

September 21, 2021

Flow Chart for Nominating, Calling, and Installing a Pastor

(September 20, 2016)

[Yellow: to be deleted. Green or blue: to be added]

INTRODUCTION

The interim period when a congregation is without a pastor can be a time of both frustration and strengthening. The following material has been designed to aid key individuals during the period without an installed pastor, provide leadership for the congregation and guidance in the search process.

The focus of this packet is to inform and assist session moderators, sessions, Committee on Ministry, and pastoral nominating committees. Material has been purposely included which may only apply to one of the aforementioned individuals or groups. This was done to give those involved in the process a broader understanding of the various responsibilities and a deeper appreciation for one another.

The Committee on Ministry and the presbytery staff are eager to help you in any way they can to make this time of transition as smooth as possible.

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I. REGULAR DISSOLUTION OF A PASTORAL RELATIONSHIP:

A. Actions While Pastor Is Still at the Church

Pastor contacts the session, COM, stated clerk and General Presbyter and suggests effective date of dissolution. *Stated clerk sends the process outline and notifies COM chair and General Presbyter.*

Once the session knows of the departure, the session will ensure that an announcement will be sent to all households in the congregation.

Any financial obligations by the departing pastor to the church must be resolved before the pastor can be dismissed by the presbytery. (See Compensation Policy.)

Process steps

COM representative(s) and liaisons meet(s) with pastor & session to explain process for dissolution.

- The discussion includes the need to make provision for immediate pastoral services
- COM representative(s) introduce the Code of Conduct for Former & Retired Pastors, requests session and pastor sign it and share it with congregation. [See presbytery website for Code of Conduct.]
- *The purpose of any first meeting is trust-building and fear-reduction.*
- Session may plan a celebration of the ministry at this time.
- Presbytery acts on the dissolution, directly or through COM

Formalities:

- The session will be told that a moderator will be appointed *by COM* and will be given a generic job description of what that moderator will do.
- Session and moderator will negotiate an agreement for moderation and any additional services by the moderator.
- Session will follow guidelines *for moderators* in the presbytery Compensation Policy
- Session files a service termination with the Board of Pensions through the Board of Pensions website. Do this quickly, as there is no retroactive forgiveness of dues!

Checklist of steps so far: with who is responsible and the date it was completed. Put one after each stage.]

B. Actions Subsequent to a Dissolution

Session Moderator

Presbytery appoints a moderator through Committee on Ministry.

- **COM chair** sends the moderator of session the moderator's job description, this booklet and the current pulpit supply list.
- The clerk of session checks the current pulpit supply list on the presbytery website
- At first meeting of session, moderator will lead discussion of needs for immediate pastoral leadership.

COM Liaison

What is a COM liaison?: The COM liaison is appointed by COM to give guidance and support through the search process. A COM liaison

- Reviews the search process.
- Reminds the session that he/she is to meet with the PNC **or session search committee** at each of its meetings.
- Explains to session what confidentiality is and that it will be maintained during the search process.
- Liaison: In addition, liaison attends (at least) the first session meeting to share or describe the options for future pastoral leadership of the congregation. Liaison offers COM information.

Pulpit Supply

Strategy is planned for pulpit supply. The session makes arrangements for week to week pulpit supply from the Approved Pulpit Supply List [*See Presbytery Directory or Presbytery website for current list.*]

If the preferred pulpit supply is not on the Approved Pulpit Supply List and will be used regularly (two or more times per month), the session should direct the individual to contact COM for a COM interview, background checks and addition to the AP Supply List.

Immediate Strategies

- Discussion of future pastoral leadership should begin immediately, acknowledging that the result may not be immediately obvious. Determining the type of pastoral leadership best suited for the circumstances and vision of future ministry will be predicated on elders' knowledge, budget, and *a church Mission Study*. Pastoral leadership would fall into two basic categories: called and installed OR other. *Contact COM chair*.
- These will go in two different directions. Among which are
 - Called
 - Unlimited term
 - Contractual
 - Interim
 - Designated term
 - Transitional service
 - Temporary supply
 - Commissioned Lay Pastor
- Stated clerk sends the clerk of session this booklet and the current pulpit supply list
- Strategy is developed for accomplishing the worship experience, especially the worship bulletin

Process steps

- COM representatives meet with session to share process steps in the interim period. COM will give guidance and support during this process through its liaison. The liaison is appointed by COM

II. EVALUATION OF CHURCH'S PASTORAL NEEDS

A. Options for Pastoral Relationships (DEFINITIONS)

Based on analysis of *Mission Study* and other criteria, session with COM liaison evaluates congregational needs to provide the best leadership configuration for church during the vacancy and beyond.

What are these?

- **Called & Installed Pastor:** A continuing office of ministers of the Word and Sacrament, either of the PCUSA or a full communion partner denomination.
 - ◇ The pastor is the moderator of the session, the supervisor of staff, the worship leader, the celebrant of the sacraments, and the theologian-in-residence for a congregation.
 - ◇ A called and installed pastor is elected by the congregation, on nomination by a Pastoral Nominating Committee (which itself is chosen by the congregation).
 - ◇ After approval of the call by the presbytery, the pastor is installed in a continuing relationship with the congregation.
 - ◇ Only ministers of the Word and Sacrament of the PCUSA or Full Communion Partner denominations are eligible to be called and installed
- **Interim Pastor** An interim pastor is a minister of Word and Sacrament invited by the session of a church without an installed pastor to fulfill pastoral duties for a specified period not to exceed 12 months at a time, while the church is seeking a new pastor, after presbytery and session have determined that an interim is necessary and helpful.
 - ◇ An interim pastor is not installed and is not a member of the session.

- ◇ The presbytery shall appoint a moderator of the session who may be the interim pastor if that person is a minister of Word and Sacrament of the PCUSA or a Full Communion Partner.
 - ◇ There are pastors who have been trained and certified as interims, but any pastor serving in that capacity is an interim.
 - ◇ There must be a written contract specifying the pastoral functions, compensation, and any skills or training required for the ministry.
 - ◇ The terms must meet the minimum terms of call established by presbytery for the level of services negotiated.
 - ◇ The contract is extended for a specified period not to exceed twelve months in length, which is renewable with the approval of the presbytery through its COM.
 - ◇ Ordinarily this pastor will NOT become the called and installed pastor. This pastor is to prepare the congregation for the next pastor. Calling an interim pastor requires a minimum three-fourths majority vote of both the congregation and the presbytery.
 - ◇ The interim pastor must be a minister of Word and Sacrament, but may be a minister in good standing of another denomination with the approval to serve a congregation of the Presbytery of Huntingdon from both the COM and the minister's supervising body. Session should take note that there are limitations on ministers who are neither members of the PCUSA nor Full Communion Partner denominations.
- **Designated Pastor:** A Designated Pastor is a minister of Word and Sacrament of either the PCUSA or a Full Communion partner, approved by the presbytery to be elected for a designated term, not less than two nor more than four years, by a vote of the congregation. Ordinarily this pastor will NOT become the called and installed pastor. This pastor is to prepare the congregation for the next pastor.
 - ◇ A designated pastorate must be converted into a continuing called and installed relationship or terminated at the end of the term. A designated pastoral relationship may be extended for one additional twelve-month period with the approval of the pastor, congregation, and presbytery.
 - ◇ A designated pastor is installed, moderates, and is a member of the session and presbytery.
 - ◇ Those eligible to be considered by a congregation are limited to a list of persons approved and commended to them by the presbytery through its COM. **This**

option is to be considered only in unique situations when looking for particular gifts or talents.

- ◇ Only ministers of the Word and Sacrament of the PCUSA or Full Communion Partner denominations are eligible to be called and installed as designated pastors.
- **Temporary Supply:** A Temporary Supply is a temporary pastoral relationship secured by the session with the approval of the presbytery through its COM to conduct services when there is no pastor or the pastor is unable to perform pastoral duties.
 - ◇ A temporary supply is not installed and is not a member of the session.
 - ◇ The presbytery shall appoint a moderator of the session who may be the temporary supply pastor, if that person is a minister of the Word and Sacrament of the PCUSA or of a Full Communion Partner denomination.
 - ◇ There must be a written contract specifying the pastoral functions, compensation, and any skills or training required for the ministry.
 - ◇ The terms must meet the minimum terms of call established by presbytery for the level of services negotiated.
 - ◇ The contract is extended for a specified period not to exceed twelve months in length, which is renewable with the approval of the presbytery through its COM.
 - ◇ A temporary supply is not eligible to serve that church in the next installed pastoral relationship. In exceptional circumstances, the presbytery may choose to allow a temporary supply, if a minister of the Word and Sacrament of the PCUSA or of a Full Communion Partner denomination, to become the next installed pastor by a three-fourths vote of the presbytery. [G-2.0504c]
 - ◇ A temporary supply is normally a minister of the Word and Sacrament of the PCUSA, but may be a non-Presbyterian minister, a commissioned lay pastor, a certified lay preacher, or a candidate under care. Session should take note that there are limitations on the services of those who are neither minister members of the PCUSA nor of Full Communion Partner denominations.
- **Pastoral Sharing:** Explore with a neighboring congregation or congregations, sharing pastoral leadership. Invite COM to be part of this conversation.

DEFINITIONS OF TYPES OF FOLKS WHO FILL THEM

- Minister Members of the PCUSA and Full Communion Partners

- ◇ Ordained ministers of the Word and Sacrament of the PCUSA or a Full Communion Partner. A Full Communion Partner is a denominational partner of the PCUSA which shares basic theological and sacramental understandings with our denomination and which has covenanted to recognize the ordination of our ministers, as we have of theirs. Currently the Reformed Church in America, the United Church of Christ, and the Evangelical Lutheran Church in America.
- ◇ Minister members of the PCUSA and FCP are eligible to be called and installed, to moderate sessions, officiate at both sacraments, and to have full membership in presbytery.

- Minister Members of Denominations That Are Not Full Communion Partners

- ◇ May not officiate at the sacraments or moderate the session or congregational meetings.
- ◇ May be granted permission to officiate at either sacrament if the Committee on Ministry has interviewed the applicant and determined that she or he understands and **is** willing to follow Reformed theology and practices.
- ◇ May not moderate the session, conduct new member classes, or be granted vote in presbytery.
- ◇ If a session contracts with one of these non-Presbyterians for interim pastoral services, it needs to include in its budgeting and planning for moderation of session & congregational meetings, new member classes, observance of the sacraments, and for clear communication between session and interim pastor, and session and presbytery

- **Commissioned lay pastor:** A commissioned lay pastor is an elder of the Presbyterian Church (U.S.A.), normally a member of a congregation within the bounds of the Presbytery of Huntingdon, who is granted a local commission by the Presbytery of Huntingdon to lead worship and preach the gospel, watch over the people, and provide for their nurture and service.
 - ◇ Such an elder is selected by and receives training approved by the presbytery.
 - ◇ His or her commission is valid only in the congregation(s) to which he or she is currently commissioned.
 - ◇ A commission is valid for a period of up to one year, renewable.
 - ◇ A CLP may optionally be granted authority by the presbytery to administer either sacrament, moderate the session, and perform a service of Christian marriage when invited by the session. These authorities are limited.
 - ◇ A CLP remains a member of her/his current congregation.

- **Certified Lay Preachers:** A certified lay preacher is a ruling elder, who is a member of one of the congregations of the Presbytery of Huntingdon, who has been trained to preach and officiate at the Sacrament of the Lord's Supper.
 - ◇ This status is given for a period of up to twelve months at a time. His or her status is valid only within the bounds of the Presbytery of Huntingdon.
 - ◇ Such an elder is selected by and continues to receive training approved by the presbytery on an ongoing basis.
 - ◇ A Certified Lay Preacher may not moderate a session, officiate at the Sacrament of Baptism, or officiate at a wedding.
 - ◇ A Certified Lay Preacher remains a member of her or his current congregation.

III. PASTORAL OPTIONS TO MOVE FORWARD

(The processes for each of the options are listed below.
Follow the process for the route you have chosen)

First action: Session does a Mission Study, in communication with COM, to suggest the appropriate pastoral leadership for the congregation. [See Mission Study form in Appendix.] COM-appointed liaison should participate in the Mission Study.

Session chooses an option with the concurrence of the Committee on Ministry. Please go to the section that covers the option you have chosen.

A. Called & Installed Pastoral Search

Session chooses this option and informs the congregation

1. COM Liaison Meets with Session

The COM liaison is appointed by the COM to give guidance and support through the search process.

- Reviews the search process
- Reminds the session that he/she is to meet with the PNC at each of its meetings.
- Explains to session what confidentiality is and that it will be maintained during the search process.

2. Pastoral Nominating Committee

a. PNC is chosen

- The session alerts the Congregational Nominating Committee to prepare a slate of candidates to serve on the PNC. The slate shall be representative of the whole congregation [G-2.0802]. For practical reasons, it is helpful that the Congregational Nominating Committee's *nominations include persons who are computer literate among its nominees and can manage the PNC's videoconferencing*
- Composition: For a congregation with up to 150 members, ordinarily, the PNC would consist of 5-6 persons. For a congregation with over 150 members, ordinarily the PNC would consist of 7 persons. In either case, the composition should be representative of the whole congregation with gender, age, and areas of congregational participation considered. The Congregational Nominating Committee should be asked to compile a slate of nominees.
- The session moderator moderates a congregational meeting at which a PNC is elected. The Congregational Nominating Committee presents its slate, but the congregation may make nominations from the floor, with the understanding that those nominated shall have given their consent to be so nominated, and that the end result must be representative of the whole congregation. Moderator reports the election of a PNC to COM.

b. **PNC is organized:** The first meeting of the PNC is called by the session, making sure to include the COM liaison.

- ◇ A chairperson and secretary are elected from among the members of the PNC
- ◇ The person *or persons* who will be responsible for computer and video conferencing tasks is chosen.
- ◇ *The session should budget for a videoconferencing license if the church does not already have one. The PNC may meet in person or by videoconferencing when useful.*

c. The COM liaison

- ◇ Reviews the process for calling a pastor with the PNC
- ◇ Explains what confidentiality is and emphasizes that it will be maintained during the search process.

- ◇ Reviews the completed **Mission Study** and a blank MIF with PNC
- ◇ Discusses what are required items in terms of call and what may be optionally included.
- ◇ PNC discusses with session the PNC's expense budget. *The budget should include such items as videoconferencing license, photocopying, travel (for PNC, for candidates, for PNC liaison), meals, and lodging.*
- ◇ Contact information is exchanged by COM liaison and PNC [*See Contact Information Form in Appendix 4.*]
- ◇ Future PNC meetings are scheduled with the liaison. While having all members of the PNC present at each meeting is desirable, a PNC may meet so long as a substantial majority of its members are present. **Each PNC should determine its quorum.**
- ◇ Equally, while having unanimity is desirable, a vote by a substantial majority is sufficient **for presenting a candidate to the congregation.**

3. The PNC Goes to Work:

- PNC clarifies its understanding of the church as it is at this present time and what its needs are now and for the future. Completion of a **Mission Study** may be indicated. PNC may consult presbytery for Mission Study tools **or use the tool in Appendix [number].**
- The PNC with the COM liaison develops the MIF

What is this MIF? An MIF is a standardized tool developed by the denomination to help PNCs clarify their understanding of the church. It is designed to be shared with candidates seeking ministerial positions. Much of the information will come from the Mission Study,

- MIF forms are available over the internet on the PCUSA website.
- The PNC consults with the session regarding the range of terms of call to be recommended to the congregation and advertised in the MIF. [*for current Presbytery Minimum Terms of Call, contact Stated Clerk or COM chair.*]
- The PNC completes the MIF forms and submits them to session for its approval.
- The PNC submits the MIF to the COM, following the approval by session, for its review and approval.
- Once the MIF is approved by session and COM, the PNC assigns a member to be responsible for posting the MIF on the Church Leadership Connection website. For more information, please contact **the CLC.**

4. Housing

a. Manse Inspection:

- It is highly recommended that both the session and the PNC do a walk through of the manse, if there currently is one, to view it as a prospective tenant would and as property, the maintenance of which the session bears responsibility. This needs to be done early on in the search process.
- Session assigns person(s) to do a manse inspection with a COM or COPL representative, if the church intends to offer use of a manse as part of terms of call. Contact COM to assign a representative.
- The condition of the manse, as determined by the inspection, is to be reported to session, COM, and candidates.
- Necessary cleaning, repairs, and up-dating should be initiated. Hint: The condition of the manse should be at least of the average quality of the houses lived in by the congregation.

b. Housing Allowance:

- PNC should appoint someone(s) to gather information on what housing options are available to folks moving into the area
- **The PNC should ask a trusted realtor** to assist the candidates in their search for housing.
- Any financial assistance to help a pastor obtain housing must contain an explicit written contract, recorded in both the session minutes and the county courthouse in full and reported to COM. (*See the Compensation Policy of presbytery.*)

5. Search Process for Called & Installed

- The Committee and COM liaison determine a process of receiving and reviewing PIFs. COM liaison reminds the PNC what confidentiality is and emphasizes that it must be maintained for the integrity of the process.
- The PNC receives and reviews PIFs in consultation with COM liaison.
- The PNC receives PIFs from either the General Presbyter or a person appointed by COM for the task, to review PIFs for suitability. **All PIFs MUST be referred to the General Presbyter for reference checks before serious consideration is given.**
- PNC reviews PIFS and any other available information on candidates. The PNC selects a workable number of suitable candidates (*suitability is matching leadership competencies offered by the candidate and desired by the church*) with whom to do videoconference.
- PNC contacts candidates. The PNC may interview candidates by **video conference**, phone, or in person. The COM liaison is an integral part of these interviews.
- The PNC must do in-depth reference checks (i.e. contact all listed references) for any candidate who is to be given serious consideration. The PNC immediately forwards the name and ministerial membership information to the General Presbyter in order that her/his reference checks may also be done in a timely manner. The applicant under consideration will be asked to authorize reference checks [*See Reference Check authorization form, Appendix III.*] ***It would be wise of the PNC to encourage candidates who may possibly be extended a call to begin the process of obtaining Pennsylvania-mandated background checks. Contact the stated clerk for FAQ on what checks and how to obtain them.***
- When a final candidate is selected, PNC asks COM to schedule and conduct a credentialing interview. The candidate is asked to submit all Pennsylvania-required background checks. The credentialing interview may be done by videoconference or in person if there is an initial visit scheduled. After COM's approval, the PNC may invite the individual to candidate.
- COM should be invited to participate in any and all **face-to-face** meetings with candidates, as well as have a credentialing interview with a proposed final candidate. Full Communion Partner Denomination ministers must have certification of good standing and authorization to serve a Presbytery of Huntingdon congregation from their own governing body of membership.

- The COM liaison reports monthly to COM on progress
- The PNC reports monthly to the congregation on the status of the search process (not on particular candidates)
- The PNC notifies candidates in a timely fashion when they are no longer under consideration.

While unanimity among the PNC is desirable, it is not required.

6. Final Called & Installed Candidates:

When a PNC has narrowed the field of candidates to one or two:

- Concurrently, the candidate(s) must be given copies of the presbytery Sexual Conduct Policy, Criminal Background Check Policy, *and FAQ on obtaining and submitting reports of Criminal Background Checks. The Sexual Conduct and Disciplinary Signoff Form and the reports on the Criminal Background Checks and certificate of Mandated Reporter Training must be returned to the stated clerk. The authorization to perform reference checks must be returned to the General Presbyter. [Contact stated clerk for policies and forms.]* The candidate is notified that she she/he must obtain PA Criminal Database and Child Abuse Clearance checks and an FBI national criminal background check with fingerprints and complete the PA-required mandated reporter training and submit copies of the checks, clearance, and certificate of completion of training to the *Stated Clerk. No call may be issued and no candidate received until the copies of the background check reports are received.*
- PNC must request that the General Presbyter conduct a comprehensive reference check with his/her counterpart in the candidate's current presbytery or Full Communion Partner governing body supervisor.
- COM must have an interview with the candidate separate from the PNC interview, either in person or by ~~telephone~~ *videoconference*. The PNC will provide the task force with a PIF, an *MIF* , terms of call and the statement of faith for the interview. The purpose of the interview is to evaluate the candidate for the position, *for membership within the presbytery, and to determine if the terms of call offered are acceptable to the candidate and COM. This interview takes place prior to the weekend of candidating.*
- COM, through the task force, and the General Presbyter, on the basis of reference and background checks, make a recommendation regarding the candidate, positive or negative, in a timely fashion.
 - *If the review is positive, the General Presbyter will inform the PNC it may proceed.*
 - *If the review by the General Presbyter or COM team is negative , the COM credentialing task force and the General Presbyter will strongly urge the PNC to reconsider presenting the candidate for this particular call.*
 - *If the background check reviews are negative, the PNC is referred to the Criminal Background Check policy, and the candidate may not receive a call..*
- If the recommendations are positive and the background checks are clear, the PNC may bring the candidate for a candidating sermon.

Terms of Call:

- **Minimum Cash Salary and Housing:** Obtain Presbytery Minimum Terms of Call from stated clerk or COM chair.
- **Minimum Benefits:** Congregations continue to be required by the Book of Order, G-2.0804, to provide full Board of Pensions coverage for installed pastors. It is presbytery policy that all ministers have access to benefits as well as cash compensation. ~~By the Book of Order, all installed pastors must participate in the full Board of Pensions.~~ It is presbytery policy that all contractual pastors (non-installed) with half or more time contracts should have access to medical insurance, death and disability insurance, and pension benefits comparable to those of installed pastors. These should be either Board of Pensions or equivalent coverage with another provider. This may include using the Board of Pensions for some benefits, but not others. In addition, if the pastor is a member of a Full Communion Partner denomination, the pastor must be enrolled in either the Board of Pensions or the Full Communion Partner denomination equivalent benefits program and dues paid.” (See *Compensation Policy in the Presbytery of Huntingdon on the website.*)
- The candidate and PNC preliminarily negotiate terms of call and seek clarity of expectations. [See “Sensitive Issues,” Appendix 2.] PNC may find downloading the booklet “Understanding Effective Salary” from the Board of Pensions website at www.pensions.org helpful in calculating the church’s Board of Pensions cost.
- PNC ~~should~~ **shall** submit the proposed terms of call to session for its review and comments. Note: Session does not vote on terms of call or candidate.
- **PNC also submits the proposed terms of call to COM for its review and recommendation.** COM must also approve the terms.

7. Preparing to Present Called & Installed Candidate to the Congregation:

- After satisfactory background checks are completed, and COM has done a credentialing interview with the individual, and the PNC has selected this individual as the final candidate, the PNC negotiates with the session, the candidate *and presbytery*, the date and time of the candidating Sunday and congregational meeting.
- PNC requests that session issue a call for a congregational meeting to vote on the pastoral candidate, if the way be clear. The call for the congregational meeting must be sent out at least 10 days in advance, including at least two Sundays, *and announced from the pulpit two Sundays in advance.*
- If session moderator cannot be present at the congregational meeting, it is the session moderator's responsibility to call the COM chair or the *presbytery office PNC liaison* for assistance in finding a moderator.
- COM liaison goes through checklist with PNC *prior to the congregational meeting to ensure all details are covered.*
- ~~PNC requests COM, through its liaison, to provide a task force to do an interview with the candidate prior to the congregational meeting to ensure all details are covered.~~
- Details of the call must be worked out, incorporating the session's input. (Session does NOT vote on the candidate or terms of call, but it does offer input on terms of call.)
 - ◇ The negotiations should specify a proposed effective starting date.
 - ◇ It is wise to check with the stated clerk to make sure that all minimum terms of call are being met by the proposed terms.
 - ◇ It is wise to consult a tax advisor about federal, state, and local taxes for the package being offered, particularly if the pastor is coming from out of the area.
 - ◇ ~~PNC notifies COM of proposed terms of call. COM must also approve the terms.~~

8. Congregational Meeting to Call a Called & Installed Pastor

- Notice of the congregational meeting to consider the call must be given to the congregation at least ten days and at least two Sundays prior to the congregational meeting, *including announcement from the pulpit. It is preferable that the congregational meeting be in person, but videoconferenced meetings are permissible for health and safety reasons.*
- The PNC is encouraged to sponsor a get acquainted, informal fellowship event with the congregation to meet the candidate prior to the candidating service.
- The candidate preaches to the congregation prior to the congregational meeting.
- The session moderator or the presbytery's designee must moderate this congregational meeting. *The candidate and his or her family should be excused from the congregational meeting.*
- The PNC places the name of the candidate in nomination.
 - ◇ Vote shall be taken by ballot. Only persons on the active membership roll of the church who are present at the meeting may vote. A majority of the voters present and voting shall be required to elect. When the call is being considered by a parish, each congregation votes separately. *If the meeting is by videoconference, the vote shall be by a countable means.*
 - ◇ If a substantial minority are averse to the nominee and are not persuaded through further discussion to concur in the call, the moderator shall recommend to the majority that they do not prosecute the call. A substantial minority is 15 percent or more of the active members of the congregation present and voting.
- The moderator informs the congregation and the candidate of the results of the voting, including the number of those who do not concur in the call and any other facts of importance.
- The candidate should ~~also~~ be asked to signify his or her willingness to accept the call *and return to the floor of the meeting to give their response.*

- If the call is approved and accepted, the congregation should elect two members, one of whom is an elder, to testify at the next presbytery meeting to the issuance of the call and the date, place and time of the meeting at which the call was extended.

- The congregation then votes to dismiss the PNC as a formal body as of the time of installation of the new pastor, but the PNC should plan to remain as an informal advisory sounding board for the new pastor for the first six months of the pastorate. *Committee on Ministry will dismiss the liaison at the same time.*

- The clerk of session and the moderator ~~should~~ *shall* call the ~~presbytery office~~ *stated clerk* the next day and report the action of the congregation, including the approved terms of call and the proposed timing for the candidate to meet with presbytery. The candidate's statement of faith should be sent to *stated clerk*. (This enables the stated clerk to begin the process of transfer with the candidate's current presbytery.)

- *Congregation's Board of Pensions Employee Representative* (clerk of session, treasurer, head of Finance Committee, etc.) *contacts the Board of Pensions to add new minister. Go to Boards of Pensions website www.pensions.org and enter the Portal. Click on Resources & Support. Enter appropriate words, bring up articles from which to choose. Choose "How to Enroll Member in Benefits Plan." If you have difficulties, call Board of Pensions at (800) 773-7752.*

- *PNC notifies in a timely fashion any remaining candidates when they are no longer under consideration.*

9. Issuing of a Call: The Presbytery's Role

Done by the Presbytery

- COM considers and gives its counsel on the extension of the call and makes recommendation to this presbytery on whether or not to approve the call.
- The candidate, congregation, the candidate's presbytery of care or membership, and the presbytery of call work together, according to the protocols of **G-2.0502** to see that the steps are taken in a decent and orderly fashion.
- The candidate is examined by presbytery for membership in presbytery if he or she is not already a member of Huntingdon Presbytery. The candidate's statement of faith and his/her proposed terms of call are presented to presbytery.
- Presbytery receives the report of the moderator of the congregational meeting and the reports of the congregational representatives

Timing of Examinations

- **Normally**, Examinations will take place at a **regularly scheduled** meeting of presbytery. These meetings normally occur the fourth Saturday of January, the fourth Tuesday of March, the fourth Tuesday of June, the fourth Tuesday of September and ~~the third-a~~ Saturday in ~~Tuesday~~ of November.
- If, ~~for matters of timing~~, a candidate cannot come to a ~~stated meeting of presbytery~~, necessary, a special meeting may be called for this purpose **at the expense of the calling congregation**. **This meeting is called by presbytery at its convenience**. Candidates and PNCs need to work with the stated clerk **and moderator of presbytery** on the timing of any special meeting of presbytery.

Steps in the Examination for Membership

- If the candidate is already a minister member of Huntingdon Presbytery, this step will be omitted.
- A motion to extend the call will be made (but not yet voted on)
- The candidate will be presented and examined on her or his statement of faith and may be examined on any aspect of his or her theology and polity.
- If the examination is sustained, the ~~proposed terms of~~ call, *including terms of call*, will be considered for approval. The members elected by the congregation for this purpose and the moderator of the congregational meeting will attest that the meeting was properly called and held, and that the call was approved. ~~Presbytery considers the terms of call and votes on them.~~
- If both the candidate and the terms of call have been approved, the stated clerk will transmit the call to the stated clerk of the candidate's presbytery.
- If the candidate is already a member of the Presbytery of Huntingdon, the presbytery will vote only on the extension of the call and the terms of call.
- Presbytery creates an administrative commission (A.C.) to ordain and or install the candidate *on a date acceptable to the presbytery.* (See Section 10 below.) *The candidate is asked to propose a list of A.C. members that meets presbytery guidelines.* If the candidate does not have an acceptable list of A.C. members at the time of the presbytery meeting, presbytery is asked to authorize the COM to form the A.C. (*See Section 10 below*)
- Presbytery will vote to dismiss the moderator of the session, effective the start date of the new call or the date of ordination, if the candidate has not been previously ordained to the ministry of the Word and Sacrament.

10. Administrative Commission to Ordain/Install:

a. An Act of Worship

- The ordination & installation of ministers are acts of worship of the presbytery. Ordinarily, a candidate who is a candidate under care will be ordained by the presbytery of care.
- The act is led by an administrative commission of the presbytery. This commission must be approved by the presbytery or presbytery must be asked to grant COM permission to approve the administrative commission.
- The host congregation is responsible for sending invitations to the minister members, officers and congregations of the presbytery a month in advance. [Address labels are available through the presbytery office *assistant*.]
- All services of ordination or installation of ministers in the Presbytery of Huntingdon will receive an offering for the Clergy Emergency Fund. After the service, the treasurer of the congregation will forward the monies received to the presbytery Office *Assistant*.

c. Setting date for Ordination/Installation Service

- ◇ The PNC may discuss with the candidate a range of possible dates for the ordination/installation service at the time of the final interview, but it **MUST** check with the moderator of presbytery **BEFORE** setting the date for the service because the presbytery moderator will be in charge of the service. The PNC and candidate should never make a final determination of the date without ascertaining the availability of the moderator.
- ◇ The service should be at a time convenient for the moderator of presbytery and not in conflict with any other major event of presbytery, **preferably an afternoon or evening time**. [Contact presbytery Office *Assistant for calendar*.
- ◇ After contacting the presbytery moderator, the PNC should consult with the presbytery Office *Assistant* about dates so that conflicts with other presbytery events may be avoided. The presbytery wishes to celebrate with the congregation and wishes to welcome its new colleague in ministry, so make it possible for the presbytery to attend.

b. Composition of an A.C.

- The candidate recruits members of the Administrative Commission. Candidates and sessions are encouraged to call the *stated clerk* or COM chair for suggestions of participants.
- An administrative commission of a presbytery normally has ~~at least seven members, with a minimum of five.~~ *Five to seven members. Commissions must be approved by presbytery or presbytery must be asked to designate COM to approve the commission.*
- All must be elder or minister members of this presbytery, balanced as nearly equally as possible between elders and ministers and between men and women (both among the elders and among the ministers). There may be no more than one elder from any particular congregation among the active membership of the commission.
- Candidates are welcome to invite neighbors from the local ecumenical community or friends from beyond the bounds of the presbytery to participate in the service as corresponding members, but they do not count toward the required active membership of the commission. The A.C. meets just prior to the ordination/installation and votes to enroll such other participants as corresponding members.
- All members of the administrative commission should be assigned a part in the service. The A.C. should plan to meet an hour ahead of the service to review logistics and approve the order of worship, and complete all required tasks. [See report form xxx]
- The Moderator of Presbytery is always the Moderator of the Administrative Commission, unless he or she is compelled to be absent, in which case a Vice Moderator may preside.
- Before completing the A.C., the candidate must consult with the stated clerk on the proposed names of members to assure that the required balance of members is present and adjust as necessary. The stated clerk needs the names and affiliations of all official participants, whether full members of the commission or corresponding members.
- Expenses of ordination and installation services in Huntingdon Presbytery are borne by the particular church involved. The moderator of the session shall arrange for payment of such expenses, including those of participants, complying with the standards for such remuneration set by presbytery from time to time. (The standards are found in ~~the pulpit supply appendix of the presbytery Manual.~~ the Compensation Policy of presbytery.) The candidate is personally responsible for payment of the expenses (including travel, housing and meals) for all participants from outside the presbytery.
- [See Presbytery policy, “Hints, Suggestions, Guidelines for Hosting Installations & Ordinations,” on the presbytery website.]

B. Interim Pastoral Search

What is this? : An interim pastor is a minister invited by the session of a church without an installed pastor to fulfill pastoral duties for a specified period not to exceed 12 months at a time, while the church is seeking a new pastor, after presbytery and session have determined that an interim is necessary and helpful. **This is meant to be a temporary position.**

- ◇ An interim pastor is not installed and is not a member of the session.
- ◇ There are pastors who have been trained and certified as interims, but any pastor serving in that capacity is an interim.
- ◇ There must be a written contract specifying the pastoral functions, compensation, and any skills or training required for the ministry.
- ◇ The terms must meet the minimum terms of **call service** established by presbytery for the level of services negotiated. All full or half-time or more Presbyterian Church (U.S.A.) interims must be enrolled in the Board of Pensions benefits program and the session pay appropriate Board of Pensions dues unless exception is made by the C.O.M. [*Contact **COM chair or stated clerk** for current Presbytery minimum Terms of Call and download the **Compensation in the Presbytery of Huntingdon** policy from the presbytery website.*]

Congregations continue to be required by the Book of Order, G-2.0804, to provide full Board of Pensions coverage for installed pastors. **Beginning in 2017, this fully employer paid coverage will automatically cover the pastor's spouse and eligible dependents.** It is presbytery policy that all half-time or more Presbyterian Church (U.S.A.) contractual teaching elder pastors must be enrolled in the Board of Pensions benefits program, "Pastor's Participation" coverage, and the session pay appropriate Board of Pensions dues unless exception is made by the C.O.M. (See Compensation **in the Presbytery of Huntingdon on the presbytery website.**)

- ◇ The contract is extended for a specified period not to exceed twelve months in length, which is renewable with the approval of the presbytery through its COM.
- ◇ The presbytery shall appoint a moderator of the session who may be the interim pastor **if he/she is a member of this presbytery or of a Full Communion Partner denomination.**
- ◇ An interim pastor is **normally** not eligible to become the church's next permanent or designated pastor.

- ◇ The interim pastor should **must** be a minister of Word and Sacrament **or a commissioned lay pastor of this presbytery**, but may be a minister in good standing of another denomination with the approval to serve a congregation of the Presbytery of Huntingdon from both the COM and the minister's supervising body. Session should take note that there are limitations on the functions **of both commissioned lay pastors and** ministers who are not members of the PCUSA as follows:

Minister Members of Full Communion Partner Denominations

- ◇ May officiate at the sacraments, moderate sessions, and conduct new member classes if given the authority by presbytery.
- ◇ Congregations contracting with Full Communion Partner ministers must pay the pension and medical dues of either the PCUSA Board of Pensions or the denomination of which the minister is a member.
- ◇ May be made temporary or permanent members of presbytery.

Minister Members of Denominations That Are Not Full Communion Partners

- ◇ May not officiate at the sacraments or moderate the session or congregational meetings.
- ◇ May be granted permission to officiate at either sacrament if the Committee on Ministry has interviewed the applicant and determined that she or he understands and is willing to follow Reformed theology and practices.
- ◇ May not moderate the session, conduct new member classes, or be granted vote in presbytery.
- ◇ Sessions are encouraged to contribute to the medical and retirement costs of non-Presbyterian ministers from denominations that are not Full Communion Partners.
- ◇ If a session contracts with one of these non-Presbyterians for interim pastoral services, it needs to include in its budgeting and planning for moderation of session & congregational meetings, new member classes, observance of the sacraments, and for clear communication between session and interim pastor, and session and presbytery.

Commissioned Lay Pastors

May officiate at the sacraments, moderate sessions or congregational meetings, or officiate at weddings only if given authority by the presbytery. This authority is limited to the length of the commission.

Sessions are encouraged to contribute to the medical and retirement costs of commissioned lay pastor interims.

1. First action: Session does a Mission Study, in communication with COM, to suggest the appropriate pastoral leadership for the congregation. [See Mission Study form in Appendix.] COM-appointed liaison should participate in the Mission Study.

2. Session selects this interim pastor option

- Based on the results of the mission study, session, in consultation with presbytery, determines that an interim pastor is necessary and helpful.
- Session informs congregation of its choice of this option
- Session contacts presbytery as soon as possible to find an interim with the skills likely to be needed in the transitional period. Unlike other pastoral searches, the search for an interim pastor may begin as soon as a date certain for departure of the leaving pastor is determined. If the pastor is still in place, the session should meet with the presbytery liaison without the current pastor.

Terms: An interim pastor is not installed, but serves under a contract which may not exceed twelve months in length (G-2.0504b) and may be renewed no more than twice.

2. Job Description

Session and COM with COM liaison will craft the MIF and/or job description for the Interim Pastor, based on the mission study, including the five interim developmental task expectations plus two to three session expectations. Session will submit the MIF and/or job description to COM for its review. Job evaluations will be based on this description.

The five interim developmental tasks, required of every interim pastor are

1. Coming to terms with congregational history
2. Discovering a new identity (not totally doing away with the old one, but figuring out what is new that the congregation should incorporate; What is God's preferred mission for this congregation?)
3. Broadening the leadership/facilitating shifts of power
4. Strengthening denominational linkages
5. Preparing for new pastoral leadership and for a new, hope-filled future.

3. Housing

a. Manse Inspection:

- It is highly recommended that both the session and the PNC do a walk through of the manse, if there currently is one, to view it as a prospective tenant would and as property, the maintenance of which the session bears responsibility.
- Session assigns person(s) to do a manse inspection with a COM or **CoPL** representative, if the church intends to offer use of a manse as part of terms of call. Contact presbytery to assign a representative.
- The condition of the manse, as determined by the inspection, is to be reported to session, COM, and candidates.
- Necessary cleaning, repairs, and up-dating should be initiated. Hint: The condition of the manse should be at least of the average quality of the houses lived in by the congregation.

b. Housing Allowance:

- PNC should appoint someone(s) to gather information on what housing options are available to folks moving into the area
- **A trusted realtor should be asked to assist the candidates in their search for housing.**

c. **Moving expenses:** Search committee should discuss with candidates appropriate moving expenses. [Add this to other sections.]

4. Interim Search Process

- Session creates an interim search committee (IPNC). This is a separate search committee from the PNC, which must be formed by the congregation. The session itself or a portion of the session may be the search committee, or it may be members appointed by the session.
- *The session should budget for a videoconferencing license if the church does not already have one. The budget should also include such items as photocopying, travel, meals, and lodging for the candidate and IPNC.*
- COM *or General Presbyter* provides candidates.
- The IPNC receives (from COM) and reviews dossiers in consultation with COM liaison. *The PNC may meet in person or by videoconferencing when useful.*
- IPNC contacts candidates. The IPNC may interview candidates by phone *or videoconference*. The COM liaison is an integral part of these interviews.
- The IPNC must do in-depth reference checks (i.e. contact all listed references) for any candidate who is to be given serious consideration.
- The COM liaison reports monthly to COM on progress
- The IPNC reports monthly to the congregation on the status of the search process (not on particular candidates)

5. Committee on Ministry Interview with Candidates

- COM needs to have a presence at any and all *face-to-face* meetings with candidates, as well as have a *separate* credentialing interview with a proposed final candidate. The liaison must be present or find another COM member to be present if unable to attend any of the initial *face-to-face interviews or videoconference interview with candidates.*
- Non PCUSA ministers must have certification of good standing and authorization to serve a Presbytery of Huntingdon congregation from their own governing body of membership. *Remember only PCUSA or Full Communion Partner ministers may officiate at the sacraments, moderate sessions or congregational meetings, or lead new member classes.*
- COM must have a *credentialing* interview with the candidate separate from the IPNC interview, either in person or by telephone. The IPNC will provide the task force with a PIF, the *MIF or a job description*, terms of service and the statement

of faith for the credentialing interview. The purpose of the interview is to evaluate the suitability of the candidate for the position and for membership within the presbytery.

- COM through the task force, makes a recommendation, positive or negative, to the IPNC, regarding the candidate. If the candidate is not Presbyterian, this recommendation will include any determinations on optional pastoral functions (such as officiating at the sacraments, moderating session, leading new member classes, temporary or permanent membership in presbytery)
- If the recommendation is positive, the IPNC may continue to negotiate. If the recommendation is negative, the COM credentialing task force will strongly urge the IPNC to discontinue negotiations with this candidate.

6. Final Interim Pastor Candidates:

When an IPNC has narrowed the field of candidates to one or two:

- The candidate(s) must be given copies of the presbytery Sexual Conduct Policy, Criminal Background Check Policy, *and FAQ on obtaining and submitting reports of Criminal Background The Sexual Conduct and Disciplinary Signoff Form and the reports on the Criminal Background Checks and certificate of Mandated Reporter Training must be returned to the stated clerk. An authorization to perform reference checks must be returned to the General Presbyter. [Contact stated clerk for policies and forms.]*
- The candidate is notified that she she/he must obtain PA Criminal Database and Child Abuse Clearance checks and an FBI national criminal background check with fingerprints and complete the PA-required mandated reporter training and submit copies of the checks, clearance, and certificate of completion of training to the stated clerk.

IPNC must request that the General Presbyter conduct a comprehensive reference check with his/her counterpart in the candidate's current presbytery or denominational governing body supervisor.
- No contracts may be issued until these are done.
- The candidate and IPNC preliminarily negotiate terms of call *service* and seek clarity of expectations. [See "Sensitive Issues," Appendix 2, and contact *stated clerk or COM chair for current presbytery minimum terms of call or service.*] If the candidate is a Presbyterian or member of a Full Communion Partner denomination, the terms of service must include participation in the full benefits program of either the PCUSA or the minister's denomination. If a minister of a non-Full Communion Partner denomination, the session is encouraged to include pension and benefits in the terms of *service call*.

- ◇ The negotiations should specify a proposed effective starting date.
 - ◇ It is wise to check with the stated clerk to make sure that all minimum terms of **call service** are being met by the proposed terms.
 - ◇ It is wise to consult a tax advisor about federal, state, and local taxes for the package being offered, particularly if the pastor is coming from out of the area.
 - ◇ IPNC notifies COM of proposed terms of **call service**. COM must also approve the terms.
- IPNC should submit the proposed terms of service to
 - ◇ Session for its review and approval AND TO
 - ◇ COM for its review and **recommendation to presbytery**.
- Moderatorial services must be negotiated with COM
 - ◇ Ministers who are not members of Huntingdon Presbytery may not moderate sessions or congregations.
 - ◇ If the minister is a Presbyterian or a minister member of a Full Communion Partner denomination, the minister may be made a temporary member of presbytery (if Presbyterian) or granted moderatorial privileges (if a Full Communion Partner) on the recommendation of COM and with the concurrence of presbytery.
 - ◇ In all other instances, the presbytery will appoint a minister member of presbytery as moderator of session.
- Session contracts with candidate with concurrence of presbytery through COM.
 - IPNC notifies candidates in a timely fashion when they are no longer under consideration.
 - **Congregation's Board of Pensions Employee Representative** (clerk of session, treasurer, head of Finance Committee, etc.) **contacts the Board of Pensions to add new minister. Go to Board of Pensions website www.pensions.org and enter the Portal. Click on Resources & Support. Enter appropriate words, bring up articles from which to choose. Choose "How to enroll member in Benefits Plan." If you have difficulties, call Board of Pensions at (800) 773-7752.**

7. Examination for Membership in Presbytery of Interim Candidate

- An I.P. is not installed. But if the minister is not a member of the Presbytery of Huntingdon and intends to become a member of the Presbytery, the candidate must be examined for membership by the presbytery
- The candidate, congregation, the candidate's presbytery of care (if not yet ordained) or membership, and the presbytery of call work together, according to the protocols of **G-2.0504** to see that the steps are taken in a decent and orderly fashion.
- The candidate is examined by presbytery for membership in presbytery, if he or she is not already a member of Huntingdon Presbytery. The candidate's statement of faith and his/her proposed terms of **call service** are presented to presbytery.

Timing:

- **Normally**, Examinations will take place at a **regularly scheduled** meeting of presbytery. These meetings normally occur the fourth Saturday of January, the fourth Tuesday of March, the fourth Tuesday of June, the fourth Tuesday of September and the third Tuesday of November.
- If, for matters of timing, a candidate cannot come to a stated meeting of presbytery, a special meeting may be called for this purpose **at the expense of the calling congregation.**
- This meeting is called by presbytery **at its convenience**. Candidates and PNCs need to work with the stated clerk on the timing on any special meeting of presbytery.
- The stated clerk will transmit the proposed contract and request for transfer of membership (or request for ordination and transfer of membership) to the stated clerk of the candidate's presbytery.
- When session, candidate, and presbytery through COM have all approved contract, Interim PNC has completed its work, and session dismisses it.
- An interim pastor is not installed or commissioned, but it is appropriate for the session to recognize the initiation of the relationship in worship, to recognize that this relationship is for a limited duration, and to introduce the new pastor. It is further encouraged that the session provide a separate time for the congregation to meet and welcome the new pastor and family informally.

C. Designated Pastoral Search

1. What is this?: A designated pastor is a minister of Word and Sacrament approved by the presbytery to be elected for a designated term, not less than two nor more than four years, by a vote of the congregation.

- Those eligible to be considered for a designated pastorate are limited to a list of persons approved and commended to them by the presbytery through its COM.
- A designated pastorate must be converted into a continuing called and installed relationship or terminated at the end of the term. A designated pastoral relationship may be extended for one additional twelve-month period with the approval of the pastor, congregation, and presbytery.
- An advantage of this process is that it may speed up the search; a disadvantage is that the congregation relinquishes its control over the process
- A designated pastor is installed and is a member of the session.
- Only ministers of the Word and Sacrament of the PCUSA or Full Communion Partner denominations are eligible to be called and installed as designated pastors.

2. When Is a Designated Pastorate Appropriate?

- A designated pastorate is an appropriate option when a church has had a particularly stressful dissolution (including health issues, conflict, etc.).
- A designated pastorate offers a breathing space between the previous pastorate and the next.
- It is often an interim option, but may be extended with the concurrence of all parties.
- Sessions should recognize that a designated pastorate is not a short cut to the search process for a called and installed pastorate.

3. Congregation Agrees to Be Considered for Designated Pastor

- COM liaison explains to the session what a designated pastor is and the search process
- Session makes decision to recommend to the congregation that it request consideration for a D.P. relationship
- Session calls congregational meeting to strongly recommend the congregation request consideration for a D.P. relationship.
- At congregational meeting, the session moderator or COM liaison explains to the congregation what a designated pastor is. Session explains to the congregation why it feels this is the avenue the congregation should pursue.
- Congregation votes to request consideration for a designated pastorate. COM liaison reports vote to COM.

3. Designated Pastor Nominating Committee

a. DPNC Is Chosen

- The session alerts the Congregational Nominating Committee to prepare a slate of candidates to serve on the creates a designated search committee. The slate shall be representative of the whole congregation. [G-2.0802] For practical reasons, it is helpful that the designated PNC include someone who is computer literate among its nominees
- The session calls a congregational meeting to elect a designated PNC. The moderator of session moderates a congregational meeting at which a designated PNC is elected. The Congregational Nominating Committee presents its slate, but the congregation may make nominations from the floor, with the understanding that those nominated shall have given their consent to be so nominated, and that the end result must be representative of the whole congregation.

b. Designated PNC Is Organized

- The first meeting of the designated PNC is called by the session, making sure to include the COM liaison.
- A chairperson and secretary are elected from among the members of the designated PNC
- The person who will be responsible for computer tasks is chosen. The PNC may meet in person or by videoconference as useful
- The COM liaison
 - ◇ Reviews the process for calling a pastor with the designated PNC
 - ◇ Explains what confidentiality is and emphasizes that it will be maintained during the search process.
 - ◇ Reviews the completed Mission Study and a blank *MIF* with designated PNC
 - ◇ Discusses what are required items in terms of call and what may be optionally included. *Explains that all terms of call must meet presbytery minimums.*
- DPNC discusses with session the DPNC's expense budget. *There is an expectation that arrangements will be made for video conferencing. The session should budget for a videoconferencing license if the church does not already have one.*
- Contact information is exchanged by COM liaison and DPNC [*See Contact Information Form, Appendix 4.*]
- Future DPNC meetings are scheduled with the liaison. Future PNC meetings are scheduled with the liaison.
- While having all members of the PNC present at each meeting is desirable, a PNC may meet so long as a substantial majority of its members are present. Equally, while having unanimity is desirable, a vote by a substantial majority is sufficient.

3. **Mission Information Form:**

What is this MIF? An MIF is a tool developed by the denomination to help PNCs clarify their understanding of the church as it is at this present time and what its needs are now and for the future.

- MIF forms are available in Appendix [number] and over the internet on the PCUSA website.
- The DPNC with the COM liaison develops the MIF
- The Mission Study is consulted.
- The DPNC consults with the session regarding the range of terms of call to be recommended to the congregation and advertised in the MIF. [*Contact stated clerk or COM chair for current presbytery Minimum Terms of Call.*]
- The DPNC completes the MIF forms and submits them to session for its approval.
- The DPNC submits the MIF to COM, following the approval by session, for its review and approval.
- Once the MIF is approved by session and COM, the DPNC posts the MIF on the Church Leadership Connection website. The person on the DPNC with computer skills needs to be available to post the MIF on the web. For more information, please contact the CLC.

4. Housing

a. Manse Inspection:

- It is highly recommended that both the session and the DPNC do a walk through of the manse, if there currently is one, to view it as a prospective tenant would and as property, the maintenance of which the session bears responsibility.
- Session assigns person(s) to do a manse inspection with a COM or **CoPL** representative, if the church intends to offer use of a manse as part of terms of call. Contact presbytery to assign a representative.
- The condition of the manse, as determined by the inspection, is to be reported to session, COM, and candidates.
- Necessary cleaning, repairs, and up-dating should be initiated. Hint: The condition of the manse should be at least of the average quality of the houses lived in by the congregation.

b. Housing Allowance:

- DPNC should appoint someone(s) to gather information on what housing options are available to folks moving into the area
- A trusted realtor should be asked to assist the candidates in locating appropriate housing in the area.

7. Finding Designated Pastor Candidates

- COM provides candidates through the **General Presbyter** [**Whom??**]
- The DPNC receives and reviews dossiers (from COM/GP) in consultation with COM liaison.
- The liaison reports monthly to COM on progress
- The DPNC reports monthly to the congregation on the status of the search process (not on particular candidates).
- DPNC contacts candidates. The DPNC may interview candidates by phone, in person or invite a potential candidate to preach in a neutral pulpit. The COM liaison is an integral part of these interviews.
- COM needs to have a presence at any and all face-to-face **or videoconference** meetings with candidates, as well as have a **separate** credentialing interview with a proposed final candidate. The liaison must be present or find another COM member to be present if unable to attend any of the initial face-to-face interviews. Full Communion Partner Denomination ministers must have certification of good standing and authorization to serve a Presbytery of Huntingdon congregation from their own governing body of membership.

- COM must have an interview with the candidate separate from the DPNC interview, either in person or by **telephone**. **Videoconference**. The DPNC will provide the task force with a PIF, an MIF, terms of call and the statement of faith for the credentialing interview. The purpose of the interview is to evaluate the suitability of the candidate for the position and for membership within the presbytery.
 - ◇ COM through the task force, makes a recommendation, positive or negative, **that very day** regarding the candidate to the DPNC.
 - ◇ If the recommendation is positive, the DPNC may bring the candidate for a candiding sermon. If the recommendation is negative, the COM credentialing task force will strongly urge the DPNC to reconsider presenting the candidate for this particular call
- The designated PNC notifies candidates in a timely fashion when they are no longer under consideration.

8. Final Designated Pastor Candidates:

When a DPNC has narrowed the field of candidates to one or two:

- The candidate(s) must be given copies of the presbytery Sexual Conduct Policy, Criminal Background Check Policy, **and FAQ on obtaining and submitting reports of Criminal Background Checks. The Sexual Conduct and Disciplinary Signoff Form and the reports on the Criminal Background Checks and certificate of Mandated Reporter Training must be returned to the stated clerk. The authorization to perform reference checks must be returned to the General Presbyter. [Contact stated clerk for policies and forms.]**
- **The candidate is notified that she she/he must obtain PA-mandated Criminal Database and Child Abuse Clearance checks and an FBI national criminal background check with fingerprints and complete the PA-required mandated reporter training and submit copies of the reports of the checks, clearance, and certificate of completion of training to the Stated Clerk.**
- **No call may be issued and no candidate received until the copies of the background check reports are received.**
- PNC must request that the General Presbyter conduct a comprehensive reference check with his/her counterpart in the candidate's current presbytery or Full Communion Partner governing body supervisor.

- The candidate and DPNC preliminarily negotiate terms of call and seek clarity of expectations. [See Appendix 2 “Sensitive Issues,” and contact *stated clerk or COM chair* for *Presbytery Minimum Terms of Call.*]
 - ◇ The negotiations should specify a proposed effective starting date.
 - ◇ Congregations continue to be required by the Book of Order, G-2.0804, to provide full Board of Pensions coverage for installed pastors. ~~Beginning in 2017, this fully employer paid coverage will automatically cover the pastor’s spouse and eligible dependents. It is presbytery policy that all half-time or more Presbyterian Church (U.S.A.) contractual teaching elder pastors must be enrolled in the Board of Pensions benefits program, “Pastor’s Participation” coverage, and the session pay appropriate Board of Pensions dues unless exception is made by the C.O.M. (See Compensation~~ *in the Presbytery of Huntingdon, policy on the presbytery website.*)
 - ◇ It is wise to check with the stated clerk to make sure that all minimum terms of call are being met by the proposed terms.
 - ◇ It is wise to consult a tax advisor about federal, state, and local taxes for the package being offered, particularly if the pastor is coming from out of the area.
 - ◇ PNC notifies COM of proposed terms of call. COM must also approve the terms.
 - ◇ DPNC should submit the proposed terms of call to session for its review and comments. Note: Session does not vote on terms of call or candidate.
 - ◇ PNC notifies in a timely fashion any remaining candidates when they are no longer under consideration.

9. Congregational Meeting to Call a Designated Pastor

- Notice of the congregational meeting to consider the call must be given to the congregation at least ten days and at least two Sundays prior to the congregational meeting. *It is preferable that the congregational meeting be in person, but videoconferenced meetings are permissible for health and safety reasons.*

- The DPNC is encouraged to sponsor a get acquainted, informal fellowship event with the congregation to meet the candidate prior to the candidating service.
- The candidate preaches to the congregation prior to the congregational meeting.
- The session moderator or the presbytery's designee must moderate this congregational meeting.
- The DPNC places the name of the candidate in nomination.
 - ◇ Vote shall be taken by ballot. Only persons on the active membership roll of the church who are present at the meeting may vote. A majority of the voters present and voting shall be required to elect. When the call is being considered by a parish, each congregation votes separately. *If the meeting is by videoconference, the vote shall be by a countable means.*
 - ◇ If a substantial minority are averse to the nominee, and are not persuaded through further discussion to concur in the call, the moderator shall recommend to the majority that they do not prosecute the call. A substantial minority is 15 percent or more of the active members of the congregation present and voting.
- The moderator informs the congregation and the candidate of the results of the voting, including the number of those who do not concur in the call and any other facts of importance.
- The candidate should be asked to signify his or her willingness to accept the call.
- If the call is approved and accepted, the congregation should elect two members, one of whom is an elder, to testify at the next presbytery meeting to the issuance of the call and the date, place and time of the meeting at which the call was extended.

- The congregation then votes to dismiss the DPNC as a formal body as of the time of installation of the new pastor, but the DPNC should plan to remain as an informal advisory sounding board for the new pastor for the first six months of the pastorate.

- The clerk of session and the moderator should call the *COM chair and stated clerk* the next day and report the action of the congregation, including the approved terms of call and the proposed timing for the candidate to meet with presbytery. The candidate's statement of faith should be sent to *stated clerk*. (This enables the stated clerk to begin the process of transfer with the candidate's current presbytery *and preparation for examination by presbytery*.)

- *Congregation's Board of Pensions Employee Representative* (clerk of session, treasurer, head of Finance Committee, etc.) *contacts the Board of Pensions to add new minister. Go to Board of Pensions website www.pensions.org and enter the Portal. Click on Resources & Support. Enter appropriate words, bring up articles from which to choose. Choose "How to enroll member in Benefits Plan." If you have difficulties, call Board of Pensions at (800) 773-7752.*

10. Issuing of a Call to a Designated Pastor

a. Done by the Presbytery

- COM considers and gives its counsel on the extension of the call and makes recommendation to this presbytery on whether or not to approve the call.
- The candidate, congregation, the candidate's presbytery of care or membership, and the presbytery of call work together, according to the protocols of **G-2.0502** to see that the steps are taken in a decent and orderly fashion.
- The candidate is examined by presbytery for membership in presbytery if he or she is not already a member of Huntingdon Presbytery. The candidate's statement of faith and his/her proposed terms of call are presented to presbytery.
- Presbytery receives the report of the moderator of the congregational meeting and the reports of the congregational representatives
- Presbytery votes to receive minister and to approve the call.

b. Timing of Examinations

- **Normally**, examinations will take place at a **regularly scheduled** meeting of presbytery. These meetings normally occur the fourth Saturday of January, the fourth Tuesday of March, the fourth Tuesday of June, the fourth Tuesday of September and the third Tuesday of November.
- If, for matters of timing, a candidate cannot come to a stated meeting of presbytery, a special meeting may be called for this purpose **at the expense of the calling congregation**.
- This meeting is called by presbytery **at its convenience**. Candidates and PNCs need to work with the stated clerk on the timing on any special meeting of presbytery.
- The stated clerk will transmit the proposed terms of call and request for transfer of membership (or request for ordination and transfer of membership) to the stated clerk of the candidate's presbytery.

c. Steps in the Examination for Membership

- If the candidate is already a minister member of Huntingdon Presbytery, this step will be omitted.

- A motion to extend the call will be made (but not yet voted on)

- The candidate will be presented and examined on her or his statement of faith and may be examined on any aspect of his or her theology and polity.

- If the examination is sustained, the proposed terms of call will be considered for approval. The members elected by the congregation for this purpose and the moderator of the congregational meeting will that the meeting was properly called and held, and that the call was approved. Presbytery considers the terms of call and votes on them.

- If both the candidate and the terms of call have been approved, the stated clerk will transmit the call to the stated clerk of the candidate's presbytery.

- If the candidate is already a member of the Presbytery of Huntingdon, the presbytery will vote only on the extension of the call and the terms of call.

- Presbytery creates an Administrative Commission to ordain and or install the candidate. If the candidate does not have an acceptable list of A.C. members at the time of the presbytery meeting, presbytery is asked to authorize the COM to form the A.C.

- Presbytery will vote to dismiss the moderator of the session, effective the start date of the new call or the date of ordination, if the candidate has not been previously ordained to the ministry of the Word and Sacrament.

- .

11. Administrative Commission to Ordain/Install:

a. An Act of Worship

- The ordination & installation of ministers are acts of worship of the presbytery. Ordinarily, a candidate who is a candidate under care will be ordained by the presbytery of care.
- The act is led by an administrative commission of the presbytery. This commission must be approved by the presbytery or presbytery must be asked to grant COM permission to approve the administrative commission.
- The host congregation is responsible for sending invitations to the minister members, officers and congregations of the presbytery a month in advance. [Address labels are available through the presbytery Office *Assistant*.]
- All services of ordination or installation of ministers in the Presbytery of Huntingdon will receive an offering for the Clergy Emergency Fund. After the service, the treasurer of the congregation will forward the monies received to the presbytery Office *Assistant*.

b. Composition of an A.C.

- The candidate recruits members of the Administrative Commission. Candidates and sessions are encouraged to call the *stated clerk* or COM chair for suggestions of participants
- An administrative commission of a presbytery normally has at least seven members, with a minimum of five.
- All must be elder or minister members of this presbytery, balanced as nearly equally as possible between elders and ministers and between men and women (both among the elders and among the ministers). There may be no more than one elder from any particular congregation among the active membership of the commission.
- Candidates are welcome to invite neighbors from the local ecumenical community or friends from beyond the bounds of the presbytery to participate in the service as

corresponding members, but they do not count toward the required active membership of the commission. The A.C. meets just prior to the ordination/installation and votes to enroll such other participants as corresponding members.

- All members of the administrative commission should be assigned a part in the service. The A.C. should plan to meet an hour ahead of the service to review logistics and approve the order of worship, and complete all required tasks. [*Contact stated clerk for appropriate service form, which will be sent to secretary of A.C.*]
- The Moderator of Presbytery is always the moderator of the Administrative Commission, unless he or she is compelled to be absent, in which case a Vice Moderator may preside.
- Before completing the A.C., the candidate must consult with the stated clerk on the proposed names of members to assure that the required balance of members is present and adjust as necessary. The stated clerk needs the names and affiliations of all official participants, whether full members of the commission or corresponding members. [*Please contact the stated clerk before finalizing the A.C.*]
- Expenses of ordination and installation services in Huntingdon Presbytery are borne by the particular church involved. The moderator of the session shall arrange for payment of such expenses, including those of participants, complying with the standards for such remuneration set by presbytery from time to time. [*The standards are found in the presbytery's Pastoral Compensation Policy, which may be found on the presbytery website.*] The candidate is personally responsible for payment of the expenses (including travel, housing and meals) for all participants from outside the presbytery.
- [See Presbytery policy, "Hints, Suggestions, Guidelines for Hosting Installations & Ordinations," on the presbytery website.]

c. Setting Date for Ordination/Installation Service

◇The PNC may discuss with the candidate a range of possible dates for the ordination/installation service at the time of the final interview, but it MUST check with the moderator of presbytery BEFORE setting the date for the service because the moderator will be in charge of the service. The PNC and candidate should never make a final determination of the date without ascertaining the availability of the moderator.

◇The service should be at a time convenient for the moderator of presbytery and not in conflict with any other major event of presbytery. [*Contact presbytery office **assistant** for name and contact information prior to setting the date.*]

◇ After contacting the presbytery moderator, the PNC should consult with the presbytery office **assistant** about dates so that conflicts with other presbytery events may be avoided. The presbytery wishes to celebrate with the congregation and wishes to welcome its new colleague in ministry, so make it possible for the presbytery to attend.

D. Commissioned Lay Pastoral Search

1. What is a Commissioned Lay Pastor?

a. A Commissioned Lay Pastor is

- A ruling elder of the Presbyterian Church (U.S.A.),
- granted a local commission by the Presbytery of Huntingdon to lead worship and preach the gospel, watch over the people, and provide for their nurture and service.
- the holder of a commission is valid only in the congregation(s) to which he or she is currently commissioned. A commission is valid for a period of up to three years.
- normally a member of a congregation within the bounds of the Presbytery of Huntingdon
- selected by and has completed training approved by the presbytery.
- optionally granted authority by the presbytery to administer the sacraments, moderate the session, and perform a service of Christian marriage when invited by the session. A CLP remains a member of her/his current congregation.

b. **Training:** Elders commissionable as lay pastors must have

- completed the requirements of the lay pastor program of the Presbytery of Huntingdon
- been certified as commissionable by the presbytery.
- completed **instruction** in Bible, Reformed theology, sacraments, Presbyterian Polity, preaching, leading worship, pastoral care, and teaching.
- The lay pastor program is overseen by the Subcommittee on Preparation for Ministry of the Committee on Ministry of the Presbytery of Huntingdon.

c. Authorization to seek a position: Commissioned lay pastors may enter into a contractual relationship with the session of the particular congregation(s) only with the approval of presbytery, which has the authority to grant the commission, approve the contract, and grant the various optional authorities. The approval process includes an examination by the Subcommittee on Preparation as to personal faith, motives for seeking the commission, and the areas of instruction.

d. Minimum contract requirements:

- ◇ Minimum of 10 hours per week with compensation at or above the presbytery hourly minimum of \$15.00 per hour.
- ◇ Mileage at presbytery standard
- ◇ One month vacation, including at least 4 Sundays
- ◇ Sessions are encouraged to give CLP's continuing education time and expenses, Social Security offset, and other mutually agreed upon items, and to recognize their service with appropriate increases at contract renewal time.
- ◇ Sessions are encouraged to explore with the CLP the designation of an appropriate portion of the cash salary as housing allowance, to make contributions to the CLP's medical coverage, and, if working 20 hours a week or more, to make or match contributions to a Board of Pensions 403(b) plan.
- ◇ Renewable. Commissions are valid for up to three years; contracts are renegotiated annually.

2. Session selects this option

- Session completes a Mission Study. *(See Appendix [number] for form.)*
- COM liaison meets with session: explains what a CLP is and can do, and explains the search process.
- Based on the mission study and in consultation with the COM liaison, session determines that a CLP is an appropriate option
- Session informs congregation of its choice of this option
- Session contacts presbytery as soon as possible to find a CLP with the skills likely to be needed.

3. Search Process for Commissioned Lay Pastor

- Session completes a modified *Mission* Information Form (provided by COM) with COM liaison to determine pastoral needs.
- What is this MIF?: A MIF is a tool developed by the denomination to help PNC's clarify their understanding of the church as it is at this present time and what its needs are now and for the future.
- COM presents a list of available CLP candidates (availability is not guaranteed) to the session and makes recommendations as to suitability of particular candidates for the position.
- Session does reference checks and interviews candidates
- COM interviews the candidate to determine the suitability of the match.
- The session, COM liaison, and candidate work through the CLP Covenant for Services worksheet to establish expectations and to determine a reasonable amount of time for tasks to be achieved by the CLP. *[See presbytery website for CLP Covenant for Services Worksheet.]* Based on the conclusions drawn from this process, the session and CLP negotiate terms of service, including time requirements and compensation.

- Sessions are encouraged to explore with the CLP the designation of an appropriate portion of the cash salary as housing allowance, to make contributions to the CLP's medical coverage, and, if working 20 hours a week or more, to make or match contributions to a Board of Pensions 403(b) plan. Under conditions established by the Board of Pensions, a CLP may be enrolled in the full Board of Pensions program, with commensurate dues paid. [*Contact Board of Pensions to discuss requirements.*]

- COM makes recommendations to presbytery for optional pastoral functions to be granted to the CLP for this particular contract, and the length of the contract (up to twelve months) and commission (maximum three years).
 - ◇ The optional pastoral functions include authorization to officiate at both Sacraments, moderating session, voice and or vote (counted as an elder) at presbytery, authorization to perform Christian marriage ceremonies (Presbytery may authorize a commissioned lay pastor to perform a service of Christian marriage of members of the congregation or of the local community when invited by the session. Such service may only be performed within the geographical bounds of the presbytery. In performing such service of Christian marriage, the commissioned lay pastor shall follow all provisions of the Directory for Worship regarding marriage).

 - ◇ CLP's are only eligible to be considered for such authority by having successfully completed the educational requirements of the CLP program in the specific area, and authority is not automatically extended to every candidate.

- COM recommends a minister of the Word and Sacrament to be the commissioned lay pastor's mentor. The commissioned lay pastor remains a member of her or his home congregation so that he or she continues to have a pastor him- or herself.

- Presbytery approves the contract and the commission, grants authorization to perform optional pastoral functions, and appoints an administrative commission to lead the commissioning service.

4. **Administrative Commission to Lead Commissioning Service for a CLP**

a. Commissioning

- A CLP is not installed, but is commissioned by the presbytery
- The commission of a lay pastor in the Presbytery of Huntingdon becomes effective upon the completion of the commissioning service.
- The commissioning service for a commissioned lay pastor is an act of worship of the presbytery.
- The act is led by an administrative commission of the presbytery. This commission must be approved by the presbytery or presbytery must be asked to grant COM permission to approve the administrative commission.
- The host congregation is responsible for sending invitations to the minister members, officers and congregations of the presbytery a month in advance. [Address labels are available through the presbytery office *assistant*.]
- All services of commissioning of lay pastors in the Presbytery of Huntingdon will receive an offering for the Clergy Emergency Fund. After the service, the treasurer of the congregation will forward the monies received to the presbytery office *assistant*.

b. Composition of an A.C.

- The candidate recruits members of the administrative commission. Candidates and sessions are encouraged to call the *stated clerk* or COM chair for suggestions of participants.
- An administrative commission of a presbytery normally has at least seven members, with a minimum of five.
- All must be elder or minister members of this presbytery, balanced as nearly equally as possible between elders and ministers and between men and women (both among the elders and among the ministers). There may be no more than one elder from any particular congregation among the active membership of the commission.

- Candidates are welcome to invite neighbors from the local ecumenical community or friends from beyond the bounds of the presbytery to participate in the service as corresponding members, but they do not count toward the required active membership of the commission. The A.C. meets just prior to the commissioning service and votes to enroll such other participants as corresponding members.
- All members of the administrative commission should be assigned a part in the service. The A.C. should plan to meet an hour ahead of the service to review logistics and approve the order of worship, and complete all required tasks. [*Contact stated clerk for the appropriate report form, which will be sent to the secretary of the A.C.*]
- The Moderator of Presbytery is always the moderator of the Administrative Commission, unless he or she is compelled to be absent, in which case a Vice Moderator may preside.
- Before completing the A.C., the candidate must consult with the stated clerk on the proposed names of members to assure that the required balance of members is present and adjust as necessary. The stated clerk needs the names and affiliations of all official participants, whether full members of the commission or corresponding members.
- Expenses of commissioning services in Huntingdon Presbytery are borne by the particular church involved. The moderator of the session shall arrange for payment of such expenses, including those of participants, complying with the standards for such remuneration set by presbytery from time to time. [*The standards are found in the presbytery's Pastoral Compensation Policy, which may be found on the presbytery website.*] The candidate is personally responsible for payment of the expenses (including travel, housing and meals) for all participants from outside the presbytery.
- [See Presbytery policy, "Hints, Suggestions, Guidelines for Hosting Installations & Ordinations," on the presbytery website.]

c. Setting date for Service of Commissioning of a Lay Pastor

◇The PNC may discuss with the candidate a range of possible dates for the commissioning service at the time of the final interview, but it **MUST** check with the moderator of presbytery **BEFORE** setting the date for the service because the moderator will be in charge of the service. The PNC and candidate should never make a final determination of the date without ascertaining the availability of the moderator.

◇The service should be at a time convenient for the moderator of presbytery and not in conflict with any other major event of presbytery. Contact presbytery office **assistant** for name and contact information prior to setting the date.

◇ After contacting the presbytery moderator, the PNC should consult with the presbytery office **assistant** about dates so that conflicts with other presbytery events may be avoided. The presbytery wishes to celebrate with the congregation and wishes to welcome its new colleague in ministry, so make it possible for the presbytery to attend.

E. Other Options

1. Circumstances: If the session determines upon review of the mission study that the congregation is not ready to seek an installed pastor, interim or commissioned lay pastor, it may consider other pastoral options for ongoing pastoral care.

- a. As soon as a session realizes its pulpit is coming vacant and the session is unwilling or unable to use one of the former options, the session must contact **COM** to discuss the options available for pastoral ministry.
- b. Based on the mission study, in consultation with the COM liaison, session determines that the congregation is not ready to seek an installed pastor, interim or commissioned lay pastor.
- c. Session informs congregation of its decision not to seek an installed or interim pastor at this time.
- d. In consultation with COM, the session chooses another pastoral option. Other pastoral options may include Temporary or Stated Supply relationships with minister members of this or another presbytery, candidates under care of presbytery, certified lay pastors, or ministers of other denominations who have been interviewed by the Committee on Ministry and placed on the Approved Pulpit Supply list.

2. What are these options?:

- a. **Stated Supply** is a temporary pastoral relationship of a minister of Word and Sacrament to a church which is not seeking an installed pastor.
 - ◇ The stated supply is secured by the session with the approval of the presbytery through its Committee on Ministry.
 - ◇ There must be a written contract specifying the pastoral functions, compensation, and any skills or training required for the ministry.
 - ◇ The terms must meet the minimum terms of call or service established by presbytery for the level of services negotiated. If the pastor is a Presbyterian contracted for half time or more, the pastor must be enrolled in the Board of Pensions benefits program and appropriate dues paid.

Congregations continue to be required by the Book of Order, G-2.0804, to provide full Board of Pensions coverage for installed pastors. Beginning in 2017, this fully employer-paid coverage will automatically cover the pastor's spouse and eligible dependents. It is presbytery policy that all half-time or more Presbyterian Church (U.S.A.) contractual teaching elder pastors must be enrolled in the Board of Pensions benefits program, "Pastor's Participation" coverage, and the session pay appropriate Board of Pensions dues unless e.)xception is made by the C.O.M. (*See Compensation in the Presbytery of Huntingdon on the Presbytery website.*)

- ◇ Sessions are encouraged to consider contributing to the medical or retirement plans of stated supplies who are less than half time.
 - ◇ The contract is extended for a specified period not to exceed twelve months in length, which is renewable with the approval of the presbytery through its COM. The contract must be renegotiated annually, and requires the concurrence of presbytery through its COM, which monitors that the contract continues to meet any presbytery minimums and that the relationship is beneficial to the life and ministry of the congregation.
 - ◇ Presbytery reserves the right and duty to recommend to a session that it consider one of the other pastoral options or to terminate the relationship at any time.
 - ◇ A stated supply is not installed and is not a member of the session.
 - ◇ The presbytery appoints a moderator of the session who may be the stated supply if that person is a minister of the Word and Sacrament of the PCUSA or of a Full Communion Partner denomination.
 - ◇ A stated supply is not eligible to become the next called and installed pastor of the congregation.
- b. Temporary Supply** is a temporary pastoral relationship secured by the session with the approval of the presbytery through its COM to conduct services when there is no pastor or the pastor is unable to perform pastoral duties.
- ◇ There must be a written contract specifying the pastoral functions, compensation, and any skills or training required for the ministry.

- ◇ The terms must meet the minimum terms of call or service established by presbytery for the level of services negotiated. If the temporary supply pastor is a Presbyterian contracted for half time or more, the pastor must be enrolled in the Board of Pensions benefits program and appropriate dues paid, unless an exception is granted by COM. If the pastor is a member of a Full Communion Partner denomination, the pastor must be enrolled in either the Board of Pensions or the Full Communion partner denomination equivalent benefits program and dues paid. *[See Compensation in the Presbytery of Huntingdon on the presbytery website and contact COM chair or stated clerk for current Minimum Terms of Call.]*
- ◇ Sessions are encouraged to consider contributing to the medical or retirement needs of temporary supplies who are less than half time or who are non Presbyterian ministers of non Full Communion Partner denominations.
- ◇ The contract is extended for a specified period not to exceed twelve months in length, which is renewable with the approval of the presbytery through its COM. The contract must be renegotiated annually, and requires the concurrence of presbytery through its COM, which monitors that the contract continues to meet any presbytery minimums and that they are beneficial to the life and ministry of the congregation.
- ◇ Presbytery reserves the right and duty to recommend to a session that it consider one of the other pastoral options or to terminate the relationship at any time .
- ◇ A temporary supply is not installed and is not a member of the session.
- ◇ The presbytery shall appoint a moderator of the session who may be the temporary supply, if that person is a minister of the Word and Sacrament of the PCUSA or of a Full Communion Partner denomination.
- ◇ A temporary supply is not eligible to become the next called and installed pastor of the congregation, except under extraordinary circumstances, which requires the recommendation of COM and a two-thirds vote of presbytery.

3. Who may serve as a temporary pastor?

- The temporary pastor is normally a minister of the Word and Sacrament of the PCUSA, but may be a non-Presbyterian minister, a commissioned lay pastor, a certified lay pastor, or a candidate under care. Session should take note that there are limitations on the services of those who are neither minister members of the PCUSA nor of Full Communion Partner denominations. These limitations are:
 - a. **Minister members of other presbyteries**
 - ◇ May officiate at the sacraments and conduct new member classes
 - ◇ May moderate sessions, if made a temporary member of presbytery
 - ◇ Must have permission to labor within the bounds of the Presbytery of Huntingdon from the presbytery of membership
 - b. **Minister members of Full Communion Partner denominations**
 - ◇ May officiate at the sacraments, moderate sessions, and conduct new member classes if given the authority by presbytery.
 - ◇ Congregations contracting with Full Communion Partner ministers must pay the pension and medical dues of either the PCUSA Board of Pensions or the denomination of which the minister is a member.
 - ◇ May be made temporary or permanent members of presbytery.
 - c. **Minister members of denominations that are not full communion partners**
 - ◇ May not officiate at the sacraments or moderate the session or congregational meetings.
 - ◇ May be granted permission to officiate at either sacrament after the Committee on Ministry has interviewed the applicant and determined that she or he understands and is willing to follow Reformed theology and practices,.
 - ◇ But under no circumstances, may a non-Presbyterian, who is not a Full Communion Partner minister, moderate the session, or conduct new member classes, or be granted vote in presbytery (unless the minister follows the established process for transfer into the denomination)
 - d. **Certified lay preachers of the Presbytery of Huntingdon**
 - ◇ May serve as temporary supply pastors and may officiate at the Lord's Supper,
 - ◇ May not moderate the session, perform marriages, nor officiate at baptisms.

e. **Candidates under care of a PCUSA Presbytery**

- ◇ May not officiate at the sacraments, preside at a marriage ceremony or moderate session or congregational meetings.
- ◇ Except that candidates previously ordained as an elder may be granted permission to officiate at the Lord's Supper.

4. **Contracting with a temporary pastor**

- a. Session identifies and contacts candidates. The session may interview candidates by phone, **videoconference**, in person or invite a potential candidate to preach in a neutral pulpit. The COM liaison is an integral part of these interviews.
- b. Session must do in-depth reference checks (i.e. contact all listed references) for any candidate who is to be given serious consideration. If the candidate is not a minister of the Word and Sacrament of this presbytery or one of its candidates or lay pastors, the session immediately forwards the name and ministerial membership information to the General Presbyter in order that her/his reference checks and Criminal Background Checks may also be done in a timely manner. [*Contact **presbytery staff** for policies and forms.*]
- c. Candidate must be acceptable to presbytery:
 - If the candidate for a temporary pastoral position is not a minister member of the Presbytery of Huntingdon,
 - ◇ The candidate is notified that she/he must obtain PA Criminal Database and Child Abuse Clearance checks and an FBI national criminal background check with fingerprints and complete the PA-required mandated reporter training and submit copies of the checks, clearance, and certificate of completion to the **stated clerk** if this presbytery does not already have current checks on file, and submit either a signed Presbyterian Sexual and Disciplinary Conduct Signoff form or a signed Non-Presbyterian Sexual Conduct signoff form, and authorization to do reference checks. [*Contact **stated clerk** for policies and forms.*]
 - ◇ If a candidate under care of a PCUSA presbytery, the candidate must have the approval of the candidate's CPM
 - ◇ If a certified lay preacher of the Presbytery of Huntingdon, the ruling elder must have the approval of the Subcommittee on Preparation

- If the candidate is a minister of another denomination, the minister must have
 - ◇ the permission of his or her governing body of membership to enter into a contractual relationship with a congregation of the Presbytery of Huntingdon.
 - ◇ The attestation of the appropriate authority in the governing body of membership that the minister is in good standing in that denomination.
 - ◇ The recommendation and approval of the Committee on Ministry of the Presbytery of Huntingdon
 - ◇ Lay pastors of denominations other than PCUSA are not eligible for temporary relationships with Presbytery of Huntingdon congregations.

- d. **Contractual:** Whether full or part-time, any use of an individual three or more times a month is considered an ongoing relationship, which requires a written contract that has the approval of the presbytery through its COM.
 - ◇ All contracts must meet presbytery minimum terms of call or service for the level of services negotiated and must be reviewed annually for compliance with presbytery minimums. *[See Compensation in the Presbytery of Huntingdon Policy on the presbytery website and contact COM chair or stated clerk for current Minimum Terms of Call or Service.]*
 - ◇ If the contract is for half time or more, and the individual is a Presbyterian minister, the contract must include Board of Pensions benefits. If the individual is a member of a Full Communion Partner denomination, the contract must include either participation in the PCUSA Board of Pensions or the pensions benefit program of the Full Communion Partner denomination. The session is encouraged to contribute to the medical and retirement needs of other categories of individuals.

- ◇ Contracts may be extended for no more than twelve months at a time, and renewal requires the consent of all three parties: presbytery, pastor, and session. Sessions and COM liaisons are encouraged to look at examples of good contracts kept on file *by presbytery staff*.
 - ◇ No contracts may be extended until the required General Presbyter *reference checks* and Criminal Background Checks *reports* have been *submitted* and Sexual Conduct signoffs received.
 - ◇ It is wise to check with a tax adviser about the federal, state, and local implications of the contract being offered, especially if the candidate is from out of the area.
- e. COM must do an interview with the candidate to determine the suitability of the match and to make recommendation to presbytery to approve the relationship and the contract.
 - f. COM also makes recommendations on optional pastoral functions. If the candidate will not perform these functions, the session and COM negotiate how these tasks will be accomplished (i.e. the appointment of a moderator, provision for officiating at the sacraments, communication between session and pastor and presbytery.)
 - g. Presbytery through its COM reserves the right to deny the renewal of any contract or terminate a contract at any time, and to recommend to a session that it consider other options for pastoral services.

5. Temporary pastors not installed or commissioned:

- Temporary supplies and stated supplies are neither installed nor commissioned and may not normally be considered for a called and installed position in the congregation served as temporary or stated supply.
- A temporary pastor is not installed or commissioned, but it is appropriate for the session to recognize the initiation of the relationship in worship, to recognize that this relationship is for a limited duration, and to introduce the new pastor. It is further encouraged that the session provide a separate time for the congregation to meet and welcome the new pastor and family informally.

GLOSSARY AND DEFINITION OF TERMS

- **Administrative Commission (A.C.).** 5-7 people or more appointed by presbytery and empowered by presbytery to act in specific ways on its behalf. In cases of pastoral calls, to install pastors or lead commissioning services.
- **Approved Pulpit Supply list.** A list of ministers, certified lay pastors, and student pastors approved by the Presbytery of Huntingdon for use as occasional supply preachers. Applicants must be interviewed by the Committee on Ministry for theological and ecclesiastical conformity to Reformed theology and polity, and submit to Criminal Background Checks.
- **Board of Pensions. (B.O.P.)** The body designated by our denomination to provide medical, disability, and retirement benefits to our clergy and some full time church workers. Full participation in the Board of Pensions is required by the Book of Order for all installed half time or more pastors in the denomination.
- **Book of Order.** The second portion of the Constitution of the Presbyterian Church (U.S.A.), the part containing processes and regulations for ordination and certification and for orderly process in ecclesiastical matters.
- **Call.** An invitation extended to serve in one of several types of pastoral positions.
- **Called and installed.** One of several types of pastoral positions.
- **Certified Lay Preacher.** A ruling elder trained to preach.
- **Mission Information Form (MIF).** Document based on the congregational mission study used by the PNC to indicate its pastoral needs
- **Church Leadership Connection (CLC).** The General Assembly computer system for MIFs and PIFs [Contact: (888) 728-7228, extension 5410 or email Mason Todd, Administrative Assistant, Church Leadership Connection, at mason.todd@pcusa.org]
- **Clergy Emergency Fund,** a resource of the Presbytery of Huntingdon whose purpose is to assist with unanticipated, emergency needs of the ministers and commissioned lay pastors of the presbytery. It is funded primarily through offerings taken at every ordination, installation and commissioning service.
- **Clerk of session.** The session officer who keeps the books, ensures proper process, and acts as the official correspondent and communicator of the congregation.
- **Commissioned Lay Pastor (CLP).** An elder trained and commissioned by the presbytery to serve as a lay pastor in our congregations. Also referred to as a CRE—Commissioned Ruling Elder.

- **Committee on Ministry (COM).** Presbytery's committee responsible for advising and acting on calls and contracts
- **Congregational Nominating Committee.** A congregationally-elected committee used to nominate congregational officers, which may be used to nominate members of a Pastoral Nominating Committee.
- **Criminal Background Check (CBC).** A national criminal database check required of all persons serving in ongoing pastoral relationships in this presbytery.
- **Designated Pastoral Nominating Committee (DPNC).** Congregational committee elected by the congregation and used to nominate a designated pastor.
- **Dissolution.** The ending of a call or contract.
- **Full Communion Partner.** A denominational partner of the PCUSA which shares basic theological and sacramental understandings with our denomination and which has covenanted to recognize the ordination of our ministers, as we have of theirs. Currently the Reformed Church in America, the United Church of Christ, and the Evangelical Lutheran Church in America.
- **General Presbyter.** Person called by presbytery to serve its congregations professionally. In this instance, the individual who assists PNCs & DPNCs in finding candidates, performs reference checks and background checks on prospective candidates, and advises COM on the "fit" of prospective matches of candidates and congregations.
- **Installation.** Service of worship, led by presbytery, whereby a call to particular service is initiated.
- **Interim Pastoral Nominating Committee (IPNC).** Either the session as a whole or a subcommittee of session members, who work with COM to locate and contract with an interim pastor.
- **Mission Study.** A session-led process for discerning God's will for a congregation in its area(s) of ministry, present and future.
- **Non-Presbyterian Sexual Conduct Signoff form.** Agreement by non-Presbyterians to abide by the standards for ethical sexual behavior required of all pastoral leadership in the Presbytery of Huntingdon and to permit conversation with governing body of membership if standards are not upheld. Kept on file in the stated clerk's office.
- **Mid Council Ministries.** Agency of the PCUSA which provides matching service for persons seeking calls and churches seeking pastors.

- **Pastoral Nominating Committee (PNC).** Congregational Committee elected by the congregation and used to nominate a called and installed pastor
- **Personnel Committee.** A session-appointed committee used in some churches to make recommendations on personnel issues.
- **Personal Information Form (PIF).** The PCUSA equivalent of a job resume. A document completed by pastors and candidates seeking a call and filed with the Church Leadership Connection.
- **Presbytery Moderator.** The officer elected by presbytery to moderate presbytery meetings, who presides on behalf of presbytery at all installations and commissioning services.
- **Session Moderator.** The minister installed or appointed by presbytery to moderate session and congregational meetings in a particular congregation
- **Sexual Conduct Policy.** Standards for ethical sexual behavior required for all pastoral leadership in the Presbytery of Huntingdon.
- **Sexual and Disciplinary Conduct Signoff form.** Agreement to abide by the standards for ethical sexual behavior required of all pastoral leadership in the Presbytery of Huntingdon and statement on renunciation of jurisdiction. Kept on file in the stated clerk's office.
- **Stated Clerk.** The presbytery officer who ensures proper process and acts as the official correspondent of presbytery.
- **Subcommittee on Congregations.** The subcommittee of the presbytery's Committee on Ministry which participates in the call process on behalf of presbytery, and reviews and advises on all pastoral calls and contracts.
- **Subcommittee on Ministry to Ministers.** The subcommittee of the presbytery's Committee on Ministry which recommends annually minimum terms of call for pastors and which interviews non-Presbyterian applicants for admission to the Approved Pulpit Supply list.
- **Subcommittee on Preparation for Ministry.** The subcommittee of the presbytery's Committee on Ministry which oversees the preparation of prospective ministers of the Word and Sacrament, certified lay preachers, and commissioned lay pastors.
- **Terms of Call.** The terms and conditions of an installed pastoral relationship, including details of the financial package, which are mutually agreed to by the pastoral candidate, the congregation, and the presbytery. The terms and conditions of a contractual pastoral relationship are called "terms of service."

Sensitive Issues

The following issues should be discussed during interview process

Transition:

The difficulties of moving to a new community	&	The rural nature of the presbytery,
The community services available	&	Employment opportunities for spouse

Congregational Expectations:

Of the Pastor:

- | | | |
|--|---|--------------------------|
| - Where and when is the pastor available during the week | | |
| - Work schedule | & | Days off |
| - Cultural norms and expectations | | |
| - Community involvement | & | Ecumenical participation |
| - Other | | |

Of the Pastor's Spouse:

The Manse:

- | | | |
|--|---|--------------------------------------|
| - Who has a key | & | Who can enter the manse and when |
| - Policy on pets | | |
| - Who handles repairs | & | Will the manse be inspected annually |
| - Who is responsible for such things as the lawn, snow removal, etc. | | |
| - Do the manse & church share a mail box, and who picks up the mail? | | |

Pastor lives in own housing:

- How far away from church will home be?
- Will your spouse be moving with you?

Policies and Traditions:

- | | | |
|---|---|----------------|
| - Weddings | & | Funerals |
| - Special services | & | The Sacraments |
| - Staffing patterns and related issues | | |
| - Care of Church Building | | |
| - Unlocking and locking for services and meetings | | |
| - Setting of thermostats | | |
| - Who makes decisions on use of building | | |

Finances:

- Negotiation of terms of call
- How often are paychecks issued
- How are reimbursements processed, taxes handled
- Sick and family leave policies
- Is there a Pastor's Discretionary Fund, and if so, who sets the parameters?

Other?????

The Future:

- Has the PNC openly discussed their vision for the future of the congregation with the session?
- Do the dreams and hopes of the PNC and the session coincide?
- What role do the session and PNC see the new pastor playing in their long-range goals for the congregation?

SURVIVAL KIT FOR A NEW PASTOR

1. Membership list and church directory (addresses, phone numbers, emails)
2. Annual Reports (past three years)
3. Newsletter (past year)
4. Selection of worship bulletins
5. Useful records
 - Current financial statements, including current budget, status of indebtedness, investments
 - List of endowed funds (restrictions and current value)
 - Minutes of session, trustees, deacons (past year)
 - Bylaws
 - Manual (Policies regarding building use, weddings, funeral, memorial funds)
6. Essential numbers: PCUSA PIN number, PA Nonprofit/Tax Exempt number, EIN number (I.R.S.), PA Employer Identification Number, Board of Pensions number for church
7. Job descriptions and specific assignments of employees and volunteer leadership.
8. Who does what:
 - Listing of church officers
 - Committees and who is on them
 - Leaders and what they do (church school, fellowship groups, maintenance)
 - Outside groups who use the church
9. Calendar of regular meetings and programs
10. Calendar of special and annual events (If your church has an annual fundraiser, list expectations of the pastor.)
11. Worship resources
 - Bulletins for special worship occasions
 - List of special worship services
 - Who sets up for the sacraments and recruits servers, baptismal assistants
 - Customs for worship (procedures for the sacraments, decoration of sanctuary, taking of offerings, flowers, candles)
 - List of hymns known by congregation
 - Who orders candles, palms, poinsettias, bulletin covers for special occasions
- 12 Maps

13. List of places where church does business (office supplies, insurance agent, maintenance, utility companies)
14. Community services: social service agencies, funeral homes, hospitals, retirement and nursing home communities, pastoral counselors,
15. List of churches in community and regular cooperative activities with them. Is there a ministerium in community?
16. List of persons with special needs in the congregation
17. Information about what has been accomplished during the interim period.
18. Goals—long term and short term.
19. “Creatures from the Black Lagoon”: Information about sensitive areas in the congregation or community about which the pastor needs to know to avoid pitfalls.
20. Presbytery directory and manual.

**TERMS OF CALL OR SERVICE
FOR THOSE IN A PASTORATE
WITHOUT A MANSE**

Name of Pastor _____ Date of installation or beginning of contract _____

Name of Congregation(s) _____

Please complete this form immediately after congregational or session action and return it to:
Virginia F. Rainey, 784 Tanager Drive, State College, PA 16803 or vfrailey.sc@gmail.com

Items	Presbytery Minimum * Use Experience Apportionment chart*	Your Terms
Basic cash salary:		
Housing portion		
Cash portion		
Total	Must equal Minimum for Experience Apportionment	
Suggested additional pensionable items		
Supplemental insurance premiums: dental, life, medical		
Benefits Plan Major Medical Deductible		
Deferred compensation, contribution to retirement savings fund, etc.		
Total Effective Salary for Board of Pensions (sum of the above items)		
Board of Pensions plan premium for pastor (37% Total Effective Salary)		

Other Required Items	Presby. Minimum	Your Terms
Vacation (dates set in consultation with session)	1 month including at least 4 Sundays	
Study leave time (dates and content set in consultation with session)	2 weeks per year cumulative to 6 weeks	
Study leave expenses (reimburse actual vouchered expenses)	\$1000 per year cumulative to \$3,000 over 3 years	
Travel expenses (reimburse actual vouchered expenses)	current IRS	
Governing Body Service (beyond normal committee or task force work and stated meetings)	one week	
Other Recommended Items		
Sick/Family Leave Policy		
SECA offset (an amount equivalent to an employer's share of the FICA tax, or 7.65% of the Total Effective Salary). Note: A church may reimburse more than the employer's share of SECA, but if so, the excess must be included in Effective Salary.		
Book allowances (vouchered)		
Professional dues or expenses (vouchered)		
Sabbatical leave		
Other		

_____ (Date) _____

Signature of Clerk of Session affirming that these Terms of Call have been reviewed with the pastor and approved by the congregation. (Terms of Service are approved by session.)

_____ (Date) _____

Signature of Pastor affirming that these Terms of Call have been reviewed with the pastor and approved by the congregation. (Terms of Service are approved by session.)

The pastor's salary information has been updated with Benefits Connect on the Board of Pensions website, www.pensions.org (Must be done within 60 days of any change).

The Terms of Call or Service are subject to annual review and approval of Presbytery. A copy of your report will be filed with the Stated Clerk of Presbytery. Housing allowances must be approved by the congregation prior to December 31, per I.R.S. requirements. Nonetheless the Presbytery is not a competent tax advisor, is not responsible for justifying your accounting practices to taxing authorities, and urges all ministers and congregations to contact their own tax advisors.

**ACTUAL TERMS OF CALL OR SERVICE
FOR THOSE IN A PASTORATE
WITH A MANSE**

Name of Pastor _____ Date of installation or beginning of contract _____

Name of Congregation(s) _____

Please complete this form immediately after congregational action and return it to:
Virginia F. Rainey, 784 Tanager Drive, State College, PA 16803 or vfainey.sc@gmail.com

Items	Presbytery Minimum * Use Experience Apportionment chart*	Your Terms
Basic cash salary:	Must equal Minimum for Experience Apportionment	
Suggested additional pensionable items		
Supplemental housing allowance (in addition to basic cash salary)		
Supplemental insurance premiums: dental, life, medical		
Benefits Plan Major Medical Deductible		
Deferred compensation, contribution to retirement savings fund, etc.		
Subtotal pensionable items (all the above)		
Value of Manse for Board of Pensions calculations (must equal at least 30 percent of subtotal of all pensionable items)		
Total Effective Salary for Board of Pensions (sum of the above items)		
Board of Pensions plan premium for pastor (37% Total Effective Salary)		

Other Required Items	Presby Minimum	Your Terms
Vacation (dates set in consultation with session)	1 month including at least 4 Sundays	
Study leave time (dates and content set in consultation with session)	2 weeks per year cumulative to 6 weeks	
Study leave expenses (reimburse actual vouchered expenses)	\$1000 per year cumulative to \$3,000 over 3 years	
Travel expenses (reimburse actual vouchered expenses)	current IRS	
Governing Body Service (beyond normal committee or task force work and stated meetings)	one week	
Manse utilities (full cost of heat, water, sewer, refuse, electric and basic phone service)	Paid in full by the church	
Other Recommended Items		
Sick/Family Leave Policy		
SECA offset (an amount equivalent to an employer's share of the FICA tax, or 7.65% of the Total Effective Salary). Note: A church may reimburse more than the employer's share of SECA, but if so, the excess must be included in Effective Salary.		
Book allowances (vouchered)		
Professional dues or expenses (vouchered)		
Sabbatical leave		
Other		

_____ (Date) _____

Signature of Clerk of Session affirming that these Terms of Call have been reviewed with the pastor and approved by the congregation. (Terms of service are approved by session.)

_____ (Date) _____

Signature of Pastor affirming that these Terms of Call have been reviewed with the pastor and approved by the congregation. (Terms of service are approved by session.)

The pastor's salary information has been updated with Benefits Connect on the Board of Pensions website, www.pensions.org (Must be done within 60 days of any change).

_____ Date on which manse was inspected last year. ____ Manse rental agreement (Yes/No)

The Terms of Call or Service are subject to annual review and approval of presbytery. A copy of your report will be filed with the Stated Clerk of presbytery. Housing allowances must be approved by the congregation prior to December 31, per I.R.S. requirements. Nonetheless the presbytery is not a competent tax advisor, is not responsible for justifying your accounting practices to taxing authorities, and urges all ministers and congregations to contact their own tax advisors.

MEDICAL DUES ADDENDUM TO THE MINIMUM TERMS OF CALL

Sessions and teaching elders should take note that the Board of Pensions has restructured its dues requirements. Congregations continue to be required by the Book of Order to provide full Board of Pensions coverage for the installed pastor. Beginning in 2017, this fully employer-paid coverage will automatically cover the pastor's spouse and eligible dependents. It is presbytery policy that all half-time or more Presbyterian Church (U.S.A.) contractual pastors must be enrolled in the Board of Pensions benefits program, "Pastor's Participation" coverage, and the session pay appropriate Board of Pensions dues unless exception is made by the C.O.M. (See [*Compensation in the Presbytery of Huntingdon, policy on website.*](#))

**ADMINISTRATIVE COMMISSION REPORT
THE ORDINATION & INSTALLATION OF A PASTOR**

The Administrative Commission of the Presbytery of Huntingdon to ordain and install

_____ as (assoc.) pastor of _____,

Convened on _____ (date) at _____ (time) at _____ (Church).

The members of the commission present were:

Elders (list church)

and

Ministers

Commission members absent:

Corresponding members enrolled: (Any persons not representing Huntingdon Presbytery.)

Elders (list church)

Ministers (list presbytery or other affiliation)

Action of the Commission: The order of service was approved, and the Commission recessed to the sanctuary, ordained and installed the pastor? _____ Yes _____ No

SERVICE INFORMATION:

1. Offering received for Clergy Emergency Fund? _____ Delivered to Presbytery Treasurer? _____

2. Constitutional questions were answered affirmatively by:

a. Pastor-elect? _____ Yes _____ No

b. Congregation ? _____ Yes _____ No

ATTEST: _____ (role: Moderator or Clerk of Commission)

Date: _____

Return to Virginia Rainey, Stated Clerk 784 Tanager Drive, State College, PA 16803

CHECKLIST FOR COM LIAISON AND PNC

This checklist is a general reminder of key steps to accomplish (✓) in the process of finding a pastor. Please refer to the manual, Flow Chart for Nominating, Calling, and Installing Pastors, for complete descriptions of requirements.

1. ___ Conduct a Mission Study
2. ___ COM moderator to Session is appointed
3. ___ COM liaison to PNC is appointed
4. ___ COM liaison meets with Session to outline process (moderator may do this)
5. ___ PNC and chairperson is chosen
6. ___ COM liaison begin to meet with PNC at every meeting (weekly)
7. ___ PNC develops MIF submits to Session, then to COM
8. ___ GP helps PNC chairperson post MIF to appropriate site

If there is a manse that the church intends to use as part of the Terms of Call:

9. ___ Session and PNC conduct a manse examination
10. ___ Session member does a manse inspection with COM and CoPL representatives
11. ___ If using a housing allowance, PNC should gather information on available housing options in the area
12. ___ PNC requests and reviews matches from GP (GP will suggest an efficient method)

When down to one or two candidates:

13. ___ PNC, COM liaison, COM representative must interview candidate
14. ___ Two other COM members must interview candidate
15. ___ PNC requests GP conduct a reference check and obtain clearances
16. ___ Candidate and PNC negotiate Terms of Call (refer to Presbytery minimum terms)
17. ___ PNC negotiates with Session and candidate the time and neutral pulpit for candidating sermon
18. ___ PNC requests Session issue a call for congregational meeting with moderator (or approved substitute) officiating
19. ___ Congregation approves and accepts call
20. ___ Congregation elects two members, at least one elder, to testify at next presbytery meeting of the call, and date, place, and time meeting was held
21. ___ Congregation votes to dismiss PNC
22. ___ Clerk and moderator call presbytery staff the next day and report action of congregation
23. ___ PNC, candidate, and moderator of Presbytery together set dates for ordination/installation; all churches in presbytery are invited!
24. ___ COM liaison and PNC should meet after 6 months with the pastor and to ask these questions (then COM liaison report to COM):

As you became a member of this presbytery and this church community,

 - What have been surprises; i.e., what did we not tell you that we should have?
 - What could the presbytery do to help you feel more included or welcomed?
 - What were some things that the church / presbytery did well for you?

MISSION STUDY ASSESSMENT (shorter version)

August 17, 2021

Use as many pages as it takes. Include charts and graphs where useful.

Cover Page

Name of Church
Winsome color photo of church
Date of assessment

TABLE OF CONTENTS

Church History
Membership Profile
Church Programs
Church Community
Church Financial Overview
Church Goals

Attachments: Most recent Church Statistical Report

PART I: Church History (What Are Your Roots)

Brief account of your story. What are significant events in your congregation's life and ministry?

PART II: Membership Profile. (Who You Are)

Look at your membership from a variety of ways.

What is your overall membership and your average weekly worship attendance?

What groups are you ministering to within and without side the church?

What age groups predominate?

Present charts or graphs where helpful.

PART III: Church Programs (What You Do)

List program areas in which your church is active. Then list what you do in each category.

Name as many activities that you do as you can think of. For example: (music, women's, bible study, mission project)

- A. study and spiritual growth
- B. evangelism and outreach to others
- C. care of persons with special needs
- D. fundraising and mission
- E. community service
- F. education and training
- G. fun and fellowship
- H. others

PART IV: Our Community (Where You Live)

Dig into your community census data to arrive at the most current description of your community. Include charts, graphs, maps as useful.

Is it rural, suburban, small city, large urban area?
What makes it special to you?
What local attractions are offered?

Define the geographic area of your community: Do your active members primarily come from 1 mile, 5 miles, 10 miles, further to participate with you?
What draws them to you? (Celebrate it!)

What is the community population? Is it growing or declining?

What is the economic base of the community and how has it changed in the last fifteen years?

What is the average household income in the community?

Attach your latest church annual statistical report.

PART V Financial Profile

Projected Budget for [next year]

Income: [for year] [give amounts]
Current giving
Investments
Special gifts
Fundraising projects
Other income
Total income

Expenditures [for year]
Local Church Programs (operating expenses)
Mission
Capital expenses (Not included in operating expenses)
Other expenses
Total expenses anticipated.

Do you have any indebtedness? [give amount]

Do you have any endowments? [give amount]

PART VI: Church goals for the next five years:

CONGREGATION/PARISH MISSION ASSESSMENT
The Presbytery of Huntingdon
[This version is for a called & installed full time pastorate]

STEP ONE: OUR PROGRAM PROFILE

A. OUR CHURCH'S PROGRAM

To gain a detailed view of the ministry of your church during the PAST TWO YEARS, make a list of as many specific church activities as you can recall.

1. WORSHIP AND CELEBRATION (include a chart of worship attendance during the past three to five years)
2. STUDY AND SPIRITUAL GROWTH
3. EVANGELISM AND OUTREACH TO OTHERS
4. CARE OF PERSONS WITH SPECIAL NEEDS
5. STEWARDSHIP AND MISSION INTERPRETATION
6. COMMUNITY SERVICES
7. LAY LEADERSHIP DEVELOPMENT AND TRAINING
8. CARE OF CHURCH PROPERTY AND FACILITIES
9. FUN AND FELLOWSHIP
10. SHARING IN THE WORK OF THE LARGER CHURCH

B. ANALYSIS AND EVALUATION

1. List the programs, ministries and missions which this church does best.
2. What do you identify as your four main assets, as you plan for the church's future?
3. What do you identify as the present "cutting edge" of the church's ministry?
4. What do you identify as the areas needing the greatest amount of attention in the immediate future?

5. In light of these considerations, what programs has the church developed? In what ways has the congregation responded to social concerns of the nearby community?

STEP TWO: OUR MEMBERSHIP PROFILE

A. MEMBERSHIP INFORMATION

1. Number of Communicant Members (at present) _____
2. Number of Participating Communicant Members _____
3. Number of Participating Non-Members _____
4. Number of Sunday Worshippers (average) _____
5. Number of Women and Girls _____
6. Number of Men and Boys _____

7. Church and Community Community Church

Couples, No Children at Home	_____	_____
Couples, Children at Home	_____	_____
Single Parent, Children at Home	_____	_____
One-Person Households	_____	_____
Other Households	_____	_____
Age Group Composition		
Birth to 5 Years of Age	_____	_____
6 to 11 Years of Age	_____	_____
12 to 18 Years of Age	_____	_____
19 to 24 Years of Age	_____	_____
25 to 45 Years of Age	_____	_____
46 to 55 Years of Age	_____	_____
56 to 65 Years of Age	_____	_____
Over 65 Years of Age	_____	_____

B. ANALYSIS AND EVALUATION

1. What age group offers the greatest potential for our church's ministry?
2. What age group presents the greatest concern for our ministry?
3. What group(s) of households offer(s) the greatest potential for our ministry?
4. What group(s) of households present(s) the greatest concern for our ministry?
5. What factors have contributed to any significant membership gains or losses in our church in the past five years?
6. If there have not been significant membership gains or losses in the past five years, what factors have contributed to that reality?

STEP THREE: OUR COMMUNITY PROFILE

A. COMMUNITY ASSESSMENT

Evaluate the community in "which your church lives and serves in light of these seven "Community Change Indicators." Note any significant changes in the past five years.

1. **Economic:** Is the community on an economic upswing? What is the role of local businesses and institutions? Have there been new investments? Have any major businesses closed or moved from the community? Do local tax structures have a significant impact on the community?
2. **Real Estate:** What's happening with property valuations in your community? Has there been any impact caused by social or ethnic factors? Is the local real estate market inviting or discouraging?
3. **Income:** Is personal income increasing, decreasing or unchanged? Has there been any noticeable change in the percentage of blue collar and white collar positions? Is this percentage a significant issue in your community?
4. **Age:** What are the latest census figures on age groups of your community? How do these figures compare with your congregation[^]? Is your community at an identifiable point in a cycle of population growth or decline?
5. **Housing:** Do housing patterns housing exist based on age, race or economics? Are there significant variations in population density within your community? What are the characteristics of any new housing developments?
6. **Education:** Describe any educational institutions in your community. Does the community offer educational alternatives? How would you assess the quality and stability of public education in your community?
7. **Lifestyle:** What do the latest census figures report about the composition of the households in your community? Have there been any significant changes since the previous report? How do these figures compare to the household composition of your congregation(s)?

B. ANALYSIS AND EVALUATION

1. Compare the results of your community research with the information in your church profile(s), identifying any similarities or dissimilarities.
2. Identify the three most important issues or concerns confronting the community in which your church(es) minister.

WHERE TO FIND POLICIES AND FORMS

Administrative Commission Report forms: (contact stated clerk, will be sent to secretary of the A.C.) for:

- the Ordination of a Minister
- the Ordination and Installation of a Minister
- the Installation of a Minister
- the Commissioning of a Lay Pastor

Approved Pulpit Supply list (presbytery website and presbytery Directory)

Code of Conduct for Former and Retired Pastors. Revised **September 25, 2018** (presbytery website)

Compensation in the Presbytery of Huntingdon. Revised **November 9, 2019** (presbytery website)

Contact Information Form (Appendix 4 in Flow Chart)

Continuing Membership & Validation of Ministry Policy. **Revised September 25, 2018** (presbytery website)

Covenant for Services of Commissioned Lay Pastor (the CLP worksheet). Revised, **January 30, 2021** (presbytery website)

Criminal Background Check Policy & Forms. Revised **September 20, 2016** (**presbytery website**)

Hints, Suggestions, Guidelines for Installations & Ordinations (Contact **presbytery staff**)

Mission Information Form (PCUSA website)

Mission Study (Contact **COM chair**)

Non-Presbyterian Sexual Conduct Signoff Form. (Contact **stated clerk**)

Presbytery Directory (Contact **Presbytery office assistant**)

Presbytery Minimum Terms of Call (approved annually at a summer meeting) (Contact **stated clerk or COM chair**)

Request to Approve Call Form, which includes the Terms of Call Worksheet (revised annually in November) (Appendix 3 in Flow Chart)

Sensitive Issues list (Appendix 1 in Flow Chart)

Sexual Conduct Policy. Revised **September 20, 2016** (presbytery website)

Survival Kit for a New Pastor (Appendix 2 in Flow Chart)

Transitional Compensation Policy. **Part of the Compensation in the Presbytery of Huntingdon, Revised November 9, 2019** (presbytery website)

Understanding Effective Salary Booklet (Board of Pensions website or contact presbytery **staff**)