

**PRESBYTERY OF OHIO VALLEY
2014 COM HANDBOOK**

TABLE OF CONTENTS

- A. Overview
 - 1. Responsibilities commissioned to the COM by the Presbytery of Ohio Valley
 - 2. Code of Ethics for the Committee on Ministry

- B. Developing and Maintaining Relationships with Congregations and Pastoral Leaders
 - 1. The Role of the COM Liaison
 - 2. Sample communication to the pastoral leader and clerk of session from the COM liaison
 - 3. Quarterly Report Form
 - 4. Prayer Letter Coordinator Position Description
 - 5. Sample letters
 - a. to clerks of session
 - b. to congregations with particular needs
 - c. to pastoral leaders
 - d. to pastoral leaders experiencing difficulty
 - e. non-parish and retired teaching elders

- C. Types of Pastoral Relationships
 - 1. Installed pastors
 - a. Pastors Called For an Indefinite Term
 - b. Pastors Called For a Designated Term
 - 2. Temporary pastoral relationships
 - a. Transitional Pastors
 - b. Stated Supply Pastors
 - c. Ecumenical Supply Pastors
 - d. Ruling Elders Commissioned to Particular
 - e. Extended Pulpit Supply
 - f. Student Pastor Interns
 - 3. From Temporary to Installed Pastor
 - 4. Validated Ministry/Ordainable Calls

- D. Forms for Pastoral Relationships
 - 1. Pastors Called For an Indefinite Term: Call Form
 - 2. Pastors Called for a Designated Term: Call Form
 - 3. Transitional Pastor Agreement
 - 4. Stated Supply Pastor Agreement
 - 5. Ecumenical Supply Pastor Agreement
 - 6. Ruling Elder Commissioned to Particular Service Agreement
 - 7. Extended Pulpit Supply Agreement

8. Student Pastor Intern Agreement
9. Ministry Information Form
10. Transitional Ministry Church Profile
11. Dissolution Covenant

E. Compensation for Pastoral Leaders

1. Minimum Compensation
 - i. Minimum Compensation Standards for 2013 and 2014
 - ii. When the session or congregation proposes compensation that is below minimum
2. Board of Pensions Information

F. Finding Pulpit Supply Preachers (Guest Preachers)

1. Securing Guest Preachers
2. Worksheet for congregations seeking pulpit supply
3. Eligibility Requirements to be included on List
4. Frequency of Pastoral Service Necessary for a Contracted Relationship

G. Transition Times

1. Exit Interview with the Departing Pastor
2. Exit Interview with the Session
3. Dissolution Covenant
4. Policy on the Percentage of "Yes" Votes in Calling a Pastor
5. PNC Affirmation of Due Consideration to All Candidates

H. New teaching elder members of the presbytery

1. Teaching Elders who wish to transfer membership to POV
 - i. Interview Process
 - ii. Becoming a member
2. Outline for a Statement of Faith
3. Candidates to be called in POV congregations
 - i. Examination by the presbytery

I. Other Forms

1. Request to Authorize Ruling Elder to Celebrate the Lord's Supper
2. Application for Inclusion on the Pulpit Supply Roster

**Duties Commissioned to the Committee on Ministry
by the Presbytery of Ohio Valley**

1. Serve the Members and Congregations of the Presbytery as Pastor and Counselor

2. Matters Related Calling or Contracting with Pastoral Leaders
 - a. Authorize the formation of a Pastor Nominating Committee after the departure of a pastor
 - b. Approve the Ministry Information Form after it has been approved by the session
 - c. Resource the PNC
 - d. Approve "Goodness of Fit" between congregations and potential new pastors prior to the congregational meeting to call a pastor
 - e. Approve calls following the congregational meeting to call a pastor
 - f. Execute calls
 - g. Dissolve calls when there is concurrence
 - h. Review and approve contracts for pastoral services, counseling with sessions and pastoral leaders when necessary
 - i. Recommend to the presbytery minimum terms of call for teaching elders and ruling elders commissioned to pastoral service

3. Intervene in Conflict in Congregations

4. Membership Issues
 - a. Receive members of presbytery
 - b. Dismiss members in good standing as required

Code of Ethics
Committee on Ministry
Presbytery of Ohio Valley

1. I will keep confidential all personal information regarding clergy, congregations, or staff. I will not share it with colleagues, friends, spouse, or commissioners of presbytery except as required by the Book of Order Rules of Discipline or the operating policies of the presbytery.
2. I will not give a reference concerning a minister of the presbytery, unless I have been listed by that minister as a reference or otherwise approved by that minister or the presbytery to give such a reference. When giving such references, I will confine my answers to matters on which I have direct knowledge and competence or that could be otherwise substantiated by reference to public records. I will not knowingly libel or slander a colleague in ministry,
3. I will be discreet in the way I conduct myself as a member of the Committee on Ministry. I will not knowingly take actions that would embarrass colleagues or signal others that "troubles" exist when they would not be entitled to that knowledge.
4. I will treat all my colleagues and churches of the presbytery respectfully, fairly, and equally. As an effective mediator, I will work to balance the power in disputes. If I find I cannot do this in a specific instance, I will ask the moderator of the Committee on Ministry to find a replacement for me.
5. I will be responsible and inclusive in my behavior with colleagues in governing body life and will work to empower them for full participation and service in the life of our Church.
6. I will avoid conflicts of interest by absenting myself from deliberations of the Committee on Ministry when matters are introduced which pertain to my personal interests or the interests of my particular congregation.
7. I will not use my friendships with other members of the Committee on Ministry to attempt to influence the outcome of matters that pertain to my personal interests or the interests of my church.
8. I will make myself available within reason to teaching elders or other pastoral leaders of the presbytery who ask me to hear them. I will encourage them to be truthful even in matters where I am required to report to secular or church authorities; for example, suspected child abuse. I will refer them to qualified specialists in psychiatry, pastoral care, or law as the situation requires.
9. I will actively listen to those who continue to share their needs and concerns with me after the above conditions have been met.
10. I will not accept remuneration or personal gifts from teaching elders, ruling elders, members, or churches of the presbytery, except when offering some special, extended service (moderator of session, long term conflict consultant, or pulpit supply). I will report any such gifts to the Committee on Ministry, will accept its counsel in the disposition of such gifts, and will conform to its guidelines in cases of special remuneration.
11. I will respect the collective wisdom of the Committee on Ministry. In working with churches and ministers, I will remember that I am an agent of this committee. I will not act unilaterally, unless that authority is given to me by this committee. I will fairly represent the position of the Committee on Ministry and will not present my personal position or views as the position of the committee when my position or views may be different from those of the committee. I will not act contrary to the Book of Order /Rules of Discipline.
12. I will conduct myself ethically in all ways that Teaching Elders and Ruling Elders are expected to conduct themselves.

The Role of the COM Liaison

*G-3.0307 Pastor, Counselor, and Advisor to Teaching Elders and Congregations
Presbyteries shall be open at all times to communication regarding the life and
ministry of their congregations.*

*Each presbytery shall develop and maintain mechanisms and processes to serve
as pastor and counselor to teaching elders, ruling elders commissioned to
pastoral service, and certified Christian educators of the presbytery; to facilitate
the relations between the presbytery and its congregations, teaching elders,
ruling elders commissioned to pastoral service, and certified Christian educators;
and to settle difficulties on behalf of the presbytery where possible and
expedient.*

In seeking to fulfill the responsibility of serving as pastor and counselor to pastoral leaders and facilitating the relations between the presbytery and its congregations and their pastoral leaders, COM liaisons seek to:

1. At the beginning of the year send a letter or other communication to each congregation and its leaders to let them know that you are the liaison and what that means (See sample communication)
2. Pray for the congregations and pastoral leaders regularly and let them know that you do
3. Develop a relationship with the pastoral leader and other leaders of the congregation
 - a. Call or email the pastor regularly to check in with her or him, or the clerk of session if there is no pastor
 - b. Ask for a subscription to the congregational newsletter if there is one
 - c. Visit the congregation's web page if there is one
 - d. Worship occasionally with the congregation if that is possible
 - e. Participate in special events such as the celebration of congregational anniversaries
 - f. Participate in community outreach events sponsored by the congregation
4. Assume that every congregation and all pastoral leaders have significant strengths and affirm their strengths in ways that leave both sessions and pastoral leaders feeling good about themselves
5. As requested by the moderator of the COM and/or the Executive Presbyter, at times of transition be with the session/congregation to help with the "what next," "how next" questions
6. Be prepared with some background about the congregation
 - a. check with moderator, executive presbyter, and/or former COM liaison
 - b. research the statistics available for each congregation at PCUSA/Research services <http://apps.pcusa.org/tenyeartrends/>

Sample Communication to Clerk of Session and Pastoral Leader

Dear Pastor/Clerk of Session, (*Insert their names here*)

As brothers and sisters in the Presbytery of Ohio Valley, we seek to build up the body of Christ and to nurture closer ties between the congregations of our presbytery and with the elected leaders of the presbytery.

The Committee on Ministry is elected to serve the congregations and pastoral leaders, to support the mission and ministry of the congregations, and to be available to sessions and pastoral leaders during times of transition, difficulty, or celebration. One of the ways we do that is through the work of Committee on Ministry liaisons to congregations. Each COM member is assigned to several congregations as liaison.

I have been asked to serve as liaison to your congregation, and I look forward to getting to know you better. I will be in touch with you through the coming year, and ask you to let me know

When you are celebrating a congregational anniversary or other special event.
When it is time to renew the contract with your pastor, if she or he is a stated supply pastor, ecumenical pastor, or a ruling elder commissioned to serve as your pastor.
If there are particular ways I can be of service to your congregation.

At each of our meetings the Committee on Ministry prays for the congregations of our presbytery and their leaders.

I pray with and for you, and all the members of your congregation, and for the good work you do in your community.

Sincerely,

XXXX

Member, Committee on Ministry

Add contact information here
Address, mail and email
Phone number(s)

	COM LIAISON QUARTERLY REPORT FORM
NAME OF LIAISON	
DATE OF REPORT	
CONGREGATION	
PASTORAL LEADER	
CLERK OF SESSION	
CONTACTS WITH CONGREGATION	
VISITS TO CONGREGATION	
COMMENTS	
CONGREGATION	
PASTORAL LEADER	
CLERK OF SESSION	
CONTACTS WITH CONGREGATION	
VISITS TO CONGREGATION	
COMMENTS	

CONGREGATION	
PASTORAL LEADER	
CLERK OF SESSION	
CONTACTS WITH CONGREGATION	
VISITS TO CONGREGATION	
COMMENTS	
CONGREGATION	
PASTORAL LEADER	
CLERK OF SESSION	
CONTACTS WITH CONGREGATION	
VISITS TO CONGREGATION	
COMMENTS	

Prayer Letter Coordinator – Position Description

Committee on Ministry

Presbytery of Ohio Valley

The member of the Committee on Ministry who has agreed to coordinate prayer letters to pastoral leaders and sessions

- Maintains and updates a calendar showing the congregations and pastoral leaders to be prayed for at each meeting of the COM in a three-year cycle.
- Before composing the letters, checks with POV office or the COM Moderator to make sure you have the current contact information for the pastoral leader and clerk of session.
- Composes letters (with envelopes) to the church's pastor and clerk noting the prayers being offered for their church. Arrange that letters are provided to COM prior to their regular meetings. All COM members are encouraged to sign the letters—which are subsequently mailed.

There is no set budget for this position. Expenses may be submitted for stationery and stamps.



Presbytery of Ohio Valley
Committee on Ministry
1701 E. Second St., Ste 100
Bloomington, IN 47401

January 28, 2014

Person's Name, Clerk of Session
Presbyterian Church
Church Address
Anytown, IN 47000

Dear Clerk's Name,

Grace and peace to you from God our Father and the Lord Jesus Christ! We bring you greetings and best wishes from your Committee on Ministry. One of the endeavors of our work in this ministry is to support and to encourage the churches and ministers in the Presbytery of Ohio Valley. We all know that this is a challenging time for many of our churches, both financially and spiritually. Many of our sessions are faced with tough decisions, and those decisions must be guided by God's wisdom and our discernment.

During our meetings the ministry team liaison members will share with COM and its members comments about the congregations with whom they work. We then join in prayer for these specific churches and their leaders. By our praying together we feel the Spirit at work, and we hope you will see how God is answering your prayers through the work you do as a session.

During today's meeting we prayed specifically for your church and the work you are doing as a session. We are confident that God will continue to bless you richly as you minister in your community.

If there is any way COM can help or support your work, please let us know. Our mission is to serve and to support your congregation.

In Christ's service,

Committee on Ministry



Presbytery of Ohio Valley
Committee on Ministry
1701 E. Second St., Ste 100
Bloomington, IN 47401

November 10, 2012

Ruling Elder Kevin Nash, Clerk of Session
Indiana Presbyterian Church
2431 S. Lower Indiana Road
Vincennes, IN 47591

Dear Kevin and Members of Session:

Grace to you and peace from God our Father and the Lord Jesus Christ. This letter brings you greetings and best wishes from your Committee on Ministry. One of the endeavors of our work in this ministry is to support and encourage the churches and leaders in the Presbytery of Ohio Valley.

The COM is well aware of the difficulties you have been going through recently. Any transition in pastoral leadership creates stress on a congregation and its leaders. Given the nature of the events surrounding the end of your relationship with the Rev. Cheryl Thorne, we know that the stress and strain is substantial.

Please know that the COM wants to provide support and assistance to you as, together, we seek to discern the future that God has in store.

One of the ways our support is expressed is through prayer. During today's meeting we prayed specifically for *Indiana Presbyterian Church* and the work you are doing as a session. We know that God is at work in and through you and will guide you in the days and weeks ahead. We pray that God will continue to bless you richly as you minister in your community.

If there are specific questions or needs you have at this time, we hope you will be in touch with us. Our mission is to serve and support your congregation.

In Christ's service,

COMMITTEE ON MINISTRY



Presbytery of Ohio Valley
Committee on Ministry
1701 E. Second St., Ste 100
Bloomington, IN 47401

January 28,2014

Sample Letter
First Presbyterian Church
Church Street
Anytown, IN 47000

Dear Name,

Grace and peace to you from God our Father and the Lord Jesus Christ! We bring you greetings and best wishes from your Committee on Ministry. One of the key goals of our work in this ministry is to support and to encourage our churches and ministers in the Presbytery of Ohio Valley. We endeavor to develop closer working relationships with and to promote the spiritual care of both the pastor and the church.

During our meetings the ministry team liaison members will share comments with COM members about the pastors and congregations with whom they work. We then pray together for these churches and their ministers.

During today's meeting we prayed specifically for you and your church. It is a joy to hear from our individual ministry team members how God is guiding and working with you and your congregation. We greatly appreciate the work you are doing and the commitment you have made to carrying out God's plans in your ministry with them. We pray that God will continue to bless your life and ministry.

If there is any way COM can help support you and your work, please let your COM liaison know. Our mission is to serve and to support your congregation.

In Christ's service,

Committee on Ministry



Presbytery of Ohio Valley
Committee on Ministry
1701 E. Second St., Ste 100
Bloomington, IN 47401

January 28, 2014

Rev. Experiencing Difficulty
Personal Address
City or Town, IN 47000

Dear Name,

This letter brings you greetings and best wishes from your Committee on Ministry. One of the key goals of our work in this ministry is to support and to encourage the ministers in the Presbytery of Ohio Valley. We endeavor to develop closer working relationships and to promote the spiritual care of all.

Name, we are aware of the recent difficulties you have experienced in your ministry with Blank Presbyterian Church. We are saddened by the knowledge that the termination of your relationship with that congregation creates a burden of not knowing what God has in store for you and for the congregation you have served faithfully and well. Nevertheless, we know that God is trustworthy at all times and that we can place our confidence in God's goodness, grace, and love.

During today's meeting, we prayed specifically for you. We appreciate you and the work you have done and are doing in our presbytery. We pray that God will continue to bless your life and ministry in the days and weeks to come.

We trust that you are receiving the collegial and professional support you need at this time. If there is any way COM can provide additional help and support, please let us know. Our mission is to serve and to support you.

In Christ's service,

COMMITTEE ON MINISTRY



Presbytery of Ohio Valley
Committee on Ministry
1701 E. Second St., Ste 100
Bloomington, IN 47401

January 27, 2014

Name of Retired or Serving Elsewhere Person
Address Street
City or Town, IN 47000

Dear Name,

We bring you greetings and best wishes from your Committee on Ministry. One of the key goals of our work in this ministry is to support and to encourage the churches and all who serve in the Presbytery of Ohio Valley. One of our endeavors is to develop closer relationships in order to promote spiritual care.

During our COM meetings the ministry team liaison members share comments with COM about those with whom they work. We then pray for these specific churches, their leaders, and others in service. During today's meeting we prayed specifically for you.

We appreciate what you do and the commitment you have made to God in carrying out His plan in your ministry. We pray that God will continue to bless your life and ministry.

If there is any way COM can help support you and your work, please let your ministry team liaison person know. Our mission is to serve and to support you and your ministry.

In Christ's service,

Committee on Ministry

TYPES OF PASTORAL RELATIONSHIPS: INSTALLED

1. Installed Pastoral Relationships

a. Installed Pastor, Co-Pastor, Associate Pastor (G-2.08-G-2.09)

1. An installed pastor, co-pastor, or associate pastor is a teaching elder in good standing in the PC(USA).
2. The congregation elects a pastor nominating committee that is representative of the whole congregation to nominate a pastor for election by the congregation. (G-2.0802)
3. After the Ministry Information Form is approved by the session and the COM, the Pastor Nominating Committee conducts an open search for a pastor.
4. After consultation with and approval by the COM the PNC presents its candidate to be elected by the congregation.
5. If the result of the congregational vote is less than 85% affirmative, COM counsels with the PNC and the candidate regarding the advisability of the call.
6. If the vote is more than 85% affirmative the pastor is installed to position by presbytery.
7. The terms of call (salary and benefits) are reviewed annually by the session. Any changes in the terms of call must be approved by the congregation
8. The relationship continues until dissolved by presbytery (at request of minister, congregation, or presbytery's initiative).

b. Designated Term Pastor (G-2.0504a)

1. *"A teaching elder may be installed in a pastoral relationship for an indefinite period or for a designated term determined by the presbytery in consultation with the congregation and specified in the call."*
2. The COM conducts an open search and recommends candidates to the PNC.
3. The Designated Term Pastor is elected by congregation after the PNC selects a candidate from those recommended by COM.
4. The terms of call specify a time of service between 2-4 years.
5. The Designated Term Pastor is installed to the position by the presbytery.
6. At the end of the time specified in the call the pastoral relationship may be dissolved, or with the concurrence of presbytery, the designated pastor, and session, a congregational meeting may be called to elect the same pastor as installed pastor.
7. If chosen as the installed pastor, the presbytery again installs the pastor.

TYPES OF PASTORAL RELATIONSHIPS: TEMPORARY

2. Temporary Pastoral Relationships (G-0505b)
 - a. Transitional Pastor, Transitional Associate (or Co-) Pastor
 1. A transitional pastor is a Presbyterian Teaching Elder invited to serve a church with a pastoral vacancy.
 2. The transitional pastor is educated in working with the unique dynamics of a congregation in the transitional time between the departure of one installed pastor and the call of another.
 2. The session as a whole may serve as the transitional pastor search committee, or may elect ruling elders currently serving on session to serve as a transitional pastor search committee.
 3. The Executive Presbyter after consultation with the moderator of COM presents candidates for the role of transitional pastor to the session of the congregation.
 4. A contract is written between the session and the transitional pastor and approved by the COM.
 5. The duties of the transitional pastor are determined in consultation between the COM, the session, and the transitional pastor.
 6. The contract is written for no more than 12 months; it may be renewed if necessary.
 7. Through the COM the presbytery concurs with establishing, renewing, and dissolving the relationship.
 8. The transitional pastor may NOT be called as the next installed pastor.
 - b. Stated Supply Pastor
 1. A stated supply pastor is a Presbyterian teaching elder who is invited to serve a congregation with a pastoral vacancy.
 2. The COM presents candidates for the position to the session.
 3. The contract between the Stated Supply Pastor and the session must be approved by the COM and is written for no more than 12 months. It may be renewed with the concurrence of the COM.
 4. The duties of the stated supply pastor are determined in consultation between the COM, the session and the pastor.
 5. Under certain conditions a Stated Supply Pastor may be called as Installed Pastor. (See Section C-3, "From Temporary to Installed")
 - c. Ecumenical Pastor
 1. An ecumenical pastor is an ordained minister of a Formula of Agreement Denomination (ELCA, RCA, or UCC) or another denomination with which the PCUSA) is in correspondence who is invited to serve a congregation church with pastoral vacancy.
 2. The COM ordinarily presents candidates for the position to the session.
 3. The duties of the ecumenical pastor are determined in consultation between the COM, the session, and the pastor.
 4. The presbytery shall appoint a teaching elder who is a member of the Presbytery of Ohio Valley to serve as moderator of session.
 5. The contract between the ecumenical pastor and the session must be approved by the COM and is written for no more than 12 months. It may be renewed with the concurrence of the COM.
 - d. Ruling Elder Commissioned to Particular Service

1. A ruling elder who is a graduate of the Lay Academy of the Presbytery of Ohio Valley and a ruling elder in good standing of a congregation within the bounds of the presbytery may be commissioned by the presbytery to serve a congregation with pastoral vacancy.
 2. The COM ordinarily presents candidates for the position to the session.
 3. A ruling elder shall not be commissioned to serve the congregation of which she or he is a member.
 4. The contract between the ruling elder and the session must be approved by the COM and is written for no more than 12 months. It may be renewed with the concurrence of the COM.
 5. The duties of the ruling elder commissioned to particular service are determined by consultation between the COM, the session, and the ruling elder.
- e. Extended Pulpit Supply
1. When, after consultation with the COM, a session believes its mission and purpose are best served by a contract for extended pulpit supply, such a contract may be initiated with a regular guest preacher.
 2. Although anyone may preach occasionally in a Presbyterian congregation at the invitation of the session, an extended pulpit supply arrangement allows for the same person to preach in a congregation for up to one year.
 3. The duties of the extended pulpit supply preacher may be limited to weekly preaching, or may include limited pastoral responsibilities at the request of the session and with the approval of the COM.
 4. The session shall invite a teaching elder to officiate at the sacraments.
 5. The presbytery shall appoint a moderator of session.
 6. The COM ordinarily presents candidates for the position to the session.
 7. Ordinarily, a member of the congregation will not sign a contract for extended pulpit supply with the session.
 8. The contract for extended pulpit supply must be approved by the COM and is written for no more than 12 months. It may be renewed with the concurrence of the COM.
- f. Student Pastor Intern
1. A seminary student who is a candidate for ministry in good standing with his or her presbytery may, under certain conditions, serve a congregation as student pastor intern.
 2. The COM presents candidates for the position to the session.
 3. The student pastor intern shall not become a candidate to be the installed pastor of the congregation.
 4. The student pastor intern shall be supervised by a teaching elder who is a member of the presbytery of Ohio Valley, and appointed by the COM.
 5. The presbytery shall appoint a moderator of the session, and the student pastor intern may not become the moderator.
 6. The contract between the student pastor intern and the session must be approved by the COM and is written for no more than 12 months. Ordinarily, the contract shall not extend more than one school year.
 7. The duties of the student pastor intern are determined in consultation between the COM, the session, and the student pastor.
- g. Guest Preachers/Pulpit Supply
1. The presbytery maintains a "Pulpit Supply List" which is available on the presbytery website. People on the list are teaching elder members of the

presbytery, candidates for ministry in the presbytery, or other persons who have requested to be on the pulpit supply list and have completed a successful background check.

2. The session shall not invite the same person to preach in their congregation more than 3 Sundays in any given two-month period.

Process for Moving from a Temporary Pastoral Relationship to an Installed Relationship

Per G-2.0504, persons serving in a temporary pastoral relationship are ordinarily not eligible to serve as the next installed pastor. In the Presbytery of Ohio Valley, teaching elders who have been serving in a temporary pastoral relationship with a congregation for at least five consecutive years may be eligible to serve as the installed pastor of that congregation. In such instances the following process shall ordinarily be followed:

- The Session communicates to the Committee on Ministry its desire to make the change from a temporary relationship to an installed relationship.
- The Committee on Ministry will meet first with the pastor regarding the session's request, and will then meet with the session.
- Following a review of all matters related to the installed relationship and terms of call, the Committee on Ministry will determine if the session will be authorized to call a congregational meeting to consider the requested change. Ordinarily, this congregational meeting shall take place no sooner than three months from the date of the session's initial request.
- If the congregation votes in the affirmative, the Committee on Ministry shall consider whether to bring a motion to the presbytery for its approval. A super-majority of three-fourths of the members of presbytery present and voting at the meeting is required for the motion to be approved. (G-2.0504c)
- If the congregation does not vote in the affirmative, the Committee on Ministry shall counsel with the pastor and the session concerning the future of the pastoral relationship.

Validated Ministry / Ordainable Calls

In addition to the mission of the church as the primary reason for any ministry, there are criteria that have historically been expressed related to validation of ministry. Those are:

Ministry must be **ACCOUNTABLE**.

The minister is accountable to the Presbytery.

The validated ministry must be accountable to a specific institutional presence which has appropriate governance and has as a continuing part of its mission service to the religious and spiritual needs of people. That institution should have existed prior to the ministry /calling seeking validation.

A session (or sessions) or another council of the church would meet the criteria. Ordinarily, a health care institution, a school, or similar bodies would meet the criteria of specific institutional presence.

Ordinarily, the institution from which a “call” emerges will have been in existence for at least two years.

Ministry must include **TEACHING ELDER FUNCTIONS**

There are few unique Teaching Elder functions. Preaching and celebration of the Sacraments are defining functions even if not unique to Teaching Elders. Pastoral care, counseling, leadership in worship, spiritual guidance, moderating sessions and congregational meetings and teaching are also functions that define the Teaching Elder office.

A Validated Ministry includes multiple pastoral functions.

Ministry is **PROFESSIONAL IN NATURE**

The conduct of labor should conform to the Book of Order and fundamentally be self-directed. The professional is responsible for accomplishing a job rather than working defined hours or at defined tasks on a job.

The ministry is **DISTINCT**

The ministry itself requires services of a Teaching Elder. It could not be filled by a non-ordained person; either Teaching Elder or Ruling Elder Commissioned to Pastoral Service.

The ministry will require **SIGNIFICANT TIME** commitment

Ordinarily, an “ordainable call” will be for at least a half-time position.

SAMPLE PASTORAL CALL FORM

Pastoral Call

(for Pastor, Co-Pastor, Associate Pastor)

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

(name)
to undertake the office of

_____ of this congregation, beginning _____, promising you in the discharge of your duty all proper
support encouragement and allegiance in the Lord.

That you may be free to devote full-time (part-time) to the ministry of Word and Sacrament among us, we promise
and obligate ourselves to pay you in regular monthly payments the following effective salary and following
vouchered expenses (fill in those which are agreed to):

Effective salary

Cash Salary \$ _____
Fair rental value of manse \$ _____
Housing Allowance \$ _____
Utilities Allowance \$ _____
Deferred Compensation \$ _____
Other allowances \$ _____
Total \$ _____

Reimbursable expenses (by voucher)

Automobile expense (___per mile) \$ _____
Business/professional expenses \$ _____
SECA Supplement (up to 50%) \$ _____
Continuing Education \$ _____
Other allowances \$ _____
Moving Costs (up to) \$ _____

Full medical, pension, disability, and death benefit coverage under the Board of Pensions

Paid Vacation _____

Paid Continuing Education _____

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

In the seventh year of service, the congregation will provide for a three-month Clergy Renewal Leave, continuing
the salary and benefits for that period, and providing for pulpit supply in the pastor's absence.

In testimony whereof we have subscribed our names this _____ day of _____, 20 ____.

Having moderated the congregational meeting which extended this call for ministerial services, I do certify that the
call has been made in all respect according to the presbytery policy and the Form of Government, and that the
persons who signed the foregoing call were authorized to do so by vote of the congregation.

Vote of the congregation at the meeting was _____ in favor of the candidate and _____ opposed.

(signed) _____
moderator of the meeting

Certification of Call

A. Action by Presbytery of Call

1. The Presbytery of _____ has reviewed and approved this call.

Date of action _____ (Signed) _____

Stated Clerk or Authorized Signer

B. Action by the Minister's/Candidate's Presbytery

1. The Presbytery of _____ finds it expedient (not expedient) to release
_____ to accept this call.

Date of action _____ (Signed) _____

Stated Clerk or Authorized Signer

C. Acceptance of the Call

This is to certify that I have received and accepted the call.

Date of action _____ (Signed) _____

Minister

*Complete and sign four original copies. When all parties have signed, an original copy goes to
1) the minister, 2) the calling church, 3) the presbytery of call and 4) the minister's presbytery of membership/care.*

**Presbytery of Ohio Valley - Presbyterian Church (U.S.A.)
Transitional Pastor Agreement**

a temporary pastoral relationship under the provisions of G-2.0504b
an agreement between Sessions and Presbyterian Teaching Elders or Formula of Agreement Pastors
approved by the Presbytery through its Committee on Ministry

Congregation:

Pastor:

Beginning Date:

Ending Date:

(agreement not to exceed 12 months at a time)

This position is to be (check one): ___ full-time ___ part-time (approximately _____ hours per week).

Duties shall include but are not limited to:

- Conduct weekly services of worship and administer the sacraments
- Offer pastoral care, especially to those who are homebound, grieving or sick,
and to others with special needs or concerns
- Participate and encourage congregational participation in the life of the Presbytery
- Serve as moderator of session and congregation
- Conduct weddings and funerals
- Participate in church fellowship events and activities
- Work with boards and committees to assist them in carrying out their assigned tasks
- Provide leadership training, especially for deacons and ruling elders
- Perform other administrative duties as requested by session
- Serve as Head of Staff
- Pray with and for the congregation
- Other specified duties (or modifications for part-time pastors):

Goals for the ministry shall be:

- Help the congregation examine its history and work through the grief/relief process which usually follows the loss of a minister.
- Enable the congregation to identify current issues they face and develop ways to resolve them.
- Help the congregation identify and develop new leadership.
- Clarify skills needed by the future minister to ensure clarity of role and expectations.
- Examine denominational linkages and the resources that might be available through them.
- Prepare the congregation for the arrival of the new minister
- Others (negotiated with Session and/or Presbytery):

According to the provisions of G-2.0504b, "A teaching elder employed in a temporary pastoral relationship is ordinarily not eligible to serve as the next installed pastor, co-pastor, or associate pastor." Presbytery of Ohio Valley policy does not permit a temporary pastor to move into an installed pastoral relationship with the same congregation unless that pastor has been serving the congregation for at least five years. It is thus understood that the Transitional Pastor shall not be considered as a candidate for the next installed pastor.

It is understood that the Transitional Pastor will not be involved in any way with the search or selection of the new pastor. The Transitional Pastor may, however, work with the mission study process and may give feedback on the Church Information Form.

It is also understood that the Transitional Pastor will be kept informed of the progress of the search and will be available to the Pastor Nominating Committee should questions arise concerning the search process. The Transitional Pastor will also be available to talk with the prospective candidates if requested by the PNC or the candidates.

Compensation:

Salary \$ _____ Housing: ___ Manse and/or ___ Housing Allowance \$ _____

Vouchered Continuing Education \$ _____ (may be accumulated up to three years)

Travel @ current IRS rate: \$ _____ (estimate)

Moving Expenses: up to \$ _____ Notes: _____

Other (such as Board of Pensions dues or other retirement/health insurance, travel, other professional expenses):

Vacation: One month including four Sundays

Study Leave: Two weeks including two Sundays

Termination of Agreement:

Due to the unique nature of transitional/interim ministry, which provides specialized service to the church at financial risk to the pastor, care will be taken to provide adequate time, compensation, and benefits to enable a good transition for the church and the Interim Pastor. The purpose of this termination agreement is to enable the Transitional Pastor to focus on this church during the contract period rather than on seeking a new call.

The Transitional Pastor may terminate this agreement with 30 days notice. In this event, the Transitional Pastor shall forfeit all claim to compensation beyond the effective date of termination except for accrued vacation and study leave allowance.

The Session may terminate this agreement with 30 days notice. Failure to extend this agreement by _____ (at least 60 days before its expiration) shall be considered notice of termination. At the end of the 30-day period, the following terms will be in effect unless the interim pastor has begun employment in another call:

- Full Salary _____ days (must be at least 60 days)
- Full Housing Allowance _____ days (must be at least 60 days)
- Fill Board of Pensions Dues _____ days (must be at least 60 days)
- Other:

Any adjustment to this termination agreement (such as possible termination for cause) must be approved by the Presbytery through its Committee on Ministry.

Pastor: _____ Date _____

Clerk of Session: _____ Date _____

Moderator of Session: _____ Date _____

The above agreement has been reviewed and approved by the Committee on Ministry.

Moderator, Committee on Ministry _____ Date _____

Stated Clerk, Presbytery of Ohio Valley _____ Date _____

*Keep a copy of this agreement for your records
Send **signed original** to Jean Beaver, 3733 Marble Hill Rd, Nabb, IN 47147*

Presbytery of Ohio Valley - Presbyterian Church (U.S.A.)

Stated Supply Agreement

a temporary pastoral relationship under the provisions of G-2.0504b
an agreement between Sessions and Presbyterian Teaching Elders or Formula of Agreement Pastors
approved by the Presbytery through its Committee on Ministry

Congregation:

Pastor:

Beginning Date:

Ending Date:

(agreement not to exceed 12 months at a time)

This agreement may be terminated earlier by either party giving the other at least 60 days' notice.

This position is to be (check one): ___ full-time ___ part-time (approximately _____ hours per week).

Duties shall include but are not limited to:

- Conduct weekly services of worship and administer the sacraments
- Offer pastoral care, especially to those who are homebound, grieving or sick,
and to others with special needs or concerns
- Participate and encourage congregational participation in the life of the Presbytery
- Serve as moderator of session and congregation
- Conduct weddings and funerals
- Participate in church fellowship events and activities
- Pray with and for the congregation
- Other specified duties:

Compensation:

Salary \$ _____ Housing: ___ Manse and/or ___ Housing Allowance \$ _____

Vouchered Continuing Education \$ _____ (may be accumulated up to three years)

Travel @ current IRS rate: \$ _____ (estimate)

Other (such as Board of Pensions dues or other retirement/health insurance, travel, other professional expenses:

Vacation: One month including four Sundays
Sundays

Study Leave: Two weeks including two

Pastor: _____

Date _____

Clerk of Session: _____

Date _____

Moderator of Session: _____

Date _____

The above agreement has been reviewed and approved by the Committee on Ministry.

Moderator, Committee on Ministry _____ Date _____

Stated Clerk, Presbytery of Ohio Valley _____ Date _____

Keep a copy of this agreement for your records
Send signed original to Presbytery of Ohio Valley, 1701 E2nd St, Ste 100, Bloomington, IN 47401

Presbytery of Ohio Valley - Presbyterian Church (U.S.A.)
Ecumenical Supply Agreement
a temporary pastoral relationship under the provisions of G-2.0504b
an agreement between Sessions and Ordained Ministers of Another Denomination
approved by the Presbytery through its Committee on Ministry

Congregation: _____

Pastor: _____

Beginning Date: _____

Ending Date: _____

(agreement not to exceed 12 months at a time)

This agreement may be terminated earlier by either party giving the other at least 60 days' notice.

This position is to be (check one): ___ full-time ___ part-time (approximately _____ hours per week).

Duties shall include but are not limited to:

- Conduct weekly services of worship and administer the sacraments
- Offer pastoral care, especially to those who are homebound, grieving or sick, and to others with special needs or concerns
- Participate and encourage congregational participation in the life of the Presbytery
- Conduct weddings and funerals
- Participate in church fellowship events and activities
- Attend Session meetings (the Presbytery will appoint a presbyter according to its rules to serve as the Moderator)
- Pray with and for the congregation
- Other specified duties:

Compensation:

Salary \$ _____ Housing: ___ Manse and/or ___ Housing Allowance \$ _____

Vouchered Continuing Education \$ _____ (may be accumulated up to three years)

Travel @ current IRS rate: \$ _____ (estimate)

Other (such as retirement/health insurance, travel, other professional expenses):

Vacation: One month including four Sundays

Study Leave: Two weeks including two Sundays

Pastor: _____ Date _____

Clerk of Session: _____ Date _____

Moderator of Session: _____ Date _____

The above agreement has been reviewed and approved by the Committee on Ministry.

Moderator, Committee on Ministry _____ Date _____

Stated Clerk, Presbytery of Ohio Valley _____ Date _____

Keep a copy of this agreement for your records
Send signed original to Presbytery of Ohio Valley, 1701 E2nd St, Ste 100, Bloomington, IN 47401

Presbytery of Ohio Valley

Commissioned Ruling Elder Agreement

The Session of the _____ Presbyterian Church of _____, Indiana, being satisfied with your qualifications and believing that your ministry will be to our spiritual benefit, invites you, _____, to serve as Commissioned Ruling Elder, beginning on _____ and ending on _____ (not to exceed 12 months at a time). This agreement may be terminated sooner by either party giving the other at least 60 days' notice of intent to terminate.

This position is to be: ___full time ___part-time (approximately _____ hours per week).

Duties shall include but are not limited to:

- Conduct weekly services of worship and administer the sacraments
- Offer pastoral care, especially to those who are homebound, grieving or sick, and to others with special needs or concerns
- Participate and encourage congregational participation in the life of the Presbytery
- Conduct weddings and funerals
- Participate in church fellowship events and activities
- Pray with and for the congregation
- Other:

On behalf of the congregation, we promise to support and encourage you financially in the performance of your duties in the following ways (amounts are annualized):

Salary: \$ _____ Housing Allowance: \$ _____

Continuing Education \$ _____ (may be accumulated up to three years)

Other: _____ \$ _____ Other: _____ \$ _____

Vouchered Auto Allowance at the IRS rate

Vacation – One month including 4 Sundays Study leave – Two weeks including 2 Sundays

Commissioned Ruling Elder _____ Date _____

Clerk of Session _____ Date _____

Moderator of Session _____ Date _____

The above agreement has been reviewed and approved by the Committee on Ministry.

Moderator, Committee on Ministry _____ Date _____

Stated Clerk, Presbytery of Ohio Valley _____ Date _____

*Keep copy of this contract for your records. Send **original** to Jean Beaver, 3733 Marble Hill Rd., Nabb, IN 47147; email: jean.beaver@me.com. Finalized copies will be sent to the clerk and the pastor when all required signatures have been secured.*

**Presbytery of Ohio Valley -- Presbyterian Church (U.S.A.)
Extended Pulpit Supply Agreement**

Congregation:

Supply Preacher:

Beginning Date:

Ending Date:

Agreement not to exceed 12 months at a time and must be approved by the Committee on Ministry.

This agreement may be terminated earlier by either party giving the other at least 30 days written notice.

DUTIES:

The supply preacher will be responsible to:

- Lead worship and preach
 - _____ Sundays per month. (Indicate the number of Sundays per month)
 - OR
 - _____ every week at Sunday worship.
- Provide an order of worship in a timely manner to the church member or secretary who prepares the bulletin.
- Pray for the church.

At the request of the Session the supply preacher may also provide the following services:

- _____ Visits to hospitalized members.
- _____ Visits to homebound members.
- _____ Pastoral care to family of members who have died.
- _____ Officiate at funeral services.

If the preacher is a Teaching Elder or an ordained minister in good standing of another denomination, at the request of the Session she or he may also:

- _____ officiate at the Lord's Supper.
- _____ officiate at baptisms.
- _____ officiate at weddings.

The Session will be responsible to:

- Support the preacher in his/her ministry.
- Initiate requests for pastoral care services if authorized by the Committee on Ministry.
- Provide regular financial compensation according to the terms listed below.
- Pray for the supply preacher.

For the duration of this agreement, the preacher shall be accountable to the session and to the presbytery. Should the preacher have any serious differences or difficulties with the congregation the matter will be immediately referred to the presbytery through its Committee on Ministry.

A contract for extended pulpit supply is not intended to be an entry point into the congregation or presbytery for longer service, and a preacher who has provided extended pulpit supply to a congregation will not ordinarily be considered for a pastoral contract with the same congregation or to be called to the same congregation.

**Presbytery of Ohio Valley -- Presbyterian Church (U.S.A.)
Extended Pulpit Supply Agreement**

TERMS:

Preaching Honorarium:

\$100 per week plus mileage for congregations under 100 members.

\$150 per week plus mileage for congregations over 100 members.

\$40 for an additional worship service on same day.

Mileage Reimbursement at IRS rate.

If the Session and the Committee on Ministry approve adding limited pastoral care responsibilities:

\$30.00 per hour for pastoral services such as hospital or nursing home visits.

\$125.00 for a funeral service.

\$150.00 for officiating at a wedding.

No additional payment is ordinarily expected for officiating at the Lord's Supper or baptisms if the minister is also preaching.

Mileage Reimbursement at the IRS rate.

APPROVALS:

Clerk of Session

Date:

I agree to accept the terms of this contract.

Supply Preacher:

Date:

Contact information for the supply preacher:

If this information changes the supply preacher is responsible to inform the presbytery.

Moderator, Committee on Ministry:

Date:

Stated Clerk, Presbytery of Ohio Valley:

Date:

Keep a copy of this agreement for your records.

Send a **signed original** to the presbytery office, 1701 E. 2nd Street, Suite 100, Bloomington, IN 47401.

A copy will also be sent to the supply preacher's presbytery of care if the supply preacher is a Candidate for Ministry in the Presbyterian Church (U.S.A.).

Presbytery of Ohio Valley - Presbyterian Church (U.S.A.)

Student Intern Pastor Agreement

an agreement between Sessions and Seminary Students
approved by the Presbytery through its Committee on Ministry

Congregation:

Pastor:

Beginning Date:

Ending Date:

(agreement not to exceed 12 months at a time)

This agreement may be terminated earlier by either party giving the other at least 60 days' notice.

This position is to be (check one): ___ full-time x part-time (approximately 20 hours per week).

Duties shall include but are not limited to:

- Lead Sunday worship, including prayers, children's sermon, scripture reading, adult sermon, and coordination of bulletin information except on Sundays when communion is served
- Visitation including hospital, emergency and routine home visits to congregational members
- Special services to include Easter (Ash Wednesday/Maundy Thursday/Good Friday) and Christmas Eve
- Attendance at Trinity sponsored events, such as Senior Day, Pie Day, Birthday Breakfast
- Attend session meetings
- Pray with and for the congregation
- Other specified duties:

Compensation:

Salary:

Mileage @ the current IRS rate

Other: Mileage @ the current IRS rate will also be paid to the supervising pastor.

The Presbytery will pay a stipend to the supervising pastor

Vacation: Three weeks including three Sundays (dates to be negotiated with Session)

Pastor: _____ Date _____

Clerk of Session: _____ Date _____

Moderator of Session: _____ Date _____

The above agreement has been reviewed and approved by the Committee on Ministry.

Moderator, Committee on Ministry _____ Date _____

Stated Clerk, Presbytery of Ohio Valley _____ Date _____

Keep a copy of this agreement for your records

Send signed original to Presbytery of Ohio Valley, 1701 E2nd St, Ste 100, Bloomington, IN 47401



PREAMBLE

As of April 1, 2013, the Church Leadership Connection System will be revised with new forms and user friendly changes. The new Ministry Information Form affirms our theology that honors “openness to the sovereign activity of God in the Church, to a more radical obedience to Christ, and to a more joyous celebration in worship and work” (F.1.0404).

Users will first notice the following changes to the system:

- Church Information Forms (CIFs) are now called Ministry Information Forms
- The removal of preference language such as community type and church size on PIFs
- Call seekers must indicate on forms whether they are “actively seeking” a call or “not actively seeking, but open to a call.”
- The inclusion of additional position types in the various organizations of the church, seminaries, and partner institutions.
- New Leadership Competencies that have replaced the skills on the old forms
- Advance technological features that allow the linking of sermons, lesson plans, websites, blogs, articles and other resources that might help search committees to know more about a person and or the calling organization.
- Expanded language fluency section to include a wide variety of languages of new immigrant communities
- New narrative questions that solicit more outcome responses, which demonstrates a person’s leadership practices or an organization’s leadership needs.
- A more user friendly online format that includes pull down menus, internal formatting features, the ability to develop PDFs, and the ease of transferring responses from word processing software into online fields.



Revised 2/20/13

**PRESBYTERIAN CHURCH (U.S.A.)
CHURCH LEADERSHIP CONNECTION
100 WITHERSPOON STREET
LOUISVILLE, KY 40202-1396
Toll Free 1-888-728-7228 ext. 8550
Fax # (502) 569-5870
www.pcusa.org/clc**

MINISTRY INFORMATION FORM

Ministry ID _____

Ministry Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ Fax Number _____

Email _____

Web site _____

Congregation or Organization Size(Select one)

- Under 100 members
- 101 - 250 members
- 251 - 400 members
- 401 - 650 members
- 651 - 1000 members
- 1001 - 1500 members
- More than 1500 members
- N/A

Average Worship Attendance _____

Church School Attendance _____

Church School Curriculum _____



Check if certified as eligible for participation in the Seminary Debt Assistance Program

Ethnic Composition Of Congregation *(in whole %):*

Enter the percentage of each racial ethnic component of your congregation.

- _____ American Indian or Alaska Native
- _____ Asian
- _____ Black or African American (African Native, Caribbean)
- _____ Hispanic Latino/Latina, Spanish
- _____ Middle Eastern
- _____ Native Hawaiian or Other Pacific Islander
- _____ White
- Other _____

Presbytery _____ Synod _____

Community Type (select one)

- | | | |
|------------------|------------------|------------------|
| _____ College | _____ Rural | _____ Suburban |
| _____ Small City | _____ Town | _____ Urban |
| _____ Village | _____ Recreation | _____ Retirement |
| _____ N/A | | |

Clerk of Session Contact Information:

Name _____

Address _____

City _____ State _____ Zip Code _____

Preferred Phone _____ Alternate Phone _____

E-mail _____ FAX _____

Employment Status

- _____ Full Time _____ Part Time _____ Open to Either
- _____ Bi-vocational (able to provide employment through outside partnership)



Presbyterian Church (USA) Church Leadership Connection
 888.728.7228 x.8550
 www.pcusa.org/clc



Select below the position to be filled and the minimal number of years of experience required (select one)

Select Position Type	Position	Indicate number of years of experience needed	Select Position Type	Position Type	Indicate number of years of experience needed
	Solo Pastor			General Assembly Staff	
	Head of Staff (Multi-Staff Pastor, who supervised two or more ordained staff persons)			Church Business Administrator	
	Head of Staff (supervised one ordained staff person and others)			Executive Director	
	Associate Pastor (Christian Education)			Director of Music (non-ordained)	
	Associate Pastor (Youth)			Minister of Music (ordained)	
	Associate Pastor (Other)			Mission Co-worker (International)	
	Pastor (church planter, new church development, new worshipping community)			Christian Educator (Certified)	
	Pastor (Transformation/Redevelopment)			Christian Educator (non-certified)	
	Pastor Interim			Administrator	
	Pastor (for a designated term)			Funds Developer	
	Pastor (Other Temporary i.e., Supply, Student)			Finance Manager	
	Pastor, yoked/parish				
	Co- Pastor			Media Specialist	
	Executive Pastor			Communicator	
	Evangelist or Mission Pastor				
	Bi-vocational/Tentmaker				
	Chaplain				
	Pastoral Counselor				
	College/Seminary Faculty				
	Seminary Staff				
	Campus Ministry				
	General Presbyter/Executive Presbyter, Presbytery Leader				
	Stated Clerk (Presbytery)				
	Synod Executive				
	Mid-Council Program Staff				

You may also specify the position title (if appropriate) _____



Is this a yoked congregation? No Yes

(If yes, please complete the Yoked Congregation Detail Form.)

Clergy Couple (Are you open to a clergy couple?) Yes No

Certification/Training (check below the desired certification or training needed for the position):

Interim/Transitional Ministry Training	<input type="checkbox"/>	Interim Executive Presbyter Training	<input type="checkbox"/>
Certified Christian Educator	<input type="checkbox"/>	Certified Business Administrator	<input type="checkbox"/>
Certified Conflict Mediator	<input type="checkbox"/>	Clinical Pastoral Education Training	<input type="checkbox"/>
Other _____			

Language Requirements

<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Korean	<input type="checkbox"/> French
<input type="checkbox"/> Arabic	<input type="checkbox"/> Armenian	<input type="checkbox"/> Creole	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Japanese	<input type="checkbox"/> Russian	<input type="checkbox"/> Swahili	<input type="checkbox"/> Burmese
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Indonesian	<input type="checkbox"/> Laotian	<input type="checkbox"/> Thai
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Taiwanese	<input type="checkbox"/> Cantonese	<input type="checkbox"/> Mandarin Chinese
<input type="checkbox"/> Twi	<input type="checkbox"/> Other _____		

Statement of Faith Required Yes No



NARRATIVE QUESTIONS

(For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation.)

1. What is your congregation’s or organization’s Mission Statement?
2. What is the congregation’s or organization’s vision for ministry? Additionally describe how this vision is lived out.
3. How do you feel called to reach out to address the emerging needs of your community or constituency?
4. “How will this position help you to reach your vision and mission goals?”
5. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.
6. For what specific tasks, assignments, and programs areas will this person have responsibility?

LEADERSHIP COMPETENCIES

(Select 10 leadership competencies from the list below that are required for the position.)

THEOLOGICAL/SPIRITUAL INTERPRETER	
<p>Compassionate – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.</p>	<p>Hopeful – maintains stability in the moment and hope for the future; provides direction, guidance, and faith when describing basic needs; and helps followers to see a way through chaos and complexity.</p>
<p>Preaching and Worship Leadership: Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.</p>	<p>Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with faithfulness of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.</p>
<p>Lifelong Learner – individuals who use every experience in life as a potential tool for growth; one who pursues continuing education; and those who build on strengths and seek assistance to improve weaknesses.</p>	<p>Teacher – creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.</p>



COMMUNICATION	
Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.	Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
Public Communicator - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.	Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.	
ORGANIZATIONAL LEADERSHIP	
Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.
Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.	Culturally Proficient – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
Externally Aware - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society.	Entrepreneurial - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.
Risk Taker – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status-quo.	Task Manager - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes.
Willingness to Engage Conflict: Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.	Decision Making: Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.
Organizational Agility: Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.	Strategy and Vision: Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.



<p>Financial Manager – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.</p>	<p>Funds Developer – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization's contact list; prepares statement of planned activities and enlists support for mission initiatives.</p>
<p>Collaboration: Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the strengths and limitations of others.</p>	

INTERPERSONAL ENGAGEMENT

<p>Interpersonal Engagement - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.</p>	<p>Bridge Builder – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.</p>
<p>Motivator - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.</p>	<p>Personal Resilience: Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate</p>
<p>Initiative: Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.</p>	<p>Flexibility - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.</p>
<p>Self Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.</p>	



COMPENSATION AND HOUSING: *A range is needed for matching purposes. The maximum salary is not published anywhere.* Effective salary is cash salary plus housing allowance or manse value and other compensation considered “effective salary” by the Board of Pensions of the PC (U.S.A.)

*See Effective Salary Definition at [Board of Pensions](#).

Minimum *Effective* Salary \$ _____ Maximum *Effective* Salary _____

Housing Type _____ Manse
_____ Housing Allowance
_____ Open To Either (Manse or Housing Allowance)
_____ Not Applicable (*For Non-pastoral Positions Only*)

OPTIONAL LINKS

Provide below any links to online information that may help call seekers understand your congregation or organization. (e.g. *organization or community websites, online newsletters, demographic information*) Please note the CLC system does not warehouse links. (Limit characters to 500)



EQUAL EMPLOYMENT OPPORTUNITY

The unity of believers in Christ is reflected in the rich diversity of the Church’s membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403)

Each Pastor Nominating committee and Search committee is expected to undertake its search for a Teaching Elder in a manner consistent with the good news that in the church “...as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus.”

Has the Pastor Nominating Committee and Search Committee affirmed its intention to follow the Form of Government in this regard?

___ Yes

___ No

REFERENCES (Limit 3)

Below, please list three persons who know your congregation. You might list your Presbytery leadership, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

Name _____
Address _____
Phone Numbers _____
Relation _____
E-mail _____

Name _____
Address _____
Phone Numbers _____
Relation _____
E-mail _____

Name _____
Address _____
Phone Numbers _____
Relation _____
E-mail _____



Pastor Nominating Committee/Search Committee Chairperson/Mid-council Search Committee Chairperson:

Name _____
Address _____
City _____ State _____ Zip Code _____
Preferred Phone _____
Alternate Phone _____
E-mail Address for PNC Communications (required): _____

ENDORSEMENTS

Pastor Nominating Committee/
Search Committee _____ Date _____
Signature

Clerk of Session _____ Date _____
Signature

Presbytery _____ Date _____
Signature

When you enter your form online, the CLC system will generate an email to your Clerk of Session and presbytery for approval of the Ministry Information Form. Once the form is submitted, the Clerk of Session and the presbytery may log in to the system and approve the form without waiting for the email.

Presbytery of Ohio Valley
Church Profile for Transitional Ministry

Please complete this profile with the guidance of your Committee on Ministry Liaison

Church Name and Address:

Phone Number:

PIN:

Website Address (if applicable):

Do you have a Facebook page?

Clerk of Session:

Email Address:

Phone Number:

Search Committee Chair:

Email Address:

Phone Number

Current Membership:

Date Rolls Were Last Reviewed

Average Worship Attendance:

Number of Members on Session:

Worship Time(s):

Church School Time(s):

Name of Last Pastor:

Beginning and Ending Dates of Service (month/year):

Briefly describe the circumstances of the departure of your last pastor:

Please consider the following questions:

1. What are some of the highlights in your congregation's life during the last three years?
2. What are some of your hopes for this transitional time?
3. What other issues need to be addressed during this time?
4. In light of your responses to the previous three questions, what skills, qualities and/or experience will be needed in a transitional pastor?
5. What do you anticipate will be the greatest challenge facing your transitional pastor?
6. What else do you want those considering this position to know?

Please tell us about other members of your church staff:

- | | |
|--|--------------------------|
| 1. Position: | Hours/Week: |
| Person currently filling this position: | |
| How long has the current staff person been employed? | |
| Is this person a member of your congregation? | In this a paid position? |
| 2. Position: | Hours/Week: |
| Person currently filling this position: | |
| How long has the current staff person been employed? | |
| Is this person a member of your congregation? | In this a paid position? |
| 3. Position: | Hours/Week: |
| Person currently filling this position: | |
| How long has the current staff person been employed? | |
| Is this person a member of your congregation? | In this a paid position? |
| 4. Position: | Hours/Week: |
| Person currently filling this position: | |
| How long has the current staff person been employed? | |
| Is this person a member of your congregation? | In this a paid position? |

Please provide the following information about your previous pastor's terms of call:

___ Full-time or ___ Part-time at ___ hours/week Board of Pensions Member?

Effective Salary: \$

Housing: ___ Manse or ___ Housing Allowance: \$

Social Security Offset (if applicable): \$ Continuing Education: \$

Other Financial Provisions:

Please provide names and contact information for three people who know your congregation:

1. Name:

Relationship to the Congregation:

Mailing Address:

Email Address:

Phone Number:

2. Name:

Relationship to the Congregation:

Mailing Address:

Email Address:

Phone Number:

3. Name:

Relationship to the Congregation:

Mailing Address:

Email Address:

Phone Number:

This profile was approved by the session _____, 20____

_____ (Clerk of Session)

_____ (Moderator of Session)

Pastoral Dissolution Covenant

Presbytery of Ohio Valley

Following the dissolution of a relationship, it is appropriate and necessary for the congregation and the pastor to understand that the pastor is to cease all pastoral functions with the former church. Pastoral functions include, but are not limited to: home, hospital, and nursing home visitation, personal counseling (including grief issues), and all liturgical functions including preaching, weddings, baptisms and funerals. Per G-2.0905, 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 reviewing items to include in Dissolution Agreement, consider fairness to pastor and to the congregation, length of pastoral tenure, and expedience of needed dissolution.

Dissolution Covenant between _____ Presbyterian Church of _____, Indiana and (pastor) _____. Note years of relationship: _____ yrs.

Dissolution initiated by Pastor

Dissolution initiated by Congregation/Session

Dissolution Date (by which all liturgical functions cease): _____

Last Date in Pulpit: _____. **Last Date in Church Building:** _____

(If applicable) **Last Date in Manse** under previous agreement of utilities and/or other supports: _____
(Note specifics if any rent and/or utilities required from pastor if Manse is not vacated by this date):

Salary (including Housing Allowance) to be paid through (date): _____ **and/or note if any Termination Bonus Pay** for pastor: \$ _____. Note final payment date for these payments: _____. *(All salaries paid and/or Termination Pay are part of Effective Salary and therefore shall be accompanied by Board of Pension dues for retirement, & medical, or other retirement payments.)*

Note any **additional benefits** being given departing pastor (if not already included in extra salary or Termination Pay): unused vacation earned, study leave, medical supplement, book allowance, travel allowance, and Continued Education Funds already earned through dissolution date:

Note **any debts owed by minister** to church or cosigned to lender by church and how pastor will complete restitution. If over \$5,000, enlist attorney to complete written repayment agreement.

Note other items: _____

I covenant that as former pastor:

- I affirm and agree to this Dissolution Covenant.
- I will make remuneration of all financial obligations I have within the community so that the church will not be responsible to bear any burden on my behalf.
- Upon vacating office, I will leave it in a clean and orderly fashion with all church belongings intact, returning all keys and removing all of my possessions.
- If I will be vacating a church manse, I will leave it in a clean and orderly fashion with all church belongings intact by the date agreed upon, returning all keys and removing all of my possessions.
- I will cease all pastoral functions listed above as of the effective Dissolution Date.
- I will not return to provide pastoral services or liturgical leadership without a written invitation from the moderator.
- If receiving BOP benefits or other benefits, I agree that by the Dissolution Date I will authorize and notify the appropriate entity to terminate those contributions and provide original signed copy to Clerk. If BOP, this will include “Service Change” Form ENR-110 or BOP “Service Termination for Traditional Program Members” Form ENR-301, or any other updated change forms.

Pastor

Date

We covenant as the members and officers of the congregation:

- We affirm and agree to this Dissolution Covenant.
- Understand that the aforementioned pastor will no longer be our pastor as of the effective Dissolution Date of the pastoral relationship.
- We promise that we will not ask or expect the former pastor to engage in any pastoral function after this date without an invitation from the session moderator.
- If pastor has been receiving BOP or other benefits, we agree that by the Dissolution Date we will authorize and notify the appropriate entity to terminate those contributions. If BOP, this will include “Service Change” Form ENR-110 or BOP “Service Termination for Traditional Program Members” Form ENR-301, or any other updated change forms. We will make a copy for departing pastor and be responsible mailing or faxing completed forms to The Board of Pensions.

Clerk of Session --Affirming Session Approval

Date

COM Liaison

Date

COM Moderator

Date

Copies to be provided:

- Original to Stated Clerk of the Presbytery
- COM Liaison
- Clerk of Session
- Pastor

Presbytery of Ohio Valley – Committee on Ministry

**Request To Authorize Elders to Administer
the Sacrament of the Lord's Supper in Worship***

Name of Church _____

Pastor or Session Moderator _____

Name(s) of Elder(s) for whom permission is sought _____

Time Period or date of Lord's Supper observance for which permission is sought

Reason(s) for the request _____

Training plan for elders:

(a) Description of training already completed _____

or (b) Contact information for elder(s) so training may be arranged _____

Date of session action to make this request _____

Signature of Clerk of Session _____

Send this form to your COM liaison for presentation at the next COM meeting.

Compensation for Pastoral Leaders

1. The Form of Government requires that the presbytery “establish minimum compensation standards for pastoral calls...within the presbytery.” (G-3.0303c) In part this is a reminder that every pastoral call or contract between a session and a pastoral leader is a covenant between the presbytery, the congregation or its session and the pastoral leader. Each party to the covenant has a responsibility to and for the others. In part the establishment of minimum compensation standards is a reminder of the congregation’s promise and obligation to pay its pastor fairly and provide for her or his welfare. In part, this is a minimum standard of the justice expected of God’s people, whether we are dealing with people outside the congregation or with the pastoral leader who provides leadership, vision, spiritual care and nurture, guidance, presence, and compassion to the congregation.
 - a. The 2013 and 2014 Minimum Compensation Standards for the Presbytery of Ohio Valley :

	2013 STANDARDS			PROPOSED STANDARDS: 2014 1.5% INCREASE, 2% BOP INCREASE	
	W/out Manse	With Manse		W/out Manse	With Manse
Teaching Elder	\$43,541.00	\$33,493.00		\$44,194.12	\$33,995.40
		\$10,048.00			\$10,198.72
BOP (33%)	\$14,368.53	\$14,368.53	BOP (35%)	\$15,467.94	\$15,467.94
SUBTOTAL	\$57,909.53	\$57,909.53		\$59,662.06	\$59,662.06
Con. Ed.	\$800.00	\$800.00		\$800.00	\$800.00
Total	\$58,709.53	\$58,709.53		\$60,462.06	\$60,462.06
Plus mileage vouchered at IRS rate				Plus mileage vouchered at IRS rate	
Ruling Elder	\$32,655.00	\$25,119.00		\$33,144.83	\$25,495.79
		\$7,536.00			\$7,649.04
BOP (33%)	\$10,776.15	\$10,776.15	BOP (35%)	\$11,600.69	\$11,600.69
SUBTOTAL	\$43,431.15	\$43,431.15		\$44,745.52	\$44,745.52
Con. Ed.	\$800.00	\$800.00		\$800.00	\$800.00
TOTAL	\$44,231.15	\$44,231.15		\$45,545.52	\$45,545.52
Plus mileage vouchered at IRS rate				Plus mileage vouchered at IRS rate	

- b. When a session proposes compensation that is below the minimum compensation standard, the COM will counsel with the session. If after further consideration, the session cannot comply with the minimum compensation standards, they may request a waiver from the COM. Ordinarily if the waiver is granted, the session will have a plan to move to the

ability to offer at least the minimum compensation or will consider with their pastoral leader and the COM alternatives to providing less than minimum compensation.

2. The Board of Pensions of the PC(USA) is charged with providing health insurance, pensions, and other benefits for members of the plan. Teaching elders and ruling elders serving congregations as pastoral leaders must be enrolled in the Board of Pensions Plan. Other church employees may be a the discretion of the session. Information about the Board of Pensions may be found at its website, www.pensions.org.

Securing Pulpit Supply (Guest Preachers) During a Pastoral Vacancy Presbytery of Ohio Valley

When a congregation is without pastoral leadership the session is responsible to secure guest preachers. The session may choose to delegate that responsibility to one or two ruling elders who are members of the session. There are several possibilities the session can explore.

- Ruling elders may preach, and it is possible that some in the congregation would be willing to preach occasionally.
- The presbytery maintains a list of people who have indicated their willingness to be guest preachers and have been approved by the Committee on Ministry. The list is on the presbytery's website at http://www.presbyteryov.org/Documents/com/supply_pastor_listing.pdf . Note that some of those on the list are teaching elders who may officiate at the Lord's Supper as well as preach, while some are ruling elders or seminary students who may not officiate at the Lord's Supper.

The Committee on Ministry wishes to encourage fair and responsible preaching arrangements for the sake of the congregation and for the sake of the supply preacher. If the same person preaches for any congregation for three Sundays out of any six, and if the session wishes to have that person continue as a steady or occasional guest preacher, the session should be in contact with their moderator or COM liaison as soon as possible.

Any pulpit supply arrangement shall be through a Committee on Ministry approved contract if the supply preacher is serving more than three Sundays in any six (6) week period.

If the session wishes to have a particular supply preacher lead worship more than three Sundays they have several options:

- They may work with the moderator of the congregation and the Committee on Ministry (COM) to complete an Extended Pulpit Supply Agreement with a particular teaching elder, ruling elder, or candidate for ministry.
- They may work with the moderator of the congregation and the COM to secure the services of a stated supply pastor or an ecumenical supply pastor.
- They may work with the moderator of the congregation and the COM to create a pool of pulpit supply resources for their congregation. The pool shall contain three or more qualified persons who are approved by the Committee. The congregation may utilize those persons in any combination or sequence provided that no single person is serving more than three Sundays out of six Sundays.

PULPIT SUPPLY WORKSHEET

What information do I need to give when requesting a preacher/speaker?

Your guest preacher needs to know:

- Your name
- Name of the church
- Date(s) for pulpit supply
- If either or both sacraments are to be celebrated
 - NOTE: Only a person indicated as authorized to do so on the Pulpit Supply list may celebrate either sacrament.
- Your phone number
- The church phone number
- Contact person (mailing address and phone number included)
- Your usual order of worship (a copy of a recent bulletin should be sent to the guest preacher if possible.)
- To whom bulletin information should be sent
- Date the bulletin information is needed
- Title of the hymnal(s) used
- Time of service
- Time zone (EST, CST, EDT, or CDT)
- Directions and/or map to get to the church

How far in advance should a request be made?

The sooner the request the better. Two weeks' notice is preferable. This allows sufficient time for the guest preacher to prepare the sermon and worship service.

Some persons on the pulpit supply list are willing to be called on very short notice if there is an emergency.

What is the recommended honorarium?

- Congregations of fewer than 100 members: \$100
- Congregations of 100 members or more: \$150
- If the guest preacher is asked to preach for more than one service: An additional \$40
- Payment of mileage at the current IRS rate (\$.55.5 in 2012) See the POV website for current information.

Presbytery of Ohio Valley Committee on Ministry

Eligibility Criteria for Pulpit Supply List Inclusion

The Pulpit Supply List is to assist congregations that need to find an individual to temporarily fill the pulpit for worship services. The Pulpit Supply List is a commissioned responsibility assigned to the Committee on Ministry of POV.

- *Teaching Elder members of POV in good standing will be included on the list by that member's request.
- *Ruling Elders who are members of POV congregations will be given consideration for inclusion.
- *Teaching Elders who are members in good standing of neighboring presbyteries will be given consideration for inclusion.
- *Inquirers or Candidates from POV or other presbyteries and, in particular, those attending area seminaries, will be considered for inclusion on the list.
- *Ministers in good standing from other denominations that are in correspondence with the General Assembly of the PC(USA) may be considered for inclusion on the list when necessitated by POV mission strategy. The educational standards of the "other denomination" will reflect a similar commitment to PC(USA)'s requirements for preparation for ministry.

A condition of being included in the list is an understanding and honoring of the following standards:

- *Any service more than three worship services in a month requires a Temporary Pastor contract.
- *Three Sunday services for multiple months requires review by COM.
- *Serving as a Pulpit Supply is not an entry point for longer term service.
- *Pulpit Supply service is not a pastoral relationship.
- *COM must be notified by the clerk of session and the pulpit supply preacher when the congregation or Pulpit Supply begins to consider longer service.

Application for Inclusion on Pulpit Supply Roster

Presbytery of Ohio Valley

The following people are eligible for inclusion on the list for Pulpit Supply in the Presbytery of Ohio Valley: Teaching elders who are members of the Presbytery, Ruling Elders who are members of congregations in the Presbytery, Inquirers/Candidates from this or other presbyteries, Ministers in good standing in another denomination if those denominations are "in correspondence" with the PC(USA).

Name (Please Print): _____

Phone: _____ Email address: _____

Street Address: _____ City: _____ Zip: _____

[] **Teaching Elder** - Name of Presbytery: _____

Current Call or Employment: _____

[] **Ruling Elder** - Church of Membership: _____

[] **Seminary Student** - Seminary Name: _____ Class/Year: _____

[] **Candidate** – Presbytery of Care: _____

[] **Inquirer** - Presbytery of Care: _____

[] **Minister of Another Denomination** – Denomination Name: _____

Member in good standing? Yes No

To confirm the above, contact:

Minister members of presbytery may skip down to the "Please read & sign" section below.

Name: _____ Title: _____

Contact Information: _____

Please read and sign each of the following statements.

The Presbytery's list for Pulpit Supply is intended to provide churches with very short term worship leadership needs. Arrangements which involve more than three weeks of service in any given month will require a more formal contract, which involves formal agreements, background checks, and other considerations. These agreements are determined by the presbytery.

I understand this provision: _____

Serving in a pulpit supply is not intended to be an entry point into the congregation or presbytery for longer service.

I understand this provision: _____

Service as pulpit supply does not imply a pastoral relationship. Service in additional pastoral tasks is only at the invitation of the Moderator of the Session of the church. Such additional services are funerals, weddings, home or hospital visits, pastoral counseling, etc.

I understand this provision: _____

The Committee on Ministry is charged with responsibility to congregations. This committee is the responsible authority for establishing pastoral service agreements. At any time that a congregation or a person providing Pulpit Supply services wishes to extend that service to longer or a more permanent agreement, the Committee on Ministry must be immediately consulted. This consultation is best initiated through the Moderator of the Session.

I understand this provision: _____

I am willing to travel up to: 25 miles 50 miles 75 miles 100 miles

- Advanced Notice Required:** I am willing to preach with a few days notice.
 I normally need at least a week for proper preparation.
 I normally need at least 2 weeks for proper preparation.
 I can be called in emergencies with very little notice.

For teaching elders in PC(USA) or minister members of another denomination in good standing.

I am willing to serve communion if requested to do so as part of a worship service. Yes No

Is there anything you want us to know about your preaching style, content or theological approach?

Signature

Date

Frequency of Pastoral Service Necessary for Contracted Pastoral Service

For several years the Presbytery of Ohio Valley has maintained a threshold for contracted service to a congregation. Essentially, the rule was that if an individual served in a worship leadership role for more than three Sundays in a month, a contract would be necessary. The purpose of the rule was to express and exercise the Presbytery's partnership in pastoral service arrangements. The rule was referred to as the "Three Sunday Rule".

The rule when literally applied led at times to a practice that actually subverted the Presbytery's participation in a partnership for pastoral service arrangements. An individual complied with the rule by preaching three Sundays every month. That allowed a sort of "de facto" creation of a pastoral relationship which was exclusive of Presbytery participation. The "three Sunday" preacher became the pastor, in the congregation's thinking.

The easiest adjustment to the rule to accomplish the original intent would be to simply apply the "Three Sunday" principle to any six (6) week period. Regardless of the juggling of calendars, this would assure that anyone leading worship more than one half (1/2) of the Sundays would have to be contracted.

The rule should read: "Any pulpit supply arrangement will be through a COM approved contract if the supply minister is serving more than three Sundays in any six (6) week period."

Authorization to Create a Pool of Pulpit Supply Resources

The Committee on Ministry may authorize the creation of a pool of pulpit supply resources for a specific congregation. The pool shall contain three or more qualified persons who are approved by the Committee. The congregation may utilize those persons in any combination or sequence provided that no single person is serving more than three Sundays out of six Sundays.

EXIT INTERVIEW

PASTOR EXIT INTERVIEW TEMPLATE

Pastor:

Church:

Date:

Location of the Interview:

Persons Conducting Interview:

Section I – Personal

1. What did you find most personally satisfying during your pastorate here?
2. What were your greatest frustrations?
3. What, if anything, would you “do over” if you could?
4. In what ways has this experience contributed to your faith journey?
5. What are your personal hopes and dreams for your future?

Section II – Church

1. What did you find to be the church’s strengths?
2. What did you find to be the church’s roadblocks in meeting their goals?
3. What were the gaps between what you expected to find here and what you actually experienced? (If appropriate, use follow-up question . . .)
4. What could have mitigated these gaps?
5. In your opinion, what is God’s calling for this church at this time?
6. What could the Presbytery do to support this church?

Section III – Future Pastoral Leadership

1. What major skills and experience do you see as important for future pastoral leadership?
2. What one piece of advice would you give a new pastor?

EXIT INTERVIEW

Section IV – OTHER QUESTIONS:

1. Is there any unfinished business that needs to be attended to?
2. Is there anything else you want the COM to know?
3. What last details need to be attended to?
4. What do you need so that you reach an appropriate closure to your service here?

ADDITIONAL COMMENTS FROM THE COM REPRESENTATIVES POST-INTERVIEW
(Please add your observations here.)

SESSION EXIT INTERVIEW TEMPLATE

Name of Church: _____ Date of Interview: __/__/____

Exiting Pastor: _____ COM Rep Present: _____

Session Member(s) Present: _____

These questions are designed to open the dialogue with session members. Those conducting the interview will need to be alert to other appropriate questions that may need to be asked.

Section I – Session/Church Performance (*Listen for the pastor’s influence*)

1. How are you experiencing God’s work in your church right now?
2. Of your church’s most recent accomplishments, of what are you most proud . . . and what were the major reasons these accomplishments got done?
3. In your recent past, what had you hoped would get accomplished that did not and what got in the way of getting it/them done?
4. What is God’s calling your church to be at this time?

Section II – Pastor Performance (*Listen for ways to strengthen the call process/PNC performance, etc.*)

1. In what ways did Pastor/Rev. _____ meet your expectations during his/her pastorate?
2. In what ways did s/he not meet your expectations? (***If appropriate, then follow up with. . . .***)
What were the factors that created any gaps between performance and expectations?

Section III – Future Pastor (*Listen for unrealistic expectations*)

1. Where do you want your new pastor to lead _____ Presbyterian Church in the short term ---- long term?
2. What qualities, personality traits and experience in a new pastor would be a good match for _____ Presbyterian Church? Talk about why these are important.

Section IV – Presbytery Support

1. How can Presbytery be of the greatest assistance to your church during this transition to a new pastor?
2. What could we have done differently in recent years to be more effective in our support?
3. What details need immediate attention as your pastor is leaving?

Pastoral Dissolution Covenant

Presbytery of Ohio Valley

Following the dissolution of a relationship, it is appropriate and necessary for the congregation and the pastor to understand that the pastor is to cease all pastoral functions with the former church. Pastoral functions include, but are not limited to: home, hospital, and nursing home visitation, personal counseling (including grief issues), and all liturgical functions including preaching, weddings, baptisms and funerals. Per G-2.0905, 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 reviewing items to include in Dissolution Agreement, consider fairness to pastor and to the congregation, length of pastoral tenure, and expedience of needed dissolution.

Dissolution Covenant between _____ Presbyterian Church of _____, Indiana and (pastor) _____. Note years of relationship: _____ yrs.

Dissolution initiated by Pastor

Dissolution initiated by Congregation/Session

Dissolution Date (by which all liturgical functions cease): _____

Last Date in Pulpit: _____. **Last Date in Church Building:** _____

(If applicable) **Last Date in Manse** under previous agreement of utilities and/or other supports: _____
(Note specifics if any rent and/or utilities required from pastor if Manse is not vacated by this date):

Salary (including Housing Allowance) to be paid through (date): _____ **and/or note if any Termination Bonus Pay** for pastor: \$ _____. Note final payment date for these payments: _____. *(All salaries paid and/or Termination Pay are part of Effective Salary and therefore shall be accompanied by Board of Pension dues for retirement, & medical, or other retirement payments.)*

Note any **additional benefits** being given departing pastor (if not already included in extra salary or Termination Pay): unused vacation earned, study leave, medical supplement, book allowance, travel allowance, and Continued Education Funds already earned through dissolution date:

Note **any debts owed by minister** to church or cosigned to lender by church and how pastor will complete restitution. If over \$5,000, enlist attorney to complete written repayment agreement.

Note other items: _____

I covenant that as former pastor:

- I affirm and agree to this Dissolution Covenant.
- I will make remuneration of all financial obligations I have within the community so that the church will not be responsible to bear any burden on my behalf.
- Upon vacating office, I will leave it in a clean and orderly fashion with all church belongings intact, returning all keys and removing all of my possessions.
- If I will be vacating a church manse, I will leave it in a clean and orderly fashion with all church belongings intact by the date agreed upon, returning all keys and removing all of my possessions.
- I will cease all pastoral functions listed above as of the effective Dissolution Date.
- I will not return to provide pastoral services or liturgical leadership without a written invitation from the moderator.
- If receiving BOP benefits or other benefits, I agree that by the Dissolution Date I will authorize and notify the appropriate entity to terminate those contributions and provide original signed copy to Clerk. If BOP, this will include “Service Change” Form ENR-110 or BOP “Service Termination for Traditional Program Members” Form ENR-301, or any other updated change forms.

Pastor

Date

We covenant as the members and officers of the congregation:

- We affirm and agree to this Dissolution Covenant.
- Understand that the aforementioned pastor will no longer be our pastor as of the effective Dissolution Date of the pastoral relationship.
- We promise that we will not ask or expect the former pastor to engage in any pastoral function after this date without an invitation from the session moderator.
- If pastor has been receiving BOP or other benefits, we agree that by the Dissolution Date we will authorize and notify the appropriate entity to terminate those contributions. If BOP, this will include “Service Change” Form ENR-110 or BOP “Service Termination for Traditional Program Members” Form ENR-301, or any other updated change forms. We will make a copy for departing pastor and be responsible mailing or faxing completed forms to The Board of Pensions.

Clerk of Session --Affirming Session Approval

Date

COM Liaison

Date

COM Moderator

Date

Copies to be provided:

- Original to Stated Clerk of the Presbytery
- COM Liaison
- Clerk of Session
- Pastor

INTERVIEW PROCESS FOR NEW MEMBERS OF THE PRESBYTERY

1. A potential new member of the presbytery, whether a candidate for ministry or an ordained teaching elder, is asked to prepare a Statement of Faith and a Faith Journey, each to be one page in length, and to provide the Interview team with a PIF prior to the interview.
2. Ordinarily the interview with a potential member of the presbytery will be conducted by five persons, a majority of whom shall be current members of the Committee on Ministry.
3. Consideration will be given to balancing for gender, ruling/teaching elders and, when possible, by regions of the presbytery.
4. The Executive Presbyter may be a member of the interview team, in which case the Executive will have both voice and vote in the process.
5. Questions for the interview will vary depending on circumstances, but may include the following or similar questions:
 - a. Please talk to us about your sense of call to ordained ministry.
 - b. What draws you to this new congregation?
 - c. What in your experience prepares you to serve this congregation well?
 - d. What energizes you as you think about becoming the pastor of this congregation?
 - e. What concerns you?
 - f. What leads you to seek a new call at this point? (If the candidate is a teaching elder serving as a pastor)
 - g. How do you anticipate serving in this presbytery?

TOPICS FOR A STATEMENT OF FAITH
PRESBYTERY OF OHIO VALLEY

Please respond briefly to the following questions.

1. What is your understanding of God?
2. What is your understanding of Jesus?
3. What is your understanding of the Holy Spirit?
4. What is your understanding of the Trinity?
5. What is your understanding of scripture/what does scripture mean to you?
6. What is your understanding of the nature and role of the Church and of the Sacraments?
7. What is your understanding of Christian discipleship?

Presbytery of Ohio Valley – Committee on Ministry

**Request To Authorize Elders to Administer
the Sacrament of the Lord's Supper in Worship***

Name of Church _____

Pastor or Session Moderator _____

Name(s) of Elder(s) for whom permission is sought _____

Time Period or date of Lord's Supper observance for which permission is sought

Reason(s) for the request _____

Training plan for elders:

(a) Description of training already completed _____

or (b) Contact information for elder(s) so training may be arranged _____

Date of session action to make this request _____

Signature of Clerk of Session _____

Send this form to your COM liaison for presentation at the next COM meeting.

Application for Inclusion on Pulpit Supply Roster

Presbytery of Ohio Valley

The following people are eligible for inclusion on the list for Pulpit Supply in the Presbytery of Ohio Valley: Teaching elders who are members of the Presbytery, Ruling Elders who are members of congregations in the Presbytery, Inquirers/Candidates from this or other presbyteries, Ministers in good standing in another denomination if those denominations are "in correspondence" with the PC(USA).

Name (Please Print): _____

Phone: _____ Email address: _____

Street Address: _____ City: _____ Zip: _____

[] **Teaching Elder** - Name of Presbytery: _____

Current Call or Employment: _____

[] **Ruling Elder** - Church of Membership: _____

[] **Seminary Student** - Seminary Name: _____ Class/Year: _____

[] **Candidate** – Presbytery of Care: _____

[] **Inquirer** - Presbytery of Care: _____

[] **Minister of Another Denomination** – Denomination Name: _____

Member in good standing? Yes No

To confirm the above, contact:

Minister members of presbytery may skip down to the "Please read & sign" section below.

Name: _____ Title: _____

Contact Information: _____

Please read and sign each of the following statements.

The Presbytery's list for Pulpit Supply is intended to provide churches with very short term worship leadership needs. Arrangements which involve more than three weeks of service in any given month will require a more formal contract, which involves formal agreements, background checks, and other considerations. These agreements are determined by the presbytery.

I understand this provision: _____

Serving in a pulpit supply is not intended to be an entry point into the congregation or presbytery for longer service.

I understand this provision: _____

Service as pulpit supply does not imply a pastoral relationship. Service in additional pastoral tasks is only at the invitation of the Moderator of the Session of the church. Such additional services are funerals, weddings, home or hospital visits, pastoral counseling, etc.

I understand this provision: _____

The Committee on Ministry is charged with responsibility to congregations. This committee is the responsible authority for establishing pastoral service agreements. At any time that a congregation or a person providing Pulpit Supply services wishes to extend that service to longer or a more permanent agreement, the Committee on Ministry must be immediately consulted. This consultation is best initiated through the Moderator of the Session.

I understand this provision: _____

I am willing to travel up to: 25 miles 50 miles 75 miles 100 miles

- Advanced Notice Required:** I am willing to preach with a few days notice.
- I normally need at least a week for proper preparation.
- I normally need at least 2 weeks for proper preparation.
- I can be called in emergencies with very little notice.

For teaching elders in PC(USA) or minister members of another denomination in good standing.

I am willing to serve communion if requested to do so as part of a worship service. Yes No

Is there anything you want us to know about your preaching style, content or theological approach?

Signature

Date