

MINISTRY OF PASTORAL TRANSITIONS
Presbytery of Florida

MANUAL OF POLICIES AND PROCEDURES

FOR CONGREGATIONS
IN TRANSITION

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MINISTRY OF PASTORAL TRANSITIONS

PRESBYTERY OF FLORIDA

MPT

The Ministry of Pastoral Transitions (hereafter MPT) serves congregations going through a time of pastoral transition. It partners with congregations at the moment a Pastor announces his/her departure from the church and follows it through to the installation of a new Pastor. MPT also works with congregations who need to secure temporary pastoral leadership through the transition process (Stated Supply Pastors, Commissioned Lay Pastors, Interim Pastors).

Membership

Six (6) persons with representation from across 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, examining Ministers of Word and Sacrament for readiness and suitability to receive calls, examining candidates for ordination and suitability to receive calls, and orienting Pastors to the life and ministry of Florida Presbytery.

Responsibilities and Authority

1. Make provision for a moderator of the session for churches in transition (G-3.0104 and G-3.0201).
2. Examine candidates and review and act upon initial contracts between Temporary Pastoral Supply Pastors or Interim Pastors and sessions. (Contract renewals for any congregation in transition and engaged in a contractual relationship will be reviewed and acted upon by MPT. All other temporary relationship contracts are to be reviewed by the Ministry on Congregational Health.)
3. Train and assign liaisons for congregations seeking Pastors, for those seeking additional Pastors, and for all congregations whose time of transition includes new models for temporary pastoral services (G-2.0504).
4. Assist and guide Pastor Nominating Committees (PNC) as needed in their searches for and call of new Ministers of Word and Sacrament, recognizing the primary support comes from the liaison and Holy Cow! consultant.
5. Contact the moderator of MPT at the time a pastoral candidate desires to accept a congregation's call so an examination may be scheduled. (G-3.0306) The MPT examination team will examine candidates for reception into Florida Presbytery, suitability for the call of the candidate (does the candidate's PDP match what the congregation needs, as expressed in their MDP?), and in the four areas of: his/her Christian faith, theology, polity, and sacraments.

6. Forward to the moderator of MPT requests for Commissions to ordain and/or install. The liaison may provide assistance in finding persons for the Commission.
7. Compile, maintain, and make available to each church in transition a list of approved Ministers of Word and Sacrament, inquirers, candidates, and ruling elders to serve in temporary pastoral relationships (G-2.0504b and G-2.0606).
8. Maintain and distribute a checklist enumerating the steps of the search process and required forms for the use of Interim Search Committees and/or Pastor Nominating Committees of congregations in transition.
9. 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. If deemed appropriate to consider, it shall be presented to the whole MPT, who will present the request with a recommendation to the presbytery for action.
10. Conduct and act upon the examination of anyone who is not a member of Florida Presbytery who is seeking to fill a single pulpit for more than three (3) consecutive Sundays.
11. Make yearly contact (ordinarily during the month of May) with every person listed on the presbytery's Pulpit Supply List (PSL) to ascertain their desire to continue being on the PSL.
12. Maintain a current list of Ministers of Word and Sacrament who have received training in interim ministry.
13. Assure that new Pastors are transitioned over to the Ministry of Congregational Health (MCH) in a timely fashion.

Ministry of Pastoral Transitions
MINISTRY OF PASTORAL TRANSITIONS
PRESBYTERY OF FLORIDA

TRANSITIONAL LIAISONS

During a time of transition in pastoral leadership, MPT is responsible for utilizing transitional liaisons trained as Holy Cow! consultants to assist congregations with the transition process. Holy Cow! consultants will work in conjunction with the congregational liaison assigned by MPT up through the creation and approval of the congregation's Ministry Discernment Profile.

STAGE ONE: THE DEPARTURE OF THE PASTOR

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

Pastor informs General Presbyter first, moderator of MPT second, then the session

The General Presbyter meets with the session along with the congregational liaison and the Holy Cow! consultant

Session calls a congregational meeting

The congregation votes on the Pastor's request to dissolve the pastoral relationship and forwards the recommendation to General Presbyter and MPT moderator

Do all parties concur with recommendation?

YES

NO

If applicable, MPT grants a certificate of dismissal to the presbytery to which the Pastor will be moving

Refer to the MPT for appropriate action

MPT appoints session moderator, MPT liaison, and Holy Cow! consultant

MPT and liaison coordinate with session to arrange short-term pulpit supply

Liaison conducts separate exit interviews with Pastor and session.

Session and Pastor are made aware of the "Departing Covenant"

PROCEED TO STAGE 2

STAGE TWO: THE TRANSITION

Interim Pastor Search and Congregational Assessment Begin

MPT and liaison coordinate with session to initiate the interim search process and congregational assessment

Session elects an Interim Search Committee (ISC). The ISC writes an MDP and submits to MPT for approval.

Holy Cow! consultant with the LAT conducts the assessment tool and uses results for discernment of the congregation's future

The approved MDP is uploaded to CLC. When a potential candidate is found, the ISC requests MPT to examine the candidate.

MPT reviews Holy Cow! report and gives the congregation permission to elect an ISC or PNC

The Holy Cow! consultant provides the session with a full Vital Signs report. The congregation is informed with the Executive Summary.

Is the candidate approved?

Did Holy Cow! results support congregation's need for part-time or full-time Pastor?

YES

NO

Full-Time

Part-Time

The session hires and the Interim Pastor begins.

The search continues.

After the Interim is in place, session calls a congregational meeting to elect a PNC.

Liaison assists session in identifying appropriate Temporary Pastor Leadership

The PNC writes the MDP based on CAT results and submits to MPT for approval.

MPT examines the selected candidate and takes action on contract for the Temporary Pastor

Is the MDP approved?

Refer congregation to Ministry of Cong. Health

NO

YES

PNC revises MDP and resubmits for MPT approval.

PROCEED TO
STAGE 3

STAGE THREE: THE PASTOR SEARCH

Once Interim Pastor is on site, a PNC is elected by the congregation. The PNC creates new MDP and uploads to Church Leadership Connection (CLC)

With the guidance of the liaison, the PNC reviews Personal Discernment Profiles (PDPs) provided by CLC and other sources and narrows search to 3-5 candidates

The PNC checks references and submits final 1-2 candidates to General Presbyter for an Executive Check

The General Presbyter reports findings to liaison and to MPT

Are the General Presbyter's findings favorable?

YES

NO

PNC informs the chosen candidate that it wishes to recommend the presbytery extend a call

PNC may proceed anyway, but with no guarantee that MPT will approve the candidate, or may resume search process

If the way be clear, does the candidate concur with this recommendation?

NO

PNC resumes the search process

YES

MPT reviews candidate materials, including the Pastoral Call Form, and examines the candidate.

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

NO

Is the candidate's examination sustained?

YES

PROCEED TO
STAGE 4

STAGE FOUR: THE PASTOR CALL

PNC notifies General Presbyter, liaison, and MPT of candidate concurrence with recommendation.

MPT 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

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

Does the Presbytery, through MPT, approve the terms of call and the Commission to install? Does MPT approve extending a call to the candidate and grant permission for ministry to begin?

YES

NO

PNC is reconstituted as a Pastoral Support Team trained by the liaison

MPT introduces and welcomes Pastor as a member of Florida Presbytery. Ordinands will preach before the presbytery body.

New Pastor is ordained and/or installed

Refer Congregation and Pastor to Ministry of Congregational Health.

Return to Stage 3

**STAGE ONE:
DEPARTURE OF THE PASTOR**

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 the moderator of the Ministry of Pastoral Transitions (MPT) of his/her request to dissolve the relationship with the current congregation.

The Pastor shall:

- notify the session and congregation of the request to dissolve the relationship;
- share information with the session and congregation about the future relationship between Pastor and members, explaining that although a pastoral relationship ends, bonds of friendship may endure (see *Departing Minister Covenant* Appendix page 1); and
- participate in an exit interview with the MPT liaison, sharing joys, concerns, and thoughts for the future of the congregation.

“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 General Presbyter (who will moderate the meeting), liaison, and Holy Cow! consultant to discuss planning and steps to be taken forward;
- participate in an exit interview with the liaison to help provide 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 the use of the Holy Cow! assessment to help identify the best way to move forward; and
- assist congregational members in recognizing that dissolving the pastoral relationship means members are not to consult with the Pastor/Associate Pastor regarding any current or future church matters. (Should that become an issue, the General Presbyter and the liaison will be consulted for assistance.)

Florida Presbytery, through MPT, has the responsibility to:

- take official action in a timely manner on matters required for dissolving the pastoral relationship;
- assure that the congregational liaison and Holy Cow! consultant are appropriately trained to assist congregations as they move through the transition process;

* This request may, in some situations, be initiated by the congregation and/or the presbytery.

- appoint a liaison and a Holy Cow! consultant to be a part of a transition team to meet, 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; and
- provide guidance and be a link between presbytery and congregation.

PROCESS

1. The Pastor informs the General Presbyter and then the moderator of MPT that he/she is requesting the dissolution of his/her current call. Ideally, this occurs at least two months before the Pastor's departure. This action initiates the transitional process.
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 moderator of the MPT 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 MPT moderator and the General Presbyter via telephone call or text message, followed by a written or emailed statement.
5. MPT 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 MPT, determines appropriate action. If the congregation concurs with the Pastor's request and MPT also concurs, then MPT, under the authorization of the presbytery:
 - a. grants the request of the Pastor and takes any other necessary action, and
 - b. appoints a moderator for the session, once the Pastor has vacated the pulpit.
6. MPT provides for a trained liaison and a Holy Cow! 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. Assists the process as outlined in this manual and flow chart;
 - b. presents to the session options for pastoral leadership available;
 - c. explains the Holy Cow! assessment and transition process;
 - d. conducts separate exit interviews with the session and the Pastor.

EXIT INTERVIEW GUIDELINES

Exit interviews are required at the dissolution of a pastoral relationship and may be a helpful tool for the Ministry of Pastoral Transitions as it aids a Pastor and a session in moving forward following the departure of the 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 MPT 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 that she/he thinks worked well 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 conflicts.
4. Give the Pastor the document *A Covenant Between the Congregation and the Departing Pastor* (See MPT Appendix-1). 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.

With The session: The MPT 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 the session appointed by the presbytery to be present for this interview. Questions to be asked and topics to be covered may include:

1. Ask about the aspects of life in the congregation that worked well during the Pastor's time with the congregation.
2. Ask about barriers to effective ministry. These barriers might be within the session, the congregation, the community, or the Pastor.
3. Ask about the relationship between the Pastor, the session, and the congregation, including any difficulties or conflicts.
4. Distribute the document *A Covenant Between the Congregation and the Departing Pastor* 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.

DEPARTING MINISTER COVENANT EXPLANATION

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 Ministry of Pastoral Transitions (MPT) recognizes it is sometimes emotionally difficult for pastors and congregations at the time of a pastor's departure. In order to assist both pastors and congregations, MPT 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 covenant 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 well-being 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 Covenant 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.

See MPT Appendix-1 for the Departing Minister Covenant.

Book of Order: 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.

WHEN A PASTOR ANNOUNCES RETIREMENT

When a Pastor has already announced his or her retirement to the General Presbyter, MPT moderator, and the congregation (ordinarily not more than six (6) months in advance), the Pastor will contact the moderator of MPT requesting the status of Retired be bestowed by presbytery.

See Appendix page 1 for the Recognition of Retirement.

STAGE TWO: THE TRANSITION

STAGE TWO: THE TRANSITION

POLICY

Once the Pastor has vacated the pulpit, The session, with approval of MPT, may form an Interim Pastor Search Committee (IPSC) and initiate the search for an Interim Pastor following the steps outlined in the *Interim Pastor Policies and Process* below. Stage Two of the transition process is an opportunity for the congregation to reflect on the past and present while focusing on its call to the future.

The Holy Cow! assessment tool is used to assist a congregation in discerning what it is called to be in this time. There is a fee for the use of the Holy Cow! assessment and this should be discussed with the Holy Cow! consultant.

The Holy Cow! consultant shall:

- train the congregation's session-appointed Local Arrangements Team 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 Holy Cow! assessment.

The Holy Cow! consultant shares with the session the detailed results of the assessment. The consultant presents the Executive Summary to the congregation, which provides key points gleaned from the assessment tool.

The discernment process, through the interpretation of the assessment, may lead a congregation to realize that at this time in the congregation's life, a Temporary Pastoral Relationship is the ministry model to which God is leading them. In this situation, the liaison and the MPT 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 MPT.

When a congregation determines that a Temporary Pastoral Relationship is the most appropriate ministry model at this time, and a contract with the person selected has been approved by MPT, the congregation is no longer deemed to be in transition. Oversight responsibility is then transferred to the Ministry of Congregational Health (MCH). (*See Contract for Temporary Pastoral Relationships, MPT Appendix-9.*)

The liaison assists the Interim Pastor Search Committee in its search and provides the steps and process in contracting with an Interim Pastor. (*See Interim Pastor Contract, MPT Appendix-15.*)

Any person hired to be an Interim Pastor in the Presbytery of Florida will ordinarily have completed at least the first PC(USA) Interim Ministry Training module. (*See Interim Pastor Policy Page MPT-31.*)

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

The candidate for the Interim Pastor position is examined (see process on MPT-43), and the contract approved. The MPT gives permission to form and then train a PNC, and later approves the MDP.

PROCESS

1. The session initiates the search for an Interim Pastor, appointing an Interim Pastor Search Committee.
2. The session appoints a Local Arrangements Team to initiate the congregation's transition planning.
3. The congregation conducts and completes the Holy Cow! Congregational Assessment Tool (CAT). The consultant receives the Vital Signs report and interprets the report for session and the Local Arrangements Team.
4. The consultant uses insights gained from the CAT, understanding of the church's financial situation, and consideration of its challenges or opportunities for growth, to help determine its next phase of life. The Executive Summary is presented to the congregation. This report provides key points gleaned from the assessment tool. Session and Local Arrangements Team members then prepare a "state of the congregation" report for MPT, using the MPT-provided worksheet. The consultant may help frame the report.
5. A session representative, possibly a Local Arrangements Team member, and the consultant present the report to the MPT. The MPT hears and acts on the CAT report with recommendations regarding the congregation's future.
6. If a Stated Supply Pastor is the selected option, the liaison assists the session in identifying appropriate candidates and then helps write the contract.
7. When appropriate, the candidate is examined by the MPT examination team (see page MPT-43).
8. If the examination is sustained, MPT approves the Stated Supply Pastor Contract or Interim Pastor Contract.
 - 8a. *For those seeking a Stated Supply Pastor, the process is complete. Presbytery celebrates the new pastoral relationship, and the congregation is referred to the Ministry on Congregational Health (MCH).*
 - 8b. *The process continues for congregations seeking a called and installed Minister of Word and Sacrament.*
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. describes procedures for writing the Ministry Discernment Profile (MDP)
12. The liaison meets with the PNC and serves as a resource during the preparation of the MDP.

13. The PNC presents the MDP to the session for information and determining the salary range. The liaison is present at this meeting when requested.
14. The PNC transmits the MDP to the MPT for approval. The MPT may request that the MDP be returned to the PNC for revision and then be resubmitted for approval.

TEMPORARY PASTORAL RELATIONSHIP MODELS

Interim Pastor/Interim Associate Pastor – Full-Time / Part-Time

Hired 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. The elder is selected by and receives training approved by the presbytery and is mentored by a minister-member of the presbytery.

Ruling Elder Mentored by Minister of Word and Sacrament – Most always Part-Time

A Ruling Elder who is not commissioned into service with a particular congregation but serves with regularity. Minister of Word and Sacrament moderates the session and administers the sacraments.

Minister of Another Denomination with Whom the PC(USA) is in Communion

– Full-Time /Part-Time

Minister must be in good standing with his/her regional jurisdiction and have permission from their denomination to engage in this work. This minister is granted permission to serve the needs of the congregation, but not administer the sacraments or moderate session meetings. This person must be mentored by a minister member of the presbytery.

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. The candidate requires supervision from the Ministry on Leadership Development (MLD).

Pulpit Supply – As-needed basis

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

PULPIT SUPPLY POLICY

The Presbytery of Florida is responsible for approving persons who preach in the pulpits of the Presbytery, including those who serve as Pulpit Supply Preachers.

The Ministry of Pastoral Transitions shall annually make available a list of persons who have been approved and authorized to be called upon to serve as Pulpit Supply Preachers in the Presbytery of Florida. This list may consist of ordained Ministers of Word and Sacrament, Ruling Elders, and Commissioned Lay Pastors. Approved Pulpit Supply Preachers may lead worship for no more than three (3) consecutive Sundays in one church.

Recognized clergy members of the Presbytery, Ruling Elders, Commissioned Lay Pastors, and Candidates under care of the Presbytery who have been approved by the Ministry of Leadership Development to preach may, upon request and consent of MPT, be added to the Presbytery's Pulpit Supply List.

The Pulpit Supply List, Honoraria Guidelines, and Ethics Policy are located on the Presbytery web site. Every church in Florida Presbytery receives a yearly electronic copy, as well.

INTERIM PASTOR POLICY AND PROCESS

POLICY

1. Ordinarily, all Interim Pastors are required to have successfully completed Week One of PCUSA's Interim Training prior to beginning service. The Interim Pastor, if not a member of the Presbytery of Florida, may have voice on the floor of presbytery without vote.
2. Interim Pastors shall not ordinarily 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)
3. When working with a congregation, the Ministry of Pastoral Transitions (MPT) may recommend Personal Discernment Profiles (PDPs) or resumes of trained Interim Pastors who are not members of Florida Presbytery.
4. 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 at meetings of the presbytery.
5. Temporary Pastoral Relationships for a congregation will be approved by MPT until an Interim Pastor has been secured.
6. 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.
7. Sessions seeking Interim Pastors will be required to complete an Interim Ministry Contract in consultation with the Interim Pastor candidate. The signed contract must be approved by MPT, and an examination of the Interim Pastor candidate is required by the MPT examination team. (*See MPT Appendix-15*)

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 Pastor Contract.

Responsibilities of the Presbytery

The MPT 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 Pastor Contract.

Provisions for Renewal or Termination

The agreement between the congregation and the Interim Pastor may be renewed or terminated with the approval of MPT according to the provisions in the Interim Pastor Contract.

PROCESS

1. To initiate the Interim Pastor search process, the session selects a team of persons to serve as an Interim Pastor Search Committee. The committee must be representative of the congregation, with no more than 2 Ruling Elders currently serving on session.
2. The team writes a Ministry Discernment Profile (MDP) for the Interim Pastor position and establishes the salary range. 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. It may be adjusted for part-time employment.
3. Once the MDP and the salary range have been established, the MDP is submitted to MPT for review and approval. Once approved, the MDP is uploaded to CLC and the search begins.
4. In the event that self-referrals are received, the IPSC contacts the General Presbyter or moderator of MPT with the information received. Such self-referrals need to be considered in the context of other MDPs.
5. The Interim Pastor Search Committee contacts the possible candidates to determine interest and availability.
6. When the committee identifies the appropriate candidate for the congregation, it presents his/her name to the General Presbyter via the MPT moderator or liaison for an Executive Check.
7. A national background check will be conducted by the Presbytery office.
8. If the way be clear, the ISC and candidate draft the Interim Pastor Contract, including the salary, then present the candidate and contract to the MPT for examination for the candidate's suitability, and review of the contract.
9. After approval by MPT, the contract and candidate are presented to the session for approval.
 - *See page MPT-39 below for the Background Check policy*
 - *See MPT Appendix-5 for the Background Check Release form.*
 - *See MPT Appendix-7 for the Background Rights information.*
 - *See MPT Appendix-9 for the compensation worksheet.*
 - *See MPT Appendix-13 for the Full Time Interim Pastor Contract*
 - *See MPT Appendix-17 for the Full Time Interim Associate Pastor Contract*
 - *See MPT Appendix-21 for Full Time Retired Interim Pastor*
 - *See MPT Appendix-25 for Full Time Retired Associate Pastor*
 - *See MPT Appendix-29 for Part Time Interim Pastor Contract*
 - *See MPT Appendix-31 for Part Time Interim Associate Pastor Contract*

LITANY OF BEGINNING WITH THE INTERIM PASTOR/INTERIM ASSOCIATE PASTOR

To show the significance of the ministry provided by Interim Pastoral leadership, it is right and good for the congregation and Interim Pastor to engage in a Litany of Beginning. Symbols of the congregation may be presented to the Interim Pastor such as a key to the church, a staff to symbolize the shepherd/leader position, a Bible symbolic of preaching the word of God, etc.

At the end of the Interim Pastor's term of ministry, the symbolic items are returned before the congregation, thus symbolizing the end of the relationship in preparation for the next Pastor to begin his/her ministry with the congregation.

See MPT Appendix-33 for a sample Litany of Beginning.

COMMISSIONING SERVICE FOR THE PNC/APNC

The work of a Pastor/Associate Pastor Nominating Committee is a very important calling. Members of this committee will be giving a great deal of personal time and energy during the search process.

It is good that the congregation commissions those persons called to serve in this capacity. It helps the congregation recognize that those persons elected have, indeed, accepted God's call to serve in this capacity as well as have the backing and support of the congregation.

See MPT Appendix-35 for a sample Commission Service.

**STAGE THREE:
THE PASTOR SEARCH**

STAGE THREE: THE PASTOR SEARCH

POLICY

Refer to Book of Order, G-2.0801-0805.

“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 Holy Cow! 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 MPT, 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 MPT liaison or other presbytery representative is present for this service whenever possible. (See *Commissioning Service Guide for Pastor Nominating Committee*, MPT Appendix-37.) 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 Discernment Profile (MDP). The MDP should reflect insights gleaned from the Holy Cow! assessment.

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 MPT 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 MPT:

- keeps the liaison informed on matters affecting the congregation and the search process; and
- requests MPT examination team to examine candidates for ordination and/or 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 Discernment Profile 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 MDP; but

- shall *not* be involved in the PNC search following approval of the MDP and the initiation of the Church Leadership Connection match process.

The congregation/session:

- elects a Pastor Nominating Committee;
- provides financial support for the PNC in carrying out its task; and
- prays for the work of the PNC.

PROCESS

1. The session calls a meeting of the congregation to elect a Pastor Nominating Committee (PNC) which draws up the Ministry Discernment Profile (MDP) based on the results of the Holy Cow! Congregational Assessment Tool.
2. The church's clerk of session and secretary for the PNC submit the MDP to the Church Leadership Connection after MPT grants permission to do so.
3. The liaison meets with the PNC for further training, if not already provided. This training includes:
 - a. how to interpret a PDP;
 - b. how to conduct interviews; and
 - c. how to proceed with the search.
4. The PNC begins its search. PDPs are forwarded to the PNC from Church Leadership Connection. The PNC may also secure PDPs on persons recommended to them by members and others. Any PDP 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.
5. The PNC narrows its search to about three to five candidates to be interviewed. (See specific guidelines in *On Calling a Pastor*, pp. 25-39.) 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 *Policy on Background Checks on page MPT-39 below*.)
6. The liaison shares the selected PDP(s) with the MPT moderator, who contacts the General Presbyter. The General Presbyter conducts an Executive Check with the General Presbyter of the proposed candidate's presbytery and reports back to the MPT moderator and the liaison.
7. If the General Presbyter's Executive Check on a candidate is favorable, the MPT gives permission for the PNC to enter into negotiations with the candidate regarding the terms of call.
8. The PNC and the candidate negotiate the terms of call, and the PNC submits this information to the liaison, who then copies the moderator of the MPT. The MPT reviews the information and, if all is in order, sets a date and time to examine the candidate.
9. The MPT reviews the candidate's materials, including the terms of call, and arranges for the candidate's examination, based on his/her knowledge and thoughts on his/her Christian faith, of theology, polity, and sacraments, as well as suitability for the call. (See *Examination Procedures on page MPT-43 below*.)

10. If the MPT is satisfied with the examination, suitability, and terms of call, action is taken to sustain the exam and advises the PNC.
11. 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.
12. If the MPT does not sustain the candidate's examination, the liaison informs the PNC that it should resume the search process. (Note: In some cases, MPT may grant permission for the PNC to continue conversations with its selected candidate to clarify any concerns or issues, e.g., statement of faith.)

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 PDP provides one way in which sexual misconduct is disclosed and shared between presbyteries.
- b. In the Presbyter-to-Presbyter Executive Check, knowledge of criminal misconduct is shared between executives.
- c. A formal background check shall include:
 - Social Security Trace¹
 - Nationwide Criminal History check
 - Sexual Offender Registry check
 - County and Statewide Criminal History check
 - 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.

III. PERSONS WHO WILL RECEIVE BACKGROUND CHECKS

The presbytery will conduct all checks as part of examination by MPT for:

- a. All ordinands and Ministers of Word and Sacraments whose membership is new to Florida Presbytery;
- b. All Ministers of Word and Sacrament and CLPs of Florida 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 Florida Presbytery within the past 5 years;
- e. All staff of Florida Presbytery shall have a background check and those having financial responsibility shall have a Credit Report requested if not done for the 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 MDP.

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

The Florida Presbytery office shall be responsible for maintaining and retaining all records and reports related to background checks for all individuals for whom they are received in perpetuity.

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 MPT 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 General 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 General Presbyter, moderator of MPT, Stated Clerk of the presbytery, 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 General Presbyter/designee 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.

*See MPT Appendix-5 for the Background Check Release form.
See MPT Appendix-7 for the Background Rights information.*

¹A 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.

THE PRESBYTERY OF FLORIDA

EXAMINATION PROCEDURES

The Ministry of Pastoral Transitions 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.

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 MPT examination team, which is comprised of two teaching elders and two ruling elders. The moderator of the examination team will be a member of MPT.

Circumstances for Examinations:

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

1. A Pastor Nominating Committee serving a congregation has a desire for the presbytery to extend a call to a Minister of Word and Sacrament in the PC(USA). (If the call is to a Minister of Word and Sacrament already a minister member of Florida 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 of this or another presbytery to serve 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 one month).
5. A session wishes presbytery to contract with an ordained clergy from another denomination or layperson to preach for an extended period of time (in excess of one month).

Location:

Ordinarily, the examination will take place at the Florida Presbytery office. The examination may also take place by Zoom.

Minutes of the examination will be taken and then entered into record at the next stated meeting of the MPT.

Exam Process

1. The exam process begins when the MPT liaison for a PNC notifies the moderator of the MPT that the PNC wishes to extend an invitation to service, pending approval by the congregation and presbytery.

2. In the case of a call to an installed position, the moderator of the MPT 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! report, along with the MDP, and will be forwarded to the moderator of MPT and the General Presbyter.
3. The moderator of MPT will contact the General Presbyter to get the results of the Executive Check with the pastoral candidate's General Presbyter or other officials, or other similar officials for those coming from outside the PC(USA).
4. The PDP, a one-page autobiographical statement, and a one-page statement of faith written in the candidate's own words must be sent to the moderator of MPT at least one week ahead of the scheduled examination. These will be included in the packet for the examination team.
5. The moderator of the MPT will share with the members of the examination committee the documents and information obtained.
6. On the day of the examination the examining team will meet with the pastoral candidate. Members of the church's PNC 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 emphasis identified by the book of Order of the PC(USA), as well as the readiness and suitability of the person being examined to do the work to which he or she has been called or which he or she has been contracted. (If the person being called or contracted is already a member of the presbytery, the exam will only cover suitability for the particular call or position.)
7. If the examination is sustained MPT will declare the PNC be allowed to 1) request session to call a congregational meeting to hear and act on a report from the PNC, to vote on a request for the presbytery to issue a call to the candidate to the position, and to vote on the terms of call; or, 2) allow session to approve the contract if the position is a Temporary Pastoral Relationship. If the examining body does not sustain the examination, it will be reported to members of the PNC or the session.
8. All new pastors approved by MPT will be scheduled to be presented on the floor of the presbytery by a representative of the MPT, ordinarily the moderator. The person being presented will submit their statement of faith and autobiographical statement for publication in the presbytery handbook and will present a brief statement on their faith and sense of call to ministry. Questions pertaining to the autobiographical statement or statement of faith may be asked from the presbytery body.
9. Should MPT not sustain an examination, a motion may be made to reconsider the action of the examining body. In that case, 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 a discussion and vote on the motion to reconsider, the minister will be called back in and notified of the result.

Explanation of Commission Authority

Commission authority is granted to MPT by Florida Presbytery for the MPT to act on the presbytery's behalf to:

- Sustain, or not, 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 will share his/her faith journey, be asked questions from the floor (if any), and be welcomed without vote, unless a motion is made to rescind or amend MPT's decision. Such a motion would ordinarily require a 2/3 vote of the presbytery to proceed.

**STAGE FOUR:
THE PASTOR CALL**

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 special congregational meeting for that purpose, acts on the motion from the PNC to request that the presbytery extend a call to the nominee as the installed Pastor;
- 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 MPT approval, the PNC notifies the session that it is ready to present the candidate’s 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 request that the presbytery extends a call to the candidate. If possible, the liaison is present at this meeting. Otherwise, the clerk of the session or PNC chair informs the liaison of the congregation’s action without delay.
4. With MPT approval, the Pastor may move onto the field. The PNC is reconstituted as a Pastoral Support Team.
5. At the next meeting of the presbytery, the Pastor is introduced on the floor of the presbytery and welcomed into membership.
6. Once MPT sustains the examination of the candidate, the presbytery through MPT, 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).
7. See MPT Appendices 45-49 for the Request for Installation and/or Ordination and Installation Commission form.

****The pastoral relationship officially begins on the day of his/her installation.
The pastor and congregation are then referred to the Ministry on Congregational Health (MCH).****

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.

MINISTRY OF PASTORAL TRANSITIONS

APPENDICES

MPT APPENDICES

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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 of Retired as of (effective date). 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.

A COVENANT 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;
 - b. refrain from all intentional *pastoral* interactions in person or electronically (e.g. via email, Zoom, etc.);
 - c. not discuss congregational matters as described below.

- 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.

PRESBYTERY OF FLORIDA
**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 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. or Edge Information, 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: _____ # of years at this address
(Street)

(City) (State) (Zip)

At current address more than 5 years? yes____ no____

Previous Address _____ # of years at this address
(Street)

(City) (State) (Zip)

Social Security Number: _____ - _____ - _____ Date of Birth: _____

Gender ___M___F Driver's License Number: _____

Race _____ State of Issuance _____

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.
 - In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 1-202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 1-800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 1-703-519-4600
State-chartered banks that are not members of the Federal Reserve Federal	Deposit Insurance Corporation System Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-334
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 1-202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 1-202-720-7051

PRESBYTERY OF FLORIDA
INITIAL TEMPORARY SUPPLY PASTOR CONTRACT

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 beneficial to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly covenants and contracts with you,

(Name)

to undertake the office of Temporary Supply Pastor of this congregation, beginning _____
for a period of _____ (up to one year, and is renewable).

DUTIES/RESPONSIBILITIES OF THE TEMPORARY SUPPLY PASTOR

1. Will be a member of, or will become, a corresponding member (one who is entitled to speak on matters related to the work of the presbytery, but they may neither vote nor present motions) of the Presbytery of Florida and participate in the life of the presbytery accordingly;
2. The Temporary Supply Pastor will serve as moderator of session and congregational meetings;
3. 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 when necessary. Will work with and take part in activities with other churches in the involvement of the community;
4. Pastoral Care: Will share pastoral care for the congregation, including visitation of members of the church; hospital and home visitation in crises; 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;
5. Administrative Leadership: 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 bi-annually to the Ministry on Congregational Health.

EXPECTATIONS OF SESSION

1. Will provide support in every way possible to the Temporary Supply Pastor in the ministry of the church.
2. Will communicate openly and honestly with the Temporary Supply Pastor about the needs and concerns of the congregation and community.

EXPECTATIONS OF THE PRESBYTERY

1. Will provide support and consultative services to the Temporary Supply Pastor through the Ministry of Congregational Health, once MPT approves the Temporary Supply Pastor contract.
2. Will assist the session and the Temporary Supply Pastor with emerging needs through the resources of the ministries of the presbytery.

MUTUAL UNDERSTANDING

During the length of the agreement, Rev. _____ will be accountable to the presbytery through the Ministry of Congregational Health and is responsible to the congregation through the session. The Temporary Supply Pastor will submit a thorough report twice per year to the MCH on the status of ministry provided, with the first report being due on _____. At the conclusion of the Temporary Supply’s ministry with the congregation, the MPT will conduct separate exit interviews with the Temporary Supply Pastor and the session.

FINANCIAL AND TIME PROVISIONS

This agreement is for a period of up to 12 months and is renewable. However, the session may terminate this agreement upon 30 days written notice to the MCH for its approval. Likewise, the Temporary Supply Pastor may terminate this agreement upon 30 days written notice to the session and the MCH for its approval.

The Temporary Supply Pastor is employed on a part-time basis at approximately _____ hours (no more than 20) 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: _____	_____
Total =	_____

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:

_____ Temporary Supply Pastor	_____ Date
_____ Clerk of session	_____ Date
_____ Moderator, Ministry of Pastoral Transitions	_____ Date
_____ Moderator, Ministry of Congregational Health	_____ Date

INTERIM PASTOR TERMS OF CALL WORKSHEET

PRESBYTERY OF FLORIDA

Note: This worksheet is provided to Interim Pastor Search Committees as a guide to completing the Interim Pastor Contract Form for an Interim Pastor or Interim Associate Pastor. 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 Minister of Word and Sacrament 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 Minister of Word and Sacrament's compensation package. The amount must be noted in the minutes of session indicating it is specifically for Housing Allowance.

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 Minister of Word and Sacrament'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 Minister of Word and Sacrament'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 Minister of Word and Sacrament'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). Florida Presbytery compensation standards require that churches reimburse ministers for the portion of their SECA tax liability that would have been paid by the employer (the church) as 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 Minister of Word and Sacrament'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 Minister of Word and Sacrament, is used to calculate the Minister of Word and Sacrament'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 a percentage established by the Board of Pensions. (Check with Pensions.org for the latest rate.) This figure represents the cost of participation in the medical program for the Minister of Word and Sacrament. This figure is paid to the Board of Pensions annually.

Line 9: Death and Disability, Temporary Disability

Enter the result of line 7 multiplied by a percentage established by the Board of Pensions. (Check with Pensions.org for the latest rate.) This figure represents the cost of participation in the pension and disability program for the Minister of Word and Sacrament. This figure is paid to the Board of Pensions.

_____ **Line 10: Required SECA**

As indicated above (line 4), Florida Presbytery compensation standards require that churches reimburse Ministers of Word and Sacrament 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%.

Consult the Board of Pensions resource: UNDERSTANDING EFFECTIVE SALARY booklet can be found at: www.pensions.org to see exactly what is required and included is major medical and pension.

_____ **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:

- 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).

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

Vacation, Study, and Parental Leave – Enter the number of weeks of vacation, study leave, and parental leave with full compensation provided. Florida Presbytery standards require a minimum of four weeks for vacation and two weeks for study leave each year. These standards also provide for up to six weeks of parental leave. Congregations that cannot support full pay should pay full Board of Pension dues and at least 75% of salary.

PRESBYTERY OF FLORIDA
INTERIM PASTOR 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 beneficial to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly covenants and contracts with you,

(Name)

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

DUTIES/RESPONSIBILITIES OF THE INTERIM PASTOR

1. Will be a member of, or will become, a corresponding member (one who is entitled to speak on matters related to the work of the presbytery, but they may neither vote nor present motions) of the Presbytery of Florida and participate in the life of the presbytery accordingly.
2. The Interim Pastor will serve as moderator of session and congregational meetings.
3. 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 when necessary. Will work with and take part in activities with other churches in the involvement of the community.
4. Pastoral Care: Will share pastoral care for the congregation, including visitation of members of the church; hospital and home visitation in crises; 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.
5. Administrative Leadership: 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 bi-annually to the presbytery through the MPT.

EXPECTATIONS OF SESSION

1. Will provide support in every way possible to the Interim Pastor in the ministry of the church.
2. 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 Ministry of Pastoral Transitions.
2. Will provide a congregational liaison for the PNC, session, and congregation to assist with the Holy Cow! assessment and call of the new Pastor.
3. Will assist the session and the Interim Pastor with emerging needs through the resources of the ministries of the presbytery.

MUTUAL UNDERSTANDING

During the length of the agreement, Rev. _____ will be accountable to the presbytery through the MPT and is responsible to the congregation through the session. The Interim Pastor will submit a thorough report twice per year to the MPT on the status of ministry provided, with the first report being due on _____. At the conclusion of the Interim Pastor’s ministry with the congregation, the MPT will conduct separate exit interviews with the Interim Pastor and the session.

FINANCIAL AND TIME PROVISIONS

This agreement is for a period of up to 12 months and is renewable. However, the session may terminate this agreement upon 30 days written notice to the Interim Pastor and MPT for its approval. Likewise, the Interim Pastor may terminate this agreement upon 30 days written notice to the session and the MPT for its approval.

That you may be free to devote yourself to full-time ministry of the Word and Sacrament 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. Total Effective Salary (add lines 1, 2a or 2c, and 3–6)	_____
B. Additional REQUIRED Benefits	
8. Major Medical (29% of line 7)	_____
9. Pension and Disability (8.5% of line 7)	_____
10. Death and Disability (1% Of line 7)	_____
11. Temporary Disability (.5% of line 7)	_____
12. SECA (7.65% of lines 1 and 2a or lines 1 and 2b and c)	_____
13. Total Required Benefits (add lines 8–12)	_____
C. Professional Reimbursement	
14. Automobile Expense	_____
15. Continuing Ed	_____
16. Books and subscriptions	_____
17. Other _____	_____
18. Total Professional Reimbursement (add lines 12–15)	_____
 Total Cost to the Church (add lines 7, 13, and 18)	_____

D. Additional Provisions:

Vacation (4 weeks minimum) _____

Continuing Education (2 weeks minimum) _____

Parental Leave: 6 Weeks (minimum) _____

Moving Expenses: _____

In testimony whereof we have subscribed our names.

Interim Pastor

Date

Clerk of session

Date

Moderator, Ministry of Pastoral Transitions

Date

PRESBYTERY OF FLORIDA
INTERIM ASSOCIATE PASTOR 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 beneficial to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly covenants and contracts with you,

(Name)

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

DUTIES/RESPONSIBILITIES OF THE INTERIM PASTOR

1. Will be a member of, or will become, a corresponding member (one who is entitled to speak on matters related to the work of the presbytery, but they may neither vote nor present motions) of the Presbytery of Florida and participate in the life of the presbytery accordingly.
2. The Interim Associate Pastor will serve as moderator of session and congregational meetings as invited by the Pastor.
3. Worship Leadership: Will regularly participate in worship leadership and special worship responsibilities, including preaching at the invitation of the Pastor. Will officiate at weddings and funerals and administer sacraments as agreed with the Pastor and session. Will work with and take part in activities with other churches in the involvement of the community.
4. Pastoral Care: Will share pastoral care for the congregation, including visitation of members of the church; hospital and home visitation in crises; and counseling with individuals and families if needed as requested by the Pastor. Will visit with new people attending the church who express an interest in having the church become their church home as requested by the Pastor.
5. Will assist assigned committees in carrying out their tasks. Will have stated office hours. Will report monthly to the session on his/her work and bi-annually to the presbytery through the MPT.

EXPECTATIONS OF SESSION

1. Will provide support in every way possible to the Interim Associate Pastor in the ministry of the church.
2. Will communicate openly and honestly with the Interim Associate Pastor about needs and concerns of the congregation and community.

EXPECTATIONS OF THE PRESBYTERY

1. Will provide support and consultative services to the Interim Associate Pastor through the MPT.
2. Will provide a congregational liaison for the APNC, session, and congregation to assist with the mission study and call of the new associate pastor.
3. Will assist the session and the Interim Associate Pastor with emerging needs through the resources of the ministries of the presbytery.

MUTUAL UNDERSTANDING

During the length of the agreement, Rev. _____ will be accountable to the presbytery through the MPT and is responsible to the congregation through the session. The Interim Associate Pastor will submit a thorough report twice per year to the MPT on the status of ministry provided, with the first report being due on _____. At the conclusion of the Interim’s ministry with the congregation, the MPT will conduct separate exit interviews with the Interim Associate Pastor and the session.

FINANCIAL AND TIME PROVISIONS

This agreement is for a period of up to 12 months and is renewable. However, the session may terminate this agreement upon 30 days written notice to the Interim Associate Pastor and the MPT for its approval. Likewise, the Interim Associate Pastor may terminate this agreement upon 30 days written notice to the session and the MPT for its approval.

That you may be free to devote yourself to full-time ministry of the Word and Sacrament 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. Total Effective Salary (add lines 1, 2a <i>or</i> 2c, and 3–6)	_____
B. Additional REQUIRED Benefits	
8. Major Medical (29% of line 7)	_____
9. Pension and Disability (8.5% of line 7)	_____
10. Death and Disability (1% Of line 7)	_____
11. Temporary Disability (.5% of line 7)	_____
12. SECA (7.65% of lines 1 and 2a or lines 1 and 2b and c)	_____
13. Total Required Benefits (add lines 8–12)	_____
C. Professional Reimbursement	
14. Automobile Expense	_____
15. Continuing Ed	_____
16. Books and subscriptions	_____
17. Other _____	_____
18. Total Professional Reimbursement (add lines 14–17)	_____

Total Cost to the Church (add lines 7, 13, and 18) _____

D. Additional Provisions:

Vacation (4 weeks minimum) _____

Continuing Education (2 weeks minimum) _____

Maternity/Paternity Leave: 6 Weeks (minimum) _____

Moving Expenses: _____

In testimony whereof we have subscribed our names.

Interim Associate Pastor

Date

Clerk of session

Date

Moderator, Ministry of Pastoral Transitions

Date

PRESBYTERY OF FLORIDA
INTERIM PASTOR 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 beneficial to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly covenants and contracts with you,

(Name)

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

DUTIES/RESPONSIBILITIES OF THE INTERIM PASTOR

1. Will be a member of, or will become, a corresponding member (one who is entitled to speak on matters related to the work of the presbytery, but they may neither vote nor present motions) of the Presbytery of Florida and participate in the life of the presbytery accordingly.
2. The Interim Pastor will serve as moderator of session and congregational meetings.
3. 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 when necessary. Will work with and take part in activities with other churches in the involvement of the community.
4. Pastoral Care: Will share pastoral care for the congregation, including visitation of members of the church; hospital and home visitation in crises; 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.
5. Administrative Leadership: 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 bi-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 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 MPT.
2. Will provide a congregational liaison for 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 ministries of the presbytery.

MUTUAL UNDERSTANDING

During the length of the agreement, Rev. _____ will be accountable to the presbytery through the MPT and is responsible to the congregation through the session. The Interim Pastor will submit a thorough report twice per year to the MPT on the status of ministry provided, with the first report being due on _____. At the conclusion of the Interim’s ministry with the congregation, the MPT will conduct separate exit interviews with the Interim Pastor and the session.

FINANCIAL AND TIME PROVISIONS

This agreement is for a period of up to 12 months and is renewable. However, the session may terminate this agreement upon 30 days written notice to the Interim Pastor and the MPT for its approval. Likewise, the Interim Pastor may terminate this agreement upon 30 days written notice to the session and the MPT for its approval.

That you may be free to devote yourself to full-time 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 _____
- 3. **Total Effective Salary** _____

B. Additional Required Benefits

- 4. Major Medical (29% of line 7) _____
- 5. Pension and Disability (8.5% of line 7) _____
- 6. Death and Disability (1% Of line 7) _____
- 7. Temporary Disability (.5% of line 7) _____
- 8. SECA (7.65% of lines 1 and 2a or lines 1 and 2b and c) _____
- 9. **Total Required Benefits** (add lines 4-8) _____

C. Professional Expenses

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

Total Amount (add lines 3, 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.

Interim Pastor

Date

Clerk of session

Date

Moderator, Ministry of Pastoral Transitions

Date

PRESBYTERY OF FLORIDA
INTERIM ASSOCIATE PASTOR 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 beneficial to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly covenants and contracts with you,

(Name)

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

DUTIES/RESPONSIBILITIES OF THE INTERIM ASSOCIATE PASTOR

1. Will be a member of, or will become, a corresponding member (one who is entitled to speak on matters related to the work of the presbytery, but they may neither vote nor present motions) of the Presbytery of Florida and participate in the life of the presbytery accordingly.
2. The Interim Associate Pastor will serve as moderator of session and congregational meetings as invited by the Pastor.
3. Worship Leadership: Will regularly participate in worship leadership and special worship responsibilities, including preaching at the invitation of the Pastor. Will officiate at weddings and funerals and administer sacraments as agreed with the Pastor and session. Will work with and take part in activities with other churches in the involvement of the community.
4. Pastoral Care: Will share pastoral care for the congregation, including visitation of members of the church; hospital and home visitation in crises; and counseling with individuals and families if needed as requested by the Pastor. Will visit with new people attending the church who express an interest in having the church become their church home as requested by the Pastor.
5. Will assist assigned committees in carrying out their tasks. Will have stated office hours. Will report monthly to the session on his/her work and bi-annually to the presbytery through MPT.

EXPECTATIONS OF SESSION

1. Will provide support in every way possible to the Interim Associate Pastor in the ministry of the church.
2. Will communicate openly and honestly with the Interim Associate Pastor about needs and concerns of the congregation and community.

EXPECTATIONS OF THE PRESBYTERY

1. Will provide support and consultative services to the Interim Associate Pastor through the MPT.
2. Will provide a congregational liaison for the APNC, Session, and congregation to assist with the mission study and call of the new Associate Pastor.
3. Will assist the session and the Interim Associate Pastor with emerging needs through the resources of the ministries of the presbytery.

MUTUAL UNDERSTANDING

During the length of the agreement, Rev. _____ will be accountable to the presbytery through the MPT and is responsible to the congregation through the session. The Interim Associate Pastor will submit a thorough report twice per year to the MPT on the status of ministry provided, with the first report being due on _____. At the conclusion of the interim’s ministry with the congregation, the MPT will conduct separate exit interviews with the Interim Associate Pastor and the session.

FINANCIAL AND TIME PROVISIONS

This agreement is for a period of up to 12 months and is renewable. However, the session may terminate this agreement upon 30 days written notice to the Interim Associate Pastor and the MPT for its approval. Likewise, the Interim Associate Pastor may terminate this agreement upon 30 days written notice to the session and the MPT for its approval.

That you may be free to devote yourself to full-time 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 _____
- 3. **Total Effective Salary** _____

B. Additional Required Benefits

- 8. Major Medical (29% of line 7) _____
- 9. Pension and Disability (8.5% of line 7) _____
- 10. Death and Disability (1% Of line 7) _____
- 11. Temporary Disability (.5% of line 7) _____
- 12. SECA (7.65% of lines 1 and 2a or lines 1 and 2b and c) _____
- 13. **Total Required Benefits** (add lines 8–12) _____

C. Professional Expenses

- 14. Automobile Expense _____
- 15. Continuing Ed/Books _____
- 16. Other _____
- 17. **Total Professional Expenses** _____

Total Amount (add lines 3, 13, 17) _____

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 _____

In testimony whereof we have subscribed our names.

Interim Associate Pastor

Date

Clerk of session

Date

Moderator, Ministry of Pastoral Transitions

Date

PRESBYTERY OF FLORIDA
INTERIM PASTOR CONTRACT
(Part 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 beneficial to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly covenants and contracts with you,

(Name)

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

DUTIES/RESPONSIBILITIES OF THE INTERIM PASTOR

1. Will be a member of, or will become, a corresponding member (one who is entitled to speak on matters related to the work of the presbytery, but they may neither vote nor present motions) of the Presbytery of Florida and participate in the life of the presbytery accordingly.
2. The Interim Pastor will serve as moderator of session and congregational meetings.
3. 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 when necessary. Will work with and take part in activities with other churches in the involvement of the community.
4. Pastoral Care: Will share pastoral care for the congregation, including visitation of members of the church; hospital and home visitation in crises; 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.
5. Administrative Leadership: 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 bi-annually to the presbytery through MPT.

EXPECTATIONS OF SESSION

1. Will provide support in every way possible to the Interim Pastor in the ministry of the church.
2. 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 MPT.
2. Will provide a congregational liaison for the PNC, session, and congregation to assist with the mission study and call of the new pastor.
3. Will assist the session and the 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 MPT and is responsible to the congregation through the session. The Interim Pastor will submit a thorough report twice per year to the MPT on the status of ministry provided, with the first report being due on _____. At the conclusion of the Interim’s ministry with the congregation, the MPT will conduct separate exit interviews with the Interim Pastor and the session.

FINANCIAL AND TIME PROVISIONS

This agreement is for a period of up to 12 months and is renewable. However, the session may terminate this agreement upon 30 days written notice to the Interim Pastor and the MPT for its approval. Likewise, the Interim Pastor may terminate this agreement upon 30 days written notice to the session and the MPT for its approval.

The Interim Pastor is employed on a part time basis at approximately _____ hours (no more than 20) 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: _____	_____
Total =	_____

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
_____	_____
Moderator, Ministry of Pastoral Transitions	Date

PRESBYTERY OF FLORIDA
INTERIM ASSOCIATE PASTOR CONTRACT
(Part 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 beneficial to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly covenants and contracts with you,

(Name)

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

DUTIES/RESPONSIBILITIES OF THE INTERIM ASSOCIATE PASTOR

1. Will be a member of or will become a corresponding member (one who is entitled to speak on matters related to the work of the presbytery, but they may neither vote nor present motions) of the Presbytery of Florida and participate in the life of the presbytery accordingly.
2. The Interim Associate Pastor will serve as moderator of session and congregational meetings as invited by the Pastor.
3. Worship Leadership: Will regularly participate in worship leadership and special worship responsibilities, including preaching at the invitation of the Pastor. Will officiate at weddings and funerals and administer sacraments as agreed with the Pastor and session. Will work with and take part in activities with other churches in the involvement of the community.
4. Pastoral Care: Will share pastoral care for the congregation, including visitation of members of the church; hospital and home visitation in crises; and counseling with individuals and families if needed as requested by the Pastor. Will visit with new people attending the church who express an interest in having the church become their church home as requested by the Pastor.
5. Will assist assigned committees in carrying out their tasks. Will have stated office hours. Will report monthly to the session on his/her work and bi-annually to the presbytery through MPT.

EXPECTATIONS OF SESSION

1. Will provide support in every way possible to the Interim Associate Pastor in the ministry of the church.
2. Will communicate openly and honestly with the Interim Associate Pastor about needs and concerns of the congregation and community.

EXPECTATIONS OF THE PRESBYTERY

1. Will provide support and consultative services to the Interim Associate Pastor through the MPT.
2. Will provide a congregational liaison for the APNC, session, and congregation to assist with the mission study and call of the new Associate Pastor.
3. Will assist the session and the Interim Associate Pastor with emerging needs through the resources of the ministries of the presbytery.

MUTUAL UNDERSTANDING

During the length of the agreement, Rev. _____ will be accountable to the presbytery through the MPT and is responsible to the congregation through the session. The Interim Associate Pastor will submit a thorough report twice per year to the MPT on the status of ministry provided, with the first report being due on _____. At the conclusion of the interim’s ministry with the congregation, the MPT will conduct separate exit interviews with the Interim Associate Pastor and the session.

FINANCIAL AND TIME PROVISIONS

This agreement is for a period of up to 12 months and is renewable. However, the session may terminate this agreement upon 30 days written notice to the Interim Associate Pastor and the MPT for its approval. Likewise, the Interim Associate Pastor may terminate this agreement upon 30 days written notice to the session and the MPT for its approval.

The Interim is employed on a part time basis at approximately _____ hours (no more than 20) 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: _____	_____
Total =	_____

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 Associate Pastor	Date
_____	_____
Clerk of session	Date
_____	_____
Moderator, Ministry of Pastoral Transitions	Date

LITANY OF BEGINNING WITH THE INTERIM PASTOR/INTERIM ASSOCIATE PASTOR

(A Sample)

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

(A Sample)

This service can be used immediately following the 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 and 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 placed 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 to maintain confidentiality?

I WILL.

(The congregation will be asked to stand)

The [Pastor Nominating Committee/Associate Pastor Nominating 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.**

**CALLED AND INSTALLED PASTOR
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. The presbytery minimum for 2024 is \$41,871.

 Line 2: Housing Allowance

Enter here the amount paid to the Minister of Word and Sacrament 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 Minister of Word and Sacrament'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 Minister of Word and Sacrament's compensation package per IRS regulations.

AND

- d.* 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 Minister of Word and Sacrament'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 Minister of Word and Sacrament'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 ministers for the portion of their SECA tax liability that would have been paid by the employer (the church) as 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 Minister of Word and Sacrament'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 Minister of Word and Sacrament, is used to calculate the Minister of Word and Sacrament'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 multiplied by 29% (year 2024). This figure represents the cost of participation in the medical program for the Minister of Word and Sacrament. This figure is paid to the Board of Pensions annually.

Line 9: Pension

Enter the result of line 7 multiplied by 8.5% (year 2024). This figure represents the cost of participation in the pension and disability program for the Minister of Word and Sacrament. This figure is paid to the Board of Pensions.

Line 10: Death and Disability

Enter the result of line 7 multiplied by 1% (year 2024). This figure represents the cost of participation in the death and disability program for the Minister of Word and Sacrament. This figure is paid to the Board of Pensions.

_____ **Line 11: Temporary Disability**

Enter the result of line 7 multiplied by .5% (year 2024). This figure represents the cost of participation in the temporary disability program for the Minister of Word and Sacrament. This figure is paid to the Board of Pensions.

_____ **Line 12: Required SECA**

As indicated above (line 4), our presbytery compensation standards require that churches reimburse Ministers of Word and Sacrament 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 13: Total Required Benefits** – total of lines 8–13.

Professional Reimbursements

_____ **Line 14: 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 15: Continuing Education Allowance**

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

_____ **Line 16:** Books and subscriptions for business and professional purposes.

_____ **Line 17:** Other expenses as are deemed necessary to the work of the pastor.

_____ **Line 18: 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 19: Total Cost to the Church** – Enter the total of lines 7, 13, and 18

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 of vacation and two weeks of study leave each year. These standards also provide for up to six weeks of parental leave.

A very helpful resource: UNDERSTANDING EFFECTIVE SALARY booklet, can be found at:
www.pensions.org

PRESBYTERIAN CHURCH (U.S.A.) INITIAL PASTOR TERMS OF 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 beneficial 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 yourself to full-time ministry of the Word and Sacrament 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. Total Effective Salary (add lines 1, 2a or 2c, and 3–6)	_____
B. Additional REQUIRED Benefits	
8. Major Medical (29% of line 7)	_____
9. Pension and Disability (8.5% of line 7)	_____
10. Death and Disability (1% Of line 7)	_____
11. Temporary Disability (.5% of line 7)	_____
12. SECA (7.65% of lines 1 and 2a or lines 1 and 2b and c)	_____
13. Total Required Benefits (add lines 8–12)	_____
C. Professional Reimbursement	
14. Automobile Expense	_____
15. Continuing Ed	_____
16. Books and subscriptions	_____
17. Other _____	_____
18. Total Professional Reimbursement (add lines 14–17)	_____
 Total Cost to the Church (add lines 7, 13, and 18)	 _____

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.

PASTOR NOMINATING COMMITTEE APPROVAL

By the authority given to the Pastor Nominating Committee on behalf of the congregation and session, the above terms of call have been negotiated and agreed upon with _____.

Chair of the Pastor Nominating Committee

Date

MINISTER OF WORD AND SACRAMENT APPROVAL

I, _____, being convinced of the leading of God, am ready to undertake the responsibilities stated in this call beginning _____.
(Date)

Minister of Word and Sacrament

Date

CONGREGATIONAL APPROVAL

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 terms of call were authorized by vote of the congregation. I certify the congregation vote was _____ for; _____ against.

REQUEST FOR INSTALLATION COMMISSION

Presbytery of Florida

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. The Commission must be gender inclusive. Please have the correlation between elders as equal as possible. You are encouraged to include the MPT Liaison to be a part of the Commission.

The session and I recommend that presbytery 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 Candidate's Fund.

REQUEST FOR AN ORDINATION AND INSTALLATION COMMISSION

Presbytery of Florida

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. The Commission must be gender inclusive. Please have the correlation between elders as equal as possible. You are encouraged to include the MPT 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 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 Candidate):

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 ordinations and installations are acts of 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 Candidate's Fund.

REQUEST FOR ORDINATION COMMISSION

Presbytery of Florida

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. The Commission must be gender inclusive. Please have the correlation between elders as equal as possible.

The session and I recommend that presbytery appoint the following to serve as a Commission to Ordain

(Name of Candidate)

as a Minister of Word and Sacrament in and for the Presbyterian Church (USA) at a worship service to be held on _____ at _____ Presbyterian Church in _____, Florida

(Date)

(City)

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

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

Name: _____ Email: _____

(Minister ____, Elder ____, Church _____)

2. To Deliver the Sermon:

Name: _____ Email: _____

(Minister ____, Elder ____, Church _____)

3. To Offer the Prayer of Ordination:

Name: _____ Email: _____

(Minister ____, Elder ____, Church _____)

4. To Charge the Minister:

Name: _____ Email: _____

(Minister ____, Elder ____, Church _____)

5. Other persons/parts:

_____ Email: _____

_____ Email: _____

_____ Email: _____

By request of:

Candidate

Date

Clerk of session

Date

NOTE:

Because ordination is an act of 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 candidate or church.

An offering, with session's permission, is to be received and forwarded to the presbytery office to be utilized in the Candidate's Fund.

Minutes of Commission to Ordain and Install

Presbytery of Florida

The Administrative Commission appointed by the Presbytery of Florida to ordain

_____ as a Minister of Word and Sacrament and install the
candidate as _____, met at _____
Presbyterian Church in _____, Florida on _____ at
_____ am/pm.

Members in attendance:

Elders _____

Ministers _____

The Commission was called to order by Chairperson _____

who opened with prayer. On motion, _____ was elected clerk.

The Order of Worship was approved and assignments were made. The Commission voted to authorize the chair and the clerk to approve the minutes and to adjourn with the benediction at the close of the service. The Commission proceeded to the place of the worship service.

A sermon was preached by the Rev. _____.

The constitutional questions, propounded to the candidate by the Rev. _____, were answered in the affirmative.

The constitutional questions, propounded to the congregation by _____, were answered in the affirmative.

The Prayer of Ordination and Installation was offered by _____.

The Rev. _____ was pronounced duly ordained and installed according to the provisions of the *Book of Order*.

A charge was given to the minister by _____

A charge was given to the congregation by the Rev. _____

The service was closed with the benediction pronounced by the newly ordained and installed minister.

Minutes approved:

Clerk _____

Date _____

Chair _____

Date _____

MINUTES OF THE COMMISSION TO ORDAIN
Presbytery of Florida

The Administrative Commission appointed by the Presbytery of Florida to ordain

_____ as a Teaching Elder met at _____
(Name)
Presbyterian Church in _____, Florida on _____ at _____ am/pm.
(City)

Members in attendance were: Ruling Elders _____

Teaching Elders _____

The Commission was called to order by chairperson, _____
who opened with prayer. On motion, _____ was elected clerk.

The order of Worship was approved and assignments were made. The Commission voted to authorize the chair and the clerk to approve the minutes and to adjourn with the benediction at the close of the service. The Commission proceeded to the place of the worship service.

The sermon was preached by the Rev. _____

The constitutional questions, propounded to the candidate by the Rev. _____, were answered in the affirmative.

The Rev. _____ was pronounced duly ordained according to the provisions of the *Book of Order*.

The prayer was offered by _____, and a charge was given to the newly ordained pastor by Rev. _____.

The service was closed with the benediction pronounced by the newly ordained minister.

Minutes approved:

Clerk _____ Date _____

Chair _____ Date _____

PRESBYTERY OF FLORIDA

SEXUAL ABUSE GUIDELINES

**Adopted October 22, 1996/Amended February 14, 1998
Commentary Appended September 23, 2003**

ARTICLE I. INTRODUCTION

The Presbytery of Florida, Inc. - [hereafter, the presbytery] recognizes and affirms that all church members, officers, nonmember employees, and volunteers of governing bodies and entities of the Presbyterian Church (USA) [hereafter, PC(USA)] are to maintain the church's integrity at all times. Sexual abuse is not only a violation of the principles set forth in scripture, but also of the ministerial, pastoral, employment, and professional relationship with the church. It is never condoned. The Presbytery adopts the following guidelines for defining sexual abuse and establishing orderly procedures for dealing with allegations and accusations of sexual abuse by those persons who are subject to its jurisdiction. Also, the presbytery adopts these guidelines in the hope that sessions of the presbytery will use them as a model or standard for developing their own particular definitions and procedures for dealing with allegations and accusations of sexual abuse by those persons who are subject to the local Session's jurisdiction.

ARTICLE II. PURPOSES AND STANDARDS

Section A. Purposes of Guidelines:

1. To set and enforce standards of ethical behavior consistent with Reformed tradition and secular law.
2. To recommend procedures for inquiry, effective response to allegations of sexual abuse and protection of persons in the church.
3. To assure that the emotional, spiritual, pastoral, and legal needs of all affected parties are addressed in cases of alleged, admitted, or proven sexual abuse in the church.
4. To assure that all necessary steps are taken to conform to the requirements and protection guaranteed under the *Form of Government* and the *Rules of Discipline*.
5. To further the peace, unity, and purity of the church through justice and compassion.

Section B. Standards of Conduct:

1. Sexual Abuse is the comprehensive term used in these guidelines to include:
 - a. Child sexual abuse, as defined in the appendix.
 - b. Sexual harassment, as defined in the appendix.
 - c. Sexual malfeasance, as defined in the appendix.
 - d. Rape or sexual contact by force, threat, or intimidation.
 - e. Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another.
2. Sexual abuse violates the role of Pastors, employees, volunteers, counselors, supervisors, teachers, and advisors of any kind who are called upon to exercise integrity, sensitivity, and caring in a trust

relationship.

3. Sexual abuse constitutes a misuse of authority and power that breaches Christian ethical principles by misusing a trust relation to gain advantage over another for personal pleasure in an abusive, exploitative, and unjust manner. If the parishioner, student, client, or employee initiates or invites sexual content in the relationship, it is the responsibility of the pastor, counselor, officer, or supervisor to maintain the appropriate role and prohibit a sexual relationship.
4. Sexual abuse takes advantage of the vulnerability of children and persons who are less powerful to act for their own welfare. It is antithetical to the gospel call to work as God's servant in the struggle to bring wholeness to a broken world. It violates the mandate to protect the vulnerable from harm.

ARTICLE III. RESPONSES TO ALLEGATIONS OF SEXUAL ABUSE

Section A. Principles:

1. In responding to allegations of sexual abuse, the church should seek healing and should assure the protection of all persons. To the maximum extent possible, the privacy of persons should be respected and confidentiality of communications guaranteed. The PC(USA) assures all persons of fair procedures in the disciplinary process, by the provisions of the *Book of Order*. These procedures should be available throughout the handling of the allegations even before the initiation of formal proceedings. Certain kinds of cases may require special handling.
2. When sexual abuse of a child is alleged, Florida Statutes, Section 415.504 requires immediate reporting of a reasonable suspicion of child sexual abuse to the Department of Children and Family Services by use of the telephone abuse registry systems. The toll-free telephone number is 1-800-962-2873. In addition, any allegation of child sexual abuse puts a special burden on Pastors, supervisors or employers to assure that the possibility of additional abuse is foreclosed. While Florida Statute 90.505 provides a general privilege with respect to confidential communications made to a member of the clergy, this privilege extends only to giving evidence as part of a court proceeding. It does not, according to Florida Statute 415.512, relieve the minister of the obligation to report an instance of sexual abuse of a child, no matter how the clergy person may come to such knowledge or suspicion. Ministers have the same responsibility as any other citizen for reporting child sexual abuse, and are subject to the same penalties as any citizen for failure to report. Any clergy person of the Presbytery of Florida who feels constrained by either circumstance or conscience not to report an instance of child abuse should seek immediate legal counsel with regard to his or her legal obligations and liabilities, so that any decision will be made with full understanding of its consequences.
3. Additional Florida Statutes relating to sexual abuse or other sexual offenses shall be followed (e.g. Section 794.027 which requires witnesses to report a crime of sexual battery and Section 794.03 which makes it unlawful to print, publish, or broadcast the name of a victim of a sexual offense). Special problems may arise when allegations are brought regarding old cases of abuse. (There are no time limits on the bringing of a charge of sexual abuse in the church on incidents alleged to have occurred after June 10, 1989. Cf. D-10.0401.)
4. The presbytery will treat any written statement alleging sexual abuse as initiating a disciplinary case and respond according to the *Rules of Discipline*, D-3.000, D-10.0000 ff.
5. It is the policy of the presbytery to respond to all allegations of sexual abuse in a timely manner

and to respond with due regard for the privacy and the rights of all persons involved. However, where the allegation suggests the possibility of imminent harm, presbytery's primary concern will be for protecting persons, and a leave of absence may be considered.

6. The presbytery regards any allegation of sexual abuse as a grave matter. All persons involved are to be treated with respect. Such respect means that confidentiality shall be extended to all concerned. The only persons or bodies informed of the existence of the allegations and of the investigation will be those identified in D-10.0202a, D-10.0202g, and D-10.0301. In the course of an investigation, if it is necessary to inquire of witnesses (D-10.0202d), only the minimal information necessary will be conveyed to those interviewed, and they shall be informed of the rights of the accused to a presumption of innocence and to protection from rumor, innuendo, and speculation. In the event that an Investigating Committee (hereafter IC; cf. D-10.0201) deems that there is not sufficient evidence to file formal charges, the IC will inform only those persons identified in D-10.0301 and D-10.0303 except when given written permission by the accused. (Note the provision for vindication in D-9.0000). In the event that the IC decides to file no charges, after notifying the affected parties as specified in D-10.0303, all records of the IC's work will be filed with the Stated Clerk, who will file them in a secure place. At the end of thirty days, if no appeal has been filed, the record will be sealed by the Stated Clerk and kept in a secure place in the Presbytery Office. The privilege of revealing the existence of the sealed file and of opening the sealed file will reside with the accused or with the presbytery in its own defense.
7. The presbytery recognizes that in all instances of allegation of sexual abuse appropriate response from the church involves both disciplinary procedures and pastoral responses. Thus, the presbytery shall establish a Pastoral Response Team (hereafter PRT) in response to allegations of sexual abuse for the sole purpose of assessing the need for pastoral care and support for all involved and for overseeing, or providing itself, appropriate pastoral care for all involved. It is a matter of policy that all contacts between the PRT, or its designated representatives, and those affected are confidential and may not, under any circumstances, be used in any disciplinary proceeding.

Section B. Pastoral Response Team:

A 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 shall be prohibited from membership on the PRT.

2. **Sources of members for the Pastoral Response Team:** The Ministry of Congregational Health 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 MCH.

When a PRT is needed, it shall be appointed from the list by the moderator of the MCC 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 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 Ministry of Congregational Health. If in the judgment of the PRT its continued existence is necessary beyond six (6) months, the PRT will petition the Ministry of Congregational Health 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.

COMMENTARY

Appended by action of the COM 9/23/03

The foregoing *Sexual Abuse Guidelines* of the Presbytery of Florida are compatible with the following statement adopted by the 215th General Assembly:

If an allegation of sexual abuse against the pastor is received, presbytery through its Ministry of Congregational Health, shall:

- a. arrange immediately for the supervision of the pastor to insure that the pastor is not placed in any unsupervised settings of the type the allegations claim led to the purported abuse;*
- b. conduct an immediate investigation into the charges, with opportunity for the accused to be heard to determine whether the best interests of the congregation and of potential victims of abuse, considered in light of the nature and probable truth of the allegations, warrant a leave of absence or other restriction upon the pastor's service; and*
- c. determine that a leave of absence, continued supervision, or other restriction upon the pastor's service is required, after the pastor is given the opportunity to be heard and after consultation with The session, direct that the pastor be placed on such a leave of absence, supervision or other restriction, with the pastor having the right to appeal to the presbytery any limitations imposed on his or her ministry.*

SEXUAL ABUSE GUIDELINES APPENDIX

GLOSSARY

Accused is the term used to represent the person against whom a claim of sexual misconduct is made.

Accuser/Victim is a term used to represent the person claiming knowledge of sexual misconduct by a person covered by these guidelines or a person claiming to have been abused by a person covered under this policy. A person such as a family member, friend, or colleague may be the accuser.

Child Sexual Abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child under the age of 18 and an adult is always considered forced whether or not consented to by the child.

Church when spelled with the initial capitalized refers to the Presbyterian Church (U.S.A.). Church when spelled with the initial in lowercase refers to a local church. The word congregation is used loosely for members and participants.

Employee is the comprehensive term used to cover individuals who are hired or called to work for the Church for salary or wages.

Entity is the term used to refer to any program or office managed by a board, committee, council, or other body whose membership is elected by the Presbytery.

Inquiry is the term used in the Rules of Discipline to determine whether charges should be filed based upon allegations of an offense received by a governing body (Cf. D-10.0201).

Mandated Reporter is described by Florida law (Chapter 415 of the Florida Statutes) as anyone with a knowledge of sexual abuse. A mandated reporter is required to report any and all suspected incidents of child sexual abuse.

Pastoral Response Team is a body constituted by Florida Presbytery to facilitate the process of providing a pastoral response to allegations of sexual abuse by persons covered under these guidelines. The structure and function of the PRT are detailed in Section B of this report.

Persons Covered by this policy include church members, church officers, ministers, and nonmembers who are employees or volunteers under the supervision of the presbytery or its entities, including those who are accused of sexual abuse under circumstances in which (1) access to the accuser/victim is related to some form of service to or appointment by the presbytery or its entities or (2) sexual abuse in a non-church-related setting which raises questions of character for the church.

Reasonable Suspicion is a subjective criterion that refers to a belief or opinion based on facts or circumstances of sexual abuse that are sufficient enough for a prudent person to want to inquire further, to take protective action, or report to authorities.

Response is the action taken by the presbytery or entities when a report of sexual misconduct is received. It may include (1) inquiry into facts and circumstances, (2) possible disciplinary action (administrative or judicial or both), (3) pastoral care for accuser/victims and their families and others, and (4) pastoral care and rehabilitation for the accused and care for their families.

Sexual Harassment as defined in these guidelines are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or their continued status in an institution;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment.

Sexual Malfeasance is defined as sexual conduct within a ministerial (e.g., clergy with a member of the congregation) or professional relationship (e.g., counselor with a client, lay employee with a church member, presbytery executive with a committee member who may be a lay person, a minister, or an elder). Sexual abuse includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, mutual, social, intimate, or marital relationships.

Volunteer is the term used for those who provide services for the presbytery and entities of the church and receive no benefits or remuneration. Volunteers include persons elected or appointed to serve on boards, committees, and other groups. For purposes of these guidelines, volunteers are treated the same as employees. Liabilities of the presbytery or its entities may be the same for volunteers as for employees.

**ACKNOWLEDGEMENT
PRESBYTERY OF FLORIDA SEXUAL ABUSE GUIDELINES**

The Presbytery of Florida has adopted sexual abuse guidelines for the following purposes:

- To set and enforce standards of ethical behavior;
- To recommend procedures for inquiry and effective response to allegations of sexual abuse;
- To assure that the personal, emotional, spiritual, pastoral, legal, and financial needs of all affected parties are addressed;
- To assure that all necessary steps are taken to conform to the requirements and protection guaranteed in the *Form of Government* and the *Rules of Discipline*;
- To further the peace, unity, and purity of the church through justice and compassion.

To further those purposes, copies of the guidelines are being distributed to all employees and ministers of Florida Presbytery.

Please review the guidelines, complete the acknowledgement below and return this form to the Presbytery Office at P.O. Box 7 Chipley, Florida 32428

**SEXUAL ABUSE GUIDELINES
ACKNOWLEDGEMENT OF RECEIPT**

I hereby acknowledge that I received a copy of the Presbytery of Florida "*Sexual Abuse Guidelines*" adopted October 22, 1996/Amended February 14, 1998 and Revised 10-13-12, that I have read the guidelines, understand their meaning, and will be guided by them.

Date

Signature