



Presbytery of Coastal Carolina

"Cultivating Generosity"

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Attached please find a revised copy of the Manual of Operations for the Committee on Ministry, Presbytery of Coastal Carolina.

This document will be presented to Presbytery at the October 2, 2010 Stated Presbytery Meeting for action as a part of the COM report on operational procedures.

Rev. Dr. David Walker
General Presbyter & Sated Clerk

Ms. Gayle Boykin
Treasurer & Business Manager

MANUAL OF OPERATIONS COMMITTEE ON MINISTRY



PRESBYTERY OF COASTAL CAROLINA

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ORGANIZATIONAL OVERVIEW

The Committee on Ministry (COM) of Coastal Carolina Presbytery is established in the *Manual of Administrative Operations of the Presbytery of Coastal Carolina* (Section 9.10) and operates within the parameters the Book of Order of the Presbyterian Church (U.S.A.) (G-11.0500). There, an outline of the responsibilities for COM action and policy are listed in detail.

I. ORGANIZATION

- A. The purpose of the organizational design of the Committee on Ministry is to disperse the responsibilities referred to in the Book of Order to the three geographical Communities: East, Central, West. It is further expected that this design, and other matters related to the time and location of meetings shall enable Committee members to attend with shorter travelling distances, and encourage greater participation among those who have daytime employment responsibilities and schedules.
- B. Members from each of the three Community Groups, plus the Chair, comprise the membership of the overall Committee on Ministry. Each Community Group consists of twelve (12) members, ordinarily meeting monthly, a majority of who must be present for a quorum. The overall Committee on Ministry, meeting a minimum of three times per year, prior to each stated meeting of Presbytery, must have a minimum of fifteen members present (a minimum of five from each Community) plus the Chair for a quorum.

II. OPERATIONAL PROCEDURES

- A. The three Communities COM's shall meet on a monthly basis at a time and place determined by their membership. Each Community COM is vested with the authority to carry out the Book of Order requirements (G-11.0502) on behalf on the entire COM. Minutes of their information and actions shall be distributed to the entire COM in a timely manner.
- B. An executive committee shall consist of the chair, vice chair of the overall COM and the Community chairs and an equal number of elders or ministers to be a balanced representation. This executive committee shall consider all matters coming before them which do not fall under a Community's consideration. The executive will normally bring to the entire COM their recommendations for approval, but may in routine matters act on behalf of the entire COM. The General Presbyter is an ex-officio member.
- C. The entire COM shall meet a minimum of 3 times a year or more if necessary.

- D. The chair or vice chair shall report at the Presbytery meetings using a consent agenda. The chair of COM may call on the community chairs to present items for information or action.
- E. The COM Manual (see attached) is revised and updated to reflect these structural changes in the COM.

III. OFFICERS

The full Committee on Ministry has three elected officers:

A. CHAIR: Elected by the Presbytery

The Chair coordinates the overall work of COM in each of the Communities, sets the agenda for the three stated and any called full Committee on Ministry meetings and chairs the Executive Committee.

B. VICE CHAIR: Elected by the full Committee on Ministry.

The Vice Chair is to assist the Chair, and preside at meetings in the absence of the Chair.

C. SECRETARY: Ordinarily, the Assistant Stated Clerk will serve as the recording secretary for the full Committee on Ministry.

The COM Group in each Community has three elected officers:

A. CHAIR: Elected by the full Committee on Ministry. The Chair serves as the coordinator of the Community COM Group's work by moderating at monthly meetings, establishing the agenda for meetings, carrying out appropriate communication and correspondence, assigning and/or delegating various committee tasks, and regularly communicating with the overall Committee on Ministry Chair and the General Presbyter/Stated Clerk's office.

B. VICE-CHAIR: Elected by the Community COM Group. The Vice-Chair is to assist the Chair and preside at meetings in the absence of the Chair.

C. SECRETARY: Elected by the Community COM Group. The secretary is to ensure that a fair and accurate record of each meeting is produced and copied/forwarded to the GP/SC's office.

IV. STAFFING

A. GENERAL PRESBYTER/STATED CLERK: The General Presbyter/Stated Clerk will serve as ex officio member (without vote) of the Committee on Ministry, as well as in each of the Community Groups.

- B. SUPPORT STAFF:** Presbytery's support staff shall render assistance to the COM as directed by the General Presbyter/Stated Clerk.

V. STRUCTURE/FUNCTION

The following functions will be handled by each COM Community Group, as the need arises within the Bounds of a particular Community:

- A. CALLS & VACANCIES:** Responsibility for working with churches without called pastors to provide a single point of COM contact for (1) obtaining moderators of sessions, (2) maintaining lists of available preachers for supply and interim positions, and, (3) working with Pastor Nominating Committees and churches/parishes seeking installed pastoral relations.
- B. EXAMINATIONS:** Responsibility for examining the views of ministers (and knowledge of candidates) whom PNCs desire to nominate as pastors of churches and other ministers who are seeking membership in the presbytery.
- C. CHURCH CARE:** Responsibility for establishing and maintaining procedures for triennial visitation; giving special attention to the racial/ethnic churches and ministers of the presbytery; providing a conduit for appropriate information of which the COM needs to take cognizance.
- D. PASTORAL CARE & OVERSIGHT:** Provide resources for pastor-to-pastor needs: suggest options for pastoral continuing education; organize and maintain a mentor system for newly ordained pastors.

The following functions will be the responsibility of the full Committee on Ministry, ordinarily assigned to committees:

- A. REMUNERATION:** Responsibility for providing resources about the Board of Pensions' programs to the ministers and eligible lay employees; providing appropriate recognition of ministers upon retirement from active ministry; with and through the General Presbyter/Stated Clerk, providing ongoing communication with churches in arrears to the Board of Pensions.
- B. ELDER MINISTRIES:** Responsibility for educational programs, including initial training and continuing education of candidates for commissioning as lay pastors; certifying eligibility for commissioning; conducting annual reviews of all Commissioned lay pastors; promoting the appropriate use of lay pastors in the Presbytery's ministries; and maintaining lines of communications with and among all elder ministries participants.
- C. THE EXECUTIVE COMMITTEE (insert blue sheet here.)**

“CALLS AND VACANCIES” FUNCTION

I. INTRODUCTION

- A. A major role of the Committee on Ministry unfolds with its work with churches leaving or entering a pastoral relationship.

With the approaching dissolution of a pastoral relationship, it is the responsibility of the COM Group of the Community in which the vacancy occurs to make contact with the minister and the clerk of session as soon as possible.

The Book of Order (G-11.0502 and G-14.0513) lists several tasks that must be accomplished with churches seeking new pastoral leadership. In this regard the Community COM Group:

... shall counsel with churches regarding calls for permanent pastoral relations, visiting and counseling with every committee elected to nominate a pastor or associate pastor. It shall advise with the committee regarding the merits, availability, and suitability of any candidate or minister whose name is contemplated for nomination to the congregation, and shall have the privilege of suggesting names to the committee. . .

It shall provide resources through the COM regarding stated supplies, interim pastors or interim associate pastors, and temporary supplies when a church is without a pastor, and it shall provide lists of pastors, commissioned lay pastors, and qualified lay persons who have been trained and commissioned by the presbytery to supply vacant pulpits.

It shall provide for implementation of equal opportunity employment for ministers and candidates without regard to race, ethnic origin, sex, age, or marital status.

To this end a “Calls and Vacancies” outline is written to move step-by-step through the process from the point of first hearing that a minister is leaving to the point when the new minister is moving to the field. (See Time Line)

- B. A liaison from the Community COM Group maintains contact with churches with vacancies or seeking calls both by personal visits to the church and by telephone and email. Personal visits include, but are not limited to, exit interviews with the session and the departing pastor, the initial meeting of a Pastor Nominating Committee, and the meeting with the session and Pastor Nominating Committee to approve its Church Information Form. These meetings are discussed in the next paragraphs of this subsection. Expenses incurred are to be turned in to Presbytery for reimbursement.

II. FIRST STEPS

When the Community COM Group is notified of the approaching dissolution of a pastoral relationship, either the Presbytery office or the Community COM Chair will send to the pastor “*Ministerial Guidelines for Leaving a Parish – Presbytery of Coastal Carolina,*” Appendix A, to guide the pastor through the process of dissolving the relationship. He/she will also send to the session of the church the document “*So Your Minister is Leaving – For All Session Members,*” Appendix B. The Community COM liaison will make available (via the Presbytery office) to the session a list of pastors, commissioned lay pastors, and qualified lay persons who may be available to supply pastoral services immediately after the pastor leaves.

III. EXIT INTERVIEW WITH PASTOR

- A. As soon as possible, the Community COM liaison sets up a time to do an exit interview with the pastor. The content of this interview is to be kept confidential between the pastor and the liaison, with the exception that portions may be shared with the Community COM Group when necessary. No written record of the interview is to be produced or shared with members of the church. The purpose of this interview is to help the Community COM liaison understand the inner workings and dynamics of the church.

The following are sample questions, which can be used for this interview:

1. What did you enjoy about your ministry at this church?
2. What parts of your ministry were the most satisfying for you at this church?
3. If you could have rewritten any part of your job description, what would you have changed?
4. How would you compare your expectations when you accepted the call with your actual experience? Were there surprises/disappointments? Was there a lack of mission aspect of this pastorate?
5. What appeals to you about where you are going?
6. What continuing concerns/problems do you think the session needs to address?
7. What issues/concerns do you hope the session will address or do something about before the next pastor/associate pastor begins?

8. If you were following you, what do you hope somebody would tell you before you accepted a call to this church?
9. What has been your relationship to the session/Presbytery?
10. (For associate pastor) Was the working relationship with the pastor what you expected it to be when you were called? If not, how was it different?
11. Is there anything else I need to know that would help me in working with the Pastor Nominating Committee of this church?

IV. EXIT INTERVIEW WITH THE SESSION

- A. After the dissolution of the pastoral relationship, the Community COM liaison is to set up a time to do an exit interview with the session. The content of this interview is to be kept confidential between the session and the liaison, with the exception of portions that may be shared with the Community COM Group as necessary. The Community COM liaison will read to the session as a part of the meeting "*Relationship Between a Congregation and a Former Pastor,*" Appendix C. No written record of the interview is to be produced or shared with the pastor.

The following are sample questions, which can be used for this interview:

1. What contributions did the pastor make to the life of this congregation?
2. What were the highlights of his/her ministry?
3. What do you see as the strengths of the pastor?
4. What concerns or problems regarding the parish have grown out of this pastorate?
5. What issues/concerns do you think the session needs to address before the next pastor begins?
6. How were disagreements handled between the session and the pastor?
7. What qualities should the next pastor possess?

V. BRIEF THE SESSION

Usually, the Community COM liaison will brief the session at the same meeting in which the exit interview is conducted. The following items need to be covered:

A. The liaison will help select a Moderator of the Session. (Refer to Appendix D for “*Duties of the Moderator of Sessions.*”) The Session Moderator is:

1. Appointed by Presbytery, but the session may make a recommendation to COM.
2. A minister located nearby or is known by the session.
3. Chosen by the COM if the session cannot decide.

B. Pulpit Supply during vacancy: Explain the different types of temporary pastoral relationships.

1. Temporary Supply (Book of Order G-14.0513d)
2. Interim Pastor/Interim Associate Pastor (Book of Order G-14.0513b/c)
[A minister may not be called to be the next installed pastor or associate pastor of a church served as interim pastor. (Book of Order G-14.0513b)]
3. Stated Supply (Book of Order G-14.0513a)
4. Commissioned Lay Pastor (Book of Order G-140801)

C. Tell the Session that lists of both lay and clergy supply persons are available through the Presbytery office.

Ask the session to let the liaison know as soon as the Temporary Supply or Interim Pastor is selected so that the Community COM Group can make the recommendation to Presbytery for its approval.

D. Election of Pastor Nominating Committee

When a session determines that it is ready to move ahead with a pastoral search to fill a vacancy, it then prepares to elect a Pastor Nominating Committee (PNC).

1. Read Book of Order requirements for PNC (G-14.0502a) – “*When a church is without a pastor, or after the effective date of the dissolution of the pastoral relationship, the congregation shall, with the guidance and permission of the COM, proceed to elect a pastor. . .*”
2. Encourage broad representation on the PNC. “*The Session shall call a congregational meeting to elect a nominating committee, which shall be representative of the whole congregation.*”
3. Strongly urge that the church use their present congregational nominating committee to select nominees that will be voted upon by

the congregation. The session may also provide leadership in the matter.

E. The Payment of Vacancy Dues.

Vacancy dues are required by the Board of Pensions. The amount is figured by the previous minister's salary and is for only the pension portion not the insurance portion. This is to be paid for a maximum of one year, or until the new minister is installed or a ministerial relationship is established for which full dues are paid, whichever comes first.

F. Expenses of the PNC – The session will cover expenses.

G. A self-study is usually necessary so that the PNC can prepare the Church Information Form (CIF). The COM **strongly** recommends that a self-study by the congregation be completed if one has not been done in the last five (5) years.

H. The session's relationship with the PNC is to:

1. Work with the PNC to devise a budget for the committee.
2. Set range of remuneration for the pastor-elect.
3. Approve the CIF when completed by the PNC.
4. Concur with the PNC on the final terms of call.
5. Adopt a policy that communication between the session, the congregation, and the PNC is necessary in broad terms but leave the details to the PNC.

I. A congregational meeting is called for the purpose of calling a new pastor, but only after the pastor nominee has been approved by the COM.

J. A member of the session who is elected to the PNC is to call the liaison as soon as the PNC is elected so that the liaison can arrange to be at the PNC's first meeting.

VI. BRIEF THE PASTOR NOMINATING COMMITTEE

A. The liaison is to meet with the PNC at their first meeting. The primary function of this first meeting is to familiarize the PNC with the process, the time line, and the CIF. It is the responsibility of the liaison to cover the following:

1. The PNC should elect its own officers.
2. Its first task is not finding a minister, but preparing for filling out the CIF.

3. The PNC conducts its search for a new pastor by reviewing pastor resumes, called Pastor Information Forms (PIFs). The PNC gets the PIFs from several sources, the primary source being through a computer matching service provided by the Church Leadership Connection (CLC) organization of The Presbyterian Church (USA) in Louisville, KY. The matching service matches CIFs with PIFs (upon request) and sends the matches to the moderator of the PNC. PIFs may also be referred by the General Presbyter or Community COM liaison or from a pastor making a self-referral.
4. Any member of the PNC can log onto the CLC web page at www.clc.pcusa.org and download a blank CIF. The PNC will use the blank CIF as a worksheet to fill out as information is gathered.
5. The liaison should walk the PNC through the CIF. Show each page and talk about the things that make for a “good” CIF:
 - a. Neatness
 - b. Creativity
 - c. Grammar
 - d. Stay with guidelines on the narrative section.
 - e. Importance of “white space” in narrative section.
6. The PNC and the congregation will need to do a mission self-study for the mission statement section of the CIF. If the church has not completed a self-study in the last five (5) years, the self-study is especially important. Alternative mission study designs are available, and should be distributed to the PNC by the liaison.
7. The PNC (with the approval of the session) is responsible for the CIF.
8. The liaison should review the following Presbytery’s Equal Employment Opportunity Guidelines with the PNC. The PNC must state its intentions for implementing the EEO Guidelines on the last page of the CIF.
 - a. PURPOSE. To establish policy and responsibility for implementing Equal Employment Opportunity in the Presbytery of Coastal Carolina.
 - b. POLICY. It is the policy of this Presbytery to:
 - Promote equal opportunity in employment for all qualified persons.

- Discourage discrimination in employment because of race, ethnic origin, sex, age, marital status or disability.
- Promote a positive, continuing program designed to achieve full realization of equal employment opportunity.
- Provide for prompt, fair and impartial consideration of complaints involving issues of discrimination on grounds of race, ethnic origin, sex, age, marital status or disability.

c. **RESPONSIBILITY**

1. The full Committee on Ministry, working through each of the Community COM Groups, will be responsible for maintaining a positive action program designed to insure equality of opportunity in employment matters in accordance with the principles of participation and representation (Book of Order G-4.0403) and in conformity with a church-wide plan for equal employment for equal employment opportunity (Book of Order G-13.0201b)
2. PNC's will be counseled regarding policy concerning equal employment progress toward this end. The PNC shall report on form – EQUAL EMPLOYMENT OPPORTUNITY to the Presbytery COM at the end of their search.
3. In approving the call the COM will affirm to Presbytery that the search was made in accordance with these principles.

VII. WRITING, COMPLETING & SUBMITTING CHURCH INFORMATION FORM

- A. The PNC will use a blank CIF as a worksheet to collect the required information. Once the CIF worksheet has been completed, the PNC will distribute copies to each member and to the liaison for a thorough review. The CIF should be revised and reviewed again, as needed.
- B. Once final changes are made, the PNC, the liaison, and the session will meet to review and approve the CIF.
- C. After the PNC, session and liaison have approved the CIF, the PNC should confer with the COM liaison to learn about the process for submitting the CIF.
- D. The PNC Chair shall obtain a login ID and password from the COM moderator upon approval of the CIF by the session.
- E. The moderator of the PNC must submit the CIF online. Directions for doing this should be given to the moderator.

- F. When the CIF is submitted online, it will go to the database administrators in Louisville to await needed online approvals by the Chair of the Community COM Group and the Clerk of Session. This will take several days. The liaison should inform the Community COM Chair that the CIF is to be signed.
- G. When the online approvals are complete, the CIF will be included in the matching database for matching with PIFs. The General Presbyter will be notified by e-mail when this is accomplished.

VIII. COLLECTING & SCREENING PIFs

- A. When the CIF has been matched successfully with PIFs by the computer in Louisville, the PNC Moderator will be emailed the PIFs.
- B. The PNC should establish a priority list of PIFs.
- C. The PNC is to call references and gather data on the candidates
- D. The PNC conducts interviews (conference calls, etc.) with candidates. It would be very helpful to make a list of questions that all candidates would answer.
- E. The PNC visits candidates and hears them preach.
- F. When the PNC has narrowed its list of prospects to two or three, the prospects are invited to in-person interviews and to visit the church and community. If possible, the liaison should also meet privately during the potential minister's visit. This gives the liaison the opportunity to help judge whether this will be a good match for the church.
- G. By this point the PNC should be ready to either make a decision, look back at those further down on their priority list, or begin from the beginning. If they believe they have found the right candidate, but before they begin negotiations, the PNC chair or the liaison will contact the General Presbyter and ask that a Presbytery reference check be made.
- H. Negotiations include working out the details of the pastor's terms of the call. The liaison should guide the PNC in this part of the process to make sure the TOC are acceptable and that they meet presbytery minimums. See Appendix E, "*PNC's Worksheet for Negotiating Terms of Call*"
- I. The liaison should keep in touch with the PNC on a regular basis.

IX. WHEN AN AGREEMENT IS REACHED

At this point in the process it is important that certain steps be conducted in the proper sequence so that the call can be completed smoothly and that confidentiality about the call is maintained.

A. A verbal agreement is made.

The PNC is to contact the liaison when it has come to a verbal agreement with a minister/candidate. The liaison is to tell the PNC to have the minister/candidate contact the Community COM Chair to make arrangements for an examination before the Community COM Group. All ministers and candidates must submit the following documents to the presbytery office by the 20th of the month preceding the next scheduled meeting of the Examinations Subcommittee, to allow for timely distribution of materials to committee members:

1. A one-page statement of faith, trinitarian in form, including views on the church and the sacraments;
2. A one-page biographical statement;
3. A current PIF. If a current form is not available, an updated PIF or a resume will be required;
4. A copy of the terms of call from the calling organization. These terms of call shall be forwarded to the Community COM Group for review and approval.

B. The candidate meets with the Community COM Group.

1. The Community COM Group then acts on the recommendation of the liaison and proceeds to examine the minister on his/her suitability and availability (Book of Order G-11.0502d) for the particular church desiring to call the minister.
2. Following this examination, the PNC representatives are likewise questioned concerning the suitability of the call. Except for when the PNC representatives are brought in, the examinations are considered to be times of executive session and are closed to the public.

The Community COM Chair reports to the minister and the PNC its recommendation to the full Committee on Ministry, and ultimately the Presbytery. If the examination is sustained by the Community COM Group, it may grant permission for an [Ordained] Minister to move onto the field prior to the next meeting of Presbytery, if the congregation extends a call. Persons receiving their first calls may move onto the field only with a unanimous vote of the Community COM Group.

3. The congregational meeting is called.

Only **AFTER** the Minister's examination (make sure that the PNC understands this policy clearly) has been sustained by the Community COM Group can the PNC request the session to call a congregational meeting for the purpose of electing a pastor.

Book of Order (G-14.0502) directs that when the committee (PNC) is ready to report, it shall notify the session, **which shall call a congregational meeting, giving the public notice...at least ten (10) days in advance, which shall include 2 successive Sundays...** for the purpose of acting on the report of the nominating committee.

4. The PNC reports to the congregation.

The procedure for the report and the vote is described in the Book of Order (G-14-0503). The moderator of the session or some other minister of the Presbytery shall preside. The vote shall be by ballot. Following the vote the PNC shall prepare and sign, along with the moderator, four original call forms (available at the Presbytery office). All four are to be returned to the Presbytery office.

5. The minister is examined by Presbytery.

The Community COM Chair (or his/her designee) will present the minister on the floor of Presbytery with the recommendation that he or she be received and establish a commission to install the new pastor.

The commission to install will be composed according to the Book of Order guidelines. A form for the proposed commission (*Appendix F. Recommendations for Ordination-Installation Commissions*) will be given to the pastor elect following the approval of the Community COM Group.

6. The minister is installed by Presbytery. The Book of Order G-14.0510 describes the installation service.
7. The PNC is dismissed.

The work of the PNC could be considered complete upon the congregation's adoption of the PNC's report. But since the new pastor's contact with the church has been through the PNC, the process of reception by Presbytery and installation will be aided if the PNC cooperates with the session in their tasks. In addition, the PNC might serve as a support group and sounding board for the new minister during his/her first year on the field.

Action should be taken by the congregation at the same meeting in which the call is issued "to dismiss the PNC upon the installation of the minister by the Presbytery". This would negate the necessity of another congregational meeting to dismiss the PNC.

X. SUPPLY RELATIONS

- A. The full Committee on Ministry shall maintain a list for supply preaching. At the first of the year, a listing of available supply preachers should be updated and put in the February Presbytery packet. (Commissioned Lay Pastor – Qualified are listed separately.)
- B. The supply list is kept current and is available through the Presbytery Office. If service has been rendered which is faithful to the Reformed and Presbyterian Church tradition, the supply pastor will be invited to remain on the supply list.
- C. Moderators will be obtained for those churches without pastoral services or with pastors from another denomination who have been approved to serve in our churches. Yearly questionnaires will be sent to each moderator inquiring about regular session meetings, number of elders, who officiates at the Lord's Supper, baptisms and congregational meetings.
- D. Requests for renewal of stated supply and temporary supply are due to the Community COM Group yearly. Generally, reminders are sent to the pastor or the clerk of session if the renewal is past due, asking if the arrangement is going to continue.
- E. An update list of pastoral services for each church is kept by the Community COM Group as well as the listing of all pastors in the Presbytery so that one minister does not get overloaded in moderating too many session.
- F. Churches without installed pastoral leadership may have one of the following types of pastoral relationship:
 - 1. Stated Supply (Book of Order G-14.0513a)
 - 2. Interim Pastor/Interim Associate Pastor (Book of Order G-14.0513 b/c)
 - 3. Temporary Supply (Book of Order G-14.0513d)
 - 4. Commissioned Lay Pastor (Book of Order G-14.0801)

XI. INTERIM RELATIONS

The full Committee on Ministry will maintain a list of all persons available to serve as Interim Pastor/Interim Associate Pastor and intentional Interim, and will Provide information concerning training opportunities offered by the General Assembly. Each Community COM Group will assist churches in their search for such services by offering contacts.

EXAMINATIONS FUNCTION

I. INTRODUCTION

- A. THE RESPONSIBILITY OF THE COMMUNITY COM GROUP is to examine ministers/candidates for reception into presbytery pursuant to the call of a congregation or other calling body within the bounds (the determination of the suitability of the call);
- B. THE RESPONSIBILITY OF THE FULL COMMITTEE ON MINISTRY is to examine ministers from other denominations for reception into presbytery pursuant to the call of a congregation or other calling body within the bounds; and to examine ministers from other denominations who wish to have their names placed on the Supply Preaching List of the presbytery.
- C. These functions will be fulfilled in the following manner:
1. The examining body will consist of members, evenly divided between ministers and elders and representative of the Community/Presbytery with regard to geography, racial-ethnic characteristics, and gender.
 2. Examinations for previously ordained ministers who are transferring into presbytery will ordinarily last one hour. Examinations for candidates for ordination will ordinarily last two hours.
- D. All ministers and candidates must submit the following documents to the presbytery office by the 20th of the month preceding the next scheduled meeting of the examining body, to allow for timely distribution of materials to committee members:
1. a one-page statement of faith, trinitarian in form, including views on the church and the sacraments;
 2. a one-page biographical statement;
 3. a current Personal Information Form. If a current form is not available, an updated PIF or a resume will be required;
 4. a copy of the terms of call from the calling organization. These terms of call shall be forwarded to the chair or moderator of the examining body for review and recommendation to the full Committee on Ministry.
- E. In addition, candidates shall submit appropriate records of candidacy (especially the certification of readiness to receive a call), including copies of the Open Book Biblical Exegesis, Bible Content, Theological Competence, Worship and Sacraments, and Church Polity examinations (G-14.0310), to the moderator of the Examinations Subcommittee by the paperwork deadline of the 20th of the month.

Failure to meet the documentation deadline will result in the minister/candidate being scheduled for the following month's meeting.

II. EXAMINATION OF MINISTER/CANDIDATE

- A. When a PNC makes a verbal agreement with a minister/candidate whom they wish to nominate to the congregation for a call, the PNC is to contact the liaison. The liaison is to tell the PNC to have the minister/candidate contact the COM Chair, or Chair of the examining body in order to schedule the examination.
- B. The examining body will examine the minister/candidate on "his/her Christian faith and views [and knowledge for candidates] in theology, the sacraments, and the government of the church." (Book of Order G-11.0402) While standardized questions will not be used, committee members will listen for particular emphases, themes, and answers that will demonstrate the ministers/candidate's familiarity with, and knowledge of, the Reformed tradition and the Presbyterian Church (U.S.A.).

The examination will conclude with reference to "merits, availability and suitability" (G-11.0502d)

- C. If the examination is sustained, the way will be clear for the call to be voted on by the congregation, and presented to Presbytery.
- D. Candidates for ordination must be completing the candidacy process as defined in G-14.0301 – 0310. A candidate certified as eligible to receive a call may be examined before his/her graduation from seminary. Permission to move onto the field before the candidate has been examined by presbytery may be granted if the examination is sustained as satisfactory by a unanimous vote of the COM.
- E. PNC representatives will accompany the minister/candidate to the place of the meeting. These representatives will be asked to meet with the full body to discuss the suitability and fit of the call.
- F. The liaison will monitor the remainder of the election process. The Session of the church represented by the PNC may call a congregational meeting to vote on the call only after the COM has rendered its approval of the minister/candidate.

III. MINISTERS OF OTHER DENOMINATIONS

The Moderator of the full Committee on Ministry, or the GP/SC in behalf of the Committee on Ministry will be in contact with ministers of other denominations seeking membership in the Presbytery of Coastal Carolina. The full Committee on Ministry will be responsible for implementing the following procedures and requirements which are the interpretation we have

given to the Book of Order with respect to the reception of ministers of other denominations to membership in the Presbytery of Coastal Carolina: (See Book of Order)

- A. When notice is received that a calling agency under the jurisdiction of the Presbytery of Coastal Carolina wishes to call an ordained minister who is a member of another denomination, this individual shall be requested to meet with a person designated by the Committee to discuss procedures and requirements of Presbytery.
- B. The minister must satisfactorily complete a written examination on knowledge of theology, Bible, Sacraments, and the Book of Order, and on the application of this knowledge to the ministry. These examinations will be prepared by the Committee. The minister must also complete a written examination on personal knowledge and views of the organizational structure and program of our Church, and of its history and traditions, and demonstrate familiarity with the basic tenets of the Reformed faith.
- C. The minister may be asked to participate in a career evaluation at:

Presbyterian Samaritan Counseling Center
5203 Sharon Road – Charlotte, NC 28210-4721
(704) 554-9222

or the equivalent thereof within the last five years. The results of this evaluation shall be shared with the Committee at least one week prior to meeting for the examination.

- D. The Committee must receive a recommendation from the minister's denomination or its nearest equivalent, and, ordinarily, a recommendation from the last calling agency. The Committee must also have evidence of the minister's holding a baccalaureate degree or its equivalent from a regionally accredited four-year college or university, together with a theological degree including language requirements of Greek and Hebrew, based on not less than three years residence, or its equivalent, from a theological seminary acceptable to the Presbytery. Copies of transcripts from all educational institutions attended shall be sent to the Committee. The minister must complete and file a Personal Information Form, as well as any other information or forms requested by the Committee.
- E. When all of the above procedures have been completed, the minister shall be examined by persons, at a time and place designated by the Committee. This examination shall cover all areas required by the Book of Order, and shall take place at least four weeks before the meeting of Presbytery in which the minister anticipates reception. All deadlines required of ministers/candidates shall apply to ministers other denominations. The subcommittee will conduct a thorough examination so as to be fully satisfied with the minister's knowledge and views of the organizational structure and program of our Church as well as the areas of personal religious experience, theology, Biblical knowledge, sacraments, and the

government of our Church. In the event the subcommittee is not satisfied with the minister's examination, it may require further work and re-examination.

- F. Upon satisfactory completion of the person's examination before the COM, the minister shall be examined on the floor of Presbytery. The minister shall also answer in the affirmative before the Presbytery the questions put to candidates at their ordination. The Committee shall make recommendations to Presbytery regarding the disposition of the minister, and at the proper time, shall make the following procedural motion: "I move that the examination be sustained in parts and as a whole and that [Name of Person] be enrolled as a member of the Presbytery of Coastal Carolina upon the signing of the Book of Obligation required of ministers."
- G. Presbytery is under no obligation to admit anyone as a minister, and may refuse to admit or delay admission to anyone who does not demonstrate competency for ministry.
- H. All expenses for examinations, travel, career evaluation, etc., shall be borne by the calling agency.

IV. MINISTERS FROM OTHER DENOMINATIONS FOR SUPPLY RELATIONS

- A. Persons from other denominations who wish to preach within the bounds of this presbytery must make application to the presbytery through the full Committee on Ministry. When the "Request for Supply Preaching Privileges" is received, the individual will be scheduled according to the guidelines outlined in the introduction to this section.
- B. Applicants will be examined in the areas of personal faith, Reformed theology, Bible, ministry skills, and their understanding of Presbyterian worship and proclamation. Upon approval by the Committee, the candidate will be placed on the Supply Preaching list.

ELDER MINISTRIES FUNCTION

I. OVERSIGHT

The responsibility for oversight of Elder Ministries includes the following:

- A. To offer learning opportunities for elders to cultivate their gifts, skills, and abilities to lead and assist in worship, to teach and preach the Word, to administer the Lord's Supper, and to perform their other duties as elders (See Book of Order).
- B. To offer learning opportunities for elders to become qualified for elder ministry and qualified for commissioning as lay pastors (CLP).
- C. To examine and qualify candidates for elder ministry and commissioned lay pastor status (See Book of Order).
- D. To ensure the continuing education of elders qualified for elder ministry and commissioned lay pastors.
- E. To conduct annual reviews of elders qualified for elder ministry and commissioned lay pastors.
- F. To communicate with elders qualified for elder ministry and commissioned lay pastors on behalf of the Committee on Ministry.
- G. To interpret the roles and to advocate the proper uses of elders qualified for elder ministry and commissioned lay pastors to the Presbytery, congregations, and sessions.

II. COURSE WORK

- A. The Committee on Ministry shall arrange for the offering of the Elder Ministries Educational Program (EMPEP) once every four years or as demand justifies. The program will offer eight courses over a two year period, usually two courses in each of two terms, and offered usually in the following sequence:
 - 1. The Christian Bible, Part 1 Old Testament: Literature History, and Faith.
 - 2. The Christian Bible, Part 2, New Testament: Literature, History & Faith.
 - 3. Historical Foundations of Reformed Theology.
 - 4. Contemporary Christian Theology: Reformed and Reforming.
 - 5. Christian Worship and Sacraments.
 - 6. Preaching and Teaching the Word.
 - 7. Pastoral Care.
 - 8. Presbyterian Polity

- B. Each course will require 15 hours of class work and ca. 30 hours of class preparation. Successful completion of each course requires class attendance and participation. Course work will be graded as Pass/Fail or Incomplete. Course instructors will send to the EM Subcommittee chairperson a class roll with appropriate grades. The chairperson will notify each elder's session of elder's completion of the course. To enroll in the program, elders will complete an application form and the elder's session will send a letter recommending the elder's enrollment.
- C. Any elder who wishes to become qualified for elder ministry must complete the eight courses listed above (or their equivalent), be examined by the EM Subcommittee, and presented to the Presbytery. When qualified, the elders will be listed on the Presbytery's Supply Preachers List and may be appointed to lead worship and administer the Lord's Supper (B.O. G-11.0103z). When serving as supply preachers, qualified elder will be compensated at least \$75 plus travel for each service.
- D. Any elder who wishes to become qualified for commissioning as a lay pastor will follow this procedure:
1. Any elder in good standing within any church in the Presbytery who has served as elder for at least one year and who wishes to be qualified for commissioning as a lay pastor shall first request approval by his/her session and shall forward that written approval with an CLP application form to the EM Subcommittee. Elders from other Presbyteries must meet the same criteria just listed and in addition must be recommended by their Presbytery's COM and approved by the Committee of this Presbytery. The elder's application must include a statement of interest and qualifications including commitment to the Church, leadership in the Church's ministries. The session's letter should attest to those commitments and ministries.
 2. Committee on Ministry shall arrange for a personal interview to be conducted with each applicant to determine the applicant's faith and motives for ministry and to outline requirements for eligibility for commissioning as CLP. The Committee's approval of applicants completes the application. To be qualified for commissioning as Lay Pastors, elders must complete the eight courses outlined above or offer evidence of successful experience of equivalent educational experiences.
 3. Upon their successful completion of the courses, the names of these elders will be presented for final approval as elders qualified for commissioning as lay pastors and will also be listed on the Supply Preaching list as elder preachers and noted as available to consider commissions as lay pastors.
 4. Sessions seeking a CLP will consult with the Committee and shall submit an application form supplied by the Presbytery. When a CLP candidate is identified, the session will consult with the candidate and negotiate terms of the commission. When agreed upon, those terms of the commission will be reported to the Committee. If the session wants to request that the CLP perform

any or all of the functions outlined in the Book of Order G-14.0801c, those functions must be identified in the session's request. The Committee shall examine the candidate. If the Committee subsequently approves the request, it shall recommend commissioning to the Presbytery. Upon Presbytery approval, the candidate will be commissioned, using the constitutional questions in the Book of Order G-14.0801g. When commissioned, the lay pastor will serve under Presbytery supervision through the moderator of the session of the Church being served. Each CLP will be guided by a mentor who may be the session's moderator or another minister appointed by the Presbytery.

Commissions shall be for a specified period of time, up to three years and may be renewed in accordance to the Book of Order G14.0801b.

- C. To remain qualified for elder ministry and for commissioning, elders must complete and report at least 20 hours of continuing education each year. Elders must complete at least 40 hours of continuing education, reported annually, while serving full-time commissions as lay pastors. Failure to complete this requirement can jeopardize CLP and QEM status.

CHURCH CARE FUNCTION

I. A GUIDE FOR VISITS WITH SESSIONS

Triennial visits are pastoral visits to our congregations. They are intended to be affirmative giving encouragement to all of our congregations and pastors. COM and the Presbytery sincerely wants to strengthen the ties that bind us together in Christ and as Presbyterians. We want to hear about the ministry of our churches and discover ways that presbytery can be supportive of them. Visitors may have helpful information to share and can be the ears of presbytery to hear things our churches want to say to us.

Triennial visits are NOT intended to be evaluations of either congregations or pastors. They are NOT intended to be strategy sessions. They are NOT intended to be adventures in conflict management. It IS hoped that these visits may prevent difficulties and strengthen relationships where support is available when problems do arise.

A. GOALS

1. To establish and maintain effective communication between Presbytery and church session.
2. To gain a sense of the spiritual welfare of the particular church.
 - a. in terms of its *mission* (including its worship, nurture, outreach & service); and
 - b. in terms of its *relationships* (between pastor[s], session, and church members).
3. To encourage full participation of the session and congregation in the life and work of the presbytery and of the wider church.

B. OBJECTIVES

1. To discuss the mission, ministry, quality of worship, the standards governing worship, the fruit of that worship, ministry and mission and to encourage full participation of each session and congregation in the life to the Presbytery (see requirements of Book of Order, G-11.0502 and W-1.4002).
2. To affirm the ministry and success stories that are happening.
3. To provide an avenue for questions or concerns to be expressed by the session and pastor/moderator.

4. To provide information to sessions and congregations on resources that may be helpful for their ministry from presbytery.
5. To provide updated information from each church to the various committees, regions, communities regarding opportunities for Presbytery to nurture congregations, sessions and clergy.

C. STEPS OF IMPLEMENTATION

1. Utilize designated regions as a way of organizing visits.
2. Regional representatives shall be enlisted and given the responsibility of recruiting and developing an adequate number of teams per region of at least two persons per team. Visitation teams are intentionally made up of 2 persons to get different experience and insights. **UNDER NO CIRCUMSTANCES SHOULD ONE PERSON VISIT ALONE.**
3. Preferably each team should consist of at least one minister and one elder. Effort should be made to be as inclusive as possible given the limits of a two-person team.
4. Each team should strive to make at least one visit per quarter.
5. Representatives from all of the committees of Presbytery should be considered for participation on these teams with the understanding that they are to report back to the Community COM Group in which the visited church is located.
6. Information will be provided to each team coordinator for the guidance of the teams as they negotiate and implement their visits.
7. Each team coordinator will:
 - a. Initiate the request for a meeting with the Session, making such request to its Moderator or Clerk of Session. It should be made clear that the requested visit is expected to last approximately one hour, that the Pastor(s) and Elders will participate together throughout the entire meeting, and that while no ordinary business of the Session will be conducted during this meeting, it is nonetheless an official meeting of the Session with representatives from the presbytery as required by the Book of Order.
 - b. Following the convening of the Session by its Moderator, the visiting team will lead the discussion throughout the entire visit. It is suggested that the team members not take notes during the meeting, since this is a pastoral visit. Team members should give

full attention to listening and asking questions, and to keeping the conversation on track in terms of the stated goals of the visit, and in view of the time limit of one hour for the entire meeting.

- c. The team should also be attentive to the opportunities to share ways in which Presbytery may be helpful. The team should provide any help possible in the endeavor of contributing to the relationships of the session to Presbytery and Presbytery to its session.
8. If requested by the Pastor/Moderator or an elder, the visitors will be available for additional consultation.
9. The team should also plan to spend some time with the Pastor/Moderator for consultation regarding his/her well being and the well being of the family. This may be over a meal at a restaurant near the church which affords some degree of privacy. The spouse may be invited. This meal shall be at Presbytery's expense.
10. Following the meeting the visitation team will file a brief report with the appropriate Community COM Group.
11. Travel expenses for both of the visiting team members may be submitted to the Presbytery's Office for reimbursement following receipt of the team's report by the Community COM Chair.
12. The team report having been made to the Community COM Group, a copy will be placed in the church's permanent file in the Presbytery Office and sent to other committees of Presbytery as appropriate.
13. The team will write a follow-up note or notes to the session and pastor. Such notes should affirm some of the strong points and indicated any follow-up referrals of their messages to Presbytery. The final report forms are NOT to be shared with the church or pastor.

II. CONFLICT RESOLUTION PROCEDURES

The following is the process ordinarily utilized when a concern is raised regarding church and/or pastor relations.

A. GOALS

1. To identify issues that needs to be dealt with within the church.
2. To develop a plan of action to improve the situation.
3. To help session, pastor, and congregation face, deal with, and make decisions about issues and behaviors affecting congregational life.
4. To reduce tensions.

5. To help leaders develop skills for dealing with issues.

B. PROCEDURES AND IMPLEMENTATIONS

1. Concern is presented.
 - a. Call from pastor.
 - b. Call from clerk on behalf of the session.
 - c. A liaison or other member of Community COM Group.
2. Contact is made to Community COM Chair and/or General Presbyter.
 - a. Discussion of call.
 - b. Matter is brought before Community COM Group.
3. Community COM Group shall arrange for a visitation team to meet with the session/pastor to ascertain presenting problems, and, as appropriate, to serve as consultants and mediators in resolving issues.
4. Committee of Inquiry
 - a. If concerns continue and are not adequately addressed, the visitation team may recommend that a Committee of Inquiry be appointed.
 - b. The Committee of Inquiry will consist of 3 to 5 persons, trained in conflict resolution. Members of the visitation team may serve on/as the Committee of Inquiry.
 - c. The task of the Committee of Inquiry will be to work towards resolving the conflict. They may use a variety of resources or methods including:
 - Questionnaires;
 - Hearings;
 - Small group discussions;
 - Suggest the church hire an outside consultant.
 - d. The Committee of Inquiry shall report findings and recommendations to the appropriate Community COM Group.
5. Community COM Group Response
 - a. Hear the report & recommendations of Committee of Inquiry.
 - b. Based on the recommendations, the Community COM Group may act in the following ways:
 - Dismiss the Committee of Inquiry.
 - Adopt the report and recommendations.
 - Request presbytery elect an Administrative Commission.

Book of Order G-9.0503

III. PRESBYTERY APPOINTED MODERATORS

A. AUTHORITY

1. “The moderator possesses the authority necessary for preserving order and for conducting efficiently the business of the governing body. He/She shall convene and adjourn the governing body in accordance with its own action. The moderator may, in an emergency, convene the governing body by written notice at a time and place different from that previously designated by the body.” (Book of Order G-9.0202a)
2. “When a church is without a pastor, the moderator of the session shall be the minister appointed for that purpose by the presbytery, or a minister of the same presbytery invited by the session to preside on a particular occasion. When it is impossible for such a minister to attend, the session may elect one of its own members to preside.” (Book of Order G-10.0103b)

B. RESPONSIBILITIES

1. The moderator is responsible to the Presbytery through the COM.
2. The moderator, in consultation with the Clerk of Session, shall call meetings of the session and together they shall prepare the agenda.
3. The moderator shall maintain communication with the Clerk of Session, and through that contact with the work of the session’s committees.
4. The moderator need not attend Deacons’ meetings unless mutually desirable.
5. It is desirable that the moderator of the session also serve as moderator of congregational meetings, especially when the congregation is convened for the purpose of calling a pastor.
6. The session should not expect the moderator to do ministry and no pay (see below) is expected. The moderator may assist in seeking pastoral oversight in the case of deaths, funerals and other emergency needs.

C. EXPENSES

All expenses related to the position of moderator shall be covered by the church. Travel shall be reimbursed at the current rate used by presbytery. Honoraria for moderating session meetings is not appropriate.

D. GUIDELINES FOR APPROVING MODERATORS

1. Must be an ordained minister of the PCUSA (except for occasional meetings of the session, when an elder may be selected to preside).
2. Ordinarily will be a minister in good standing the Presbytery of Coastal Carolina. Exceptions must have the approval of the COM.
3. Must be a member of the Presbytery of Coastal Carolina to moderate judicial cases.
4. Must have had pastor experience (except for occasional meetings of the session, when an elder may be selected to preside).
5. Must be familiar with the Book of Order.

relationship and establish a high level of trust and confidence. The pastor-colleagues will discuss all relevant matters of ministry and life in the church as a learning opportunity, as a means of gaining perspective on problems and situations and as a means of sharing insights together.

The pastor-colleague should familiarize the minister with the organizational structure of presbytery, supportive meetings with colleagues, area hospitals, funeral home facilities and customs, community programs and general points of interest in the area. The pastor-colleague should seek to determine the minister's areas of strength and gifts in ministry and encourage sharing of those gifts among us. No regular report is required, but it is expected that the pastor colleague will report anything he/she thinks will help the Community COM Group in its responsibility to provide care and oversight to its ministers, and will make a final report at the conclusion of the pastor-colleague relationship.

V. CLASSIFICATION OF MINISTERS

Every minister in the presbytery who is performing work which is not under the jurisdiction of the presbytery or a higher governing body shall submit an annual written report of their work. A current listing will be maintained. If there is a question as to the validity of the minister's present work as qualifying him/her to retain ordination A current listing will be maintained. If there is a question as to the validity of the minister's present work as qualifying him/her to retain ordination (Book of Order G-11.0517) it will be reported to the Committee on Ministry, with recommendations (Book of Order G-11.0406.16). The Community COM Group will contact ministers on this list concerning how they might use their talents in the work of the presbytery, and will encourage their participation.

VI. RELATIONS WITH NON-PARISH CLERGY

Each Community COM Group will seek to establish a relationship with non-parish clergy, i.e., retired ministers, minister-at-large, and those in other service areas. Such ministers will be encouraged to use their skills and experiences in workshops, seminars, and retreats, and will be invited to become involved as pastor-colleagues.

VII. PROMOTION OF FELLOWSHIP OPPORTUNITIES

Each Community COM Group, in consultation with the Mission Coordinators, will work to promote fellowship between/among ministers and educators and their spouses within the presbytery. Regional gatherings will be planned, as well as special lunch groups at meetings of presbytery.

“PASTORAL CARE & OVERSIGHT” FUNCTION

I. ORIENTATION OF NEW PASTORS TO THE PRESBYTERY

This area of responsibility focuses on orientation for new pastors to the presbytery. Two general sessions of orientation (March and October) will be held at the Presbytery Office each year. Other opportunities will be offered on an individual basis as needed. A notebook containing the *Manual of Administrative Operations*, a Presbytery Directory and other important information will be provided for those attending orientation.

II. PROMOTION OF CONTINUING EDUCATION OPPORTUNITIES

It is important that we promote continuing education opportunities for ministers, educators, CLPs in our presbytery. We will provide a listing of yearly presbytery-sponsored events and offerings at colleges and Divinity schools in the area. Efforts will be made to sponsor skill development workshops, to provide for opportunities of reflection among newly-ordained ministers after one year in ministry, and among other ministers at significant points in ministry. Opportunities for Small Group Retreats focusing on spirituality, spiritual formation or other special interests will be arranged. Also, opportunities for individual retreats as our presbytery camps are available.

III. PROVISION FOR PASTORAL SUPPORT AND COUNSELING

- A. A Pastor-to-Pastor Program will be in place throughout the presbytery, in all six regions. Each pastor-to-pastor will establish and maintain contact and offer pastoral care to ministers and their families in his/her region.
- B. For ministers and/or spouses seeking personal counseling, contact should be made with either the Presbyterian Counseling Center in Wilmington or the Career & Personal Counseling Center in Charlotte. Those seeking counseling are asked to complete a one-page form to be forwarded to the Executive Presbyter for approval (see Appendix E). With Community COM approval the presbytery can subsidize the cost up to a maximum of \$300. Ministers will have access to other programs available – the Response Program, for example.
- C. Provision will be made for support group gatherings for Women in Ministry in the Presbytery of Coastal Carolina.

IV. PROVISION FOR A SYSTEM OF PASTOR-COLLEAGUES

- A. Experienced ministers will be assigned to serve as pastor-colleagues to new ministers coming into the presbytery. The pastor-colleague shall be a minister located within the same geographical area, and the relationship is for one year, with meetings scheduled every other month and contact by telephone in between. The pastor-colleague should get to know each other’s families. The pastor-colleague shall take the initiative in the relationship, and should encourage “openness” in the

REMUNERATION FUNCTION

I. TERMS OF CALL

A. The remuneration responsibility of the full Committee on Ministry includes annual recommendations regarding the minimum compensation requirements for ministers, CLPs, and certified educators of the Presbytery. (Book of Order G-14.0506e) This shall normally be sent to the summer meeting of Presbytery for its approval.

1. Each church must report the annual terms of call for the minister, CLPs, and certified educators, whether there has been a change of call or not. The minimum terms of call approved by the presbytery each year will be sent to the clerk of session of all churches in the presbytery with a note saying that the minimum must be met or exceeded by all churches yearly. (Book of Order G-14.0506e) The form for reporting terms of call will go out with the Statistical Report. Sick leave, vacation, and continuing professional development policies will be written into all Call Forms and into minimum terms of call policy of the presbytery.

The calls for ministers coming into the presbytery shall be reviewed concerning the adequacy of remunerations. The report shall be made on the same day that the minister meets with the examining body.

The remuneration review shall be for all changes in terms of call for the ministers of the presbytery.

B. Develop Shared Grants that will defray student loans for Seminary Students, if they will serve churches under 150 membership.

i.e..... \$10,000 – Board of Pensions
 \$ 5,000 – Presbytery
 \$ 1,000 – Local Church

II. BOARD OF PENSIONS LIAISON

A. The remuneration responsibility shall also include recommending Honorably Retired status for qualified applicants. Such recommendation shall include the provision that each applicant is recognized by the Presbytery in an appropriate manner.

B. The General Presbyter/Stated Clerk will receive the statement of arrears from the Board of Pensions, and those churches will be contacted by the General Presbyter and/or by the Chair of the appropriate Community COM Group to determine the cause for the arrears and how the church might fulfill its' obligation to the Board of Pensions.

- C. Committee on Ministry will arrange, after consultation with the Board of Pensions, for appropriate workshops for the ministers of the presbytery. The list of workshops will include:

Every year.....Fiscal Fitness Seminar
Every other year.....Retirement Planning Seminar
Odd years.....Just before Retirement Seminar
Every third year.....Post-retirement Seminar

The subcommittee will provide other seminars, including:

What Church Treasurers Need to Know about Salaries and Pensions
Pensions/Health Care/Shared Grants/125 Plus/Pre & Post Tax Savings

III. KATE BITTING REYNOLDS FUND

On recommendation of the Stated Clerk, the Chair of the Committee on Ministry shall review and make recommendations on applicants for the Kate Bitting Reynolds Fund.

IV. NECROLOGY LISTS FOR PRESBYTERY

Each Community COM Group, in consultation with the Stated Clerk, shall prepare a list of all ministers and ruling elders who have died during the year. This list will be read at the February meeting of Presbytery.

V. SHARED GRANTS

Develop Shared Grants for ministers requesting financial assistance, after consultation with the Board of Pensions and the General Presbyter.

**MINISTERIAL GUIDELINES FOR LEAVING A PARISH
PRESBYTERY OF COASTAL CAROLINA**

1. WHEN SHOULD I ANNOUNCE MY INTENTION TO LEAVE?

Under normal conditions of leaving a field, four to six weeks is adequate. Two weeks is necessary to call the congregational meeting and three or four weeks then to allow for tying up loose ends and saying goodbye.

Giving notice of more than six weeks can make for an inordinately long period for everyone concerned having to hold onto grief feelings prior to the final termination, not unlike a prolonged period between a death and the funeral or memorial service. However, too short a time between the announcement and the departure is unfair to all affected, but especially to the congregation. The time after a pastor has announced her or his intention to move is a period of extremely important pastoral care: that which is extended by the departing pastor to the congregation and its members, and that which is extended to the departing pastor and family by the congregation.

A minister anticipating a move can find resources to help with the transition by contacting the Presbytery's Resource Center (Kaye Bledsoe - 800-277-7479).

2. WHOM SHOULD I TELL, WHEN, AND IN WHAT ORDER?

- a. You should promptly notify the General Presbyter of the Presbytery of Coastal Carolina and/or the Chair of the Committee on Ministry of your intention to request the Presbytery to dissolve the relationship.
- b. Share the news with your Session before sharing it with others in the church or the community. Ask the Session to call a congregational meeting to concur with your request for the Presbytery to dissolve the relationship.
- c. You should announce your request of the dissolution officially and personally at a public worship service. Be positive and open in your announcement.
- d. The Book of Order (G-14.0602) requires that you notify the Committee on Ministry and/or the Office of Presbytery in writing of your intention to dissolve the relationship and the congregational action concurring with your request.
- e. Upon advising the Committee on Ministry and the Office of Presbytery of the dissolution and the concurrence by the congregation, the pastor will meet with the assigned liaison from the Committee on Ministry for an exit interview.
- f. The pastor must receive concurrence from the Committee on Ministry before moving from the field.

- g. It is the your responsibility to see that your congregation understands that you will no longer be their pastor. You need to make it perfectly clear to them that you are no longer available to preach or perform any pastoral tasks for them.
- h. You should do every thing possible to be supportive of the Presbytery's pastor search process and encourage the congregation to work closely with the Presbytery during their search for a new pastor. The same liaison that conducted the exit interviews is assigned to lead the Pastor Nominating Committee through the process. The Committee on Ministry will also designate another minister as moderator of the Session
- i. It is the joint responsibility of you and the Session to notify the Board of Pensions of the dissolution and to file the proper papers.
- j. The pastor who is leaving, if living in a church manse, needs to make sure the manse and property are left in good condition, with all the dirt, rubbish, etc. removed.
- k. All files and records of the church should be put in order and left intact so that the next pastor may easily find necessary records and equipment.
- l. When you leave a field where you have served, you should affirm the good that has been accomplished. **DO NOT LEAVE ON A NEGATIVE NOTE.**

3. GUIDELINES FOR RELATING TO THE FORMER CONGREGATION FROM A DIFFERENT LOCATION

- a. Even though former pastors and their families may continue to have friendships in the congregation, the former pastors should not perform weddings, conduct funerals or counsel members of the congregation unless asked to do so by the Session and moderator of the Session (G-14.0606; W- 1.4004 - 1.4006; G-10.0102d).
- b. You should not participate in any way with the function of the Pastor Nominating Committee.
- c. You should make every effort to be supportive of the next pastor. Encourage persons who might make contact with concerns about the current pastor to address them to their current pastor or the Session or the Committee on Ministry. Avoid drawing conclusions about the current pastor or interpreting his/her behavior or words. Encourage openness and opportunities for growth.
- d. Should you and your family return for a visit or for a vacation, make a friendly phone call to the current pastor prior to the visit/vacation and soon after your arrival.

- e. Any complaint to the COM will receive a first response in the form of a private meeting of the Chair and at least one other member of the COM with the person alleged to have violated the privilege of the pastoral relationships. Should they find the complaints valid, and should the practice continue, the matter may be brought before the entire COM and the accused may be subject to censure according to the Rules of Discipline.

4. GUIDELINES FOR RETIRING MINISTERS

The Guidelines for Retiring Ministers include all the above but there are special considerations addressed in a separate paper (Attachment D).

5. GUIDELINES FOR PASTORS AND FAMILIES WHO REMAIN IN THE AREA AFTER LEAVING A PASTORATE.

- a. If you choose to remain in or return to the area in which you have served as pastor you need to deal realistically with your own needs for fellowship and church life apart from the former congregation.
- b. You and your family can be most helpful to the next pastor and family in being accepted in their new situation. You and your family can also be the most difficult problem your successor and family must face. Be sensitive to them, encourage them, and help them any way you can, including physically withdrawing yourselves from the congregation for a considerable period of time.
- c. You should refrain from pastoral functions and not accept any positions of leadership in your former church, nor attend meetings of the Session, Deacons, or Trustees, unless invited by the Session and moderator of Session.
- d. You should not officiate at any sacraments, weddings, funerals, or other functions involving members of your former church, or within its properties, unless invited by the Session and moderator of Session (see 3 a. for references).
- e. An invitation to officiate or perform pastoral functions in a former church is an opportunity to demonstrate your support and loyalty to your successor. Offer to assist rather than officiate. Avoid any functions or requests that will isolate or exclude your successor from the people God has called him/her to serve. Your spouse and your family also need to demonstrate their support of the current pastor and family in the manner suggested for former pastors.
- f. You should avoid formal or informal participation in or comment on the work of the Pastor Nominating Committee.

- g. Regarding continued worship in the church where the pastor no longer serves, through retirement or other circumstances, the Committee on Ministry encourages clergy and families to seek alternate worship sites and opportunities, especially during the first few months after the new pastor and family arrive. This will help avoid the inevitable comparisons that can cause so much pain whenever old relationships are severed and new ones are being formed.

These guidelines are intended to serve as a help to pastors and churches as they go through difficult times of adjustment. They are provided as an attempt to avoid having a long and devoted pastoral relationship between a pastor and church become a source of dissension within a congregation and a source of pain for a succeeding pastor and family. The Committee on Ministry is available to counsel pastors, their families and congregations regarding these guidelines as needed in their particular situations. If you have any questions, please contact the Chair of the Committee on Ministry.

PRESBYTERY OF COASTAL CAROLINA

SO YOUR MINISTER IS LEAVING – FOR ALL SESSION MEMBERS

Your minister has announced he/she is leaving

Don't panic or be anxious

Take a deep collective breath

Thank God for the time your pastor has been with you and remember

All the gifts he/she brought to your congregation and the opportunities that are now before you.

Your minister is aware of the process for dissolving the relationship and will lead you through it. It is important the Session, the pastor who is leaving and the congregation understand the limitations of future relationships. Please see “Ministerial Guidelines for Leaving a Parish”.

The Committee on Ministry (COM) of the Presbytery of Coastal Carolina will designate one of its members to serve as liaison to your church. That person will arrange an exit interview with both the Session and the minister. The liaison will follow the Pastor Nominating Committee (which cannot be elected until the pastor has left the field) through the process until a call is completed.

Who will fill the pulpit each Sunday is usually the first question raised. It is the responsibility of the Session's Worship Committee, if there is one, to arrange to hear different preachers. If no Worship Committee is in place, the Session would be wise to designate one or perhaps two elders to carry out this responsibility. There is a list of minister and other available for pulpit supply which is always being updated and can be sent to you by Penny Cooper from the Presbytery Office (pennycooper@presbycc.org OR 1-800-277-7479). Try Commissioned Lay Pastors – they bring a richness to the Message too. It is also possible to ask the Executive Presbyter to preach for you as soon as possible following the exiting pastor's last Sunday. You will find you learn a great deal about liturgy and the service when it is yours to do.

As a Session, you have increased responsibility so that the church continues to function well. You and your pastor need to notify the Board of Pensions that the position of pastor is now vacant. Make use of your lay people and you will be amazed at the undiscovered talents that are in your church.

The COM urges churches in transition to secure the services of an interim pastor. The Session will need to decide if an interim pastor is appropriate for the church at this time. If so, there is a process that the COM recommends in order to secure one who has the skills to see you through this transition time. Again, Penny Cooper can send you this helpful material or you can ask the liaison for a copy.

This is a time for your church to seek direction, to look at its mission, to discover the gifts your congregation has to further that mission – all with the Holy Spirit supporting and guiding your, through prayer and love for one another.

PRESBYTERY OF COASTAL CAROLINA

**RELATIONSHIP BETWEEN A CONGREGATION & A FORMER PASTOR
FOR SESSION MEMBERS & CONGREGATION**

For the purposes of this document the term “pastor” and “minister” shall include: Pastor; Associate Pastor; Stated Supply; Interim Pastor; Interim Associate Pastor; Temporary Supply; Intern; Inquirer or Candidate as Temporary Supply; Commissioned Lay Pastor.

To the churches, ministers and lay pastors, the Committee on Ministry has been concerned about the relationship between the particular church and its former pastor or associate pastor. While recognizing the enduring value of the friendships established during the term of a pastoral, administrative, educational, teaching advice and counsel or worship leadership or preaching relationship, the Committee is aware of difficulties which may result for a current pastor when the congregation or a portion thereof continues to look to a predecessor for pastoral advice and counsel.

Therefore, the Committee on Ministry commends to the churches and pastors the following:

- A. When Presbytery dissolves the pastoral relationship, that relationship is dissolved. Only the pastor duly installed by Presbytery, or the pastor approved by the Presbytery for temporary service, is authorized to perform pastoral, administrative, educational, teaching advice and counsel or worship leadership or preaching duties among a particular congregation.
 - 1. The former pastor should not participate in any way with the function of the Pastor Nominating Committee.
 - 2. The former pastor should make every effort to be supportive of the next pastor. Encourage persons who might make contact with concerns about the current pastor to address them to their current pastor or the Session or the Committee on Ministry. Avoid drawing conclusions about the current pastor on interpreting his/her behavior or words. Encourage openness and opportunities for growth.
 - 3. Should the former pastor’s family return for a visit or for a vacation, make a friendly phone call to the current pastor prior to the visit/vacation and soon after arrival.

- B. For a pastor or associate pastor to return to a former parish to perform pastoral, administrative, educational, teaching advice and counsel or worship leadership or preaching and continuing services for the church and its people while they have another person as their pastor is to show disregard for the minister who is there. The same is true for continual visiting among the congregation, continual attendance at congregational functions, or visiting the people in the hospitals, as pastor. “Intentional or not, it expresses discourtesy and disregard toward the new person service as pastor when a former pastor returns without such invitation and coordination”.

- C. “Former pastors, associate pastors and assistant pastors may officiate at services for members of a particular church, or at services within its properties, only upon invitation from the moderator of the session or, in case of the inability to contact the moderator, from the Clerk of Session.” Book of Order, G-14.0606.
- D. The people of the church shall give consideration to the pastors they have called and to show respect for them by calling them to perform pastoral, administrative, educational, teaching advice and counsel or worship leadership or preaching services.
- E. Any complaint to the COM shall receive a first response in the form of a private meeting of three members of the COM with the person alleged to have violated the privilege of the pastoral relationships. Should they find the complaints valid, and should the practice continue, the matter shall be brought before the entire COM and the accused may be subject to censure according to the Rules of Discipline. The pastor, associate pastor, interim pastor, interim associate pastor, stated supply, commissioned lay pastor, intern, makes no comments, even privately, about the new pastor after leaving except to install confidence and support in the congregation. All other approaches, questions, comments from any member or staff of the congregation shall be referred appropriately.
- F. If the accused is a member of another Presbytery, the COM shall communicate with the COM of the Presbytery.
- G. When a minister or lay pastor leaves a pastoral relationship with a church, a copy of this statement will be given to the minister or lay pastor as well as to the session members. The session will be asked to share this statement throughout the entire congregation by reading it aloud to the congregation gathered or by using it as an insert for the bulletin or newsletter, unless the statement has been distributed through the congregation within the past year. The Committee on Ministry’s liaison person will share the statement with the session when an installed pastorate is ended or has ended.
- H. A minister who has served a church in an established relationship may not serve that church as parish associate or in any other relationship until at least two years after the next pastor has begun serving the church.

NOTE: These guidelines do not apply in case of a relationship of an interim pastor, interim associate pastor, stated supply, or lay pastor that lasts four months or less.

MINISTERIAL GUIDELINES FOR RETIRING

The Presbytery of Coastal Carolina

Retirement is a very personal decision. If you are married, the decision should be made in careful consultation with your spouse. The decision should not be made in haste. You are encouraged to make final decisions about retirement only after much thought and prayer about all of the implications.

WHEN MAY I RETIRE?

Full retirement benefits are available to vested members of the Benefits Plan at age 65. You may retire as early as age 55 for pension benefits. However, these benefits are actuarially adjusted as a result of the early retirement option. Full retirement benefits begin at age 63 for credits accrued under the Board of Annuities and Relief of the PCUS.

You may defer commencement of your pension beyond the Normal Retirement Date but no later than the required beginning Date. This is called "Post-Normal Retirement Age Option". This may have a significant positive impact on the pension you will receive.

If you are not working, you must initiate your retirement pension by April 1 following the calendar year in which you attain age 70 ½.

All retirement benefits will begin on the first of the month. This means that if a member retires, for example, on March 15, his or her retirement benefit will not begin until the first of the following month, April 1. Mid-month commencement dates are not possible.

You are urged to contact The Board of Pensions prior to making a decision regarding retirement. The telephone number of The Board of Pensions is 800-773-7752. The website of The Board of Pensions is www.pensions.org.

For purposes of Social Security retirement benefits, the full retirement age gradually increases from age 65 eventually reaching age 67 for persons born after 1959.

You are urged to contact the Social Security Administration prior to making a decision regarding retirement. The telephone number of Social Security is 800-772-1213. The website of Social Security is www.socialsecurity.gov. Online filing for retirement benefits is safe, easy, and is the most convenient method of filing. You can also apply for disability benefits over the Internet. Medicare's website is www.medicare.gov.

WHAT SHOULD I DO AS I THINK ABOUT RETIRING?

A. You are encouraged to participate in one or more Pre-Retirement Planning Seminars offered by The Board of Pensions. It is strongly suggested that you participate in a Pre-Retirement Planning Seminar a number of years prior to age 65. It is also strongly recommended that you again participate in a Pre-Retirement Planning Seminar of The Board of Pensions after age 60. Consult the web site of The Board of Pensions or call the Presbytery Office for information about Pre-Retirement Planning Seminars offered by The Board of Pensions.

B. When you begin to think of the possibility of retiring in the next two or three years, contact our Executive Presbyter to find out if the presbytery will hold a workshop for those really near retirement. This would be an excellent and informative event for you and your spouse. In such a workshop you will learn the process of retirement within this presbytery, up to date information about the details of retirement, and an opportunity to clarify your expectations regarding the early post-retirement years.

C. You may obtain from The Board of Pensions the booklet *Information for Members Planning to Retire*. Another helpful booklet is *Guide to Social Security and Medicare*. [www.imercer.com/socialsecurity]. The Mercer Guide is a simple explanation with easy-reference benefit tables.

D. Talk with and decide with your spouse the location of your first home in retirement. The location that you determined in earlier years may not be appropriate at this stage of your life.

E. Consider with your spouse the financial assets and liabilities that you will have in retirement. Assets include: Social Security Benefits, Pension Benefits from the Board of Pensions and other sources, and other retirement plans and financial assets that you and your spouse have accumulated.

Those retiring as a member of The Presbytery of Coastal Carolina may be eligible to participate in the Kate B. Reynolds Fund. Eligibility is defined as active service as a member of presbytery for the last five years of ministry or a total of ten years of ministry served while a member of a presbytery within North Carolina. Another requirement is maintaining membership in a presbytery within the state of North Carolina. Funds from the Kate B. Reynolds Fund are normally distributed in January and July. As of 2005 eligible persons receive approximately \$2,000 a year. For complete details contact the Executive Presbyter/Stated Clerk.

Liabilities may include: mortgage on your home, cost of purchasing a home following retirement, credit card balances, and other debt that you may carry into retirement. Consider the assets and liabilities that are in your name, jointly in your name and that of your spouse, and in your spouse's name. There are excellent sources that you can find on the World Wide Web that will assist you in your consideration of your assets and liabilities.

F. Consult with your Regional Service Team at The Board of Pensions to learn about different types of individual healthcare coverage applicable to you and your spouse in your retirement years. Be certain that you understand the options, cost, and extent of healthcare coverage after you retire and especially if you and/or your spouse are thinking of retirement prior to age 65.

G. There are several very knowledgeable persons in our presbytery who are willing to assist you as you begin to consider retirement. You may obtain their names from our Executive Presbyter/Stated Clerk.

WHAT IS GOOD TIME LINE?

A. The Board of Pensions offers the following suggestions. [*Information for Members Planning to Retire, Page 6*]

- Contact your local Social Security office four months before the date of retirement. It normally takes at least three months to establish Social Security retirement benefits. [Note: the length of time may vary and may be shorter.]
- Request a retirement application package from the Board of Pensions at least 90 days before retirement to allow sufficient time for processing. You must complete the Retirement Pension Application, the Application for Election of Pension Option and a tax withholding form to begin receiving pension benefits. Allow time to obtain the required certification of retirement from your employing organization. This certification is given by our Executive Presbyter/Stated Clerk after the Committee on Ministry has given approval. You can obtain a Retirement Application Packet by calling your Regional Service Team of The Board of Pensions at 800-773-7752.
- Your Retirement Application Packet will include a pension quotation. Your request for a packet must include the expected date of retirement, birth dates for you and your spouse, and your current address.

B. Contact the Executive Presbyter/Stated Clerk of our presbytery at least four months before your anticipated date of retirement. Ask for an appointment and consult with the Executive Presbyter/Stated Clerk of our presbytery before you talk with any person related to your congregation.

WHAT IF MY DOCTOR TELLS/SUGGESTS THAT I SHOULD RETIRE?

Consider exploring the possibility of **disability** with The Board of Pensions if your doctor tells/suggests that you should retire. It may be to your financial advantage to draw from The Board of Pensions disability benefits rather than a pension. Disability benefits from The Board of Pensions are solely at the discretion of The Board of Pensions. The Board of Pensions makes the decision after consulting with your doctors.

DOES THE PRESBYTERY HAVE POLICIES REGARDING HOW MINISTERS RELATE TO THEIR FORMER CHURCH (ES)?

YES! Policies are available regarding how former pastors, retirees as well as others who move on, relate to the church(es) previously serviced. You may obtain the policies by contacting our Executive Presbyter/Stated Clerk or the Administrative Assistant of Presbytery. It is NEVER too early to have these policies as you begin to think about retirement.

WHAT WILL I DO WITH MY TIME IN RETIREMENT?

This is a very personal decision that should be made in consultation with your spouse. It is wonderful if you have a hobby that you love. The days, weeks and months can be long in retirement if you cannot fill the time with meaningful activities. This is especially true if your health continues to be good. Ministers in retirement enjoy many various activities. These include: a hobby; golf, tennis, or other sport; various volunteer activities; travel (but you will quickly realize that you will probably not travel most or all of the time); serving as a Temporary Supply, Stated Supply, Interim Pastor or Parish Associate; work in committees of presbytery or the synod; begin a second career. The list of possible activities in retirement is very long and limited only by limits in imagination and/or creativity.

It is the responsibility of each person to push their imagination and creative thinking in exploring potential retirement activities.

A good idea is to take the week long Interim Pastor Training if you are remotely considering the possibility of serving as an Interim Pastor from your home or “away from home” following your retirement. More information about Interim Pastor Training can be had by talking with the Executive Presbyter/Stated Clerk of our presbytery or with the Supply/Interim Relations Subcommittee of the Committee on Ministry.

Worksheet for Terms of Call for Ministers - 2009 Church Not Using a Manse

EFFECTIVE SALARY: *

- 1: \$ _____ Annual cash salary (including employee contributions to 403(b)(9) plans, tax-sheltered annuity plans, and other salary reduction plans)

- 2: \$ _____ Housing, utility, and furnishings allowances.
Enter this amount on Terms of Call Form line A.1. as “designated as IRS”

- 3: \$ _____ Cash salary including housing allowance (Sum of lines 1-2)
Enter this amount on Terms of Call Form line A.1.

- 4: \$ _____ Employer contributions to 403(b)(9) plans or other tax-sheltered plans
Itemize this(these) amount(s) on Terms of Call Form line A.2

- 5: \$ _____ Bonuses, overtime pay, unvouchered professional expense allowances, etc.
Itemize this(these) amount(s) on Terms of Call Form line A.2

- 6: \$ _____ Optional benefits and other allowances (all other compensation not otherwise covered on Lines 3-5 above, such as dental, life insurance, medical reimbursements, SECA payment in excess of 50%, etc.)
Itemize this(these) amount(s) on Terms of Call Form line A.2

- 7: \$ _____ Total effective salary (Sum of lines 3-6). The 2009 Presbytery Minimum for ministers not living in a manse is \$38,550. Benefits are determined on this amount; this amount is also used in SECA calculations, see below.**

PROFESSIONAL REIMBURSEMENTS: Includes auto expense reimbursement at the IRS business rate and expenses for continuing education, professional literature, and other costs of ministry. **The recommended minimum in Presbytery of Coastal Carolina for 2009 is \$6,200.**
Enter amount on Terms of Call Form line B.

SECA (Self Employment Contribution Act) taxes. For purposes of social security taxes, ministers are self-employed. Although not required, it is recommended that churches provide ministers with at least 50% of the minister’s obligation. **For 2009, this amount is 7.65% of Effective Salary, line 7 above minus employee contributions to a 403(b)(9) or other tax deferred plans.** *Enter this amount on Terms of Call Form line C.*

BENEFITS: For 2009, this value is 31.5% of Effective Salary, line 7 above.
Enter this number on Terms of Call Form line D.

*The Effective Salary line items are defined in the Publication *Understanding Effective Salary* , © 2007 The Board of Pensions of the Presbyterian Church (U.S.A.), PLN-103 12/07. This publication may be obtained online from Presbyterian Church (USA) at <http://www.pensions.org/library/publications/publications/pln-103.pdf>. The worksheet is not intended to provide SECA or income tax advice. For more information, please refer to Internal Revenue Service publications or seek the advice of a competent tax advisor.

Worksheet for Terms of Call for Ministers - 2009 Church Using a Manse

EFFECTIVE SALARY:*

- 1: \$ _____ Annual cash salary (including employee contributions to 403(b)(9) plans, tax-sheltered annuity plans, and other salary reduction plans)
- 2: \$ _____ Housing, utility, and furnishings allowances.
Enter this amount on Terms of Call Form line A.1. as “designated as IRS”
- 3: \$ _____ Cash salary including housing allowance (Sum of lines 1-2)
Enter this amount on Terms of Call Form line A.1.
- 4: \$ _____ Manse Equity Allowance. **The 2009 Presbytery Minimum is \$1,300.**
Enter this amount on Terms of Call Form Line A.2
- 5: \$ _____ Employer contributions to a 403(b)(9) plan or other tax-sheltered plans
Itemize this(these) amount(s) on Terms of Call Form lines A.3 as applicable.
- 6: \$ _____ Bonuses, overtime pay, unvouchered professional expense allowances, etc.
Itemize this(these) amount(s) on Terms of Call Form lines A.3 as applicable.
- 7: \$ _____ Optional benefits and other allowances (i.e., compensation not otherwise covered on Lines 3-6 above, such as dental, life insurance, medical reimbursements, SECA payment in excess of 50%, etc.)
Itemize this(these) amount(s) on Terms of Call Form lines A.3 as applicable.
- 8: \$ _____ Subtotal: Sum of lines 3 – 7. *This subtotal is used in determining SECA (see below).*
- 9: \$ _____ Manse value (must be at least 30% of line 8) *Enter this amount on Terms of Call Form line A.4*
- #10: \$ _____ Total effective salary (Sum of lines 8 + 9). The 2009 Presbytery Minimum for ministers living in a manse is \$39,850. Benefits are determined on this amount.**
Amount for church budget is Line 10 minus Line 9.

PROFESSIONAL REIMBURSEMENTS: Includes auto expense reimbursement at the IRS business rate and expenses for continuing education, professional literature, and other costs of ministry. **The recommended minimum in Presbytery of Coastal Carolina for 2009 is \$6,200.** *Enter amount on Terms of Call Form line B.*

SECA (Self Employment Contribution Act) taxes. For purposes of social security taxes, ministers are self-employed. Although not required, it is recommended that churches provide ministers with at least 50% of the minister’s obligation. **For 2009, this amount is 7.65% of line 8 above, minus employee contributions to a 403(b)(9) or other tax deferred plans, plus fair rental value of manse.**

Enter this amount on Terms of Call Form line C.

BENEFITS: For 2009, this value is 31.5% of Effective Salary, Line 9 above.

Enter this number on Terms of Call Form line D.

*The Effective Salary line items are defined in the Publication *Understanding Effective Salary*, © 2006 The Board of Pensions of the Presbyterian Church (U.S.A.), PLN-103 5/06. This publication may be obtained online from Presbyterian Church (USA) at <http://www.pensions.org/library/publications/publications/pln-103.pdf>. The worksheet is not intended to provide SECA or income tax advice. For more information, please refer to Internal Revenue Service publications or seek the advice of a competent tax advisor.

PRESBYTERY OF COASTAL CAROLINA

RECOMMENDATION FOR AN ORDINATION and/or INSTALLATION COMMISSION
(See information on attached sheet.)

The following are recommended for the Commission to Ordain and/or Install _____ as Pastor
(Associate) of _____ Presbyterian Church, _____ NC, at _____ (AM/PM),
Sunday, _____ 20 _____, at (place) _____.

Table with 2 columns: Name, Address. Header: Ministers From Coastal Carolina Presbytery. Rows 1-4.

Table with 3 columns: Name, Address, Church. Header: Elders From Coastal Carolina Presbytery. Rows 1-4.

Table with 3 columns: Name, Address, Presbytery. Rows: Guest Minister, Guest Elder.

The following assignments are made:

MODERATOR: _____
(The Moderator will preside & propound questions to the minister unless otherwise indicated.)

PREACHER: _____ OTHER: _____
(Assignment) (Name)

CHARGE THE PASTOR: _____ OTHER: _____
(Assignment) (Name)

CHARGE THE CONGREGATION: _____ OTHER: _____
(Assignment) (Name)

PROPOUND QUESTIONS TO THE CONGREGATION: _____

PRAYER OF ORDINATION/INSTALLATION: _____

Are ministers asked to robe? _____ If so, color of stoles: _____

IMPORTANT

Complete this form and return it to Presbytery no later than: _____

Presbytery of Coastal Carolina
807 West King Street
Elizabethtown, NC 28337-9587
FAX: (910) 862-3524
Email: pennycooper@presbycc.org

SOME INFORMATION REGARDING ORDINATION &/OR INSTALLATION

1. The *Book of Order* reference with regard to administrative commissions is G-9.0503. Section G-14.0400 covers ordinations; see especially G-14.0405. Section G-14.0510 covers installations.
2. The provisions in G-9.0503 for an administrative commission to ordain and/or install include the following:
 - a. A minimum number of 5.
 - b. Ministers and elders in equal numbers; or if there is an odd number of members, the additional member may be either minister or elder.
 - c. No more than one elder from any one church.
 - d. The quorum is a majority of the commission's members.
3. The commission needs to include one elder from the calling church, who will propound the constitutional questions to the congregation (see G-14.0510a).
4. Presbytery is committed to the principle of inclusiveness, and appoints each commission to reflect at least gender inclusiveness and racial ethnic inclusiveness. Presbytery's Manual of Administrative Operations states a goal of having at least 25% racial ethnic membership on entities of Presbytery.
5. Commission members need to be minister members of this Presbytery and elders from churches of this Presbytery. Presbytery can be asked to invite others from outside the Presbytery to sit with the commission as guests (with their expenses to be met by the calling church or the person to be ordained/installed), but technically they are not members of the commission.
6. You are asked to include the Mission Coordinator for your Community of the Presbytery as a member (if minister or elder) or a guest (if a church member) of the commission:

East Community – Rev. Nancy J. Gladden: 910-284-0581; nancygladden@presbycc.org
Central Community – Rev. Hazel A. Wilson; 910-876-2269; hazelwilson@presbycc.org
West Community – Rev. Laura Lupton, 910-868-8293; lauralupton@presbycc.org
7. From the Minutes of Presbytery, October 14, 2000: “A Motion was made that Presbytery authorize an offering to be received at each installation service of a pastor or associate, designated for a Presbytery Ministers’ Emergency Relief Fund to be administered by the Committee on Ministry.” This offering can be channeled through the church treasurer, and a check appropriately identified sent to Gayle Boykin, Treasurer.

(Please keep a copy of the completed form, including the above information, for your records.)

**PRESBYTERY OF COASTAL CAROLINA
COMMITTEE ON MINISTRY**

**POLICY REGARDING MINISTERS FROM OTHER DENOMINATIONS
WHO WISH TO SERVE ON A SUPPLY BASIS**

The Committee on Ministry approved the following process on September 5, 2002 for considering the requests of and examining ministers of other denominations who wish to preach on a supply basis and to administer the sacraments in Presbyterian Church (U.S.A.) congregations:

- 1) A minister from another denomination will be considered for such services only if a session submits a written request for the minister to provide specific services (occasional preaching, celebrating the sacraments, etc.) for a specific period of time (up to one year). A session would be counseled by the COM before making such a formal request. If the request is granted, (1) representatives of the session would appear before the COM on the day of the examination (as we require PNC members to appear); (2) the situation would be subject to review before the end of the designated time period; and (3) the minister would work under the close supervision of the designated moderator of the session (who would be advised of these added responsibilities and encouraged to exercise them);
- 2) The minister from another denomination would be required to submit a written application which would include basic background information, educational and ordination information, questions about motivations and reasons why he/she wants to preach and celebrate the sacraments in a Presbyterian Church, and references that would be checked, including evidence of good standing in his or her ecclesiastical body of membership;
- 3) Written answers to the questions would be evaluated before the minister would be scheduled to meet with the Examinations subcommittee. Indeed, the request, application and written answers would help determine if the minister would be scheduled to meet with the subcommittee.
- 4) The COM at all levels will be proactive and diligent in finding ways to encourage retired minister members of the presbytery to supply preach and celebrate sacraments in our smaller churches. Also the COM will seek ways to encourage sessions to consider the use of CLPs for preaching and administration of sacraments.

NOTE for consideration: It has been suggested that the COM needs to determine if the minister's ordination would transfer to the PCUSA according to the requirements in the *Book of Order* (if the minister so desired). If not, the presbytery would need to vote to waive the requirements and allow the non-PCUSA minister to celebrate the sacraments.

TEMPORARY PASTORAL RELATIONSHIPS (UPDATED)
Suggested Working Definitions and Policies for Committee on Ministry
Presbytery of Coastal Carolina
10/02/09

Concerning the frequent confusion over temporary pastoral relationships designations: Even though the present Book of Order does not define these distinctions (and previous Books of Order may not be as clear as we often assume or “remember”); the Committee on Ministry (COM) can certainly establish those definitions, put them in the COM Manual, and in the meantime use them as working definitions (otherwise known as “common practice”). To that end, the following working definitions have been established by COM.

1. Occasional Supply (OS) – essentially a preaching assignment, not more than one time per month in the same church. Given a priority on Presbyterian pulpit people, the session has the authority to secure/schedule, with the benefit of the COM pulpit supply list. Even though the COM is not usually involved in reviewing/approving this relationship, it is included here to add definition to common practice.
2. Temporary Supply (TS) – a more than one time per month preaching assignment, sometimes including general pastoral assignments as well, contracted by the session requiring the concurrence of COM. This is the only temporary pastoral relationship open to a minister of another denomination, but a non-ordained PCUSA minister may not moderate the session or a congregational meeting. The Book of Order permits the TS to be considered as a candidate for installed pastor, and recommended to Presbytery (if deemed appropriate by the COM) requiring a 2/3’s vote of Presbytery. This, of course would only apply to PCUSA ministers of the Word & Sacrament. A TS may also be, with proper guidance by the COM, an Inquirer or Candidate (PCUSA), with the approval of the candidate’s Committee on Preparation for Ministry.
3. Stated Supply (SS) – an appointment by the Presbytery (COM) in consultation with the session, to perform the functions of a pastor, duties as specified in a contractual agreement between session and SS, in a church which is not seeking, or not yet seeking an Installed Pastor. The SS may be appointed by COM as the moderator. The person in this position may **not** become the next Installed Pastor or Designated Pastor.
4. Interim Pastor (IP) – an appointment by the Presbytery (COM) to perform the functions of a pastor, as specified in the contractual agreement with the session, in a church that is searching or will be searching for an Installed Pastor. The IP may be appointed by COM as moderator. The person in this position may **not** become the next Installed Pastor or Designated Pastor. When a church with an SS elects a PNC, the SS automatically becomes the IP, who may **not** become the Installed Pastor. (Book of Order 2009-2011 G-14.0553.)
5. Designated Pastor (DP) – “A designated pastoral relationship...is a call to a minister of Word & Sacrament by Presbytery for a term of from 2-4 years.’ This is a relationship that must have prior COM approval to be granted in special circumstances as defined by the COM. (G-14.0520) The DP is installed, and may succeed him/herself under provisions of G-14.0523.
6. Parish Associate (PA) – A parish associate is a minister who serves in a validated ministry, or is a member-at-large, or is retired and wishes to maintain a relationship with a particular church. The PA is nominated by the pastor and this relationship “shall be established...between the PA, the session and the Presbytery.” (G-14.0570). The Book of Order allows the PA to succeed him/herself in an installed position, only after 6 months have elapsed since the end of the PA relationship.

**POLICY & PROCESS FOR THE VALIDATION OF MINISTRIES
PRESBYTERY OF COASTAL CAROLINA**

The Book of Order requires each presbytery to develop a policy and process whereby all of its active members participate in a validated ministry.

Guided by the Book of Order, the presbytery has as its criteria for validated ministry the following:

The description of the nature of ordained office found in G-6.0100 and G-6.0200 and the following standards:

- a. The ministry of continuing members shall be in demonstrable conformity with the mission of God's people in the world as set for in Holy Scripture, the Book of Confessions, and the Book of Order of this church.
- b. The ministry shall be one that serves others, aids others, and enables the ministries of others.
- c. The ministry shall give evidence of theologically informed fidelity to God's Word. This will normally require the Master of Divinity degree or its equivalent and the completion of the requirements for ordination set forth in G-14.0402.
- d. The ministry shall be carried on in accountability for its character and conduct to the presbytery and to organizations, agencies, and institutions.
- e. The ministry shall include responsible participation in the deliberations and work of the presbytery and in the worship and service of a congregation.

A minister of the Word and Sacrament who is an active member of presbytery may be engaged (1) in a validated ministry within congregations of this church, (2) in a validated ministry in other service of this church, (3) in a validated ministry in service beyond the jurisdiction of this church, or may be (4) honorably retired.

The presbytery assumes that all ministries in categories 1, 2, and 4 meet the criteria listed above for validated ministry and therefore are not required to follow a special process for validation.

With regard to those who fall into category 3, the following process must be followed if they wish to have their ministries validated by the Presbytery of Coastal Carolina.

- a. They should appear before the subcommittee for Pastoral Care and Oversight,
- b. They should present a letter containing the following information:

1. description of the ministry;
 2. a rationale for the necessity of the ministry being performed by an ordained person;
 3. a statement of the intent and mode of participation in presbytery and local congregation.
- c. They should present a letter from the employing organization describing the organization, the nature of its call of the candidate for validation, and a request that such a ministry be validated.

The validation must be approved by the subcommittee and recommended to the Committee on Ministry for adoption by the Presbytery. If this process is completed and the ministry is validated by action of Presbytery, the validation shall remain in force as long as the terms of validation remain in force. It shall be the responsibility of the minister to so inform the subcommittee when the terms are no longer in force.

If the subcommittee denies the application, the candidate for validation may appeal the decision to the Committee on Ministry and in turn to Presbytery.

**THE PRESBYTERY OF COASTAL CAROLINA
COVENANT**

INTERIM PASTOR

This Covenant between the Session of _____ Presbyterian Church, _____, North Carolina and _____ to be our Interim Pastor is for the purpose of engaging in the mission of Jesus Christ by partnering to lead and fulfill the mission of this congregation. The Session being satisfied with your qualifications and trusting that our ministry will be to our mutual spiritual benefit commits our congregation to the following Covenant.

This Covenant is for a period of ____ months to begin _____. It is renewable with the approval of the Committee on Ministry. This Covenant may be terminated by either party with thirty days written notice.

You will serve full time (if *part time* - insert hours). For purposes of this covenant, full time is considered to be forty hours. Emergency or crisis visitation and other unanticipated duties may extend the normal work week.

EXPECTATIONS OF THE INTERIM PASTOR

(Insert agreed expectations. Examples)

1. Maintain regular office hours.
2. Serve as Moderator of the Session and Moderate congregational meetings.
3. Attend meetings of committees of Session.
4. Attend meetings of the Board of Deacons and its committees.
5. Participate in church related activities.
6. Conduct funerals and weddings.
7. Conduct services of worship and preach.
8. Visit sick, shut-ins when informed.
9. Attend meetings and participate in the life of the Presbytery of Coastal Carolina.
10. Visit new members and the congregation in general as is appropriate.

EXPECTATIONS OF THE SESSION

(Insert agreed expectations. Examples)

1. Working with the interim pastor to resolve any unfinished agendas.
2. Review the ministry of the interim pastor.
3. Within the first 60 days have a Session Retreat.
4. Work with the Interim Pastor to prepare the way for the next installed pastor.
5. Remit in regular payments dues owed to the Board of Pensions.

COMPENSATION *(Insert agreed amounts)*

1. **SALARY** *(Example)*

The Interim Pastor designates a portion of Salary for:

Cash	\$	
Housing	\$	or %
SECA	\$	

2. **ACCOUNTABLE PROFESSIONAL REIMBURSEMENT** *(Example)*

Professional business expenses include but are not limited to: continuing education, dues for professional organizations, books, subscriptions to professional journals and periodicals, professional entertainment, subsistence while away from home on business. Reimbursement for the professional use of auto shall be at the current IRS allowable rate for business use of car.

\$

3. **BENEFITS** *(Example)*

- A. Vacation/study leave
- B. Dues shall be remitted to the Board of Pensions as required by the Benefits Plan. *(This may be required.)*
- C. Cost of moving to the field

Clerk of Session _____ Date: _____

Interim Pastor _____ Date: _____

Committee on Ministry _____ Date: _____