,” that is, it is for a particular place of ministry. It is valid for up to three years and may be renewed. When the Commissioned Lay Pastor ceases to serve a particular congregation, the commission is no longer valid. That person may not preside at the Sacraments nor perform weddings, unless allowed by other means such as being a Notary Public, until another commission is approved with another congregation.

**COMMITTEE ON PREPARATION FOR MINISTRY**  
**PRESBYTERY OF FLORIDA**

**APPLICATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Business \_\_\_\_\_

Church Membership: \_\_\_\_\_

( ) Elder Date of Ordination: \_\_\_\_\_

Describe your present activities in the life and mission of the church/denomination:

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

Occupation: (Title, nature of work, supervisor, phone number) \_\_\_\_\_

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

Educational Background

School/location

Graduation Year

Degree

Major/Minor

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

Additional learning experiences brought to this program (travel, conferences, training events, leadership situations)

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

1. Why are you interested in this program?
  
  
  
  
  
  
  
  
  
  
2. What motivates you to be a Commissioned Lay Pastor?
  
  
  
  
  
  
  
  
  
  
3. State the essential elements of your personal faith.
  
  
  
  
  
  
  
  
  
  
4. What does it mean to you to be a Presbyterian?
  
  
  
  
  
  
  
  
  
  
5. What gifts and skills do you bring to this program?
  
  
  
  
  
  
  
  
  
  
6. What additional training or help do you need to become a Commissioned Lay Pastor?

Give the names / addresses / phone numbers of three references, including your pastor:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMITTEE ON PREPARATION FOR MINISTRY**  
**PRESBYTERY OF FLORIDA**

**SESSIONAL ENDORSEMENT**

We, the session of the \_\_\_\_\_ Presbyterian Church of  
\_\_\_\_\_ have examined \_\_\_\_\_ and  
City Candidate

approved this applicant for the Commissioned Lay Pastor Program of the Presbytery of Florida.

Date: \_\_\_\_\_

Moderator of the Session: \_\_\_\_\_  
Signature Print name

Clerk of the Session: \_\_\_\_\_  
Signature Print name

**STATEMENT OF CONSENT**

I hereby apply for admission to the Commissioned Lay Pastor Program of the Presbytery of Florida. If accepted, I hereby commit myself to participate fully in the scheduled activities and assignments required by the Committee on Ministry to the best of my ability. I understand that successful completion of this training is necessary before I can be considered for commissioning as an Elder in the Presbytery of Florida.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Are there any factors that might place limits on your ability to receive training - such as physical disability, family situation, employment status, etc.? ( ) yes ( ) no

If yes please explain: \_\_\_\_\_

\*\* Application is to be sent to: Committee on Preparation for Ministry  
Presbytery of Florida  
PO Box 7  
Chipley, Florida 32428-0007



## COMMITTEE ON MINISTRY

### TEAM FOR TEMPORARY PASTORAL LEADERSHIP PRESBYTERY OF FLORIDA

#### WRITTEN EXAMINATION FOR PERSONS SEEKING COMMISSIONED LAY PASTOR STATUS

There are eight sections to this written exam. When all the sections are completed the exam should be handed into the chairperson of the COM who will distribute to a reading committee for evaluation and review.

**1. Personal Faith** (*Do both exercises*)

- A. Write a brief statement of faith. (*No more than **one** page.*)
- B. Write a brief description of how your journey of faith has brought you to this stage in life, culminating in your sense of call to this type of ministry. (*No more than **one** page.*)

**2. Theology**

- A. List and briefly explain five major tenets of Reformed Theology. Choose **one** and comment on how this doctrine works in your personal life and in the life of the church. (*No more than **two** pages.*)

**3. Bible and Preaching** (*Chose **one** of the following*)

- A. What are three major messages/themes of the Old Testament? Using a passage from the Old Testament, write a 2-3 page exegetical paper. Use the information in the exegetical paper to write an 8-10 minute sermon on that passage. Outline the steps you used to prepare the sermon, resources used and your method of interpretation of the passage.
- B. What are three major messages/themes of the New Testament? Using a passage from the New Testament, write a 2-3 page exegetical paper. Use the information in the exegetical paper to write an 8-10 minute sermon on that passage. Outline the steps you used to prepare the sermon, resources used and your method of interpretation of the passage.

**4. Worship** (*Do both exercises*)

- A. In 25 words or less explain: What is the purpose of Lord's Day worship?
- B. Using the sermon you have now written as part of a worship service, develop and outline a possible Sunday morning worship service, including what you consider the essential elements. Explain why you think these are essential elements and how they carry out the purpose of worship in the service. Indicate time allotments for each part of the service.

**5. Teaching in the Church**

- A. Design an outline for **one** of the following. Include the length of the class, what would be covered in each class and any resources you might use to teach the class.



**6. Sacraments**

A. What are the sacraments celebrated in the PC (USA)? Write a brief explanation of the meaning of each.

**7. Polity** – Referencing the Book of Order and the Bible where necessary/appropriate, respond briefly to *three* of these scenarios:

A. A couple, who are not members of the church, request that their child be baptized at their home. What would you do?

B. Someone complains that Presbyterians are unbiblical because “You should baptize by immersion”.

C. How can someone get a “special session meeting” called?

D. An issue to restructure the session arises in a session meeting. In the midst of the discussion an elder suggests you have a congregational meeting next Sunday to have the congregation decide if this is a good idea.

E. Prior to worship on Sunday morning Jim Lee approaches you and says that Mrs. Smith has not been able to attend worship in over a year and hasn’t taken communion since last time she attended. Since it is a communion Sunday, Jim is offering to take communion to Mrs. Smith after the service. How will you respond to Jim and how will Mrs. Smith get communion?

F. Someone comes to you and is upset with the worship services. They do not like the music, the order of worship, nor the sermon topics. What can be done and what would you do?

**8. Professional Concerns** – The ministry is not void of professional issues and concerns. Write a paragraph to reflect on each of the following concerns:

A. How do you see yourself balancing the demands of being a Commissioned Lay Pastor with the demands of your personal/family life?

B. Reflect on some of the jurisdictional issues involved in being a CLP. Commissioning is for a specific place and for a specific period of time (which can be renewed upon review). Reflect on the role/relationship of a CLP in a congregational (or other setting) when the commissioned term is over.

C. Please log on to the Presbytery of Florida website ([www.presbyteryofflorida.com](http://www.presbyteryofflorida.com)) and under the COM Files link you will discover the Presbytery's Sexual Abuse Guidelines. Please read this document.

1. Having read the above sexual misconduct policy of our Presbytery, what is your understanding of some of the issues involved?

2. How will these affect your work in the church, particularly in pastoral care?

## COMMITTEE ON MINISTRY

### TEAM FOR TEMPORARY PASTORAL LEADERSHIP PRESBYTERY OF FLORIDA

#### RECOGNITION OF PERSONS READY TO SERVE AS COMMISSIONED LAY PASTORS (Without Call)

##### Opening Scripture

Hear these words written to the church in Ephesus.

“Lead a life worthy of the calling to which you have been called, making every effort to maintain the unity of the Spirit and the bond of peace. There is one body and one Spirit, just as we were called to the one hope of our calling, one Lord, one faith, one baptism, one God and Father of us all, who is above all and through all and in all.” (Ephesians 4:1-6)

##### Call To Discipleship

The call of Christ is to willing, dedicated discipleship. Our discipleship is a manifestation of the new life we enter through baptism. Discipleship is both a gift and a commitment, an offering and a responsibility.

(Name) by God’s grace you are saved, and enabled to grow in the faith and to commit your life in ways that serve Christ. God has called you to a particular kind of service. Show your purpose by answering these questions.

Is Jesus Christ your Lord and Savior?

Will you be Christ’s faithful disciple, obeying his word and showing his love?

Do you welcome the responsibility of being an Elder because you are determined to follow the Lord Jesus, to love neighbors, and to work for the reconciling of the world?

When a call is received, will you serve the people with energy, intelligence, imagination, and love, relying on God’s mercy and rejoicing in the power of the Holy Spirit?

##### Prayer of Thanks

Faithful God, in baptism you claimed us; and by your Holy Spirit you are working in our lives, empowering us to live a life worthy of our calling. We thank you for leading (Name) to this time and place. *He/she* is now certified ready to serve you in a ministry of your calling. We pray your blessing and guidance so (Name) may grow in faith, hope, and love, and be a faithful disciple of Jesus Christ, to whom, with you and the Holy Spirit, be honor and glory, now and forever. Amen.

**The Charge**

(Name) before this Presbytery, we celebrate with you this tremendous calling on your life. We recognize that you are now ready to serve as a Commissioned Lay Pastor when God provides that call. Be open to the leading of God, following the path on which God has set you. Whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God through him.

**Blessing**

May the God of peace make you holy in every way, and keep your whole being - spirit, soul, and body - free from every fault at the coming of our Lord Jesus Christ. Amen.

COMMITTEE ON MINISTRY  
**TEAM FOR TEMPORARY PASTORAL LEADERSHIP**  
PRESBYTERY OF FLORIDA  
**COMMISSIONED LAY PASTOR COMMISSIONING SERVICE**

**Opening Scripture**

Hear these words written to the church in Ephesus.

“Lead a life worthy of the calling to which you have been called, making every effort to maintain the unity of the Spirit and the bond of peace. There is one body and one Spirit, just as we were called to the one hope of our calling, one Lord, one faith, one baptism, one God and Father of us all, who is above all and through all and in all.” (Ephesians 4:1-6)

**Call To Discipleship**

The call of Christ is to willing, dedicated discipleship. Our discipleship is a manifestation of the new life we enter through baptism. It is both a gift and a commitment, an offering and a responsibility.

(Name), by God’s grace you are saved, and enabled to grow in the faith and to commit your life in ways that serve Christ. God has called you to a particular kind service, and in particular with (Church) Presbyterian Church. Show your purpose by answering these questions.

Is Jesus Christ your Lord and Savior?

Will you be his faithful disciple, obeying his word and showing his love?

Do you welcome the responsibility of being a Commissioned Lay Pastor for and with the (Church) congregation because you are determined to follow the Lord Jesus, to love neighbors, and to work for the reconciling of the world?

Will you serve the people with energy, intelligence, imagination, and love, relying on God’s mercy and rejoicing in the power of the Holy Spirit?

**Commissioning Prayer**

Faithful God, in baptism you claimed us; and by your Holy Spirit you are working in our lives, empowering us to live a life worthy of our calling. We thank you for leading (Name) to this time and place. Establish them in your truth, and guide them by your Holy Spirit, that in your service they may grow in faith, hope, and love, and be a faithful disciple of Jesus Christ, to whom, with you and the Holy Spirit, be honor and glory, now and forever. Amen.

**The Charge**

(Name), before this Presbytery, we celebrate with you this tremendous calling on your life. In all things, be open to the leading of God, following the path on which God has set you. Whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God through him.

**Blessing**

May the God of peace make you holy in every way, and keep your whole being - spirit, soul, and body - free from every fault at the coming of our Lord Jesus Christ. Amen.

## COMMITTEE ON MINISTRY

### TEAM FOR TEMPORARY PASTORAL LEADERSHIP PRESBYTERY OF FLORIDA

The following agreement is between the Session of the \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_, Florida and Elder \_\_\_\_\_ and is for the period from \_\_\_\_\_ to \_\_\_\_\_ for pastoral services as a Commissioned Lay Pastor. During this time, you will be listed as the Temporary Supply Pastor for this church.

#### EXPECTATIONS OF THE COMMISSIONED LAY PASTOR: (Please initial all those that apply.)

(\* = Items need specific Presbytery/COM approval.)

Clerk	CLP	COM	
___	___		Conduct worship each week.
___	___	___	* Administer the Sacrament of the Lord's Supper.
___	___	___	* Administer the Sacrament of Baptism.
___	___		Conduct funerals.
___	___	___	* Plan and moderate session and congregational meetings.
___	___	___	* Perform a service of Christian marriage when invited by the session.
___	___		Visit members of the congregation especially during crisis.
___	___		Conduct officer training.
___	___		Have voice and vote in presbytery.
___	___	___	Other _____

#### EXPECTATIONS OF SESSION

1. Will provide support in every way possible to the Commissioned Lay Pastor in the ministry of the church.
2. Will work with the Commissioned Lay Pastor to establish goals for the present and future ministry of the church.
3. Will communicate openly and honestly with the Commissioned Lay Pastor about needs and concerns of the congregation and community.

#### EXPECTATIONS OF THE PRESBYTERY

1. Will provide supervision for the Commissioned Lay Pastor through Rev. \_\_\_\_\_ of the \_\_\_\_\_ Presbyterian Church, \_\_\_\_\_, Florida.
2. Will provide support and consultative services to the Commissioned Lay Pastor through the Committee on Ministry.
3. Will assist the Session and the Commissioned Lay Pastor with emerging needs through the resources of the committees of the Presbytery.

#### MUTUAL UNDERSTANDING

During the length of this agreement, Elder \_\_\_\_\_ will be accountable to the Presbytery through the Committee on Ministry and Rev. \_\_\_\_\_, and is responsible to the

congregation through the Session. The Commissioned Lay Pastor will submit a thorough report three times per year to the Committee on Ministry on the status of his/her work, with the first report being due on \_\_\_\_\_ . At the end of this agreement, the church Session agrees to provide a process for evaluation for the Committee on Ministry.

**FINANCIAL AND TIME PROVISIONS**

This agreement is for a period of up to 36 months. However, the Session may terminate this agreement upon 30 days written notice to the Commissioned Lay Pastor and the Committee on Ministry of the Presbytery of Florida. The Commissioned Lay Pastor may terminate this agreement upon 30 days written notice to the Session and the Committee on Ministry. Compensation is based on the Presbytery’s annual minimum salary for full-time pastors.

<b>Example: Presbytery Minimum Salary for Full-Time is \$26,715</b>		
1, Salary for Half-time Position .....	\$13,357	(Presbytery Minimum x .50)
2. Self-employment (7.65%) .....	\$1,022	(Salary x .0765)
3. Minimum Package .....	\$14,379	(Total of lines 1 and 2)

This contract is for a \_\_\_\_\_ (1/4, 1/2, 3/4, or full) time commitment. The Session obligates itself to provide the following remuneration:

- Base salary \_\_\_\_\_
- Self-employment Amount (7.65%) \_\_\_\_\_
- Automobile Expense \_\_\_\_\_
- Continuing Ed./Book Allowance \_\_\_\_\_
- Other: \_\_\_\_\_
- Total For The Position \_\_\_\_\_

**Vacation leave:** (One month annually; prorated if less than full-time for one year)  
**Continuing Education:** (two weeks annually; prorated if less than full time for one year)

**APPROVED AND ACCEPTED:**

\_\_\_\_\_  
 Commissioned Lay Pastor

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Committee on Ministry

\_\_\_\_\_  
 Date

COMMITTEE ON MINISTRY  
**TEAM FOR TEMPORARY PASTORAL LEADERSHIP**  
PRESBYTERY OF FLORIDA

**GUIDELINES FOR MENTORS OF COMMISSIONED LAY PASTORS**

The mentor should be a good role model for the CLP. The mentor should demonstrate the openness and caring that the CLP should develop.

The mentor should be an ordained minister member of Presbytery, other than the CLP's pastor.

The mentor should be accessible for meetings and phone conversations.

The mentor should be approachable and non-judgmental; they should listen before giving advice, and present negative comments in a positive way.

The CLP should attempt to contact the mentor at least monthly. It would be helpful to provide a recorded sermon at least quarterly seeking feedback from the mentor. If the CLP has not contacted the mentor in several months, the mentor should initiate contact. The Committee on Ministry should be contacted if this problem persists.

The mentor should encourage the CLP to pursue his or her own personal growth.

The mentor should report to the Subcommittee on Care and Oversight at least twice a year.

The mentor is appointed for one year and is selected by the Care and Oversight Subcommittee from the nominees submitted by the CLP/Candidate.

No mentor should have responsibility for more than one CLP.

COMMITTEE ON MINISTRY  
**TEAM FOR TEMPORARY PASTORAL LEADERSHIP**  
PRESBYTERY OF FLORIDA

**TRIENNIAL REPORT FORM**  
*For use by Commissioned Lay Pastors (CLP's)*

This reporting form follows the outline of the Healthy Church Framework. It invites your evaluation of your congregation's spiritual growth and commitment to mission. It also invites you to mention any areas where you would like assistance or support. Temporary pastoral relations pose particular challenges not experienced by churches with permanent pastoral leadership. It is the hope of the Team for Temporary Pastoral Leadership that this form will be a helpful tool for your ministry and a valuable assessment for use by the Presbytery.

Name: \_\_\_\_\_

Church: \_\_\_\_\_

Start Date of Initial Contract/Agreement: \_\_\_\_\_

Period of Report: \_\_\_\_\_

Love God: Continual Spiritual Formation

How would you rate your congregation's overall spiritual formation? (Circle one)

1. Deeply grounded and growing in faith
2. Committed to most or many of the church's programs
3. Involved in Sunday morning worship only
4. Sporadically involved in spiritual disciplines or the life of the church
5. Not interested in spiritual formation

What is the active membership of your congregation? \_\_\_\_\_

What percentage of the active membership participates regularly in the following?

1. Worship \_\_\_\_\_
2. Bible Study \_\_\_\_\_
3. Spiritual Disciplines \_\_\_\_\_
4. Sabbath Keeping \_\_\_\_\_
5. Giving of Time, Talent and Treasure \_\_\_\_\_

Comments:



Love Each Other: Quality of Relationships

How would you rate the overall health of your congregation's internal relationships? (Circle one)

1. Committed to praying for each other and holding each other spiritually accountable
2. Connected via interest groups, but not as a whole community
3. Connected to each other primarily socially
4. Factionalized, not really connected
5. Conflicted

What percentage of the active membership participates regularly in the following?

1. Intentional Discipleship (identifying and engaging new believers in faith development, inviting and involving others in Christian Education) \_\_\_\_\_
2. Spiritual Gifts Identification and Development \_\_\_\_\_
3. Intentional Mentoring (identifying and developing leadership gifts) \_\_\_\_\_

Comments:

Love the World: Concern for the Well-Being of Those Outside the Church

Does your congregation use any of the following in developing mission programs and initiatives? (Circle any that apply)

1. Demographics Tools
2. Ministries Matching Needs of Our Neighbors With Gifts of the Congregation
3. Other (please specify) \_\_\_\_\_

What percentage of the active membership participates regularly in the following?

1. Community outreach to particular populations (e.g., homeless, transients, families dealing with poverty or special needs, prisoners and their families, etc.) \_\_\_\_\_
2. Neighborhood visitation and evangelism \_\_\_\_\_
3. Tutoring or mentoring in schools \_\_\_\_\_
4. National and international mission trips \_\_\_\_\_
5. Food pantry based at church with community financial or other assistance \_\_\_\_\_
6. Other outreach (please specify) \_\_\_\_\_

Comments:

## Narrative Section

1. How do you spend most of your time in ministry to the congregation?
2. Are there any special issues or concerns with which you are currently dealing? Is there particular assistance you would like from the Team for Temporary Pastoral Leadership or the Relational Ministry Team?
3. Are you satisfied with the mentoring you're receiving from the Presbytery? Do you feel the need for continuing education in any aspect of pastoral ministry, e.g., preaching, small group leadership, elder training, moderating Session?

COMMITTEE ON MINISTRY  
**TEAM FOR TEMPORARY PASTORAL LEADERSHIP**  
PRESBYTERY OF FLORIDA

**SESSION'S ANNUAL EVALUATION OF COMMISSIONED LAY PASTOR**

Name of Commissioned Lay Pastor \_\_\_\_\_

Name of Church Being Served \_\_\_\_\_

Dates of Service: (from \_\_\_\_\_ to \_\_\_\_\_) Number of hours per week: \_\_\_\_\_

Do you wish for this CLP to continue to serve this congregation? \_\_\_\_ yes; \_\_\_\_ no;  
\_\_\_\_ with some changes to terms. (*If session desires to continue relationship, please submit a new contract to COM.*)

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

1. What are the Commissioned Lay Pastor's major responsibilities in this congregation?

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

2. What are the key ministry strengths the CLP brings to this commission?

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

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

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

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

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

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

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

Signature of Clerk of Session \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioned Lay Pastor \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to:**

*Team for Temporary Pastoral Leadership, Presbytery of Florida, PO Box 7, Chipley, FL 32428, or scan and Email to: [mwillis@presbyteryofflorida.com](mailto:mwillis@presbyteryofflorida.com)*

COMMITTEE ON MINISTRY  
**TEAM FOR TEMPORARY PASTORAL LEADERSHIP**  
PRESBYTERY OF FLORIDA

**Mentor's Annual Report for Commissioned Lay Pastors (CLPs)**

CLP's Name: \_\_\_\_\_

Commissioned to \_\_\_\_\_ (Church) until \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

Mentor's Address: \_\_\_\_\_

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

How would you characterize your relationship with this Commissioned Lay Pastor?

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

Are you generally satisfied with the ministry of this Commissioned Lay Pastor?

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

What are the major strengths of this Commissioned Lay Pastor's ministry?

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

In what areas of ministry would you encourage this Commissioned Lay Pastor to make improvements?

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

What areas of continuing education would you recommend for this Commissioned Lay Pastor?

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

Mentor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to the Team For Temporary Pastoral Leadership, Presbytery of Florida, PO Box 7, Chipley, FL 32428 or scan and email to: [mwillis@presbyteryofflorida.com](mailto:mwillis@presbyteryofflorida.com)**

COMMITTEE ON MINISTRY  
**TEAM FOR TEMPORARY PASTORAL LEADERSHIP**  
PRESBYTERY OF FLORIDA

**COMMISSIONED LAY PASTOR EXIT INTERVIEW**

Exit interviews with the departing commissioned ruling elder (CLP), and with the congregation and the session are extremely helpful. These interviews help all parties begin to disengage and begin the process of moving forward into the future. This is especially important for CLPs, who return to their congregation of membership at the end of their commissioned service.

**EXIT INTERVIEW WITH THE CLP**

The liaison or team of persons from the Committee On Ministry (COM) should conduct an exit interview with the departing CLP soon after the CLP announces his/her departure. The exit interview helps provide closure for the CLP and facilitates his/her transition back to the congregation of membership. It also provides information that may be helpful to the COM as it continues to work with the congregation.

1. Ask the CLP to talk about things s/he feels good about in his/her work with the congregation.
2. Ask about barriers to effective ministry that s/he has encountered. These barriers might be in the session, the congregation or the community.
3. Ask about the CLP's relationship with the session.
4. Ask about advice the CLP might give to the next CLP, temporary pastor, or installed pastor.
5. Ask how the CLP feels about leaving commissioned service as a pastoral leader, and how s/he will handle his/her new role as a church member. Ask how s/he would like to be regarded by his/her pastor, and what kind of rest or non-involvement would be most helpful.
6. If the CLP is interested in another follow-on commissioned assignment, ask how soon s/he would be interested in serving.
7. Talk about appropriate and inappropriate contact with the congregation after the CLP has left. This is important. It is especially important if the CLP's congregation of membership or new commissioned service is located nearby. As the Book of Order makes clear, "After the dissolution of the pastoral relationship, former pastors and associate pastors shall not provide their pastoral services to members of their former congregations without the invitation of the moderator of session." (G-2.0905) The same principle applies to CLPs.

## **EXIT INTERVIEW WITH THE SESSION**

It is best to conduct the exit interview with the session after the CLP's contract has ended. The interview helps the session facilitate the congregation's disengagement from the CLP. The moderator of session appointed by presbytery should be present for this interview.

1. Discuss growth and positive change in the life of the congregation during the CLP's time with the congregation.
2. Discuss any difficulties there might have been in the relationship between the CLP and the session or congregation.
3. Discuss ways the session might build a strong relationship with the next temporary pastor, installed pastor, or CLP.
4. Discuss appropriate and inappropriate contact with the congregation after the CLP has left. This is important. See (7) above.
5. Plan ways the session might lead the congregation to disengage from the CLP.
6. Give a brief overview of the call process, if applicable.
7. Begin discussion about maintaining regular worship and congregational life during the transition and search for new pastoral leadership, if applicable.
8. Discuss the benefits of the session appointing a transition team consisting of session members and significant members of the congregation.

## **ETHICS FOR DEPARTING CLPS**

With the session and COM representative the CLP should prepare a carefully worded announcement for the congregation. The statement should draw a clear distinction between honoring the friendships that will continue beyond the end of the commissioned service, and being involved in the future ministerial life of the congregation.

The departing CLP bears the primary responsibility for helping members of the congregation he or she formerly served understand that the CLP's service to them ends with the end of commissioned service.

A former CLP is wise to avoid conversations about what has happened in the church after her or his departure. Under no circumstances should the CLP indicate to church members that s/he disapproves of or is disappointed with the decisions or leadership of the temporary pastor or newly installed pastor. The CLP will inevitably have only partial information about any event or decision within the congregation he or she used to serve. In any case, for the CLP to comment negatively about the current leadership of the church is unhelpful and inappropriate. The greatest tribute to the CLP's commissioned service is a congregation that continues to thrive with a new pastor.

**PART TWO:**

**AUTHORIZED RULING ELDERS**

COMMITTEE ON MINISTRY  
**TEAM FOR TEMPORARY PASTORAL LEADERSHIP**  
PRESBYTERY OF FLORIDA

**AUTHORIZED RULING ELDERS**

*What is an Authorized Ruling Elder?*

The presbytery may authorize a Ruling Elder to preside at the Lord's Supper in the event a Minister of Word and Sacrament is not available. "It is appropriate that a presbytery authorize and train ruling elders to administer the Lord's Supper in the event of the absence of pastors (G-3.0301b)" (W-3.0410). An Elder so trained may be invited to lead worship and preside at the Lord's Supper.

*Application and Screening of Potential AREs.*

To be eligible to become an ARE, a person must be a PCUSA Elder in good standing with gifts and graces for pastoral ministry. Since AREs will be leading worship and presiding at the Lord's Supper, it is as important to screen AREs to ensure a proper understanding of the responsibility entrusted to them. The applicant must fill out an Application Form and must be endorsed by his or her session, the forms for this are provided by the Team for Temporary Pastoral Leadership.

*Authorized Ruling Elder Education*

The Committee on Ministry through the Team for Temporary Pastoral Leadership, will provide appropriate training in sermon preparation, theological understanding of the Lord's Supper, proper methods for presiding at the sacrament.

*Examination and Approval*

After the training program is successfully completed, the Team for Temporary Pastoral Leadership will conduct an oral examination of the candidate to determine readiness to lead worship and preside at the Lord's Supper.

When the Team for Temporary Pastoral Leadership is satisfied with the readiness of the candidate, his/her name will be submitted to the Committee on Ministry with the recommendation that the candidate be authorized to lead worship and preside at the Lord's Supper. If desired, the Committee on Ministry may invite the candidate to meet with the Committee on Ministry before voting on readiness.

Once authorized, the person's name will be included on the Pulpit Supply List as an Authorized Ruling Elder able to preside at the Lord's Supper.

*Supervision and Support of AREs*

Each time an Authorized Ruling Elder presides at the Lord's Supper, a brief written report shall be turned in to the Commissioned Lay Pastor Teach, debriefing the experience.

*Limitations*

Authorized Ruling Elders are not to preside at the Sacrament of Baptism.



COMMITTEE ON MINISTRY  
**TEAM FOR TEMPORARY PASTORAL LEADERSHIP**  
PRESBYTERY OF FLORIDA

**AUTHORIZED RULING ELDER APPLICATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Business \_\_\_\_\_

Church Membership: \_\_\_\_\_

( ) Elder Date of Ordination: \_\_\_\_\_

Describe your present activities in the life and mission of the church/denomination:

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

Occupation: (Title, nature of work, supervisor, phone number) \_\_\_\_\_

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

**Educational Background**

School/location	Graduation Year	Degree	Major/Minor
-----------------	-----------------	--------	-------------

_____	_____	_____	_____
_____	_____	_____	_____

Additional learning experiences brought to this program (travel, conferences, training events, leadership situations)

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

1. Why are you interested in becoming an Authorized Ruling Elder?

2. State the essential elements of your personal faith.

3. What does it mean to you to be a Presbyterian?

4. What gifts and skills do you bring to this program?

Give the names / addresses / phone numbers of two references, including your pastor:

1. \_\_\_\_\_

2. \_\_\_\_\_

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

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Application is to be sent to:

Team for Temporary Pastoral Leadership  
Presbytery of Florida  
PO Box 7  
Chipley, Florida 32428-0007

COMMITTEE ON MINISTRY

**TEAM FOR TEMPORARY PASTORAL LEADERSHIP**

PRESBYTERY OF FLORIDA

**SESSIONAL ENDORSEMENT FOR AUTHORIZED RULING ELDER**

We, the session of the \_\_\_\_\_ Presbyterian Church of

\_\_\_\_\_ have examined \_\_\_\_\_ and  
City Candidate

approved this applicant for the Authorized Ruling Elder Program of the Presbytery of Florida.

Date: \_\_\_\_\_

Moderator of the Session: \_\_\_\_\_  
Signature Print name

Clerk of the Session: \_\_\_\_\_  
Signature Print name

STATEMENT OF CONSENT

I hereby apply for admission to the Authorized Ruling Elder Program of the Presbytery of Florida. If accepted, I hereby commit myself to participate fully in the scheduled activities and assignments required by the Committee on Ministry to the best of my ability. I understand that successful completion of this training is necessary before I can be considered authorized to lead worship and preside at the Lord's Supper.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application is to be sent to: Team for Temporary Pastoral Leadership  
Presbytery of Florida  
PO Box 7  
Chipley, Florida 32428-0007



COMMITTEE ON MINISTRY  
**TEAM FOR TEMPORARY PASTORAL LEADERSHIP**  
PRESBYTERY OF FLORIDA  
**AUTHORIZED RULING ELDER ACTIVITY REPORT**

Name: \_\_\_\_\_ Date of this Report: \_\_\_\_\_

Congregation Served: \_\_\_\_\_

Date of Worship: \_\_\_\_\_

Approximate number of persons in worship: \_\_\_\_\_

Have you served this congregation previously? No \_\_\_\_\_ Yes \_\_\_\_\_ When? \_\_\_\_\_

Did you:

Preside at the Lord's Supper? Yes \_\_\_\_\_ No \_\_\_\_\_

Preach? Yes \_\_\_\_\_ No \_\_\_\_\_

Reflections on your experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

**PART THREE:**

**TEMPORARY SUPPLY PASTORS**

## COMMITTEE ON MINISTRY

### TEAM FOR TEMPORARY PASTORAL LEADERSHIP

#### PRESBYTERY OF FLORIDA

### TEMPORARY SUPPLY PASTORS DEFINED

In the Book of Order, allowances are made for presbyteries to approve the use of Temporary Supply Pastors.:

*Temporary pastoral relationships are approved by the presbytery and do not carry a formal call or installation. When a congregation does not have a pastor, or while the pastor is unable to perform her or his duties, the session, with the approval of presbytery, may obtain the services of a minister of the Word and Sacrament, candidate, or ruling elder in a temporary pastoral relationship. No formal call shall be issued and no formal installation shall take place.*

*Titles and terms of service for temporary relationships shall be determined by the presbytery. A person serving in a temporary pastoral relationship is invited for a specified period not to exceed twelve months in length, which is renewable with the approval of the presbytery. 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)*

To this end, the Presbytery of Florida recognizes the following positions as “Temporary Supply.” These positions may be full time or part time.

- Interim Pastors
- Stated Supply Pastors
- Designated Pastors
- Commissioned Lay Pastors (see section above)

#### INTERIM PASTORS

Interim Pastors are Ministers of the Word and Sacrament contracted by a Session when a congregation is in the process of seeking a new installed pastor. This may also apply when seeking an installed Associate Pastor. The contract shall be for a period of up to one year, and is renewable. Duties and responsibilities will be negotiated between the Interim Pastor and approved by the Committee on Ministry as presented by the Team for Temporary Pastoral Leadership.

Ordinarily an Interim Pastor may not succeed himself or herself as the next installed pastor. Such a request will need to be evaluated by the Committee on Ministry as a whole, and then put before the entire presbytery. A 3/4 majority vote of persons present and able to vote will be required to approve such a request.

The Interim Pastor will submit to the Team for Temporary Leadership a written report tri-annually, describing his or her ministry with the congregation.

## **STATED SUPPLY PASTORS**

A Stated Supply Pastor is a Minister of the Word and Sacrament contracted by a Session when a congregation is truly no longer able to support a called and installed Minister of the Word and Sacrament. Permission for a congregation to eliminate the Pastor/Head of Staff position must be submitted to the TTPL who will then present the request to COM for consideration and action. If permission is granted, the Board of Pensions must be notified of this action.

Once the Pastor/Head of Staff position has been eliminated, the Session may then proceed to seek a Stated Supply Pastor. The candidate, once approved by COM or its designated examination commission, may enter into a contractual relationship with the Session, and may be for a period of up to one year, and is renewable. Duties and responsibilities will be negotiated between the Stated Supply Pastor and approved by the Committee on Ministry as presented by the Team for Temporary Pastoral Leadership.

The Stated Supply Pastor shall present an annual written report to the TTPL, who will submit this to the whole Committee on Ministry.

## **DESIGNATED PASTORS**

As Designated Pastor is termed as such because their ministry is for a designated period of time of up to three years. A candidate for such a position will be sought by a Pastor Nominating Committee and called by a congregational vote with the approval of the presbytery. The Designated Pastor shall be an installed position with all the rights, privileges and responsibilities of an installed pastor, albeit for a designated period of time.

If at the end of the designated period the congregation does not request the pastor to be installed as the pastor, the contract may not be renewed, and the relationship will end. At this point, the matter will be referred to the Pastoral Transition Team.

At any time during the designated timeframe, the congregation may petition the presbytery to install the pastor without designation. The request will be reviewed and presented to the whole Committee on Ministry for action. At this point, the congregation will be handed over to the Relational Ministry Team.