

Handout A

MINISTRY OF
LEADERSHIP DEVELOPMENT

MANUAL OF POLICIES AND PROCEDURES



Presbytery of Florida

January 13, 2025

MINISTRY OF LEADERSHIP DEVELOPMENT
MANUAL OF POLICIES AND PROCEDURES

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INTRODUCTORY INFORMATION

Composition

No fewer than six (6) members including the moderator and vice-moderator.

Ministers and Ruling Elders in approximately equal numbers in equal classes.

The moderator and vice-moderator shall not ordinarily engage as a congregational liaison and will oversee the work of the ministry.

Purpose

To equip, train, and resource congregational leaders to enhance their congregational ministries and to serve the greater church.

1. educational opportunities to equip and strengthen presbytery and congregational leaders to help further the ministries within their congregations.
2. guidance and resources for persons preparing for the ministry of Word and Sacrament, to serve as
3. Commissioned Ruling Elders, or as Authorized Ruling Elders.
4. Other such duties identified by The Book of Order, G-2.0503a; G-2.06; sections of G- 3.0302, and duties not assigned to other ministries are to be undertaken.

Authority

The Ministry of Leadership Development shall be granted commission authority by the presbytery for the purpose of addressing matters within its responsibilities and present such matters to the next stated meeting of the presbytery.

Division of Labors

MLD may assign areas of work/task coordination to MLD members, who may recruit persons of sufficient number to coordinate /assist with routine workings and special or seasonal emphases of MLD.

1. Example/Possible Division of Labor/sub-committees/task forces:
 - a. Missions (former Committee on Missions & Outreach efforts/duties)
 - b. Preparation for Ministry - Inquirers/Candidates (Former CPM duties with Inquirers, Candidates, CREs, AREs)
 - c. CER annual planning of educational hours at presbytery meeting
 - d. Racial Justice
 - e. Book of Order mandated efforts (Boundaries Training, Sexual Misconduct prevention seminars, etc.)

Responsibilities

1. Direct those under care of presbytery seeking to be ordained as ministers of Word and Sacrament in preparation for ministry (G-2.06), and counsel with pastors and sessions regarding such persons pursuing avenues of ministry.
2. Provide guidance for those seeking to serve as Commissioned Ruling Elders and/or Authorized Ruling Elders.
3. Develop and provide opportunities for continued training for Ministers of Word and Sacrament, Certified Christian Educators, and Commissioned Ruling Elders, including boundary training.
4. Develop programming for presbytery leadership summits to the benefit of local congregations (c.f. G-3.0301c “nurture the covenant community of disciples of Christ”).

5. Propose Ruling Elders and Ministers of Word and Sacrament to be readers of standard ordination examinations (G-3.0302b).
6. Support and encourage the missional endeavors of the presbytery locally, nationally, and abroad when deemed appropriate by the presbytery.
7. The ministry shall develop and maintain a Policies and Procedures Handbook, approved by the presbytery, for its responsibilities and methods for achieving those responsibilities. Changes to this Handbook shall be reviewed and approved by the presbytery.

Educational Resources

- Develop and present resourcing and training for congregations in various ministry needs, e.g. Stewardship, Evangelism, Christian Education, Missions, Social Justice, etc.
- Develop and/or organize presbytery-wide conferencing related to congregational ministries.
- Plan and coordinate educational time at each presbytery meeting.
- Present to congregation educational information and resources from the denomination.
- Oversee and administer education-related funds of the presbytery.

Mission and Outreach

- Receive and disperse reports from mission communities, presbytery-wide mission partners, and Presbyterian Mission Agency
- Communicate with congregations and mission organizations regarding general mission opportunities and resource materials
- Conduct mission-oriented workshops and mission fairs
- Oversee and administer mission-related funds of the presbytery
- Encourage and facilitate new mission endeavors around common or shared mission interests
- Recommend to Ministry Coordinating Council (MMC) for approval, expenditures of Presbytery of Florida restricted funds designated to Missions and Outreach invested at the Texas Presbyterian Foundation.
- Those funds presently include (by budget line item):
 - 4203 – Emergency Relief Fund
 - 4252 & 3129 – Two Cents a Meal Hunger Fund
 - 4253 – Peacemaking Fund
 - 4255 – Self Development of People Fund

Racial Justice

- To promote awareness and adherence to the presbytery's racial justice policy (located on the presbytery's website).
- To educate presbytery on a regular basis the nature and consequences of racism and effective approaches to antiracism
- To offer workshops, seminars, and experiential learning in antiracism practices
- To inform congregations of conferences, organizations, entities and resources providing training in racial justice and antiracism.
- To support the Self-Development of People (SDOP) Committee of our presbytery as needed and requested by SDOP.

Florida Presbyterian Disaster Network (FLAPDAN)

- MLD will nominate a minimum of two and maximum of three directors for the FLAPDAN board for a term of three (3) years and will hold office until their successors are duly elected and qualified at the following annual meeting of the Board. Directors may be elected to multiple terms.

Preparation For Ministry

- Regularly update the presbytery on process and protocols for individuals to come under care of presbytery as Inquirers, Candidates, Commissioned Ruling Elders, and Authorized Ruling Elders.
 - Inquirers are persons in the exploratory phase of their discernment of a call to ministry and in pursuit of theological education.
 - Candidates are persons under care of presbytery enrolled in theological seminary in preparation for ordained ministry. Per the Book of Order Candidacy shall be at two years, at least one year under care of presbytery.
 - Commissioned Ruling Elders (CRE) are elders of the Presbyterian Church (USA) to whom The Book of Order grants, “a local commission by the presbytery to lead worship and preach the gospel, watch over the people, and provide for their nurture and service.” CRE’s are commissioned to serve as a pastoral leader of a congregation within the presbytery which cannot support and/or attract a full-time Minister of Word and Sacrament.
 - Authorized Ruling Elders are authorized by presbytery to offer the sacrament of communion to congregations within our presbytery without an installed or supply pastor.
- Provide effective means of testing and validating the calls of those seeking to become a Minister of Word and Sacrament or Commissioned Ruling Elder (CRE, formerly Commissioned Lay Pastor).
- Provide potential Inquirers/Candidates, CRE’s and ARE’s nurture, guidance, and oversight.
- Act on applications that are a part of the CPM or CRE processes and add or remove applicants from the presbytery’s roll of CLPs, inquirers, and candidates and the Online Inquirer & Candidate Management System through the Mid Council Ministries of the Office of the General Assembly, report to presbytery concerning these actions.
- Approve or disapprove, in consultation with an applicant, inquirer, or candidate, seminaries not related to the Presbyterian Church (U.S.A.) but accredited by the Association of Theological Schools, that are appropriate for that individual’s academic and professional preparation as a minister.
- Approve or disapprove all CPE and/or supervised ministry placements and receive any and all reports, evaluations, etc., associated with these activities.
- Approve or disapprove requests to take Standard Ordination Exams or exams by other accommodations.
- Oversee and administer presbytery funds related to Inquirers and Candidates.
- Recruit and approve Ministers of Word and Sacrament and Ruling Elders to be Ordination Exam Readers, in accordance with the requests and policies of The Presbyteries’ Cooperative Committee on Examinations for Candidates (PCC) and the Assistant Stated clerk for Preparation for Ministry in the Office of the General Assembly.
- Train, commission, oversee, and evaluate Authorized Ruling Elders (ARE).

POLICIES AND PROCEDURES

Policies Related to this Ministry

1. Preparation For Commissioned Ruling Elders (CRE's) (See Appendix A)
2. PCUSA procedures for inquirers/candidates coming under care of presbytery. (See Appendix B)
3. Presbytery Partnership with Presbyterian Women of Guatemala - renewal at three years.
4. Florida Presbyterian Disaster Assistance Network (FLAPDAN) Covenant Agreement – renewed every two years.
5. Restricted Funds operations and approvals guidelines – Texas Presbyterian Foundation and Ministry Coordinating Council.

Annual Calendar of Events

Twice yearly: consult with CRE's, Inquirers, and Candidates.

January

1. Finalize plans for May/Spring stated presbytery Meeting Education Hour
2. Propose Ruling Elders and Ministers of Word and Sacrament to be readers of standard ordination examinations (G-3.0302b)

April

1. Finalize plans for July Summer presbytery Meeting Education Hour
2. Contact Seminarians, Inquirers, Candidates, CREs, AREs for annual consultations, reports, updates
3. Help Seminarians apply for scholarships/grants for Fall semester

June

1. Finalize plans for Oct/Fall stated presbytery Meeting Education Hour

September

1. Finalize plans for Feb/Winter presbytery Meeting Education Hour

RESOURCES

Appendix A - Preparation for Commissioned Ruling Elders (CRE's)

Appendix B: Inquirers and Candidates

Appendix C: Two Cents a Meal Application

Appendix D: Presbytery of Florida Emergency Relief Application

Appendix E: Presbytery of Florida Peacemaking Grant

Appendix F Presbytery of Florida Self-Development Program of People (SDOP) Criteria for Grants

APPENDIX A: POLICIES AND PROCEDURES FOR PREPARATION FOR COMMISSIONED RULING ELDERS (CREs)

Introduction

The *Book of Order* states that a person who seeks to be commissioned for particular pastoral service as defined in G-2.1001 “shall receive such preparation and instruction as determined by the presbytery to be appropriate to the particular commission. The ruling elder shall be examined by the presbytery as to personal faith, motives for seeking the commission, and the areas of instruction determined by presbytery.” (G- 2.1002).

According to this process set forth by the Presbytery of Florida, preparation to be a Commissioned Ruling Elder (CRE) involves two phases: Exploration and Discipleship. These two phases are designed to explore the call, evaluate the gifts, and support the preparation of those who are personally examining their sense of call to ministry as a CRE or have been encouraged by the faith community to consider the possibility that God is calling them to that particular ministry. In general – but not in all the details – these phases correspond to the inquirer and candidate phases in the preparation for the Ministry of Word and Sacrament.

The Ministry of Leadership Development shall assure that persons who are called to be Commissioned Ruling Elders are firm in their faith in Christ, assured of their call to serve God and the church as CREs, prepared for ministry, and continually growing in their understanding of the Christian faith and the work of the church. After a CRE is commissioned, the Committee on Ministry (COM) shall oversee the ministry of the CRE.

The MLD shall foster and assess the individual’s development in five key areas:

2. *Education for Ministry*, including evaluation of the person’s academic potential and progress, and reflection on their educational experiences in relation to their preparation for ordered ministry as commissioned ruling elder.
3. *Spiritual Development*, providing a framework in which persons can reflect on their personal faith journey and their spiritual practices including those practices that enable them to discern the will of God in their lives.
4. *Interpersonal relations*, providing opportunities to reflect on how one relates to others and one’s leadership style, and what they mean in terms of the functions and responsibilities of church leadership.
5. *Personal Growth*, through which persons reflect on who they are, what areas they need to develop, how to understand their call, and how to develop personal stewardship.
6. *Professional Development*, to help persons develop specific skills that will enhance their effectiveness as commissioned ruling elders, especially in the areas of understanding their ministry context, maintaining the tension between being in unity with a congregation and being set apart from them as a proclaimer of the word of God, and the ability to deal with conflict that may emerge in ministry settings.

Building relationships is central to fostering and assessing these qualities. The exploration and discipleship phases should strengthen the relationships between the individual, the congregation, and the presbytery. These relationships are centered in the relationship between the Explorer/Disciple and the MLD and between the Explorer/Disciple and the mentor. Each prospective Commissioned Ruling Elder will be assigned a mentor from the MLD who shall keep regular communication with the prospective CRE throughout the preparation process as per the description of mentors below.

The MLD will meet with all explorers and disciples at least twice a year to support and assess their development in the five areas listed above. In preparation for these meetings the explorers and disciples will submit a written report on their progress toward becoming a CRE.

Ruling Elders are ordinarily not eligible to serve as CREs in their own churches. The Presbytery, however, may determine that its mission strategy permits a ruling elder to become a CRE in their own church. In such cases, the presbytery may commission a Ruling Elder to particular pastoral service in their own church by a three-fourths vote of the members of presbytery present and voting.

The Mentor

When a person is approved as an explorer, the MLD shall assign a Minister or Ruling Elder in good standing from another congregation within the presbytery to be a mentor for that person. The mentor shall build a relationship of trust and understanding with the explorer and shall consult with the explorer in relation to the five qualities that are listed above. Normally the relationship between the mentor and the prospective CRE will continue through both the exploration and discipleship phases.

Guidelines for the mentor and the Explorer/Disciple:

1. The mentor shall have demonstrated competence in the service of the church, strength and soundness of faith, and a desire for learning and personal growth. In the mentoring relationship the mentor shall demonstrate the openness and caring that a CRE should develop.
2. The mentor shall not be the pastor of the Explorer/Disciple.
3. The mentor shall be accessible for meetings and phone conversations.
4. The mentor shall be approachable and non-judgmental, shall listen before giving advice, and shall present constructive criticism in a positive way.
5. Upon appointment the mentor shall make the initial contact with the Explorer, provide contact information (phone numbers, email address, etc.) and set up a first meeting with the explorer.
6. At least once every three months, mentors shall initiate a conversation with the Explorers or Disciples for whom they have responsibility. In preparation for these conversations, Explorers/Disciples shall prepare a written report on their preparation for ministry as a CRE. The goal of these reports is to enable the mentor to support the Explorer/Disciple. They may discuss any or all of the five key areas that are listed above.
7. The CPM should be contacted when any of the following occur:
 - a. failure to respond to the mentor's request for the quarterly contacts or to prepare the written reports.
 - b. problems in the relationship between the mentor and the Explorer/Disciple.
 - c. major issues that greatly affect the explorer/disciple's preparation for ministry as a CRE.
8. No mentor shall have responsibility for more than three Explorers/Disciples.

Education

An approved education program shall be completed by those who wish to be CREs in the Presbytery of Florida. Ordinarily, the two-year program of Union Presbyterian Seminary (UPSem) *Pathways Online Courses* is used. Persons may become Explorers before they begin their studies at UPSem or at any point during those studies; but a minimum of two years are required for the Explorer and Disciple phases -- at least one year as an Explorer and at least six months as a Disciple -- before the person may be commissioned as a CRE.

- Pathways Online Courses
The Five Foundational Courses
- Biblical Interpretation

- Reformed Theology
- Church History
- The Christian Life
- Mission and Evangelism

The Five practical Ministry Courses

- Polity and Administration
- Teaching the Bible
- Worship and Sacraments
- Introduction to Pastoral care
- Preaching

Phase 1: Explorer

The purpose of the exploration phase is to provide an opportunity for the church and those who believe they may be called to serve as CREs to explore that call together so that both the presbytery and the Explorer can make an informed decision about the Explorer's suitability for ministry as a CRE. Enrollment of the applicant as an explorer does not guarantee that the Explorer will be recommended for enrollment as a disciple.

To be enrolled as an Explorer the applicants must:

1. be a Ruling Elder in the Presbyterian Church (U.S.A.) and have been active in the work and worship of a congregation of the Presbytery of Florida for at least six months;
2. Submit an application *Form A*;
3. Receive the endorsement of the session of their congregation (*Form B and C*). Sessions shall meet in person with Ruling Elders interested in becoming CREs before endorsing them. Sessions shall also meet with Explorers and Disciples at least once every six months to review their progress toward becoming CREs;
4. Submit two letters of recommendation;
5. Engage in an interview with the CPM;
6. Have a high school diploma or GED.
7. During this phase, explorers must complete the following tasks and report on them to their mentors:
 - undergo a psychological and vocational assessment within the first two months after becoming an explorer which is paid for 1/3 by CPM, 1/3 by the prospective CRE, and 1/3 by the local congregation;
 - complete the Foundations (Year 1) courses at UPSem;
 - preach once in a church assigned by the MLD;
 - observe a regular session meeting in a church assigned by the CPM;
 - observe worship in a variety of liturgical seasons outside their church of membership assigned by the MLD.

Explorers must maintain regular contact with their mentors and attend bi-annual meetings with the MLD.

Phase 2: Disciple

The purpose of the Discipleship phase is to provide for the full preparation of persons to serve as CREs. This shall be accomplished through the presbytery's support, guidance, and evaluation of a candidate's fitness and readiness for a call to ministry as a CRE. Enrollment of an Explorer as a Disciple does not

guarantee that the Disciple will be recommended for commissioning as a CRE even if the candidate completes the program of education for CREs at UPSem/Pathways.

To be enrolled as a Disciple the applicant must:

- have completed at least one year as an Explorer, and submitted a report on their progress toward becoming a CRE during that time (Form C);
- have completed the activities required in the Explorer phase;
- receive the concurrence of their mentor that this move to the discipleship phase is advisable;
- have theological institution send transcript of courses and grades (Form E)
- submit an application Form F;
- engage in an interview with the CPM.

During this phase the Disciple must complete the following tasks and report on them to their mentors:

- complete the required coursework (Year 2) for CREs at UPSem.
- preach and lead worship twice (two different sermons in two different churches) in churches assigned by the MLD-
- teach twice with arrangements approved by the mentor.
- interview one CRE and one Minister of Word and Sacrament (in churches of average worship attendance of fewer than 70 members) assigned by the MLD; using questions supplied in part by the MLD.
- observe two regular session meetings in churches assigned by the MLD.

Disciples shall maintain regular contact with their mentors and attend bi-annual meetings with the MLD. Disciples may serve as supply preachers and leaders of worship with the guidance and approval of the COM but may not assume the responsibilities of a CRE until they have been commissioned.

Final assessment

In order to be approved as an Authorized Ruling Elder disciples must:

- complete at least 6 months as a Disciple;
- complete the activities required in the Disciple phase;
- complete the CRE program at UPSem Pathways;
- receive the concurrence of their mentor that they seem to be called to be CREs;
- submit to MLD a CRE Personal Information Report (CREPIR); (FORM CRE PIR) including a) a written faith statement; b) an autobiographical account of their faith journey and c) the development of their vocational calling;
- submit a written sermon, with a description of the contemporary need to which the sermon is addressed and an exegetical interpretation of the Biblical material for the sermon;
- give evidence of an understanding of the questions required for ordination;
- be examined by Presbytery as to personal faith, motives for seeking the commission, theology, Bible, and polity. Parts, but not all, of this examination, may be conducted on behalf of Presbytery by the CPM.

A background check shall be conducted before a person is commissioned by the Committee on Ministry to serve as a CRE in a church.

APPENDIX B: POLICIES AND PROCEDURES: INQUIRERS AND CANDIDATES

The Ministry of Leadership Development (MLD) handles the processes of Inquirer's and Candidates for the Ministry in their preparation for the ministry. All forms referred to in this process can be found online at <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-usedpreparation-ministry-process/>. The process outlined describes what is typically expected, for the better preparation of MLD members, Sessions, and individuals under care/seeking to be under care, knowing that individual circumstances may sometimes require some adaptation.

Becoming an Inquirer

8. Applicant is a member of sponsoring congregation in the presbytery, active in the work and worship of that congregation for at least six months.
9. Applicant notifies pastor/session of interest in exploring a call to ordained ministry and/or seminary. Preferably this happens before an applicant applies to seminary.
10. Session notifies MLD Chair of applicant's interest.
11. MLD representative makes contact with the pastor and/or a member of the Session and applicant for orientation and introduction to online/presbytery resources. Session liaison appointed to provide support and guidance in the process.
12. Applicant completes forms 1A, 1B, and 1C and submits to session for review.
13. Session interviews applicant, votes to recommend applicant to MLD (if not, provides care and assists applicant in addressing prohibitive issues or exploring other vocational options and notifies MLD chair), and makes recommendation to MLD by submitting form 1D, as well as forms 1A-1C to MLD Chair, who arranges a face-to-face meeting with the applicant and the committee.
14. MLD reviews Forms 1A-1D, interviews applicant in-person, and decides on behalf of Presbytery whether to enroll applicant as Inquirer. If yes, MLD liaison is appointed, and forms 2A and 2B are completed, including goals for growth. Date for next in-person consultation are discussed, as well as the expectation for communications in between meetings (generally a minimum of quarterly check-ins with MLD and session liaison).
15. MLD reports the reception of Inquirer into care at next Presbytery meeting and if possible, introduces inquirer. MLD chair enrolls inquirer into the Online System for Managing Inquirer/Candidate Rolls at <http://p4m.pcusa.org>. This will generate a temporary username and password that will be emailed to the Inquirer for use when updating contact information and enrolling for ordination exams.

As an Inquirer

1. When ready, the Inquirer applies and enrolls in an accredited Presbyterian Church USA seminary, unless otherwise approved by the MLD and registers for classes, with the guidance and support of the MLD and Session.
2. Inquirer checks in as agreed upon (monthly/quarterly) with Session and MLD liaisons. If applicant misses an agreed upon time for check in, liaisons initiate contact. If no response, MLD chair is notified and follows up until Inquirer is reached and relationship is restored. The MLD chair should check in with each Inquirer/Candidate at least once in between annual consultations to make sure candidate is receiving proper support from the Session and MLD liaisons.
3. Inquirer meets in person with MLD committee no later than one year after becoming an inquirer to report progress (using Form 3, submitted to MLD prior to meeting), to revise goals, and to discuss process and timeline for transitioning to candidacy. If travel is a significant burden on the Inquirer, he or she may request to video conference/conference call into the meeting. If the MLD

liaison feels the Inquirer is ready to transition to candidacy before the annual consultation, he or she will notify the MLD chair and go over the requirements and deadlines with the Inquirer at least a month prior to the next planned face-to-face meeting with the MLD. After the meeting with MLD, the completed report (Form 4) is sent to the Inquirer/Candidate, theological institution, and sponsoring session. The Inquirer may seek reimbursement for one third the cost of travel and lodging expenses for annual consultations by emailing the MLD chair.

4. After a year of seminary is completed, the Inquirer should notify the MLD liaison and chair of his/her intent to register for the Bible Content exam (see <http://oga.pcusa.org/section/mid-council-ministries/prep4min/biblecontent-exam/>). This step may also happen after an Inquirer has become a candidate. The Inquirer will use the username and password mentioned in #8 to register via <https://exams.pcusa.org>. The Inquirer may seek reimbursement for half the cost of this and all other ordination exams by emailing the MLD chair.
5. The Inquirer completes a psychological evaluation by Dr. Don Winslett of the Child and Family Development Center at 900 Garden Gate Circle in Pensacola (Phone: [\(850\) 478-0008](tel:8504780008)) or other provider approved by the MLD (your seminary may have a recommendation) and designates the MLD chair as the entity to receive the report. The MLD will cover 1/3 the cost of this evaluation, the Inquirer is responsible for 1/3, and the sponsoring session is responsible for 1/3 of the cost.

Seeking Candidacy

1. When Inquirer is ready to seek candidacy (this may also be encouraged by his or her MLD or session liaison), he or she notifies the session and MLD liaisons, completes Form 5A and submits to Session and MLD for review. MLD chair initiates background check through the presbytery office. Note that if an Inquirer hopes to be able to seek a call in the final semester of seminary, he or she should seek to be examined by the Presbytery in October of the year prior to their final year of seminary (in a three year MDiv program, this would be the October of their Middler year, which means he or she should seek endorsement from their session and MLD by August/September). The Book of Order requires that candidacy last at least one year, and that the whole process last at least two years.
2. Session meets in person with Inquirer, reviews evidence of Inquiry Phase, and makes recommendation to MLD, using Form 5B, which is completed by the inquirer's session and forwarded to the MLD. Questions that may guide the session's discussion with the inquirer and provide support for its recommendation to the committee/commission overseeing preparation for ministry may be found in the "Advisory Handbook" on pages 41 - 42. Attach a letter explaining rationale for the session's action in light of inquirer's suitability.
3. MLD confers in person with Inquirer, reviews evidence of Inquiry phase (including psychological evaluation), and makes recommendation to Presbytery regarding candidacy, using Form 5C, "Report of Consultation to become a Candidate," a signed acknowledgement of the new covenant relationship entered into by the candidate and the Ministry of Leadership Development overseeing preparation for ministry. This form also establishes growth areas for candidate. The completed report is sent to the Inquirer/Candidate, theological institution, and sponsoring session, and Stated Clerk of Presbytery, along with a request that an examination of the Inquirer be added to the docket for the next Presbytery meeting.
4. The Presbytery receives the MLD recommendation and examines the Inquirer, who should be prepared to speak about a) their faith journey, b) their sense of call to the ministry of Word and Sacrament, c) their gifts and suitability for ministry, d) what they learned/discerned during the Inquiry phase, and e) their areas for continued growth and answer questions related to those topics. If examination is approved by Presbytery, the MLD completes Form 5D, "Covenant Agreement and Candidate Release," sends copies to all signing parties and to the Stated Clerk and updates the status of the Inquirer in the Online Management System.

As a Candidate

1. Candidate checks in as agreed upon (usually quarterly) with Session and MLD liaisons for support and review of goals. If applicant misses an agreed upon time for check in, liaisons initiate contact. If no response, MLD chair is notified and follows up until inquirer is reached and relationship is restored. The MLD chair should check in with each Inquirer/Candidate at least once in between annual consultations to make sure candidate is receiving proper support from the Session and MLD liaison.
2. Candidate satisfactorily completes at least 1 unit of Clinical Pastoral Education and sends a copy of the final assessment to the MLD chair.
3. Candidate satisfactorily completes at least one supervised internship in a Presbyterian congregation (unless an exception is granted by the MLD). The MLD should be consulted for guidance about pursuing an internship that may test or stretch a candidate's sense of call. A copy of any final assessment by the supervisor should be sent to the MLD chair or a member of the MLD may consult via phone or email with the supervisor about the candidate's suitability for ordained ministry as a Minister of Word and Sacrament, and any concerns or growth areas identified.
4. After completion of the relevant coursework (usually two full years of theological education), Candidate requests permission to take the Standard Ordination Exams. MLD must attest that the applicant has completed adequate academic preparation in each examination area and has adequate supervised experience in the area of practical ministry.
5. Candidate registers for and successfully passes the Standard Ordination Exams in the areas of Bible Content (usually completed in the second year of seminary), Biblical Exegesis, Theological Competence, Worship and Sacraments, and Church Polity (see <http://oga.pcusa.org/section/midcouncil-ministries/prep4min/standard-ordination-exams/>).

Seeking a Call/Becoming Ordained

1. After at least a year of candidacy, the MLD conducts a final assessment of the Candidate's readiness to receive a call. Final assessment includes a sermon preached by the Candidate to the MLD (or recorded on video) and oral examination. According to the Book of Order (G-2.0607), "evidence of readiness to begin ordered ministry as a minister of the Word and Sacrament shall include:
 - a. a candidate's wisdom and maturity of faith, leadership skills, compassionate spirit, honest repute, and sound judgment;
 - b. a transcript showing graduation, with satisfactory grades, at a regionally accredited college or university;
 - c. a transcript from a theological institution accredited by the Association of Theological Schools acceptable to the presbytery, showing a course of study including Hebrew and Greek, exegesis of the Old and New Testaments using Hebrew and Greek, satisfactory grades in all areas of study, and graduation or proximity to graduation; and
 - d. examination materials, together with evaluations that declare those materials satisfactory in the areas covered by any standard ordination examination approved by the General Assembly.

If assessment is approved, MLD certifies Candidate as ready to receive a call and approves circulation of Personal Information Form by Candidate.

2. Candidate prepares Personal Discernment Form (formerly Personal Information Form - PIF) and seeks a call, typically through the PC(USA) Church Leadership Connection matching system and/or self-referrals. If the candidate is seeking an initial call to a validated ministry other than pastoring a congregation, he or she should consult the presbytery of call's policies regarding

validated ministries. Candidate continues to check in with Session and MLD as agreed upon for support and guidance as he or she seeks a call.

3. Provided a call is pending, Candidate is examined for ordination by Committee on Ministry (Ministry of Pastoral Transitions) in the calling presbytery and/or on the floor of that Presbytery. If approved, Candidate negotiates terms of call with the calling church/entity.
4. Ordination and installation recommended in calling presbytery (though one may choose to be ordained in one's home church and presbytery).
5. After ordination or upon transfer to another presbytery, MLD chair changes status in online management system to reflect that the applicant is no longer under active care of the Presbytery of Florida

APPENDIX C: TWO CENTS A MEAL GRANT

2 Cents a Meal Grant



1. Name and address (include mailing address, phone, email and fax numbers) of:
Organization: _____ Contact person: _____

Date of application: _____

Amount of request: \$ _____

2. How will these funds be used? _____

3. Who will benefit from these funds? _____

4. How will this grant assist in hunger relief in your community? _____

5. Approximately how many people do you assist in your program per year? _____
6. How are these people involved in the planning and decision-making of your organization?

7. How does your project meet the program areas of the Presbyterian Hunger Program? (see attached sheet)

8. Are there other agencies/organizations in your area which provide the same services as your organization? _____ If so, how do you coordinate your efforts to avoid duplication?

9. Approximately how many volunteers have been involved in your program during this past year?

10. Include a copy of your latest budget and financial statement. Also include a list of grants received this past year.

Please complete this application, attaching additional pages where necessary. Include other information about your organization or project if applicable.

Return to: Presbytery of Florida
Committee on Mission and Outreach
PO Box 7
Chipley, FL 32428

Or email to office@presbyteryofflorida.com

The Presbytery of Florida encourages the participation of its churches in the 2 Cents-a-Meal program not only in collecting donations, but also in sponsoring potential grant recipients. So that the presbytery can determine that an organization seeking grant funds relates properly with the Presbyterian Church (USA), we ask that the following certification accompany the grant application when it is forwarded to our offices.

CERTIFICATION:

We hereby certify that on _____ (date) the session of

_____ (name of church) approved the sponsorship of

_____ (name of applicant organization) in seeking 2 Cents-

a-Meal grant funds from the Presbytery of Florida.

Moderator

Clerk of Session

Guidelines for Reviewing Two-Cents-A-Meal Grants for the Presbytery of Florida

All grant applications will be reviewed; however, priority will be given to the following:

- Grant applications within the bounds of the Presbytery of Florida and sponsored by a congregation in the presbytery.
- Grant applications that are sponsored by churches in the Presbytery of Florida that have never sponsored a grant or have not done so in some time.
- Grant applications that have the greatest demonstrated need as determined by the Compassion and Social Justice Committee
- Grant applications that address an area of the Presbyterian Hunger program other than direct food relief.
- Grant applications that have kept administrative cost to a minimum.

Other criteria:

- Grant applications must demonstrate an ability to provide the services indicated in the grant proposed.
- A report on the use of a grant will be required within 6 months of awarding the grant.
- Projects will limited to one grant every 18 months.

PRESBYTERIAN HUNGER PROGRAM AREAS

The five areas of the Presbyterian Hunger Program are:

1. Education and Interpretation.
 - a. The program educates the church and the public at large about the root causes of hunger and prepares and motivates people to act and to educate others.
 - b. The program provides opportunities for learning among and with communities of need.
2. Direct Food Relief.
 - a. The program provides food relief to poor people in either acute or chronic condition of hunger.
 - b. The program is looking for long-range solutions.
3. Development Assistance.
 - a. The program provides for a multi-faceted approach to development and the empowerment of poor people in such areas as agricultural development, nutrition education, public health and/or family planning.
 - b. The program increases employment opportunities or provides assistance to unemployed or underemployed persons.
4. Public Policy.
 - a. The program advocates, through just and peaceful means, policy changes in politic and economic systems which provide food for poor and hungry people at home and abroad.
 - b. The program empowers the self-development of poor and hungry people at home and abroad.
5. Lifestyle Integrity.
 - a. The program works to assist the Church to move toward responsible personal and corporate lifestyles.
 - b. The program encourages communities of sharing and cooperation sensitive to the reality of the earth's limited resources and the critical needs of over half the human family.

APPENDIX D: PRESBYTERY OF FLORIDA EMERGENCY RELIEF APPLICATION

In case of emergencies, the Presbytery of Florida, will offer financial support to congregations of this Presbytery in the form 0% interest loans and grants to the maximum amount of \$500.00 to congregations in need.

Each individual congregation of the Presbytery of Florida will make application to the Committee on Mission and Outreach for the loan or grant for the following purposes;

- a) Salary and benefits for pastoral staff
- b) Salary and benefits for the other staff
- c) Payment of utility bills or other essential operations
- d) Mortgage payments help (may require consultation with lender regarding emergency options available through the lender)
- e) other

AMOUNT REQUESTED: \$ _____

GENERAL CHURCH INFORMATION

Page (2)

Church name: _____ EIN# _____

Church contact information:

Individual name; _____

Phone # _____ email address _____

Individual's role in your church;

Church's Physical address (no P.O. Boxes)

Street _____

City _____ State _____ zip _____

County _____

Church mailing address:

St. / Box no. _____

City _____ State _____ Zip _____

PLEASE DESCRIBE THE PRIMARY REASON FOR THIS REQUEST:

PLEASE DESCRIBE IN AS MUCH DETAIL AS POSSIBLE HOW
THESE FUNDS WILL BE USED:

APPENDIX E: PRESBYTERY OF FLORIDA PEACEMAKING GRANT

Jesus reminds us that, "Blessed are the peacemakers, for they will be called children of God (Matthew 5:9)."

Peacemaking is a central declaration of the gospel. Through Jesus Christ, God restores our relationship and grants us the gift of grace. We experience God's grace as peace. God's peace restores, sustains, and heals.

In response to this good news, Christians go into the world to proclaim and become part of God's peace giving as peacemakers. Peacemaking is our calling as Christians, today, as in every age.

Grant Information:

- The grant is funded with Presbytery of Florida (PofFI) share of the annual Peacemaking and Global Witness Offering. (PofFI share varies each year depending on offering receipts.)
- The grant provides for a single year grant of up to \$500.
- The grant is intended for development or continuation costs to support projects/programs that promote peacemaking.
- Applications for grants will be considered in March and November.
- Projects will be limited to one grant every 18 months.

Grant Criteria:

- The proposed project/program embodies the mission of the PofFL Peacemaking Ministry Team (CMO). (As stated above in bold print).
- Completion of the grant application form and returning it to PofFL with adequate time for consideration.
- Endorsement of the application by local Session
- Willingness to share your experiences in the project/program with the Presbytery within six months after receiving the grant.

This is an opportunity to "think outside the box" to become involved in attaining the goals of social justice and peace.

Presbytery of Florida Peacemaking Grant
(Ideas/Projects that can qualify for the Peacemaking Grant)

- Fund a youth group to travel to various churches in the Presbytery to present an “anti-bullying” program.
- Provide start-up funds for a church to operate a small Fair-Trade Store.
- Provide funds for a church to hold a “Peacemaking Conference” featuring guest speakers, hands on activities, and worship.
- Provide funding to offset the cost of travel to a seminar on conflict in the Middle East sponsored by the Presbyterian Office at the United Nations in New York.
- The ideas are endless. The Peacemaking Grant is to help you realize your goal of creating a program/project that will educate, inform and motivate others to become involved in Peacemaking efforts. Further ideas can be found at www.pcusa.org/peacemaking.
- If you are seeking funds for your hunger ministry, direct food relief and community hunger outreach project POFFL’s Committee on Mission and Outreach has grants available.

GRANT APPLICATION

Grant applicant's information:

Name: _____

Address: Street: _____ City: _____

State ____ Zip _____

Home phone: _____ Cell: _____

Email: _____

PofFL Church: _____

Peacemaking project/program information:

Project/program name: _____

Project/program location: _____

Start date: _____ End date: _____

Partner and project information: (Can attach additional description as needed.)

Please list the names and addresses of individuals, congregations, organizations that will be partnering with you. Presbytery of Florida Peacemaking Grant

If this project is an expansion or continuation of an existing effort, please give a brief history/timeline of activities and accomplishments.

In what way is this project/program in keeping with the mission of the POFFL Peacemaking Values?

Presbytery of Florida Peacemaking Grant
Please describe the expected peacemaking outcomes and/ or goals for the
participant(s) and the recipients of your efforts.

Total amount requested _____
(No more than \$500)

Signatures:

PC (USA) Church Session

Church name: _____

Date reviewed: _____

Clerk of Session name: _____ Signature: _____

Applicant:

Applicant's name: _____ Signature: _____

Complete form and return to office@presbyteryofflorida.com

Post project/program evaluation questions:

The PoffFL Peacemaking Ministry Team (CMO) would like to hear from you regarding your experience.

Please submit your answers to these questions no later than six months after receiving the grant to office@presbyteryofflorida.com

1. In what ways has your understanding of peacemaking changed and grown through this work and how will that growth influence you as you go forward?
2. If you were to take this to a next step, what would it look like?
3. How did you or will you share your project and learning with your home church, your community and your presbytery? (Be creative!)

Appendix F Presbytery of Florida Self-Development Program of People (SDOP) Criteria for Grants

The following standards are used by the Self-Development of People Committee to determine whether a proposal is valid for funding within this ministry:

1. A proposal will address long-term correction of conditions that keep people bound by poverty and oppression.
2. A proposal will be owned and presented by a group of people who will benefit directly from it. The proposal will identify the people by name, economic situation, and background. While congregations and other organizing groups are encouraged to help groups develop and submit proposals, the proposals must be presented, owned, and controlled by the direct beneficiaries.
3. A proposal will describe, in detail, its goals (the point of the proposal), its objectives (the specific steps the group will take to accomplish the goals), the way the direct beneficiaries will be involved in all stages of the proposed project, and the methods to be used to achieve the goals and objectives.
4. A proposal will not advocate violence as a means of accomplishing its goals or objectives.
5. A proposal will describe fully the resources known to be available to support the project, including a description of a) resources within and available to the community; b) in-kind resources; and c) financial resources sought or to be sought.
6. A proposal will contain a balanced income and expenditure budget. A financial plan showing expected income and expenditures over the life of the project will be included, as well as a statement of how the group intends to manage the program.
7. A proposal will specify how progress toward the stated goals and objectives will be evaluated by the group, and when the evaluation will be made. It also will say how the group will engage the greater community in evaluating the program.

**Presbytery of Florida
Self-Development Program of People (SDOP)
Application**

Instructions: Read the Criteria and Guidelines before completing this form. Complete and cover all requested information below and send the completed application to the above address. Applications in Microsoft Word format are preferred and may be emailed to: office@presbyteryofflorida.com

Date of Proposal _____

Project Name_____

Address/City/Zip_____

Telephone _____ Amount Requested_____

Contact Person_____

Email address_____

In a separate piece of paper answer as thorough as possible the following questions:

1. Describe the project, stating the need and the self-development nature of the project.
2. Who is submitting the project and how will they benefit from the project?
3. List the name, address, racial ethnic background, occupation and economic background of all persons who will control and benefit from the project.
4. Describe how the community of need will be involved in the various stages of the project.
5. State the goals (the point of the proposal) and objectives (the specific steps the group will take to reach the goals) of the project.
6. Describe how the goals and objective increase the self-sufficiency of the individuals participating.
7. How, when and who will evaluate the project's goals and objectives?
8. Provide a balanced income and expenses budget for the organization including detailed budget for the described project
9. Describe the financial plan for the use of available and requested resources

10. State the resources available to support the project, including a description of a) resources within and available to the community; b) in-kind resources; and c) financial resources sought or to be sought.

11. What is the plan for funding the project into the future?

12. Describe the administration, management and reporting components of the project?