

INTRODUCTION

The Committee on Ministry is required by The Book of Order of the Presbyterian Church (U.S.A.). The responsibilities of the Committee are described in Chapter XI, Section G-11.0500. Membership on the Committee is for a three-year period, with one additional consecutive term permitted. "Members shall be ineligible to serve more than two consecutive terms or consecutive portions of terms." (G-11.0501)

In this Handbook, the section "**Duties of the Committee on Ministry as Defined in the Book of Order**" outlines the work of the Committee as found in various chapters of the Book of Order. These include G-11.0500 which describes the committee itself, its membership and its tasks; G-11.0400 which deals with various categories and criteria for the membership of ministers in presbytery; GO-14.0500 which describes the procedures for calling and installing pastors; and G-14.0500 about the dissolution of pastoral relationships.

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Presbytery chose you to serve on its Committee on Ministry in recognition of your understanding and mature judgement. The Committee's efficiency and effectiveness will be enhanced by your sympathetic Christian approach. At times the tasks confronting the Committee may seem tedious or unimportant. At other times they may be confounding, complex, even traumatic as problems demand solutions. Remember that the basic purpose of the committee is to assist both ministers and churches to do the work of Christ more effectively. It is one of the most important tasks in your presbytery.

A companion piece to this Handbook will be the Presbytery Manual.

GLOSSARY OF TERMS

There are several acronyms used repeatedly in this Handbook in order to conserve space. We define them here and will use them frequently in the text.

- CIF Church Information Form. The form containing data, which describes the situation, goals, and priorities of a particular congregation, together with a precise description of the skills, experience, and interests needed to meet the expectations held for the pastor-elect.
- COM Committee on Ministry. The Committee of elders and ministers of the Word and Sacrament elected by Presbytery, which is responsible for the concerns of the ministers of the Word and Sacrament and congregations of the presbytery. It is the group having the first decision in all processes of Presbytery regarding the calling, establishment and dissolution of all pastoral relationships (in some cases the final decision when it acts on behalf of the Presbytery).
- CPM Committee on Preparation for Ministry. The Committee of elders and ministers of the Word and Sacrament elected by the Presbytery which is responsible for the enlistment, preparation and care of inquiries and candidates for ministry of the Word and Sacrament. COM relates to this committee in a number of ways, particularly at the time of the candidate's first call and ordination. The two committees should work closely together at this point in a candidate's career.
- EP Executive Presbyter
- PNC Pastor Nominating Committee. Elected by congregation, and reports to congregation, not to Session.
- PIF Personal Information Form. The form containing data on a particular minister. Formerly called "data form" or "dossier".
- PRS Personnel Referral Services. That office in the CVMU (Church Vocations Ministry Unit) which receives and circulates forms, correspondence and other papers from PNC's, Pastors, Executives and others as requested.

EXPECTATIONS OF THE MODERATOR OF PASTORLESS CHURCHES

Committee on Ministry, Redstone Presbytery

“When a church is without a pastor, the moderator of the session shall be the minister appointed for that purpose by the presbytery, or a minister of the same presbytery invited by the session to preside on a particular occasion. When it is impossible for such a minister to preside, the session may elect one of its own members to preside.” (G-10.0103, Book of Order.)

1. Redstone Presbytery will appoint a moderator for the sessions of all churches in the Presbytery without a pastor. Upon receiving notification that he/she has been appointed as Moderator of a Session, the Moderator of the pastorless church should immediately contact the Clerk of Session and make himself/herself available.
2. He/she should reread chapter X, “The Session”, of the Book of Order and pay particular attention to the section G-10.0103, “The Moderato”.
3. The time when a church is without an installed pastor can be a significant one in which the connectational system can be seen and appreciated in a new light. The Moderator appointed by Presbytery is not to act as the pastor of the church, but should make every effort to see that the church functions and that the Session is strengthened and enabled to do its tasks with Presbytery’s assistance through him/her.
4. Several things need to happen at the initial meeting with the Session:
 - a. The session needs to make provision for regular services of worship in the church and for pastoral care to its members, perhaps through Committees of Session already in place (i.e. Worship, Visitation, etc.)
 - b. The Session needs to be made aware that payment of pension dues to the Board of Pensions is required to continue at 12% for one year during the vacancy.
 - c. The Moderator needs to be sensitive to and willing to listen to and assist the Session to move through their thoughts and feelings regarding their previous pastor and his/her departure.
 - d. Decisions need to be made concerning
 - The desire for and feasibility of an Interim Pastor
 - The need for a Congregational Self-Study, and
 - The readiness of the congregation to proceed with the search for a new pastor.
 - e. Should the Session decide to proceed with the search process, they must request permission from the COM to elect a Pastor Nominating Committee. The COM will then appoint a Contact Person to work with the PNC who should be invited to meet with the Moderator and session to interpret the search process and the role of the COM in that process.
 - f. The Moderator is not to take any other active part (in that process) except to insure that Session allocates the funds for the work of the PNC.
5. The Moderator shall assure that the church’s Session Records are presented to Presbytery for review at the proper time
6. As stated in the Book of Order, the norm is that the Session of a church meets only when the Moderator is present to preside. If it is necessary for a Session to meet when the Presbytery-appointed Moderator cannot be present, for that occasion, the Session may invite another minister of Presbytery to preside or elect one of its own members to preside, but only with the knowledge and consent of the Presbytery-appointed Moderator.
7. The Session may contract with the Moderator for additional duties (i.e. hospital visitation, home communions, funeral, etc.) as agreed upon.
8. The church shall reimburse the Moderator at least \$35.00 for each meeting that is moderated as well as for mileage at Presbyter rate. Expenses for telephone, postage, and other negotiated responsibilities are also to be paid by the church.
9. The Moderator should communicate regularly with COM District Chairperson regarding the life and needs of the church and Session.

Cc: Clerk of Session

Enc. Pulpit Supply List

AN EXAMPLE OF MINISTERIAL CLOSURE

Dear Friends,

As I shared with you all in the last issue of First Thoughts, and as you were aware from other sources, June 30 will be my last day as your Pastor.

You and I have built strong relationships these last twenty-three years, bonds hopefully never broken. But, while I shall remain your friend, I shall not be your Pastor. That privilege will be given to another.

In this light, the question is often raised, will you come back to visit me? Will you conduct my funeral? Will you return for a wedding? Etc. I must answer these questions as clearly and lovingly as I can, hoping that all parties might understand.

Ministerial ethics demand that once we say goodbye, I am not permitted to perform pastoral duties for members of this congregation, so I shall not return to conduct funerals, weddings, or baptisms; I shall not make hospital calls or home visits. Please do not put me and my successor in the awkward position of having to say "No." I love you all equally, and do for some and not for others would be unfair and understandably create hard feelings and conflict. (There are two exceptions: I have, with the Session's understanding and consent, agreed to conduct two weddings in October which were scheduled before I announced my retirement; but I shall do this with my successor's permission.)

I want to share with you ten effects a departed pastor's continuing contacts have on a congregation, and therefore ten reasons why I shall not make contacts. These were formulated by Joan Mabon and appear in the book Saying Goodbye, an Alban Institute publication, by Edward A. White.

1. Contacts continue to resurface for members whatever negative emotions were present at the pastor's departure:
 - Regret: "It's not like it used to be."
 - Inadequacy: "He left us for a better position."
 - Anger "Why did he leave us flat?"
 - Guilt: "Why didn't I do enough to make him stay?"
 - Loneliness "I miss him."
 - Frustration "If he were here I could cope."
 - Relief "I'm glad he's gone and we don't have to do that anymore?"
2. Contacts deny members the opportunity to work through those emotions of grief directly and constructively, and encourage their futile grappling with ghosts.
3. Contacts discourage members working through their feelings within the community (the church) and encourage rivalry among members.
4. Private contacts with individuals deprive the church community of the opportunity to share grief and suffering, to discover resurrected hope that emerges from shared struggles.
5. Contacts focus members' energies outside the congregation at a time when that energy may be needed most within the community.
6. Private communications encourage "holding on" to the past and fighting former battles – this time with the invisible contenders; they decrease a person's ability to struggle with present realities and diminish hope for the future.
7. Contacts confuse persons as to where and how to direct their commitment to new leadership; they make that difficult task even more difficult for members.
8. Each contact places the resident pastor in the awkward position of interloper. Interim specialists are trained to deal with the negativism so that the installed pastor can begin positive building at the earliest opportunity.
9. By surfacing the implicit comparisons between new and old, contacts undermine the choice of a new pastor and inhibit a whole-hearted commitment to new relationships.

10. Contacts keep the new pastor on the defensive and subvert that pastor's morale and effectiveness. The new pastor can never successfully compete with the old pastor's enshrined "ghost" so long as that ghost is actually present.

In short, I do not want to do anything to hinder this congregation and its new pastor in their relationship with one another and their ministry and mission together.

Does this mean we shall never see one another again? Not necessarily. I shall be glad to accept an invitation to come back for a homecoming or anniversary celebration or some other special event. But I will not come uninvited. Furthermore, our door is always open to friends and we can brew a pot of coffee or tea on short notice.

The next four weeks will pass all too quickly. I do hope that together we can and will find ways of saying and doing those things helpful for saying goodbye.

Yours affectionately,

Pastor's Name

STEPS TOWARD SECURING AN INTERIM PASTOR

1. The District Chair or his/her representative (may be the E.P.), discusses leadership options with Session including interim pastor.
2. The Session requests permission to seek an interim through the Chair of COM in consultation with the E.P. and the District Chair.
3. The District Chair or his/her representative meets with Session to outline steps to proceed.
4. Session appoints a committee to :
 - Develop position description
 - Determine salary range
 - Determine term of service, with the privilege of negotiating adjustments by the Session and Interim.
5. Session
 - Approves plan
 - Notifies COM representative for critique and approval
6. Session, in consultation with the COM representative seeks the interim pastor through:
 - Personal contacts
 - Suggestions/PIF's from: COM and/or Presbytery or synod Staff
General Assembly, Church Vocations Unit
APIMS (Association of Presbyterian Interim Ministry Specialists. See APIMS current listing on Presbynet)
7. The committee examines Personal Information Forms, screens and interviews candidates and proposes a nominee to the Session
8. If the nominee is not on the approved list of Redstone's interims, he/she must be interviewed and approved by the COM District before being recommended to the Session.
9. Session interviews nominee, makes decision, and requests approval of the Presbytery through the COM.
10. Session notifies Interim. Interim Pastor contract is prepared, signed by session, Interim Pastor and the COM chair. Beginning date agreed upon.
11. Session notifies Congregation.

INTERVIEWING INTERIM CANDIDATES

1. Review resume. Develop questions about his/her experience in other churches, also informational questions when the resume has been unclear.
2. Call some references before the interview. See if any questions develop from these contacts.
3. A process for the interview:
 - a. Introductions and opening prayer
 - b. Have him/her give an extended "introduction" about his/her background and experiences even though he/she covers things already in the resume.
 - c. Prove his/her understanding of the interim experience. What has he/she learned that he/she would bring to that congregation.
 - d. His/her strengths and areas where he/she is not as strong...
 - e. Experience with staffs... what has he/she learned that will be helpful here.
 - f. Where is he/she theologically...
 - g. What housing expectations does he/she have.
4. Tell about your church. The staff, program, your perception of its strengths, and areas that you think will need some energy during an interim. Let him/her ask you questions about your church.
5. Talk about financial expectations. Indicate that an offer has not yet been approved by the Session. You need to know what it would take for him/her to consider your church.
6. Timelines. When available? Need to meet with subcommittee of Committee on Ministry. (This could be arranged when he/she comes to meet with your committee.) Need also to meet with the Session. Opportunity for session to get acquainted and to accept recommendation of committee, and agree on financial package.
7. See also list of options in the generic agreement form. Will moderate session (probably yes). That requires that he/she become a member of Redstone Presbytery and approval to moderate requires Presbytery action not just Committee on Ministry.
8. Question of when to provide time to meet staff. Maybe a brief time... introduction, etc, on first visit. Then a longer time after approval by session.
9. The generic agreement provides a place to list the goals for the interim ministry, and to list the duties. If more is wanted or needed, it can be appended. It is o.k. to tap their experience at this point.
10. Be very clear whether there are any expectations that the church has any financial obligation beyond date of dissolution of interim agreement.

**DUTIES OF THE COMMITTEE ON MINISTRY AS DEFINED IN THE
PRESBYTERY MANUAL**

Membership:

The committee shall consist of twenty-one (21) members, either ten (10) minister and eleven (11) elders or ten (10) elders and eleven (11) ministers. A quorum shall be a majority of the membership. (G-11.0501)

Powers and Duties:

The Committee on Ministry (C.O.M.) shall fulfill all provisions of the Form of Government. (G-11.0500, G-11.0504)

In accordance within G-14.0602, the C.O.M. may dissolve pastoral relationships in cases where the congregation and pastor concur in the request, and then inform the Presbytery and in accordance with G-11.0502h, the C.O.M. may find in order calls issued by churches, approve and present calls for services of ministers, and approve the extermination of ministers transferring from other presbyteries required by G-11.0402, and may appoint a commission to ordain ministers and to install them in permanent pastoral relations in accordance with G-9.0403, G-9.0503a, and G-0504c.

All calls shall be presented to the C.O.M. and shall be submitted to Presbytery by it, together with recommendations for suitable action; the C.O.M. shall remind negotiating churches that no call can be placed in the hands of a minister unless at least the minimum salary, as determined by the Presbytery, suitable for living accommodations, one month's (1) leave to be approved by the session, and may accumulate for no more than three (3) years; and the provision "Should the Presbytery of Redstone raise its minimum compensation so that it should exceed the terms of this Call (Or contract), the terms of this Call (or contract) shall be increased immediately to at least the new minimum compensation standard approved by the Presbytery", are provided in the Call.

The C.O.M. shall receive/and make recommendations to the Presbytery on all applications from churches for financial aid.

The C.O.M. shall receive all applications to Presbytery from churches desiring to sell or mortgage church property, and shall recommend to Presbytery actions concerning such applications.

In addition to the Book of Order G-8.0501, it shall require any church expecting to erect a new church edifice (or other building) or of making structural changes, or of making improvements on its property, which exceed twenty percent (20%) of the total budget of the previous year, to submit a written statement to the committee, indicating fundraising procedures, together with plans and specifications of such building or improvements, and secure approval of the Presbytery before proceeding with such intention. All actions of the Presbytery concerning building or remodeling has not been begun within that time, then new approval shall be obtained from the Presbytery through the C.O.M.

It shall be responsible for considering formation, merging, field alignment, relocation, dissolution of churches, and recommending appropriate action to the Presbytery.

It shall receive requests and make recommendations to the Presbytery Trustees, regarding disbursements from the Emma Johnston Fund within the bounds of Fayette County.

It shall serve as liaison with the Pension Board of the Presbyterian Church (U.S.A.).

It shall administer the emergency welfare funds of the Presbytery to members of the Pension Plan and report such action to the Presbytery.

It shall be responsible for the annual examination of session minutes and church registers.

Book of Order References: G-11.0500, G-14.0502, G-14.0602

ROLE OF DISTRICT CHAIRPERSONS

For committee on Ministry

1. Oversee District Committees and meet at least three (3) times annually for review of district.
2. Arrange for PNC links, and send instructions for electing a PNC to moderator.
3. Recommend to C.O.M. names of moderators for churches without pastors and send instruction on duties of moderators to moderator and clerk. Include information on honorarium for moderator.
4. Arrange for triennial visits to sessions.
5. Work with the Executive Presbyter, as requested, on interim ministers for churches without pastors.
6. Work with the Chairperson of C.O.M. and/or the E.P. on conflict issues in local churches as needed and appropriate.
7. District III – review requests for Emma Johnston grants and make recommendations to C.O.M.
8. Promote fellowship opportunities among ministers within the district.
9. Consider strategy needs and make inquiries or recommendations to C.O.M. and/or E.P.
10. Keep the Chair of C.O.M. and the E.P. informed of developments.
11. Invite the E.P. to district meetings.
12. Conduct interviews of prospective candidates for pastoral calls. Invite Chair and E.P.
13. Work with Presbytery office to be sure a moderator is available for congregational meeting to elect a pastor.
14. Arrange for exit interviews with departing pastors.
15. Arrange for a manse inspection during vacancy.
16. Work with E.P. to provide a mission study when requested.

Note #1 – Presbytery office will have responsibility for providing the pastor-elect information on commissions for ordination or installation. District chairs may want to double-check with the Office to be sure this is happening.

Note#2 – District Chairs will meet together with the Chair of C.O.M. and the E.P. on a quarterly basis.

PROCESS FOR PASTOR SEARCH/CALL

Local Responsibility

1. PASTOR consults with COM before informing session of any intention.
2. SESSION calls congregational meeting to inform congregation of the advisability.
3. SESSION begins arrangements for pulpit supplies and considers need for and availability of interim ministers.
4. SESSION makes arrangements for payment of pension vacancy dues or temporary pastors pension dues.
5. SESSION requests permission of COM to call congregational meeting to elect Pastor Nominating Committee.
6. Congregation meets, elects PNC, nominated either by the church's nominating committee, provided nominations are permitted from the floor, or directly from the floor.
7. PNC meets with COM representative.
8. SESSION sets directions/goals for interim pastor, and for PNC. COM may require self-study as part of this process prior to work on the CIF or in connection with it.
9. PNC completes Church Information Form (CIF).
10. PNC continues to meet with COM representative as needed to review the preparation of the CIF.
11. PNC transmits three (3) signed CIF's to COM Chair. Keeps one (1) copy.

Presbytery Responsibility

- COM results with pastor re-time-line and process leaving.
- Presbytery approves dissolution of pastoral relationship.
- Executive Presbyter supplies pulpit and may meet with the session soon after vacancy to discuss vacancy issues.
- COM representative meet with Session regarding pulpit supplies, a moderator, and interim ministers. Presbytery approves a moderator.
- COM grants permission to Session regarding pulpit supplies, a moderator, and interim ministers. Presbytery approves a moderator.
- COM appoints representative for PNC.
- COM representative meets with PNC.
- COM chair and PNC representative receive, review and endorse CIF (if acceptable), refers to whole committee if necessary Chair keeps a copy, forwards a copy to the E.P., and one (1) to the Church Vocations Ministry Unit.

Local Responsibility (cont'd)

12. PNC prepares to handle PIF's.
13. PNC begins to get PIF's prioritizes those received from all sources.
14. PNC contacts ministers in whom they are interested and makes reference checks.
15. PNC narrows to one (1) candidate, negotiates with him/her, asks for examination. (G-11.0402)

PNC submits proposed terms of call to District committee and requests permission to have session call a congregational meeting to hear the candidate.
16. PNC asks session to call congregational meeting, works with session to provide means to introduce nominee to people.
17. CONGREGATION meets to hear report, elect pastor by written ballot, and designate persons to sign call.
18. PASTOR-ELECT, PNC and/or SESSION give input re: commission to ordain and/or install; submit to COM.
19. THE CALL is presented to Presbytery through COM and representatives of the congregation attest to the call.

Presbytery Responsibility (cont'd)

- COM representative trains PNC in reading, evaluating, and prioritizing all PIF's to be received.
- COM representative may assist in this process, as desired or as needed.
- COM chair and the EP conduct reference checks with their counterparts on ministers of special interest to PNC
- COM chair consults with COPM re: prospective minister who is not yet ordained.
- COM's District Chair and EP, interview prospective pastor, reviews terms of call and if satisfied, may grant permission to the session to call a congregational meeting to hear the candidate. If permission is given, the district committee also establishes a time-line for a starting date, and the dates of the meetings of the calling and sending presbyteries that conform to that starting date. In some presbyteries the COM or the Council are empowered to send or receive ministers. If the candidate is not yet ordained, consideration needs to be given to the additional steps involved in this process.
- District Chair of COM consults with Moderator of Session to determine who shall moderate congregational meeting.
- The Moderator of the congregation will receive call forms from the Chair of COM, will insure that call forms are completed and will return the calls forms to the Presbytery Office.
- The District Chair assists the pastor-elect in the formation of the commission to ordain and/or install and in the planning of the service and reports to the COM chair, (utilizing the COM's guidelines).
- PRESBYTERY approves call, receives minister, appoints commission to ordain/install, and the Stated Clerk transmits call to Presbytery of membership. The Stated Clerk shall send minister change forms to the G.A., Synod, and Board of Pensions.

Local Responsibility (cont'd)

20. CONGREGATION gathers for ordination/installation
21. The new pastor will submit change in terms of call to the Board of Pensions.
22. PNC may continue as ad hoc support group for new pastor (One year).
23. PNC ad hoc group is automatically dissolved after one year (1).

Presbytery Responsibility (cont'd)

Presbytery through its Commission ordains/installs pastor.

The District Chair of COM will counsel the new pastor regarding this.

COM representative checks progress in six (6) months with session, PNC, and pastor. Reports to COM.

COM representative and district chair may assist session in review of pastor's work after one year (1).

GUIDELINES FOR ELECTING A PASTOR NOMINATING COMMITTEE

I. Electing a Pastor Nominating Committee (G-14.0502)

“When a church is without a pastor, it shall, with the guidance of the Committee on Ministry, G-11.0502d, proceed to elect one (1) in the following manner. The Session shall call a congregational meeting to elect a nominating committee, which shall be representative of the whole congregation. This committee’s duty shall be to nominate a minister to the congregation for election as pastor. Public notice of the time, place, and purpose of the meeting shall be given at least ten (10) days in advance in accordance with G-7.0303. The nominating committee shall confer with the Committee on Ministry as provided in G-11.0402d. Care must be taken to consider candidates without regard to race, ethnic origin, sex, or marital status.” (G-14.0502a)

II. Suggested Guidelines (Not part of the Book of Order)

1. Session meets to set date and time for congregation to meet to elect a Pastor Nominating Committee (PNC).
 - a. Ten days notice must be given.
 - b. Session could suggest size of committee and recommend to congregation, though final authority for PNC rests with congregation.
2. Nominations for the PNC are best made by the church-wide nominating committee (the group that nominates the congregation’s elders, deacons, and trustees) for the following reasons:
 - a. The Nominating Committee is ordinarily already established with an active elder as chairperson.
 - b. The Committee is itself representative of the congregation.
 - c. The Committee is familiar with the nomination process.
 - d. The Committee likely knows the members of the congregation and the groups they represent as well as their race, ethnic origin, sex, and marital status.
3. Nominating Committee should provide a mechanism for receiving input of names from congregation.
4. Nominating Committee’s slate should be representative of the whole congregation.
 - a. Persons should be contacted to determine if they will serve if elected.
5. Ballot should be prepared in advance with space for nominations from the floor.
 - a. Care must be taken that persons nominated from the floor are present and have agreed to serve, or that they have consented in advance.
6. COM representative may moderate congregational meeting (or be present to advise) when PNC is elected.
7. PNC meets briefly following congregational meeting to elect a convener and to set a date and time for their first meeting. COM representative should be present to provide guidance at the first meeting of the new PNC.

THE CALL – “Persons shall be elected by vote of the congregation to sign the call and to present and prosecute the call before the presbytery.” G-14.0506 Normally members of the PNC are requested to sign the call. The call shall be in similar form to that found in G-14.0506.

“THE INITIAL MEETING WITH THE PNC”

- I. Call the moderator or Clerk of Session to arrange for the first meeting of the PNC.
- II. What to do at the first meeting step-by-step.
 - a. Introductions – you are in charge...take enough time for getting acquainted. How are they feeling about their task? Who has done it before and what kind of experience was it? Explain who you are and why you are there.
 - b. Prayer – devotions – help to set the sense of spiritual commitment and expectation.
 - c. This meeting is “for the purpose of organizing, discussing procedures, and setting dates on a proposed time.”
 1. Elect a Chairperson, Vice-Chairperson, and Secretary.
 2. Establish dates and times for meetings.
 3. Discuss the general time-line, touching on the steps in the process.
 4. Discuss your role. Explain that you will meet with them as needed, but often enough to stay in touch with how they are proceeding.
 5. Discuss resources for the committee: The Holy Spirit, you as the C.O.M. representative, the Book of Order, “On Calling a Pastor”, and the video, “Footsteps in Faith”. If you have already previewed it and can suggest how it can be helpful.
 6. Leave copies of the Church Information Form and talk about how they might proceed in completing it. (Note: obtain copies of the CIF from the Presbytery Office.)
 7. Assist them in discussion of Book of Order requirements to carry out the search process fairly, “without regard to race, ethnic origin, sex, age, or marital status (and the overture adds disability).”
 8. Other –

ALLOW TIME FOR QUESTIONS AND CONCERNS

You don't need to have all of the answers. Let them know you will find out what they need to know or point them in the direction to get the answers. You can call the E.P. with questions or the chair or district chairs or other members of the C.O.M.

See appendix TIPS CM-4-“Your work With Churches Seeking A Pastor”

IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY GUIDELINES FOR THE COMMITTEE ON MINISTRY

The Form of Government is explicit in that the Committee on Ministry has the “constitutional” authority and responsibility to ensure that the Presbyterian Church’s commitment to implementation of equal employment opportunity in the calling of a pastor is implemented.

An effective implementation begins with the COM. The guidelines that follow have been compiled from reports of a number of Committees of Ministry.

Affirmative Implementation Step

1. The membership of the COM has a fair representation of racial/ethnic persons and women. Consultations with the Presbytery Nominating Committee and the Committee on Representation may be necessary to achieve this affirmative step.
2. Racial/ethnic persons and women are provided with leadership positions on sub-committees.
3. Racial/ethnic persons are appointed as moderators of non-minority churches.
4. Women are appointed as moderators of churches.
5. Racial/ethnic persons are appointed as the COM representative to non-minority Pastor Nominating Committees.
6. Women are appointed as the COM representative to Pastor Nominating Committees.
7. Women and racial/ethnic pastor’s, in cooperation with the Session, are appointed as interims, stated supplies, and temporary supplies.
8. A member of COM, presbyter’s staff, or a member of the Committee on Representation is appointed with responsibility for training the COM in implementing inclusiveness and providing technical services in this matter to the PNC.

For additional information on Equal Employment Opportunity policies and programs see the booklet, A Churchwide Plan for Equal Employment Opportunity, available from the Office of Equal Employment Opportunity, CVMU, Room M009, 100 Witherspoon Street, Louisville, KY 40202-1396

DESIGNATED PASTORS

A designated pastor or co-pastor(s) is a minister of the Word and Sacrament approved by the Committee on Ministry to be elected for a term of not less than two (2) of more than four (4) years by the vote of the congregation. The relationship shall be established by the presbytery. The only designated pastoral relationships are pastor and co-pastor. Such a pastor or co-pastor(s) shall be nominated by the congregations pastor nominating committee only from among those designated by the committee on ministry of the presbytery. The congregation and the minister both must volunteer to be considered for a designated term relationship. Such a call may be established only with the prior occurrence of the committee on ministry of the presbytery. The terms of call shall be approved by the presbytery. The minister shall be installed by the presbytery. **When the minister is pastor, he or she** shall be moderator of the session. The sections on calling and installing pastor shall apply.

(G-14.0502.0507) (See G-14.0501a) **If there has been an open search process conducted by the committee on ministry and after three (3) years of the designated pastor relationship, upon the concurrence of the committee on ministry, the designated pastor, and the session, acting in place of the pastor nominating committee for the single purpose of**

calling the designated pastor as pastor, a congregational meeting may be held to call the designated pastor as pastor. The session, with the concurrence of the committee on ministry, may call a congregational meeting to elect a pastor nominating committee to conduct a full pastoral search or to prosecute the call to the designated pastor to become pastor. The action of the congregation shall be reported to the presbytery. If the congregational action is affirmative, the presbytery, after voting to approve the new pastoral relationship, shall install the designated pastor as pastor.

CONGREGATIONAL MEETING TO HEAR PNC REPORT

“When the committee is ready to report, it shall notify the session, which shall call a congregational meeting, giving the required public notice, for the purpose of acting on the report of the nominating committee.” G-14.0502

PUBLIC NOTICE

The time, place, and purpose of the meeting shall be given on two (2) successive Sundays. At least ten (10) days in advance to hear report of PNC. (G-7.0303)

MODERATOR

“When a congregation is convened for the election of a pastor or associate pastor, the moderator of the session appointed by presbytery or some other minister if the presbytery shall preside. G-7.0306)” G-14.0503

PNC REPORT

“Following prayer for the guidance of God, the moderator shall call for the report of the nominating committee.” G-14.0503

NOMINATION

Following the report, the moderator shall then put the question: “Are you ready to proceed to the election of a pastor (associate pastor)?” If they are ready the moderator shall declare the name submitted by the nominating committee to be in nomination. G-14.0503 It is not appropriate for other nominations to be made from the floor.

VOTE

“The vote shall be upon the question whether the congregation, under the will of God, shall call the person nominated to be its pastor (or associate pastor), and it shall be taken by ballot. In every case a majority of the voters present and voting shall be required to elect.” G-14.0503

LARGER PARISH

“When two (2) or more churches established by presbytery as a larger parish unite in calling a pastor, the call must specify the support promised by each church.” G-14.0504

DISSENT

On the election of a pastor (or associate pastor), if it appears that a substantial minority of the voters are averse to the nominee who has received a majority of the votes, and that they cannot be persuaded to concur in the call, the moderator shall recommend to the majority that they not pursue the call. If the congregation is nearly unanimous, or if the majority insist upon their right

to call a pastor (or associate pastor), the moderator shall forward the call to the presbytery, certifying the number of those who do not concur in the call and any other circumstances of the decision.”

G-14.0505

THE CALL

“Persons shall be elected by the vote of the congregation to sign the call and to present and prosecute the call before the presbytery.” G-14.0506 Normally members of the PNC are requested to sign the cal. The call shall be in similar form that is found in G-14.0506

PRESBYTERY OF REDSTONE
PRESBYTERIAN CHURCH (U.S.A.)
1004 Mt. Pleasant Road, Greensburg, PA 15601, 724-837-6737

COMMISSIONS
TO
ORDAIN AND/OR INSTALL

The following guidelines and requirements have been adopted by the Presbytery of Redstone to aid new pastors and churches in the establishment of Presbytery commissions to ordain and/or install Ministers of the Word and Sacrament.

1. All ordinations and/or installation services of Ministers of the Word and Sacrament are conducted by the Presbytery of Redstone. The Minister and session shall select the date and time. When a date for this service is established, and the participants are chosen, the plans must be submitted to the Committee on Ministry in order to be recommended to and approved by the Presbytery.
2. The moderator of the Presbytery of Redstone, or his or her designee, will preside at the service by giving the Call to Worship and by propounding the constitutional questions. It is strongly urged that the Moderator be contacted first for availability.
3. The commission must consist of at least five (5) ministers and elders [three (3) ministers and two (2) elders, or two (2) ministers and three (3) elders.] No two- (2) elders may be from the same church. The persons on the commission do not necessarily have to participate in the service itself, although an elder from the church in which the pastor is being installed shall present the candidate and ask the constitutional questions of the congregation. If the minister is being installed in more than one (1) church, the questions must be asked by an elder from each church and answered separately by the members of each church. Ordinarily the Charge to the Minister and the Charge to the Congregation are to be given by members of Redstone Presbytery.
4. Participants from outside the Presbytery are permitted. They are not official members of the commission but shall be reported to the Committee on Ministry for approval.
5. The commission should reflect inclusiveness and representation.
6. An offering is to be received at all ordinations and/or installation services. This offering is to be forwarded to the Presbytery of Redstone for the "Ministerial Student Support Fund".
7. A typical order of worship might be as follows:
 - Call to Worship
 - Hymn
 - Prayers
 - Scripture Lessons
 - Sermon
 - Ordination/Installation
 - Constitutional Questions
 - Prayer
 - Declaration of Installation
 - Charge to the Pastor
 - Charge to the Congregation (Installations)
 - Hymn
 - Benediction – by the pastor being Ordained/Installed
8. Please fill out the attached form and mail or fax it to the Stated Clerk, Redstone Presbytery Office. The Stated Clerk will provide copies to the COM Chairperson.

PRESBYTERY OF REDSTONE
PRESBYTERIAN CHURCH (U.S.A.)

PROPOSED COMMISSION
FOR
SERVICES OF ORDINATION AND INSTALLATION

Names of Person to be

Ordained/Installed _____

Church/Churches called to _____

Place of Service _____

Date and Time of Service _____

The Commissions Name	Church	Part in Service
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The Moderator _____	_____	_____
---------------------	-------	-------

Elder _____	_____	_____
-------------	-------	-------

Elder _____	_____	_____
-------------	-------	-------

Elder _____	_____	_____
-------------	-------	-------

The Rev. _____	_____	_____
----------------	-------	-------

The Rev. _____	_____	_____
----------------	-------	-------

The Rev. _____	_____	_____
----------------	-------	-------

Five (5) are required – others are optional

_____	_____	_____
_____	_____	_____

Others (not members of Redstone Presbytery)

Return to the Stated Clerk
Redstone Presbytery Office
1004 Mt. Pleasant Road
Greensburg, PA 15601
Fax 724/837/4112

PRESBYTERY OF REDSTONE

Standard Interim's Pastor's Contract

The following agreement between the Session of _____ Presbyterian Church and the Rev. _____ of _____ Presbytery is for the purpose of providing Interim Pastoral services to _____ Presbyterian Church for a period of one (1) year, beginning _____ {contingent upon presbytery approval}.

TITLE: The Rev. _____ will be the Interim Pastor/Interim Head of Staff of _____ Presbyterian Church of _____.

ACCOUNTABILITY: The Interim Pastor is accountable first to the Presbytery through the Committee on Ministry, and secondarily to the session of _____ Presbyterian Church.

SHARED GOALS FOR MINISTRY DURING THE INTERIM PERIOD:

1. To work together to provide for spiritual growth, and for the continuing and ongoing mission of the church.
2. To work together to prepare the congregation to receive a new pastor.
3. To use this interim time as a time of assessing the future journey of the congregation.
4. To focus upon what needs to change or be updated in order to welcome an installed pastor.
5. To educate and lead the congregation in ways, which will accomplish the specific goals, set for the interim period.
6. To facilitate ways in which information is shared in an open manner with the congregation.

EXPECTATIONS OF THE INTERIM PASTOR:

1. Will provide regular preaching and worship leadership on Sunday mornings, and at special congregation's services {i.e. Thanksgiving, Maundy Thursday, Christmas Eve, etc.}. S/he will officiate at weddings and funerals and administer Sacraments as agreed with the Session.
2. Will prepare the congregation for the calling of a new minister.
3. Will provide pastoral care for the congregation including hospital and home visitation in crises, and will be available for short-term personal counseling as negotiated.
4. Will function as Head of Staff, moderating meetings of the session and the congregation – providing administrative support to boards and committees as they perform their work.
5. Will provide leadership in helping the Session and congregation work on the generally recognized developmental tasks for the interim period.
6. Will serve as Moderator of the Session, upon appointment by presbytery.
7. If applicable) will transfer his/her membership to _____ Presbytery.
8. Will not assist in the self-study/mission study.
9. Will not assist in preparation of the Church Information Form.
10. Will have no direct relationship with the Pastor Nominating Committee, except to request adequate reporting to the Session and the congregation.

EXPECTATIONS OF THE SESSION:

1. Will become, in cooperation with the Interim Pastor and the presbytery, a working team, supporting his/her efforts to prepare the congregation for its next installed pastor.
2. Will continued to fulfill their Book of Order responsibilities for the mission and government of _____ Presbyterian Church.
3. Will negotiate time away from _____ Presbyterian Church as needed by the Interim Pastor to fulfill responsibilities to the larger church.

4. Will review the Interim Pastor's work with a representative from presbytery, and with the interim pastor, at appropriate intervals.
5. Will review this contract with the Interim Pastor for changes and/or extension by _____ {date – at least ninety (90) days prior to end of contract.} This contract may be extended by mutual agreement with the concurrence of _____ Presbytery through the Committee on Ministry.

EXPECTATIONS OF PRESBYTERY:

1. Will provide support and consultative services to the Interim Pastor through the Committee on Ministry and all other appropriate resources.
2. Will provide vacancy consultant {s} to the congregation's Pastoral Nominating Committee to assist in the self-study and search process.
3. Will assist the Session and Interim Pastor with emerging needs through the resources of the committees of presbytery.

MUTUAL EXPECTATIONS:

1. Provide prayer and spiritual support as members of the family of Christ.
2. To work within the accepted general framework of interim intentions and goals as set forth in denominational and other resources.

FINANCIAL PROVISIONS:

Salary	\$ <u>xx,xxx</u> annually, payable by <u>the xxth of month</u>
Housing and Utilities	\$ <u>xx,xxx</u> annually, payable by <u>the xxth of month</u>
Housing and Escrow {N/A -0-}	
FICA { <u>@7.65%</u> }	\$ <u>xx,xxx</u> annually, payable <u>monthly</u>
Travel ##	\$ <u>xx,xxx</u> annually, payable by <u>monthly by voucher</u>
Study Leave, two (2) weeks/year	\$ <u>xx,xxx</u> annually, payable by <u>the xxth of month</u>
Vacation	One (1) month annually. {4 Weeks with 4 Sundays}
Benefits {Pension @ 12%}	\$ <u>xx,xxx</u> annually
Major Medical {@ 16%}	\$ <u>x,xxx</u> annually, TOTAL \$ <u>xx,xxx</u>
Moving Expenses {negotiable}	\$ <u>x,xxx</u> {Not to exceed this amount}
Sick Leave – In accordance with denominational guidelines {one (1) per month}	

Travel mileage for an interim who commutes will be paid from home to church. An interim who lives within the community will *not* be paid for mileage from home to church. **ALL TRAVEL MILEAGE MUST BE VOUCHERED** for payment monthly.

TERMINATION PROVISIONS

1. This agreement may be terminated by The Session with sixty (60) days notice. The church shall pay full salary, housing and pension/major medical benefits for three (3) months from termination of this contract or until succeeding interim employment is secured. Failure to extend the contract prior to sixty (60) days from its expiration, or notice of non-renewal of the contract shall be considered notice of termination.
2. The agreement may be terminated by the Interim Pastor with thirty (30) days notice, in which case payment beyond the thirty (30) day period will be forfeited.
3. Vacation and study leave compensation, if accrued, will be paid in full at the time of termination of work.

IT IS CLERLY UNDERSTOOD BY ALL PARTIES WHO ARE SIGNATORIES TO THIS CONTRACT:

The Interim Pastor may not be considered for the position of/or called as the next installed pastor of _____ Presbyterian Church. {Book of Stipulation}

SIGNATURES:

INTERIM PASTOR _____

CLERK OF SESSION _____

REPRESENTATIVE, COMMITTEE ON MINISTRY _____

DATE _____

INTERIM PASTOR'S CLARIFYING NOTES – RELATED TO THIS CONTRACT

Interim pastor may add particular notes related to a call here. These clarifying notes help the session to understand exactly what the interim pastor will be doing, and makes explicit any assumptions inherent to this contract.

GUIDELINES

REDSTONE PRESBYTERY'S MISSION GRANTS FOR REVITALIZATION OF CONGREGATIONAL MINISTRIES

Block Grants are administered by the Committee on Ministry. Applications shall be approved by the Committee on Ministry and recommended to Presbytery. Grants shall be made contingent upon the availability of funding which is provided through the mission contributions of the congregations.

Block Grants shall be provided to assist congregations to undertake new ministries that give promise of being fruitful in evangelism and outreach, in building up the Body of Christ, and/or showing the justice and love of Jesus Christ by addressing the needs of people in community surrounding the church. Block Grants will ordinarily be provided for one (1) year. However, requests for renewal of grants will be considered. Those preparing applications should be mindful of the following expectations:

- ❑ Projects should have a clear and distinct witness to Jesus Christ
- ❑ Projects should be clear regarding expected outcomes. How will you know if the project will be successful?
- ❑ Applicants must alert participants that funds are granted contingent upon availability.
- ❑ All applications require Session approval. The Session will ordinarily be the employing agent and will be responsible for salary and benefits.
- ❑ Ordinarily, congregations requesting a Mission Grant will participate in the financial support of the project.
- ❑ Applicants for Mission Grants should discuss whether the project is expected to continue beyond the period for which funds are requested, and if so, how funding will be provided for its continuance.
- ❑ Sessions are requested to provide current financial statements that include the congregation's assets.

APPLICATION
REDSTONE PRESBYTERY MISSION GRANT
FOR
REVITALIZATION OF CONGREGATIONAL MINISTRIES

DATE: _____

NAME(S) OF CONGREGATION(S) _____

CONCISE DESCRIPTION OF PROPOSED PROJECT _____

EXPECTED OUTCOMES _____

FUNDING PLANS _____

TIME LINE _____

SPECIFIC REQUEST _____

SESSION APPROVAL

CLERK OF SESSION

MODERATOR

DATE: _____

Note: Grants are made contingent on the availability of funds. The sources of the funds are the undesignated mission contributions of the congregations of Redstone Presbytery.

Return Completed Application to:

**Chairperson of Committee on Ministry
Redstone Presbytery
1004 Mt. Pleasant Road
Greensburg, PA 15601**

Interim Pastor's Quarterly Report Form

Presbytery of Redstone

Statement of Purpose:

In the *Book of Order* of the Presbyterian Church (USA) {G-11.0502a, f} the Committee on Ministry must regularly consult with each minister of the presbytery. Because the work of the interim ministry is critical to the transition between two (2) installed pastor, the work of the interim period is one of diagnosis, assessing structure and congregational patterns, and of preliminary vision work with the congregation. Often an interim can discern old patterns of behavior which are either healthy and can be celebrated, or are unhealthy and need to be addressed. This report is intended to function as the instrument by which the Presbytery of Redstone, through its Committee on Ministry, reviews and evaluates the interim work accomplished during this period of time. At least one (1) **Interim Pastor's Quarterly Report** must be filed with the Committee on Ministry before a Pastoral Nominating Committee is elected {G-14.0502a}.

I. Worship and Spiritual Life of the Church

- A. Using a scale of one (1) to ten (10), with ten (10) being the most positive, how would you categorize the shared worship and spiritual life of this church? Enlarge upon this numeric designation by discussing in some detail the positives and negatives of the worship and spiritual life of this church.
- B. Given the latitude within the Directory for Worship of the *Book of Order* how does the order and practice of worship in this church reflect the reformed tradition?
- C. What particular concern and/or joys do you have related to the worship and spiritual life of the church? Please inform the committee of any other issues which you believe need to be addressed.

II. Administrative Life of the Church

- A. Using a scale of one (1) to ten (10), ten (10) being the most positive, how would you categorize the ways in which the church staff works together with you as Head of Staff, with each other? Additionally, how would you characterize the ways in which the staff relates to the congregation?
- B. What are strengths and weaknesses of the administration boards of this church?
- C. Are the financial accounting and auditing practices of this church in compliance with the *Book of Order* {G-10.0400}? If not, what needs to change to foster compliance?

III. The Program Life of the Church

- A. Using a scale of one (1) to ten (10), ten (10) being the most positive, how would you characterize the general effectiveness of your program committees or ministry teams? Specifically, is the number of people serving on committee/teams adequate for the work which needs to be accomplished; are these people motivated in healthy ways?
- B. How would you describe the church's vision for mission? Does this church have a balanced understanding of internal and external focus and/or practice? How is it expressed?

IV. A Holistic View of the Church

- A. If your church were a car, what is the car doing during this interim period? Please, describe in some detail {e.g. idling in neutral, revving its engine in anticipation, in fourth gear going full blast, stuck in reverse, dead battery, etc.}.
- B. How is this church relating to the community around it during this transition time?
- C. Please tell us anything else about this church which is an indicator of its health and/or lack thereof at this time. How can the Committee on Ministry better assist your interim ministry in this church?

**REDSTONE PRESBYTERY
COMMITTEE ON MINISTRY**

**TRIENNIAL VISITATION TEAMS
Introduction and Basic Background**

The purpose for the Triennial Visit is...

A. To build healthy relationships with the churches.

- To lift up and celebrate what the session and pastor feel good about
- To listen to their concerns
- To identify goals and directions for the church's ministry
- To offer the presbytery's counsel and support to the session, pastor, and congregation

We understand these visits will not be examinations, inquiries into potential problem areas, or exercise in selling any Presbytery, Synod, or Denominational program. By concerning on healthy factors, celebrating with session what they are doing well, we can lay a good foundation for continuing growth in ministry together.

The goal is to have a "family reunion" through which related people become informed about each other's

Past activities

Present needs and

Future hopes and plans.

B. To express the character of Scripture.

"For I want very much to see you, in order the share a spiritual blessing...What I mean is that both you and I will be helped at the same time, you by my faith and I by yours." (Romans 1:11-12 TEV)

C. To fulfill mandates of the Book of Order.

The task for the Triennial Visitation Teams is established in the Book of Order, by the following relevant sections:

G-11:0502c Committee on Ministry – Responsibilities

It shall visit with each session of the Presbytery at least once every three (3) years, discussing with them the mission and ministry of the particular church and encouraging the full participation of each session and congregation in the life and work of the presbytery and of the larger church.

W-1.4002 Responsibility and Accountability for Worship – Review and Oversight

To insure that these guiding principles are being followed, those responsible on behalf of the presbytery for the oversight and review of the ministry of particular worshipping congregations should discuss with those sessions the quality of worship, the standards governing the quality of it and the fruit it is bearing in the life of God's people as they proclaim the gospel and communicate its joy and justice. (G-11.0502c)

W-1.4007 Session Responsibility for Education

In the exercise of its responsibility to encourage the participation of its people in worship, the session should provide for the education in Christian worship by means appropriate to the age, interests, and circumstances of the members of the congregation.)W-3.5202; W-6.2000; G-10.0102c, d, e). It shall also provide for the regular study of this directory in the education of church officers (G-10.0102j, k).

W-1.4008 In fulfill their responsibilities for worship, pastor and sessions are accountable to presbytery in its exercise of constitutional supervision of its members (G-11.0502c).

D. For these reasons, and upon further reflection on past procedure, we are recommending the following guidelines:

1. That visits no longer be made with pastor and session separately, but together.
2. That visits be made to churches about whom we currently have no information regarding problems.
3. That the primary focus be to encourage, strengthen, build up, and celebrate with the pastor and session

**REDSTONE PRESBYTERY
COMMITTEE ON MINISTRY**

TRIENNIAL VISITATION TEAMS

FLOW CHART FOR PLANNING AND MAKING A TRIENNIAL VISIT TO A SESSION

Things to remember: We want the sessions to enjoy their visit. We want the pastors and elders to have a positive feeling towards the Committee on Ministry. Encourage the sessions' members to brag about their churches. Avoid any accusations directed at the churches. We are visiting mainly as LISTENERS. We want to encourage full participation of each session and congregation in the life and work of the presbytery and the larger church.

Planning, Preparing for, and Making the Visit

- A. COM Member recruits someone with whom to partner.
- B. In consultation with Visit Team Partner review information about the pastor and church to be visited. Identify potential, workable dates for the visit (check the date and time for the regular Session meetings.)
- C. Scheduling the visit.
 1. Negotiate a suitable date and time with Pastor
 2. Confirm date of visit with both Pastor in writing clarifying process and amount of time needed.
 3. This should be accomplished at least one (1) month in advance, and better two (2) to three (3) months on advance to allow time to reflect on the ministry at their church and to plan the things the Pastor and Session wan to share with the Visit Team.
- D. Visit Team collects pertinent data.
 1. Statistical information from the previous 1-5 years.
 2. Annual reports from the congregation for the previous 1-5 years.
 3. History of the congregation.
- E. The Visit
 1. Part One: Visit with the Pastor and Session – The atmosphere for this visit should be cordial sharing in an unhurried manner. The Visiting Team is here primarily to “listen” to what the Session would like to share. This is not an interrogation. Everything possible should be done to put the elders at ease. {Allow 1 ½ to 2 hours for this visit.}
 2. Part Two: Review of the Visit – Ideally, the Visit Team will be able to adjourn to a quiet place where they can collect their thoughts and prepare the Feedback Forms for their report to the Committee on Ministry at its next regular meeting.
- F. Follow – up
 1. Team Leader will send thank you to Pastor and Session.
 2. Repot will be made to COM as its next meeting.
 3. Copies of the Feedback Forms will be sent to Pastor and Session including any further input or response from the Committee.

**REDSTONE PRESBYTERY
COMMITTEE ON MINISTRY**

TRIENNIAL VISITATION TEAMS

Do NOT read these questions. Have the substance and variety of questions in mind as references so that you can move with the flow of the conversation.

Possible opening statements with the Session might be:

“We are here to personalize the connectional nature of our presbytery...”

“We are here to visit with you so we can learn from each other about our common mission...”

“We are here to make the requirement of the Book of Order more than a requirement, but to increase our sense of being part of one church//”

“We would like to be able to share some of the good things that are happening in Redstone Presbytery...”

Conclude your visit with a positive note of appreciation for the time given, the sharing, and for the ministry of the church and pastor. Follow up your visit with a letter to the Session expressing appreciation, encouragement, and support.

NOTE: Do NOT take notes – except the one question which suggests the use of newsprint. Instead use the Report Form to assist in recalling portions of the conversation, attitudes, and other comments which are relevant. Complete the Report Form – or at least the collection of notes for the Form – before the Team departs that evening.

Suggested Questions:

Begin with a word of appreciation and explanation of purpose.

In the light of the purpose defined by the Book of Order the intention will be to facilitate conversations which will help celebrate the positive ministry of the church and wholesome, supportive relationships between the church and the Presbytery. The conversation should, therefore, begin and end on positive, supportive notes. In this spirit the sharing may include the following kinds of questions and areas of concern which they represent. (These questions are suggestive, not prescriptive.):

- What are the present joys of your congregation? What do you have to celebrate as a church in the mission and service of Jesus Christ? What do you feel good about?
- What has happened in your church in the last year which you have especially appreciated? – or about which you feel especially good? (List on newsprint or chalkboard.)
- Have there been any significant changes in membership or giving over the past three (3) years?
- What are the demographics for your area? Is the population increasing, decreasing, or staying the same? Is the make-up of the population changing in any way?
- What are the special talents and capabilities of your pastor and members of your church which are available for service? What do you, as a session, do best in carrying forward the mission of the church?
- What are you looking forward to within the next year? What are your hopes and dreams for your congregation?
- What are the special interests of your pastor and congregation? What areas need further study or training?
- How does your church define its mission? Would there be value in some kind of mission study at this point in the life of your congregation? If so, how could this be conducted? [Project PETER consultant?]
- Would your pastor, or session, or congregation desire or appreciate more inter-church activities which may provide mutual support, insight, and/or encouragement?
- How can the church at large help you to be more effective or efficient in your ministry?
- What can you offer the church at large?
- What do you see as the pastor’s role with session, congregation, and community?
- What are five (5) areas of, or things about, your church which inspire you, encourage you, and make you feel good about your church?
- If you could strengthen an area of your ministry, or do a better job at it, what would it be?
- How long have you been a member of this congregation? How long have you been on Session?
- Tell us about the Committee structure of your Session.

- ❑ Have you been to a meeting of Presbytery? What observations would you have about the experience?
- ❑ Have you served on a Presbytery Committee? What observations would you have about the experience?
- ❑ Have you ever served as a Commissioner to Synod or General Assembly? (Who has from your church?) Tell us what you can about that experience.
- ❑ Tell us about how you handle your stewardship emphasis. How do you emphasize stewardship beyond the giving of money?
- ❑ What would you identify as your most significant achievement of the past year?
- ❑ What are the challenges your church faces – currently? – in the next year? – in the next five years?
- ❑ What goals do you have for this year? – for the next three years?
- ❑ Tell us about the ways you are reaching out into your community to introduce others to Jesus Christ.
- ❑ Tell us about the strengths of worship at _____ Church.
- ❑ Tell us about your Sunday School Program. What other Christian Education opportunities do you provide for your people?
- ❑ How would you describe the teamwork between pastor and session?
- ❑ Is the pastor taking all his/her vacation? – using all of his/her Study Leave time?
- ❑ How is the pastor making use of his/her study leave? What books are you reading? What are your educational and vocational goals?
- ❑ How do you continue to grow spiritually?
- ❑ What are the areas where the pastor needs to grow, or is working at growing?
- ❑ What are your hopes and dreams for your church?
- ❑ Are there any signs of change in membership and/or giving patterns?
- ❑ What are some of the highlights of your ministry here – satisfactions and celebrations?
- ❑ What do you enjoy the most about your ministry? What is the most difficult about your ministry?
- ❑ Last question: Is there anything you would like to say to us, or to pass on to the Presbytery leadership or one of its committees?

**REDSTONE PRESBYTERY
COMMITTEE ON MINISTRY**

**TRIENNIAL VISIT
Feedback Form**

Date of Visit _____

Name of Church Visited _____

Location _____

Duration of Visit _____

Session Members present _____

1. What did the Session affirm or celebrate about the life of the church?

2. What, if any, major concerns were identified?

3. Indicate any help requested from the Presbytery.

4. What did you feel good about in this visit?

5. How do you assess the attitude of the Session concerning the visit?

6. What, if any, concerns should be brought to the attention of the Moderato of the Committee on Ministry?

7. Other thoughts and observations: