

Presbytery of Coastal Carolina
Commission on Ministry Handbook

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The Presbytery of Coastal Carolina

Commission on Ministry Handbook – 2022

93 I. Organizational Overview

94 The Commission on Ministry (COM) of Coastal Carolina Presbytery is established in the
95 *Manual of Administrative Operations* of the Presbytery of Coastal Carolina and operates
96 within the parameters the *Book of Order* of the Presbyterian Church (U.S.A.) (G-3.0307).
97 There the duties and responsibilities of the COM are listed. If you are new to the work of the
98 Commission, the appendices will be a great asset to you, and it may help to review the
99 definitions and abbreviations found in Appendix A.

100 This Manual is written to instruct, advise, and help the members serving on the Commission
101 on Ministry about the duties and tasks expected as members of both the Community and Full
102 COM and as a liaison to churches. Unless designated otherwise, the liaison should consider
103 the tasks and duties expressed in this manual as theirs to complete, initiate, or oversee.

104 A. Organization

- 105 1. The purpose of the organizational design of the Commission on Ministry is to
106 disperse the responsibilities outlined in the *Book of Order G-3.0307* to the three
107 geographical Communities: East, Central, and West. It is further expected that this
108 design, and other matters related to the time and location of meetings will enable
109 Commission members to attend with shorter travelling distances and will encourage
110 greater participation among those who have daytime employment responsibilities and
111 schedules.
- 112 2. The mission of the Commission on Ministry is “*to serve* as pastor and counselor to
113 ministers of the Word and Sacrament (teaching elders), commissioned pastors (also
114 known as commissioned ruling elders (CRE)), and certified Christian educators of the
115 presbytery; *to facilitate* the relations between the presbytery and our congregations,
116 immigrant fellowships, ministers of the Word and sacrament (teaching elders), CREs,
117 and certified Christian educators; and *to settle* difficulties on behalf of the presbytery
118 where possible and expedient.” (G-3.0307; see also G-2.10)
- 119 3. The responsibilities of the full Commission on Ministry and its three Community
120 Commissions, *in accordance with the Presbytery’s Manual of Administrative*
121 *Operation and the Book of Order*, include
 - 122 a. facilitating Church-Pastor relations;
 - 123 b. working with the Missional Communities to develop strategies for the mission of
124 the church in its area;
 - 125 c. working through the Community Commissions on Ministry with churches in the
126 Communities and their leadership groups to address specific needs as they apply
127 to the work of the Commission on Ministry;
 - 128 d. carrying out the constitutionally assigned functions of examining, receiving,
129 counseling, and dismissing ministers;

- 130 e. carrying out a preliminary examination of candidates for ordination who shall
 131 ordinarily preach a sermon before the presbytery or one of its Missional
 132 Community Gatherings as part of the floor examination for ordination;
- 133 f. arranging for the introduction of new ministers of the Word and Sacrament
 134 (teaching elders) to the full presbytery including sharing of their statements of
 135 faith and biographical sketches;
- 136 g. examining of ruling elders who sense a call to particular pastoral ministry as
 137 Commissioned Ruling Elders and provide for their oversight;
- 138 h. ministering to the ministers and their families;
- 139 i. counseling with Pastor Nominating Committees, and advising the Sessions of
 140 vacant churches with regard to pastoral services;
- 141 j. carrying out applicable provisions of the sexual misconduct, code of ethics,
 142 boundary training, and certification policies;
- 143 k. examining non-PC(USA) ministers being considered for pastoral leadership by
 144 congregations in the Presbytery and providing training and support to any of those
 145 permitted to serve congregations of the Presbytery;
- 146 l. working with the Mission Coordinators
- 147 a. in providing care for churches and pastors,
 148 b. in counseling churches with regard to pastoral services, and
 149 c. in addressing conflicts and issues that may arise including the appointment
 150 of Committees of Inquiry or Administrative Commissions;
- 151 m. appointing *Pastoral Teams* to work with congregations discerning their
 152 relationship with the PC(USA) as outlined in the Presbytery’s Separation Policy.
 153 (Note: The Mission Cabinet appoints *Negotiating Teams*.)
- 154 n. developing, reviewing, and revising annual goals, objectives, and action plans of
 155 the COM;
- 156 o. keeping full minutes of meetings and actions and reporting to the Presbytery on
 157 any actions taken on its behalf.
- 158 4. The full COM shall consist of the three Community COMs, each with fifteen
 159 members, plus a ruling elder or teaching elder as chair for a total of forty-six (46)
 160 voting members. Members of Community COMs shall be as equally divided between
 161 ruling elders and ministers of the Word and Sacrament (teaching elders) as is possible
 162 (G-3.0103). The chair of the full COM is a voting member only of the full COM, and
 163 is an advisory member of each Community COM. The General Presbyter/Stated
 164 Clerk and the three Mission Coordinators serve as advisory members without vote.
- 165 5. The full COM chair may be elected for a term of 1 year, renewable for up to six years.
- 166 6. The full COM shall meet at least two times per year (generally prior to each of the
 167 two stated meetings of the Presbytery). A minimum of 1/3 elected members from
 168 each of the Community COMs is needed for a quorum.
- 169 7. Each Community COM shall ordinarily meet monthly at a time and place determined
 170 by their membership including electronically. A majority of their membership must

171 be present for a quorum. The Mission Coordinator for that Community is an *ex officio*
172 member of their respective Community COM without vote.

173 8. Each Community COM, and the overall COM, can co-opt non-voting members to
174 assist it with fulfilling any of its functions but particularly congregational visits,
175 examinations, training, and conflict management, or work of the overall COM sub-
176 committees.

177 **B. Operations**

178 1. Each Community COM is vested with the authority to carry out the *Book of Order*
179 responsibilities (G-3.0307) on behalf on the entire COM for the congregations in its
180 community. Minutes of their information and actions shall be distributed to the
181 leadership of the full COM in a timely manner.

182 2. An executive committee shall consist of the chair of the full COM, the vice-chairs,
183 who are the Community COM chairs, and a number of ruling elders or ministers of
184 the Word and Sacrament (teaching elders) to ensure balanced representation. This
185 executive committee shall consider all matters coming before them which do not fall
186 under a Community’s consideration. The executive committee normally will bring to
187 the entire COM their recommendations for approval, but in routine matters may act
188 on behalf of the entire COM. The General Presbyter is an *ex officio* member without
189 vote.

190 3. The Chair of the full COM and/or the Chairpersons of the Community COMs will
191 make a full report of COM’s activities at presbytery meetings and/or Missional
192 Community Gatherings.

193 **C. Authority (From the Manual of Administrative Operations)**

194 **1. Commission Powers**

195 The Commission on Ministry and its Community Commissions shall have authority
196 to act for the presbytery on the following limited matters as detailed in the *Book of*
197 *Order* and the Presbytery’s *Manual of Administrative Operations* (Found in the
198 Administrative Manual’s Appendix, Section 4.00; and cited as Appendix V herein).
199 Any other responsibilities found in the *Book of Order* are reserved to the presbytery
200 and/or its Missional Communities.

201 a. Grant permission for minister members (teaching elders) to engage in work
202 outside the geographic bounds and/or jurisdiction of this presbytery (G-2.0502
203 and G-2.0503), and to grant permission to minister members of other presbyteries
204 to engage in work within the bounds and/or jurisdiction of this presbytery.

205 b. Commission Ruling Elders to pastoral service in a congregation – G-2.1002.

206 c. Validate the ministry of ministers of the Word and Sacrament (teaching elders)
207 who are not serving in a pastoral relationship in a particular church and to review
208 that ministry on an annual basis – G-2.0503.

209 d. Grant Honorable Retired status to ministers of the Word and Sacrament (teaching
210 elders) – G-2.0503c.

211 e. Approve pastoral relationships in:

- 212 1) Installed pastoral relationships – G-2.0504a
- 213 2) Temporary pastoral relationships – G-2.0504b
- 214 3) Approve terms of call – G-3.0109b(3)
- 215 f. Receive the transfer of ministers of other denominations:
- 216 1) As full members of the presbytery – G-2.0505
- 217 2) As temporary members of the presbytery – G-20506
- 218 g. Release ministers of the Word and Sacrament (teaching elders) from the exercise
- 219 of ordered ministry at their request – G-2.0507
- 220 h. Appoint moderators for sessions without an installed pastor – G-3.0104
- 221 i. Name Administrative Commissions to ordain and/or install ministers of the Word
- 222 and Sacrament (teaching elders) to pastoral relationships and commission CREs.
- 223 See G-3.0109b(2) and (3).
- 224 j. Examine and receive into membership ministers of the Word and Sacrament
- 225 (teaching elders) seeking admission to presbytery – G-3.0109b(3)
- 226 k. Counsel with sessions concerning reported difficulties – G-3.0303 d (1) – (3)

227 **2. Authority Reserved to Presbytery and/or Missional Communities**

228 Any other responsibilities found in the *Book of Order* are reserved to the presbytery
 229 and/or its Missional Communities. In particular, the Commission on Ministry shall
 230 not take action concerning the following matters as detailed in the *Book of Order*, but
 231 may make a recommendation to the full presbytery or the appropriate Missional
 232 Community for its action.

- 233 a. Assumption of original jurisdiction of a session – G-3.0303e
- 234 b. Exceptions to the prohibition on calling of an Associate Pastor as the next
- 235 Installed Pastor of a congregation or the calling of a minister of the Word and
- 236 Sacrament (teaching elder) engaged in a temporary pastoral relationship as the
- 237 next Installed Pastor of a congregation – G-2.0504c.
- 238 c. Examination of candidates for ordination as ministers of the Word and Sacrament
- 239 (teaching elders).
- 240 d. Dissolve pastoral relationships where one or both of the parties (pastor and/or
- 241 congregation) do *not* concur with the dissolution.

242 **3. Authority Reserved to the Full Presbytery**

243 Any other responsibilities found in the *Book of Order* are reserved to the full
 244 presbytery. In particular, the Commission on Ministry shall not take action
 245 concerning the following matters as detailed in the *Book of Order*, but may make a
 246 recommendation to the full presbytery for its action.

- 247 a. Removal of the name of a minister of the Word and Sacrament (teaching elder)
- 248 from the roll of the presbytery for failure to be engaged in a validated ministry or
- 249 to fulfill the criteria for membership-at-large (G-2.0508) or for persisting in work
- 250 disapproved by the presbytery (G-2.0509).

251 b. Establish minimum compensation for ministers of the Word and Sacrament
252 (teaching elders), Certified Christian Educators, and Certified Associate Christian
253 Educators (G-3.0103c).

254 **4. Sharing of Actions**

255 All faith statements and biographical sketches and actions of the Commission on
256 Ministry related to the reception of minister members of the presbytery shall be
257 published in the next Presbytery Packet or Community Gathering packet in a timely
258 manner.

259 **D. Officers and Staff**

260 **1. Officers of the Full COM**

261 The full Commission on Ministry has these elected officers:

- 262 a. **Chairperson:** Elected by the Presbytery
263 The Chair coordinates the overall work of COM in each of the Communities, sets
264 the agenda for, and presides at, the stated meetings and any called meetings of the
265 full Commission on Ministry, and chairs the Executive Committee.
- 266 b. **Vice-Chairperson:**
267 The Community Chairpersons are the Vice Chairs of the full COM. They assist
268 the Chair of the full COM; presiding at meetings in the absence of the Chair. The
269 full COM may elect one of these as First Vice-Chair.
- 270 c. **Secretary:** The Stated Clerk is the Secretary. Ordinarily, the Assistant to the
271 Stated Clerk will serve as the recording secretary for the full Commission on
272 Ministry and for the Community COMs.
- 273 d. **The Executive Committee** of COM is the officers of the Full COM and the
274 Community COMs with additional members from COM for parity.

275 **2. Officers of the Community COMs**

276 Each Community COM has two elected officers and a secretary:

- 277 a. **Community Chairperson(s):** Elected by the full Commission on Ministry.
278 The Chair/Co-Chair serves as the coordinator of the Community COM's work by
279 moderating at monthly meetings, establishing the agenda for meetings, carrying
280 out appropriate communication and correspondence, assigning and/or delegating
281 various committee tasks, and regularly communicating with the overall
282 Commission on Ministry Chair and the General Presbyter/Stated Clerk's office.
- 283 b. **Community Vice Chairperson:** Elected by the Community COM.
284 The Vice-Chair is to assist the Chair and preside at meetings in the absence of the
285 Chair. If there are co-Chairs, a Vice Chair is not required.
- 286 c. **Secretary:** The Stated Clerk is the Secretary. Ordinarily, the Assistant to the
287 Stated Clerk will serve as the recording secretary for each of the Community
288 COMs as well as the full COM.

289 **3. Staff to the Commission on Ministry are:**

- 290 d. **General Presbyter/Stated Clerk:** The General Presbyter/Stated Clerk will serve
 291 as *ex officio* member without vote of the Commission on Ministry as well as of
 292 each of the Community Groups.
- 293 e. **Community Mission Coordinators:** Community Mission Coordinators are *ex*
 294 *officio* without vote on the COM in their communities and the full COM;
 295 however, they are not responsible for doing the work of the COM.
- 296 f. **Support Staff:** Presbytery’s support staff shall render assistance to the COM as
 297 directed by the General Presbyter/Stated Clerk.

298 E. Functions of the Community COMs

299 The following functions will be handled by each Community COM as the need arises
 300 within the bounds of their particular Community:

- 301 1. **Church Care and Oversight:** Community COMs have the responsibility for
 302 establishing and maintaining procedures for regular visitation of the congregations in
 303 their community; giving special attention to the racial/ethnic churches, congregations
 304 without consistent pastoral leadership; providing a conduit for appropriate
 305 information of which the COM needs to be aware and validating ministries of
 306 Teaching Elders and Commissioned Ruling Elders serving in non-church ministries.
- 307 2. **Calls and Vacancies:** Community COMs have the responsibility for working with
 308 churches without called pastors to provide a single point of COM contact for:
- 309 a. obtaining moderators for sessions of congregations without installed pastors,
 310 b. working with Pastor Nominating Committees and sessions seeking installed or
 311 temporary pastoral relations,
 312 c. examining and commissioning Qualified Ruling Elders (QREs) as Commissioned
 313 Ruling Elders (CREs) to pastoral ministry in congregations,
 314 d. approving persons for the supply preaching list,
 315 e. examining and approving Qualified Ruling Elders to administer the Sacraments,
 316 f. examining non-PC(USA) ministers for temporary pastoral relationships such as
 317 Temporary Supply and Interim Ministry positions,
 318 g. electing Administrative Commissions to install or commission pastors in
 319 congregations, and
 320 h. electing Committees of Inquiry (COIs) and Administrative Commissions (ACs) to
 321 inquire into, or deal with, difficulties in their congregations. (If the AC is to have
 322 the power to assume original jurisdiction over a congregation this permission is
 323 given by action of the Community Gathering or the full presbytery. (See
 324 Appendix V. 4.15 #1.)
- 325 3. **Examinations:** Community COMs have the responsibility for examination of
 326 ministers of the Word and Sacrament (teaching elders), candidates, ministers of
 327 another denominations, and Qualified Ruling Elders who are requested by churches
 328 for pastoral service to ensure knowledge of, and belief in, Reformed Theology,
 329 PCUSA polity, if applicable, sacraments; and for suitability for ministry in the
 330 particular church.

- 331 4. **Pastoral Care and Oversight:** Community COMs have the responsibility to provide
332 resources for pastoral care for pastors and their families; suggest options for pastoral
333 continuing education; organize and maintain a mentor system for newly ordained
334 and/or installed pastors and for interim pastors; and advising pastors in preparing for
335 and announcing retirement. (see Appendix P)

336 **F. Functions of the Full COM**

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

- 339 1. **Examination of Ministers from Other Denominations:** A Responsibility of the full
340 Commission on Ministry is to examine ministers from other denominations for
341 reception into presbytery either as Full or Temporary Members of the presbytery
342 pursuant to the call of a congregation or other calling body within the bounds.
- 343 2. **Oversight of QREs/CREs:** The Community COMs have the responsibility for
344 examining QREs for the supply preaching list and for commissioning to pastoral
345 service; conducting annual reviews of all Commissioned Ruling Elders (CREs).
- 346 3. **Pastoral Care:** Assist Community COMs in their pastoral care responsibilities.
- 347 4. **Remuneration:** The full COM has the responsibility for providing resources about
348 the Board of Pensions' programs to the ministers and eligible lay employees;
349 providing appropriate recognition of ministers upon retirement from active ministry;
350 with and through the General Presbyter/Stated Clerk, providing ongoing
351 communication with churches in arrears to the Board of Pensions; recommending to
352 presbytery the minimum terms of call for ministers of the Word and Sacrament
353 (teaching elders) serving as pastors, certified Christian educators, and Commissioned
354 Ruling Elders as well as suggested honoraria for pulpit supply pastors and
355 moderators.
- 356 5. **Formation:** The full COM will provide preparation for members of the entire COM
357 in liaison work, examinations of ministers/candidates, conflict management, and
358 sessional visits.

359 **II. Care and Oversight of Congregations**

360 **A. Guide for Visits with Sessions**

361 Liaisons shall call the pastor and clerk regularly and shall visit the sessions assigned to
362 them at least once every two years.

363 Calls and visits by COM liaisons are pastoral visits to our congregations. These
364 conversations are intended to be affirming; giving encouragement to all of our
365 congregations and pastors. COM and the presbytery sincerely want to strengthen the ties
366 that bind us together in Christ and as Presbyterians. We want to hear about the ministry
367 of our churches and discover ways that presbytery can be supportive of them.

368 Liaisons share helpful information and listen for things our churches want to say to COM
369 or the presbytery. A list of suggested questions can be found in Appendix B.

- 370 1. Goals of the Call and Visits

- 371 a. To establish and maintain effective communication between presbytery and the
372 church session.
- 373 b. To gain a sense of the spiritual health of the particular church:
- 374 1) In terms of its mission (including its worship, nurture, outreach &
375 service); and
- 376 2) In terms of its relationships (between pastor[s], session, and church
377 members).
- 378 c. To express appreciation to the congregation/session/pastor for its participation of
379 the session and congregation in the life and work of the presbytery and of the
380 wider church.
- 381 d. To encourage full participation in presbytery meetings and events, to financially
382 support the Shared Mission and Per Capita giving, and to endorse qualified
383 members for committee service.
- 384 2. Objectives
- 385 a. To listen to, and affirm, the ministry and success stories that are happening.
- 386 b. To provide an avenue for questions or concerns to be expressed by the session and
387 pastor/moderator.
- 388 c. To provide information to sessions and congregations on resources that may be
389 helpful for their ministry from presbytery.
- 390 d. To ensure that the communications from the presbytery are being received by the
391 session, moderator, and pastor.
- 392 3. Steps of Implementation
- 393 a. Each COM Liaison shall be assigned a few churches to do what is listed here.
- 394 b. The liaison may make the visit to the session alone or with a partner.
- 395 c. Each liaison will:
- 396 1) Initiate the request for a visit with the Session, making such request to its
397 Moderator or Clerk of Session. see *Book of Order*, (G-3.0202d).
398 Ask for one of these two options:
- 399 a) Request to sit in on a regularly stated session meeting where the
400 liaison is on the agenda to interact with the session for approximately
401 30 minutes and stay for the whole meeting as an observer.
- 402 b) Request a called meeting of the session visit is expected to last
403 approximately one hour, that the Pastor(s) and Elders will participate
404 together throughout the entire meeting, and that while no ordinary
405 business of the Session will be conducted during this meeting, it is
406 nonetheless an official meeting of the Session with representatives
407 from the presbytery and should be recorded in the minutes of the
408 session.
- 409 2) Following the convening of the Session by its Moderator, the liaison will lead
410 the discussion their allotted time. It is suggested that the liaison not take notes
411 during the meeting, since this is a pastoral visit.

- 412 d. Travel expenses for both of the visiting team members may be submitted to the
413 presbytery office for reimbursement following receipt of the team’s report by the
414 Community COM Chair.
- 415 e. The liaison shall give a report of the visits made. It may be written report or
416 verbal. It will be recorded in the COM minutes.

417 **B. Guide for Visit with Pastoral Voice:**

418 The liaison should also plan to spend some time with the Pastor/Moderator for
419 consultation regarding his/her well-being and the well-being of their family. This may be
420 over a meal at a restaurant near the church which affords some degree of privacy. The
421 spouse of the pastoral voice may be invited. This meal shall be at presbytery’s expense.
422 (See Appendix C - Visits with Pastors)
423

424 **C. Presbytery Appointed Moderators of Sessions**

425 1. **The *Book of Order* on the COMs role providing for a Moderator**

- 426 a. “... The [installed] pastor shall be the moderator of the session, and the session
427 shall not meet without the pastor or a designated moderator. If there is no installed
428 pastor, or if the installed pastor is unable to invite another Moderator, the
429 **presbytery shall make provisions for a moderator**. Presbyteries shall provide
430 by rule for moderators when the session is without a moderator for reasons of
431 vacancy or inconvenience.” *Book of Order*, G-3.0201, paragraph one. (see also
432 *Book of Order*, G-3.0104, G-3.0203)
- 433 b. Presbytery, in its commission, may authorize a Commissioned Ruling Elder to
434 moderate the session of the congregation to which he or she is commissioned.
435 *Book of Order*, G-2.1001.

436 2. In addition, the Commission on Ministry may authorize persons from the following 437 categories of people in this presbytery to moderate meetings of sessions and/or of 438 congregations when needed:

- 439 a. Qualified Ruling Elders,
- 440 b. Ruling Elders who are serving, or who have served, on this presbytery’s
441 Commission on Ministry and/or a Ruling Elder who is serving or has served as
442 Moderator of the Presbytery; such an elder ordinarily may not moderate the
443 meeting of a congregation of which that elder is a member,
- 444 c. A Ruling Elder who is serving as Stated Clerk, General Presbyter, or Mission
445 Coordinator; ordinarily such an elder may not moderate the meeting of a
446 congregation of which that elder is a member,
- 447 d. Ministers of Word & Sacrament from other Presbyteries who are laboring within
448 bounds, or currently serving as Stated Supply or Interim Pastors in a church or in
449 a validated ministry.
- 450 e. Temporary members of presbytery may only moderate the session and
451 congregation where they are serving.
- 452 f. No Teaching Elder from another presbytery may moderate without COM
453 approval.

454 NOTE: It is appropriate for the session to offer to the moderator mileage reimbursement at
455 the IRS business rate plus a small honorarium for each session meeting or Congregational
456 meeting. (see Appendix X)

457 **3. Responsibilities of a Moderator**

- 458 a. The moderator is responsible to the presbytery through the COM.
- 459 b. The moderator, in consultation with the Clerk of Session, shall call meetings of
460 the session and together they shall prepare the agenda.
- 461 c. The moderator shall maintain communication with the Clerk of Session, and
462 through the Clerk, shall maintain contact with the work of the session's
463 committees.
- 464 d. The moderator need not attend Deacons' meetings unless mutually desirable.
- 465 e. It is desirable that the moderator of the session also serve as moderator of
466 congregational meetings, especially when the congregation is convened for the
467 purpose of calling a pastor. However, if unable to moderate a session or
468 congregational meeting, a moderator may ask another minister or eligible person
469 to do so.
- 470 f. The session should not expect the moderator to do additional ministry beyond
471 moderating session meetings. The moderator may, however, assist them in
472 seeking pastoral coverage in the case of serious illness, deaths, funerals, and other
473 emergencies.
- 474 g. When a Minister of Another Denomination is serving as Temporary Supply, the
475 moderator serves as a mentor/resource to the Temporary Supply. The moderator
476 shall encourage the Temporary Supply Pastor to attend session meetings.
- 477 h. The only moderators who can vote at a session meeting are installed Teaching
478 Elders of that congregation. No other moderators have a vote.

479
480 **D. Conflict Resolution Procedures**

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

483 **1. Goals**

- 484 a. To identify issues that need to be dealt with within the church.
- 485 b. To develop a plan of action to improve the situation.
- 486 c. To improve communication and reduce tensions.
- 487 d. To help leaders develop skills for dealing with issues.

488 **2. Procedures and Implementations**

- 489 a. How a concern is normally received by the COM.
 - 490 1) Call from pastor.
 - 491 2) Call from clerk or other elder on behalf of the session.
 - 492 3) A liaison or other member of Community COM
 - 493 4) Presbytery staff member.
- 494 b. Contact is made to Community COM Chair and/or General Presbyter.

- 495 1) Discussion of call.
496 2) Matter is brought before Community COM.
497 c. Community COM shall arrange for a visitation team to meet with the
498 session/pastor to listen and assess the situation.
- 499 3. Formation of a Committee of Inquiry (COI)
- 500 a. If concerns continue and are not adequately addressed, the visitation team may
501 recommend to the Community COM that a Committee of Inquiry (COI) be
502 appointed.
- 503 b. The Committee of Inquiry will consist of 3 to 5 persons. Members of the
504 visitation team may serve on the Committee of Inquiry.
- 505 c. The Stated Clerk or their designee orients the COI for their work.
- 506 d. The task of the Committee of Inquiry will be to work towards resolving the
507 conflict. They may use a variety of resources or methods including the use of
508 questionnaires, hearings, small group discussions, and/or consultation with an
509 outside consultant/expert.
- 510 e. The Committee of Inquiry shall report findings and recommendations to the
511 appropriate Community COM.
- 512 4. Community COM Response
- 513 a. Hear the report and recommendations of Committee of Inquiry.
- 514 b. Based on the recommendations, the Community COM may then take any or all of
515 the following actions:
- 516 1) Adopt the COI's report and recommendations
517 2) Dismiss the Committee of Inquiry or Ask COI to continue
518 3) Elect an Administrative Commission - see *Book of Order* G-3.0109b
519 4) Request from the Community Gathering or full presbytery to authorize an
520 Administrative Commission with powers to assume original jurisdiction over
521 the congregation.

522 III. Care and Oversight of Pastors

523 A. Ministers' Fellowship

524 Each community of presbytery should have regular fellowship gatherings to which all
525 pastors/CREs/MOADS of a given area are invited. These are normally organized by the
526 Mission Coordinators.

527 B. Ministers New to the Presbytery

- 528 1. The presbytery staff may offer an annual gathering of pastors new to the presbytery to
529 introduce them to the presbytery staff and to share information about the presbytery.
530 Orientation would draw attention to the Presbytery policies and resources online, how
531 to access the Presbytery Directory, signing up for email notifications, and other
532 important information.

533 2. Liaisons or presbytery staff should recommend an experienced minister to be a
534 pastor-colleague for an incoming pastor. See Appendix D.

535 **C. Ministers in Non-Pastoral Roles (Validated Ministries)**

- 536 1. Every minister in the presbytery who is performing work which is not under the
537 jurisdiction of the presbytery or a higher governing body shall submit an annual
538 written report of their work (see Appendix N on Validated Ministry). A current listing
539 of Validated Ministries will be maintained. If there is a question as to the validity of
540 the minister's present work and whether it qualifies him/her to retain ordination (*Book*
541 *of Order*, G-2.0503a) it will be reported to the Commission on Ministry, with
542 recommendations.
- 543 2. Each Community COM will seek to establish a relationship with non-parish clergy,
544 i.e., retired ministers, minister-at-large, and those in other service areas. Such
545 ministers will be encouraged to use their skills and experiences in workshops,
546 seminars, and retreats, and will be invited to become involved as pastor-colleagues.
- 547 3. Minister members who are not engaged in a Validated Ministry and are not
548 Honorably Retired may be removed from the Roll of Ministers according to *Book of*
549 *Order*, G-2.0508 where this is detailed.
- 550 4. Appeals:
- 551 a. If the Community COM denies the validation application, the candidate for
552 validation may appeal the decision to the full Commission on Ministry.
- 553 b. A minister facing removal from the Roll shall be given at least 4 weeks' notice by
554 certified mail so that they may appeal the removal or have their ministry
555 validated.

556 **D. Promotion of Continuing Education Opportunities**

557 It is important that COM promote continuing education opportunities for ministers,
558 educators, and CREs in our presbytery. Efforts will be made to sponsor skill development
559 workshops, to provide for opportunities of reflection. Opportunities for retreats focusing
560 on spirituality, spiritual formation or other special interests may be arranged. Also,
561 opportunities for individual retreats at our presbytery camps may be available.

562 **E. Provision for Pastoral Support and Counseling**

563 A Pastoral Care for Pastors Program will be in place throughout the presbytery.

- 564 1. For ministers and/or spouses seeking personal counseling, the Board of Pensions
565 provides resources for members or contact may be made with either the Community
566 Counseling Center in Wilmington or the Ministry Development Services, Charlotte,
567 NC, or any licensed counselor.
- 568 2. Those seeking counseling may apply to the General Presbyter or the Chair of the full
569 COM for financial assistance. The General Presbyter, or the full COM Chair, may
570 approve a subsidy from the Ministers' Emergency Relief fund for counseling payable
571 to the counseling service or as a reimbursement with proper documentation.

572 3. The Board of Pensions offers an Employee Assistance Program (EAP) to all Board of
573 Pensions members, clergy and lay and covered dependents. Personal counseling and
574 support services are available without charge in the benefits plan learn more at
575 www.pensions.org. Members should Call the Board of Pensions or go online to
576 request a referral and learn more.

577 **IV. Vacancies**

578 **Introduction Overview**

579 A major role of the Commission on Ministry unfolds with its work with churches and
580 ministers leaving or entering a pastoral relationship.

581 A pastoral relationship, or dissolution, is only effective by action of a Community COM, or
582 the full COM on behalf of the presbytery. With an approaching dissolution of a pastoral
583 relationship, it is the responsibility of the Community COM where the vacancy occurs to
584 make contact through its liaison with the minister and the clerk of session as soon as possible
585 to review G-2.09 and the relevant presbytery policies.

586 Note: The COM shall provide for implementation of equal opportunity employment for
587 ministers and candidates without regard to race, ethnic origin, sex, age, or marital status.

588 **Mileage expenses** incurred by the liaison may be submitted to presbytery for reimbursement.

589 **A. Working with a Pastor When Leaving a Pastoral Relationship**

590 When the Community COM is notified of the approaching dissolution of a pastoral
591 relationship, either the presbytery office or the Community COM chair will send to the
592 pastor Appendix O “*Guide for Leaving a Call,*” to guide the pastor through the process of
593 dissolving the relationship. The liaison will also make sure that the session of the church
594 receives a copy of the document Appendix R “*Departing Pastor Guide.*”

595 **B. Exit Interview with Pastor**

596 As soon as possible, the Community COM liaison sets up a time to do an exit interview
597 with the pastor. The content of this interview is to be kept confidential between the pastor
598 and the liaison, with the exception that portions may be shared with the Community
599 COM when necessary. No written record of the interview is to be shared with members
600 of the church, however, a summary shall be filed with the General Presbyter. The purpose
601 of this interview is to help the Community COM liaison understand the inner workings
602 and dynamics of the church in order to assist the PNC in seeking the next installed pastor.
603 (see Appendix T on the Exit Interview). The Liaison shall also go over Appendix S –
604 “*Relationship with Former Pastors*” with the departing pastor.

605 **C. Working with the Session when a Pastor is leaving**

606 **Brief the Session:**

607 Usually, the Community COM liaison will meet with the session one or more times. The
608 following items need to be covered:

609 **1. Initial meeting with the Session (Exit Interview)**

610 The purpose of this initial meeting is:
611 (1) to conduct an exit interview (See Appendix U for the appropriate questions) to
612 help the Community COM liaison understand the inner workings and dynamics of the
613 church in order to assist the session in finding the next pastoral leadership and helping
614 the PNC in seeking the next installed pastor;
615 (2) to address the questions and concerns of the session approaching this vacancy and
616 (3) to give the session initial guidance about how to move forward. Two or more
617 meetings may be needed.
618 (4) to give to the session the pulpit supply list (via the presbytery office or website).

619 After the approval of the dissolution of the pastoral relationship, the Community
620 COM liaison is to set up a time to meet with the session to conduct an exit interview
621 with the session. The COM liaison shall moderate this interview.

622 As part of the exit interview the Community COM liaison **will strongly emphasize**
623 **or read to the session** Appendix S “*Relationship with Former Pastor.*”

624 The content of this interview is to be kept confidential between the session and the
625 liaison, with the exception of portions that may be shared with the Community COM
626 and Stated Clerk as necessary. No written record of the interview is to be shared with
627 the pastor, however, a summary shall be sent to the General Presbyter.

628 2. **Moderator:** The liaison will help the session identify an individual (who has been
629 qualified by COM to moderate) to suggest to the COM. The COM will take that name
630 into consideration when appointing the **Moderator of the Session** (*Book of Order*, G-
631 3.0104). (Refer to Section II. C. above for “*Duties of the Moderator of Sessions.*”)
632 Provide to the session Appendix X so they know the recommended honorariums for
633 guest preachers and moderators.

634 **Note:** Non-PC(USA) pastors cannot be authorized to moderate the session unless they
635 become a temporary member of the presbytery.

636 3. **Pastoral Leadership** during the vacancy:
637 The liaison will guide the session in determining what kind of pastoral leadership
638 they need now by explaining the different types of temporary pastoral relationships in
639 use in this presbytery. (See *Book of Order*, G-2.0504b and Appendix A Definitions.)

- 640 a. Interim Pastor/Interim Associate Pastor
- 641 b. Stated Supply (PC(USA) Pastors)
- 642 c. Commissioned Ruling Elder (G-2.10)
- 643 d. Occasional Supply (week-to-week pulpit supply)
- 644 e. Designated Pastor (Installed for a designated term length)
- 645 f. Temporary Supply (non-PC(USA) Pastors)

646 4. **Pulpit Supply** during vacancy:
647 a. The liaison will explain to the Session that lists of both lay and clergy supply
648 persons are available through the presbytery office and on the presbytery’s
649 website. Upon the invitation of the session and with the approval of the
650 moderator, ruling elder members of the particular church are encouraged to
651 supply the pulpit of their church during a vacancy.

- 652 b. Pulpit Supply pastors may preach twice monthly in congregations that meet
653 weekly, once per month in congregations that worship less than weekly.
- 654 c. The liaison will ask the session to let her/him know as soon as a Stated Supply,
655 QRE, Temporary Supply, or Interim Pastor is selected so that the Community
656 COM can undertake the necessary interviews and approvals to establish a pastoral
657 relationship.

658 **D. Presbytery’s Pulpit Supply List**

659 The COM at all levels will be proactive and diligent in finding ways to encourage retired
660 minister members of the presbytery to supply preach and celebrate sacraments in our
661 smaller churches. Also, the COM will seek ways to encourage sessions to consider the
662 use of QREs for preaching and administration of sacraments.

663 The Pulpit Supply List is a roster of available Teaching Elders, QREs, CREs, and
664 MOADs who have expressed their interest in occasional pulpit supply, have been
665 examined and approved according to COM policy (See Section V), and have a current
666 *Safe Gatherings* Certification.

667 The Pulpit Supply List is available through the presbytery’s website at
668 www.presbycc.org; Choose “Directory”. The passcode is available through the
669 presbytery office or you can follow the instructions to create your own passcode.

670 Ordinarily, minister members of this presbytery who are in good standing may be placed
671 on the supply preaching list upon their written request to the chair of the appropriate
672 Community COM and the General Presbyter/Stated Clerk. A minister member in good
673 standing may preach in our churches in accordance with all COM policies.

674 Reasons and situations for which persons may be temporarily suspended or removed by
675 the appropriate Community COM from the Pulpit Supply List include but are not limited
676 to the following:

- 677 • On medical leave, family leave or maternity/paternity leave.
- 678 • Currently receiving a salary-based severance.
- 679 • Under any type of disciplinary process.
- 680 • Who deliberately fail to observe the COM limitations on the frequency of monthly
681 preaching.
- 682 • Evidence of preaching purchased sermons, plagiarism, or sermons from others
683 without acknowledgment.
- 684 • Continual interference with a previous congregation in violation of the departing
685 pastor policy of the COM.
- 686 • Repeated failure to make a good faith effort to abide by the spirit and letter of the
687 Presbytery’s Code of Ethics for Church Professionals. Violations of these standards
688 may be viewed as a breaking of ordination vows and subject to the disciplinary
689 processes of the Book of Order of the Presbyterian Church (USA).
- 690 • Preaching that is contrary to our Reformed tradition or denominational standards.
- 691 • Failure to show up for a commitment on two or more occasions in a 12-month period.
- 692 • Failure to supply any pulpit for 12 months.

- 693 • Renunciation of jurisdiction of the PCUSA.
694 • Other reasons when the mission of the church under the Word imperatively demands
695 it.

696 The recommended minimum suspension from the Pulpit Supply List is for 3 months.
697 Persons may then request relisting by submitting a written statement of their
698 understanding of the relevant policy and their commitment to it. After restoration by
699 COM action, a repeat violation will lead to a 6-month suspension or permanent removal.

700 **E. Using PCUSA Ministers & Commissioned Ruling Elders in Supply** 701 **Relations**

702 With COM approval, QREs may be commissioned for pastoral service for terms up to
703 three years, renewable. Requests for renewal or extension of pastoral relationship
704 contracts are due to the Community COM prior to their expiration. Community COM
705 chairs and/or the individual liaisons will verify the status of each temporary or CRE
706 relationship of their churches and secure the necessary paperwork for renewal. Current
707 *SafeGatherings* certification is required prior to renewal or extension.

708 **F. Ministers from Other Denominations in Pulpit Supply Relationships**

709 When the mission of the presbytery and its congregations demand it, pastors from other
710 Christian churches may be authorized to preach in, or supply, congregations within the
711 presbytery. These are called Temporary Supply (TS) pastors.
712 (Please see Sections V. D and E. below; and Appendix M.)

713 **G. Interim Pastors**

714 The Stated Clerk will maintain a list of persons available to serve as Interim (transitional)
715 Pastor/Interim Associate Pastor. The person in this position may not become the next
716 Installed Pastor or Designated Pastor except as provided in G-2.0504c. Regarding IP
717 compensation and contracts see Appendices J and K.

718 The General Presbyter/Stated Clerk may provide information to the presbytery
719 concerning training opportunities offered for Interim Ministry training.

720 **V. Call Process for an Installed Pastor**

721 **A. Request Permission from COM**

722 If a session determines that it is ready to move ahead with a pastoral search to fill a
723 vacancy, it must request permission of the Community COM for the congregation to elect
724 a Pastor Nominating Committee (PNC). See Book of Order G-2.0801. This request may
725 be in writing (email).

726 **B. Election of Pastor Nominating Committee:**

- 727 1. Ordinarily a PNC may not be elected until after the effective date of dissolution or a
728 new moderator has begun.
- 729 2. The departing pastor may not have any part of the nomination or election of a PNC.
- 730 3. Strongly urge that the church use their present congregational nominating committee
731 to select the nominees that will be voted upon by the congregation. Encourage broad

- 732 representation on the PNC (G-2.0802). “The Session shall call a congregational
733 meeting to elect a nominating committee that shall be representative of the whole
734 congregation.”
- 735 4. Once elected, the COM liaison is to contact the clerk of session in order to get contact
736 information for a member (or list) of the PNC so that the liaison can arrange to be at
737 the PNC’s first meeting.
- 738 5. **Expenses of the PNC:**
739 The session will provide a budget to cover the PNC’s expenses.
- 740 6. **Mission Study:**
741 The COM requires a congregational mission study for every pastoral search. The
742 results of a mission study are necessary before the PNC can prepare the Ministry
743 Information Form (MIF). The liaison shall tell the session or PNC that various
744 mission study designs are available from the presbytery office to assist in this process
745 including:
- 746 a. Help from PCUSA Research Services at
747 [www.presbyterianmission.org/ministries/research-services/help-for-
congregations/](http://www.presbyterianmission.org/ministries/research-services/help-for-
748 congregations/)
- 749 b. Holy Cow Consulting: www.holycowconsulting.com
- 750 c. “On Calling a Pastor” free PDF linked at:
751 [www.pcusa.org/site_media/media/uploads/clc/pdfs/the_revised_on_calling_a_pas-
tor_manual_march_2015.pdf](http://www.pcusa.org/site_media/media/uploads/clc/pdfs/the_revised_on_calling_a_pas-
752 tor_manual_march_2015.pdf)
- 753 d. Book: *Temporary Shepherds: A Congregational Handbook for Interim Ministry*
754 by Roger S. Nicholson
- 755 e. Links from other presbyteries:
- 756 i. Presbytery of Boston – PDF:
757 [https://presbyteryofboston.org/Portals/0/Documents/CommitteeOnMinistr-
y/COM_MissionStudiesGuide.pdf](https://presbyteryofboston.org/Portals/0/Documents/CommitteeOnMinistr-
758 y/COM_MissionStudiesGuide.pdf)
- 759 ii. Holston Presbytery (listing):
760 [https://holstonpresbytery.org/resources/pastor-nominating-committee-
resources/other-mission-study-resources/](https://holstonpresbytery.org/resources/pastor-nominating-committee-
761 resources/other-mission-study-resources/)
- 762 iii. Presbytery of San Francisco – PDF: [https://www.presbyteryofsf.org/wp-
content/uploads/2017/08/Mission-Study-Guide.pdf](https://www.presbyteryofsf.org/wp-
763 content/uploads/2017/08/Mission-Study-Guide.pdf)
- 764 f. Sessions or PNCs can design their own Mission Study and conduct house
765 meetings to gather input from members.
- 766 g. A Mission Study tool that the interim pastor recommends.
- 767 h. See this article at the Presbyterian Outlook: [https://pres-
outlook.org/2019/06/mission-studies-and-open-eyes/](https://pres-
768 outlook.org/2019/06/mission-studies-and-open-eyes/)
- 769 7. The session’s **relationship with the PNC** is to:
770 a. Remember that the PNC is a committee of the congregation, not the session.

- 771 b. Establish a method of communication between the PNC and the session.
772 – The PNC may choose to update the session and congregation periodically
773 but only in general terms to protect confidentiality of candidates. The session
774 may not require this information.
- 775 c. Work with the PNC to devise a budget for the work of the PNC.
- 776 d. Set range of remuneration (total financial package) for the pastor-elect.
- 777 e. Approve the MIF only after it has been both completed by the PNC and
778 approved by the COM liaison.
- 779 f. After the pastor nominee has been approved by the COM, the session will call
780 a congregational meeting for the purpose of hearing the report of the PNC and
781 electing the new pastor (*Book of Order*, G-2.0803).
782

783 C. The Pastor Nominating Committee (PNC)

784 The COM liaison is to meet with the PNC at their first meeting. The primary function of
785 this first meeting is to familiarize the PNC with the process, the timeline, and the
786 Ministry Information Form (MIF). It is the responsibility of the liaison to cover the
787 following:

- 788 1. The PNC should elect its own officers – usually chair and clerk.
- 789 2. If a **congregational mission** study has been done, the PNC’s first task is to
790 review the results of that study. If a mission study has not been done, then the
791 PNC will need to organize such a study in coordination with the session.
- 792 3. The second task of the PNC is to prepare the **Ministry Information Form** (MIF)
793 based on the results of the congregational mission study. Any member of the PNC
794 can log onto the CLC web page at [www.pcusa.org/resource/ministry-information-](http://www.pcusa.org/resource/ministry-information-form/)
795 [form/](http://www.pcusa.org/resource/ministry-information-form/) and download a blank MIF. The PNC will use a blank MIF as a worksheet
796 to fill out as information is gathered.
- 797 4. The liaison should review the presbytery’s **Equal Employment Opportunity**
798 **Guidelines** (spelled out below) with the PNC. The PNC must state its intentions
799 for implementing the EEO Guidelines on the last page of the MIF. Our guidelines
800 provide:
- 801 a) **Purpose** - To establish policy and responsibility for implementing Equal
802 Employment Opportunity in the Presbytery of Coastal Carolina.
- 803 b) **Policy** - It is the policy of this presbytery to:
- 804 • Promote equal opportunity in employment for all qualified persons.
 - 805 • Discourage discrimination in employment because of race, ethnic origin,
806 sex, age, marital status, sexual orientation, or disability.
 - 807 • Promote a positive, continuing program designed to achieve full
808 realization of equal employment opportunity.
 - 809 • Provide for prompt, fair, and impartial consideration of complaints
810 involving issues of discrimination on grounds of race, ethnic origin, sex,
811 age, marital status, sexual orientation, or disability.

812 • Ensure that compensation is equitable and non-discriminatory, Appendix
813 Y.

814 **Note:** A full guide to the process can be found on the PC(USA) website at:
815 www.pcusa.org/resource/calling-pastor/. Additional resources are available
816 from the presbytery office.

817 c) **Responsibility**

818 • The full Commission on Ministry, working through each of the
819 Community COM, will be responsible for maintaining a positive action
820 program designed to insure equality of opportunity in employment matters
821 in accordance with the principles of participation and representation (*Book*
822 *of Order*, G-3.0103) and in conformity with a church-wide plan for equal
823 employment opportunity (*Book of Order*, F-1.0404).

824 • PNCs will be counseled regarding policy concerning equal employment
825 progress toward this end. In approving the call, the COM will affirm to
826 presbytery that the search was made in accordance with these principles.

827 5. When a PNC member resigns, the COM liaison will counsel the PNC and the
828 session. The session shall call a meeting of the congregation for the sake of
829 receiving the resignation and either recommending the election of a new member
830 to serve on the PNC or recommending the PNC continues with remaining
831 members.

832 **D. Preparing the Ministry Information Form (MIF)**

833 1. Information on completing a MIF is found at
834 <https://oga.pcusa.org/section/mid-council-ministries/clc/ministry-information-form2/>
835 There is a video tutorial <https://vimeo.com/140225105>

836 2. The PNC may use a blank MIF as a worksheet to collect the required information.
837 Once the MIF worksheet has been completed, the PNC will distribute copies to each
838 member and to the liaison for a thorough review. The MIF should be revised and
839 reviewed again, as needed.

840 3. The liaison should walk the PNC through the MIF. Show each page and talk about the
841 things that make for a “good” MIF:

842 a) Neatness

843 b) Creativity

844 c) Grammar

845 d) Stay within guidelines on the narrative section.

846 e) Importance of “white space” in narrative section. Print out the MIF as a PDF
847 to see how it will look to candidates.

848 f) Describe as completely as possible both the congregation and the qualities
849 being sought in the next pastor. A clear description of the congregation and of
850 the skills and interests being sought in the next pastor will lead to more
851 referrals and a better fit between pastor and congregation.

852 4. Remind the PNC that before the final draft is published it requires the approval of
853 **both** the COM liaison **and** the session.

- 854 a. Once final changes are made to the MIF it should be presented to the COM
855 liaison for review.
- 856 b. After the liaison¹ (on behalf of the COM) has endorsed it, the PNC and liaison
857 shall present the MIF for the session's approval.
- 858 5. The PNC Chair and the Clerk of Session both need to obtain their particular login IDs
859 and password from the presbytery office for Church Leadership Connection (CLC)
860 website.
- 861 6. The Chairperson of the PNC must submit the MIF online. Directions for doing this
862 are online at CLC.
- 863 7. When the MIF is submitted online with Church Leadership Connection, it will not be
864 active until it has the needed online approvals. The approvals are: 1) The Clerk of
865 Session (using her/his login and password). The clerk is attesting that the session has
866 reviewed and approved the MIF. 2) The full COM chair. The COM liaison is
867 responsible for contacting the full COM Chair to request his/her action to approve the
868 MIF.
- 869 8. When the online approvals are complete (a process that may take a day or two), the
870 MIF will be included in the matching database for matching with PIFs. The General
871 Presbyter, the Chair of COM, and the Chair of the PNC will be notified by e-mail
872 when this is accomplished.
- 873 9. Additional matchings can be requested from CLC as the search continues.

874 **E. Search Process after MIF is active**

- 875 1. After the MIF is activated online, the PNC will receive PIFs from available pastors.
876 The PNC may get PIFs from several sources. the primary source being through a
877 computer matching service provided by Church Leadership Connection (CLC).
878 Additionally, PIFs may also be referred by the General Presbyter, the Community
879 COM liaison, or from a pastor making a self-referral.
- 880 2. Regardless of how the PNC receives PIFs, the PNC should give all a fair reading then
881 establish a priority list of candidates to consider more closely. Early in the process it
882 is wise to make an initial check with candidates to determine their interest and
883 availability before proceeding.
- 884 3. The PNC can conduct interviews with candidates by phone call, conference calls,
885 virtual platform, etc. . It is **strongly recommended** that the PNC make a common list
886 of questions that it will ask of all candidates. PNCs can also ask for sermon videos to
887 review.
- 888 4. The PNC is to call references and gather data on the candidates.
- 889 5. **Before inviting** any of the prospects to visit the community, the PNC chair or the
890 COM liaison **must** contact the General Presbyter and ask that a presbytery-to-
891 presbytery reference check be made. (When doing so, please provide the name of the

¹ COM Liaisons are free to consult with the chair of their Community COM and/or the General Presbyter to assist in evaluating a PNC's MIF.

- 892 candidate and their presbytery to the General Presbyter.) This presbytery-to-
893 presbytery reference check does *not* take the place of ordinary reference checks!
- 894 6. After receiving the report from the General Presbyter, the PNC may then invite one or
895 more of their prospects to an in-person-interview and to visit the church and com-
896 munity.
- 897 7. When the prospect is visiting, the COM liaison (or a colleague on COM) should also
898 meet with the candidate privately during this visit. The liaison will share with the
899 candidate information about the presbytery, the presbytery’s relationship with this
900 particular church. The liaison will keep the Chair of the Community COM informed
901 as to the progress of the call and of any visits to the field being organized. The liaison
902 should report to the PNC, Community COM Chair, and the General Presbyter any
903 concerns they have about the prospect or the fit.
- 904 8. By this point the PNC should be ready either to make a decision, look back at those
905 further down on their priority list, or begin from the beginning. If they believe they
906 have found the right candidate, they can begin negotiations with that person.
907 Negotiations include working out the details of the pastor’s terms of call, moving
908 expenses, and beginning date at the church.
909

910 The liaison should check-in with the PNC in this part of the process to make sure that
911 the Terms of Call meet presbytery minimums. (See Appendix Y, “*Minimum Terms of*
912 *Call*”.) The presbytery’s finance office can assist, if needed.

913 The liaison shall keep in touch with the PNC on a regular basis throughout the whole
914 process of Mission study, preparation of the MIF, review of prospects, on site interviews,
915 and negotiations.

916 **F. When an Agreement Is Reached**

917 Now, it is important that certain steps be conducted in the proper sequence so that the call
918 can be completed smoothly and confidentiality about the call is maintained.

919 **1. A verbal agreement is made.**

- 920 a. The PNC is to contact the liaison when it has come to a verbal agreement with
921 a minister/candidate.
- 922 b. The liaison informs the Chair of the Community COM of the pending call.
- 923 c. The liaison, in partnership with the PNC Chair, will gather all the needed
924 documents from the prospect then request the examination be scheduled. All
925 documents need to be received *at least one week* before the next scheduled
926 meeting of the Community COM. See Appendix E for explanation of these.
- 927 1) One page statement of faith
928 2) One page biographical sketch
929 3) Answers to two ordination questions (1/2 page each, total of one page).
930 4) Current PIF or equivalent resume
931 5) *SafeGatherings* Report (see Appendix G)

- 932 6) Acknowledgement of receipt of **Code of Ethics** (Appendix F) and
 933 Misconduct Prevention Policies [presbycc.org/resources-page/com-](https://presbycc.org/resources-page/forms/)
 934 [forms/](https://presbycc.org/resources-page/forms/)
- 935 7) Terms of Call or Contract outlining duties and compensation and
 936 proposed effective start date
- 937 8) A digital photo for the presbytery’s website or database
- 938 d. Upon receipt of *the complete* documentation, the Community COM Chair will
 939 make arrangements for the examination.
- 940 2. **The Community COM meets with the Candidate**
- 941 a. The Community COM (or an exam subcommittee) shall examine each minister of
 942 the Word and Sacrament or candidate who seeks membership in this presbytery
 943 on their Christian faith and views in theology, the sacraments, and the government
 944 of this church. (G-3.0306)
- 945 b. The Community COM receives the report and recommendation of its exam
 946 subcommittee then proceeds to examine the minister on their merits, suitability,
 947 and availability for the particular church desiring to call the minister. (G-2.0803)
- 948 c. Following these examinations, the PNC representatives are likewise questioned
 949 concerning the suitability of the call. Except for the time when the PNC
 950 representatives are brought in, the examinations are closed to the public.
 951
 952 The Community COM chairperson or Liaison reports to the minister and to the
 953 PNC the decision of the Community COM.
- 954 d. The approved relationships of COM are reported to the next presbytery meeting
 955 and/or Missional Community gathering.
- 956 3. **When can the congregational meeting be called.** (*Book of Order*, G-2.0803)
 957 **Only after** the Minister or Candidate’s examination and call has been sustained by
 958 the Community COM can the PNC request that the Session call a congregational
 959 meeting for the purpose of electing the pastor.
- 960 The *Book of Order* (G-2.0803) directs that when the committee (PNC) is ready to
 961 report, it shall notify the session, which shall call a congregational meeting. While the
 962 COM **strongly recommends** giving public notice of the called meeting **at least ten**
 963 (10) days in advance, including 2 successive Sundays, the congregation’s manual of
 964 operations should be followed.
- 965 4. At the Congregational meeting, the Moderator of the Session or a moderator
 966 approved by COM shall preside. The PNC reports to the congregation, and the active
 967 members of the congregation shall vote by *secret ballot*. The results of the vote,
 968 including the number of ballots cast in favor or against, shall be shared with the
 969 candidate and with the COM liaison.
- 970 Following a positive vote, the PNC and the moderator shall sign the call form and
 971 return it to the presbytery office in order to secure all the other necessary signatures.
 972 Copies will then be returned to the pastor and clerk of session for their records.
- 973 5. Dismissing the PNC:
- 974 Action should be taken by the congregation at the same meeting in which the call is
 975 issued “to dismiss the PNC upon the installation of the minister by the presbytery.”

976 The liaison may suggest that the PNC serve as a support group and sounding board
977 for the new minister during his/her/their first year on the field and that the PNC help
978 in the preparation for the installation/ordination service.

979 **G. The Call is Accepted – Installation/Ordination by the Presbytery**

- 980 1. The liaison shall instruct the new pastor and the PNC about the formation of the
981 Administrative Commission to Install/Ordain. The *Book of Order*, G-2.0805 and W--
982 4.4000 describes the installation service. Sample bulletins are available from Mission
983 Coordinators or the presbytery office and the Book of Common Worship.
- 984 2. The liaison provides to the pastor elect or PNC presbytery's form for the proposed
985 commission. (Appendix L - Requirements for Ordination & Installation)
- 986 3. The minister is installed/ordained by an Administrative Commission. The members of
987 the Administrative Commission must be approved by the Community COM or its
988 chairperson(s) before the Installation Service can be held. The AC shall be composed
989 according to the *Book of Order* guidelines.
- 990 4. The presbytery has a form for installation/ordination minutes that must be completed
991 by the AC and returned to the presbytery office.

992 **VI. Process for Other Pastoral Arrangements**

993 Visits with sessions of churches not seeking an installed pastor should include information
994 about other forms of pastoral ministry and discussion about the session's plan for the
995 congregation's continuing mission in the community. See the definitions in Appendix A for a
996 listing.

997 **A. Sessions Seeking a QRE to serve as CRE Pastor**

- 998 1. When a session identifies a CRE candidate, the session will consult with the
999 candidate and negotiate proposed terms of the commission. If the session wants to
1000 request that the CRE perform any, or all, of the functions outlined in the *Book of*
1001 *Order*, G-2.1001 those functions must be identified in the session's request (see the
1002 contract form). Commissions shall be for a specified period of time, up to three years
1003 at a time, and may be renewed in accordance with the *Book of Order*, G-2.1001. An
1004 annual review is required by the *Book of Order* (G-2.1001).
- 1005 2. Upon receipt of the proposed contract, the appropriate Community COM will then
1006 examine the candidate and interview representatives from the session.
- 1007 3. Upon the approval of the Community COM, the ruling elder will be commissioned
1008 using the constitutional questions in the *Book of Order*, W-4.0403. Finally, an
1009 Administrative Commission approved by the COM will ordinarily commission the
1010 ruling elder in the church of service.
- 1011 4. When commissioned, the CRE will serve under Presbytery supervision through the
1012 COM liaison to the Church being served. Each CRE will be guided by a mentor
1013 appointed by the Community COM. An annual review is required by the Book of
1014 Order (G-2.1001).

- 1015 5. When a commission expires or ends, the commissioned ruling elder, if they have
1016 maintained their continuing education requirements, returns to QRE status, and may
1017 be put on the pulpit supply list, if requested.

1018 **B. Process to Follow for Ministers of Other Denominations Seeking to**
1019 **Serve Our Churches in Temporary Pastoral Relationships**

- 1020 1. If a congregation is unable to find a suitable PC(USA) minister of the Word and
1021 Sacrament (teaching elder) or QRE to be commissioned to pastoral ministry as a CRE
1022 to serve as their pastor, the session may request that the COM approve a minister of
1023 another denomination (MOAD) to serve their congregation in a Temporary Pastoral
1024 Relationship. (see Appendix M) That minister shall submit the following documents
1025 to the Chair of the Community Commission on Ministry *at least one week* before the
1026 examination is to take place: (see Appendix E)
- 1027 a. Application for Services as a Temporary Supply Preacher including a current
1028 resume including listing all churches served.
 - 1029 b. One page statement of faith
 - 1030 c. One page biographical sketch
 - 1031 d. Narrative answers to two Presbyterian ordination questions (choose 2 questions,
1032 1/2 page each – total of one page).
 - 1033 e. A recommendation from his/her denomination or other testimonies of good
1034 standing
 - 1035 f. Evidence of successful completion of the *SafeGatherings* boundary training and
1036 background check. (see Appendix G)
 - 1037 g. Acknowledgement of receipt of Presbytery’s Code of Ethics and Misconduct
1038 Prevention Policies. Both are found at [http://presbycc.org/resources-page/com-
1040 forms/](http://presbycc.org/resources-page/com-
1039 forms/)
 - 1040 h. Contract outlining duties and compensation
 - 1041 i. A digital photo for our website
- 1042 2. The COM will examine applicants in the areas of personal faith, Reformed theology,
1043 Bible, ministry skills, sacramental theology, and their understanding of Presbyterian
1044 worship and proclamation as well as the suitability of the match in conversation with
1045 the congregational leadership.
1046 Upon approval by the Community Commission on Ministry:
- 1047 a. The candidate may begin functioning as a Temporary Supply Pastor while
1048 serving this congregation.
 - 1049 b. The COM may or may not authorize the MOAD to administer our sacraments.
 - 1050 c. This Temporary Supply Pastor cannot moderate the session; however, the
1051 pastor shall attend meetings of the session without vote. The moderator
1052 ordinarily serves as a mentor and resource person for the MOAD.
 - 1053 d. The pastor is not a voting member of presbytery unless received as a
1054 Temporary member of presbytery.

1055 3. If an examination is not sustained, the applicant may reapply after COM required
1056 steps are completed to address the deficiency.

1057 **C. Process to Follow for Ministers of Other Denominations (MOADs)**
1058 **Seeking Full Membership in the Presbytery – Becoming a PCUSA**
1059 **Minister of Word and Sacrament**

1060 A responsibility of the full Commission on Ministry is to examine ministers from other
1061 Christian churches for reception into presbytery as full members pursuant to the call of a
1062 congregation or other calling body within our bounds.

1063 The full Commission on Ministry will be responsible for implementing the following
1064 procedures and requirements which are the interpretation we have given to the *Book of*
1065 *Order* with respect to the reception of ministers of other denominations to membership in
1066 the Presbytery of Coastal Carolina (See *Book of Order*, G-2.0505).

1067 1. When notice is received that a church or other calling agency under the jurisdiction
1068 of the Presbytery of Coastal Carolina wishes to call an ordained minister who is a
1069 member of another Christian church, and who wishes to transfer his/her ordination to
1070 the PCUSA, this individual shall be requested to meet with a person designated by the
1071 Commission on Ministry to discuss the procedures and requirements of presbytery.

1072 2. The Full COM shall appoint a person from each Community COM to work with
1073 ministers interested in joining the presbytery in their Community. These three persons
1074 (“The MOAD Transfer Committee”) will work together across the presbytery to
1075 insure uniformity of practice in all the Communities.

1076 3. The minister must possess the personal and academic qualifications required of our
1077 own candidates for ordination (G-2.0607 a-c) and satisfactorily complete the Standard
1078 Ordination examinations (G-2.0607 d).

1079 4. The minister shall participate in a psychological/career evaluation at:

1080 Ministry Development Services, 6100 Sardis Road, Charlotte, NC 28270
1081 (704) 554-9222 www.ministryds.org

1082 or the equivalent thereof within the last five years. The results of this evaluation shall
1083 be shared with the MOAD Transfer Committee at least three weeks prior to meeting
1084 for the COM examination.

1085 5. The MOAD Transfer Committee must receive and review the following:

1086 a. A recommendation from the minister’s denomination or its nearest equivalent,
1087 and, ordinarily, a recommendation from the last calling agency.

1088 b. Evidence of the minister’s holding a baccalaureate degree or its equivalent from a
1089 regionally accredited four-year college or university.

1090 c. Evidence of completion of, and the transcript from, a Master of Divinity (or
1091 similar theological degree) including language requirements of Biblical Greek and
1092 Hebrew, from a theological institution accredited by the Association of
1093 Theological Schools (ATS). The courses should meet or exceed the requirements
1094 of PCUSA ordinands.

1095 d. Satisfactory completion of the PC(USA) standard ordination exams.

1096 e. The following documents required of all PCUSA candidates (see Appendix E):

- 1097 1) One page statement of faith
1098 2) One page biographical sketch
1099 3) Answers to ordination questions (2 questions, 1/2 page each, total of 1 page).
1100 4) Current PIF or equivalent resume
1101 5) A recommendation from his/her denomination or other testimonies of good
1102 standing
1103 6) Satisfactory *SafeGatherings* Report as certified by the Stated Clerk (see
1104 Appendix G)
1105 7) Acknowledgement of receipt of both the Code of Ethics and Sexual
1106 Misconduct Prevention Policies
1107 8) Terms of Call
1108 9) A digital photo for our website
- 1109 6. Exemptions: If the MOAD Transfer Committee finds a possible basis for exemption,
1110 then the full COM reviews the request. If the full COM concurs, then upon
1111 recommendation from COM, the **full presbytery** may grant exemptions by 3/4 vote
1112 to portions of these requirements in individual cases per *Book of Order*, G-2.0610.
1113 COM may only recommend to the full presbytery that waivers be granted as follows:
- 1114 a. A MOAD who lacks a Master of Divinity with the two languages may be granted
1115 a waiver from one language requirement. The COM may recommend a waiver of
1116 the language requirements and require either Greek or Hebrew. If he/she has no
1117 languages, then a college level course in one of the two must be taken.
- 1118 b. If a MOAD has at least 10 years of experience with his/her/their current
1119 denomination, COM may recommend a waiver of the requirements that the
1120 MOAD successfully pass the Bible Content and Exegesis standard exams.
- 1121 7. Applicants will be examined by the COM in the areas of personal faith, Reformed
1122 theology, Bible, ministry skills, Presbyterian Polity, and their understanding of
1123 Presbyterian worship and proclamation. Upon approval by the full COM Examination
1124 Committee, the candidate will meet with the full COM to be considered for
1125 recommendation as a full member of the presbytery.
- 1126 8. Upon satisfactory completion of the person's examination by the full COM, the
1127 minister shall be presented to the full presbytery and undergo a floor examination.
1128 Upon approval by majority vote, they shall be required to answer in the affirmative
1129 the ordination questions, and sign the book of obligations. Upon enrollment, the
1130 minister shall furnish the presbytery with evidence of having surrendered membership
1131 in any and all other Christian churches with which the minister has previously been
1132 associated. An installation service will then be scheduled in the congregation to
1133 which the minister has been called.
- 1134 9. The presbytery through its Commission on Ministry is under no obligation to admit
1135 anyone as a minister, and may refuse to admit or delay admission to anyone who does
1136 not demonstrate competency for ministry or an understanding of Reformed Theology.

1137 10. All expenses for examinations, travel, career evaluation, etc., shall be borne by the
1138 calling congregation or other body or by the minister. Neither the presbytery nor its
1139 Commission on Ministry covers these expenses.

1140 **D. Process to Follow for Ministers of Other Denominations (MOADs)** 1141 **Seeking Temporary Membership in the Presbytery**

1142 Temporary members are those who continue to maintain their membership in another
1143 denomination but are also determined to be qualified to serve as a Temporary Member in
1144 the presbytery serving one (or more) of our churches.
1145

1146 After having served for a period of at least one year, a Temporary Supply Pastor may
1147 apply for temporary membership in the presbytery. Temporary membership expires when
1148 the pastoral relationship ends but may be re-established by the full COM if a previously
1149 approved Temporary Member Pastor is engaged in another pastoral relationship in our
1150 presbytery.
1151

1152 The MOAD Transfer Committee defined above will oversee this process and bring
1153 prospects to the full COM for consideration and recommendation to the presbytery.
1154 The Commission on Ministry will present to the full presbytery for temporary
1155 membership ministers who meet these qualifications. Temporary membership is granted
1156 by 3/4 majority vote because these are exceptions to the normal membership standards.
1157 A MOAD may be considered for temporary membership if they:

- 1158 1. Are in good standing in their current denominations (i.e. no disciplinary charges
1159 have been filed).
- 1160 2. Possess a M.Div. from a seminary or school of theology accredited by the
1161 Association of Theological Schools at the time of graduation and provide the
1162 transcript to the MOAD Transfer Committee.
- 1163 3. Demonstrate the qualifications of character and scholarship we expect by having
1164 served as an ordained minister for at least 7 years-in pastoral ministry of
1165 congregations or with specialized ministry or chaplaincy approved by the
1166 presbytery.
- 1167 4. Participate in and pass course requirements for the presbytery's CRE training (or
1168 equivalent) in 1) Reformed Theology, 2) Reformed Worship and Sacraments, and
1169 3) Presbyterian Polity. Successful fulfilment of these courses are mandatory
1170 before the vote of presbytery granting temporary membership.
- 1171 5. Undergo an examination before the full COM in the areas of Reformed Theology,
1172 Reformed Worship and Sacraments, and Presbyterian Polity.
- 1173 6. Upon reception by Presbytery, answer all the ordination/installation questions in
1174 W-4.0404 (a-i(3)).

1175 Temporary Members may moderate only the session and congregation at the church
1176 where they are serving and will be assigned a COM member or teaching elder of the
1177 presbytery to mentor the Temporary Member during their initial session meetings.
1178 An Installation service is not required for temporary members.

1179 **VII. Examinations**

1180 **A. Introduction**

- 1181 1. The COM is examining persons both for membership in the presbytery and, if
1182 accepting a call, for the fit in a particular situation (suitability of the call for the
1183 particular candidate).
- 1184 2. The examination responsibilities of the **Community COMs** are:
- 1185 a. to examine PC(USA) ministers/candidates for reception into the presbytery
1186 pursuant to the call of a congregation or other calling body within its bounds and
1187 to approve the suitability of such a call;
- 1188 b. to examine transferring HR pastors requesting membership in our presbytery;
- 1189 c. to examine ministers from other denominations who wish to have their names
1190 placed on the Pulpit Supply List, or who wish serve in a temporary pastoral
1191 position in one or more of our congregations.
- 1192 3. The **full COM** shall examine ordained ministers of other denominations for either
1193 temporary or full membership in the presbytery pursuant to a call of a congregation.
1194 (*Book of Order*, G-2.0505)
- 1195 4. If an examination is not sustained, the applicant may reapply after COM required
1196 steps are completed to address the deficiency.

1197 **B. Examination Process to Follow for PC(USA) Ministers of the Word**
1198 **and Sacrament and Candidates for Ordination**

- 1199 1. **Examination Team Composition and Meeting Length**
- 1200 a. Ordinarily, an examination team of three or more will be selected by the
1201 Community COM and will consist of members, as evenly divided between
1202 ministers and elders and representative of the Community/presbytery with regard
1203 to racial-ethnic characteristics and gender as is possible.
- 1204 b. Examinations for previously ordained ministers who are transferring into presby-
1205 tery will ordinarily last one hour. Examinations for candidates for ordination will
1206 ordinarily last two hours.
- 1207 2. **Examination of Minister/Candidate**
- 1208 a. Once all documentation is received, the Community COM Chair schedules the
1209 examination in consultation with the PNC and the minister/candidate.
- 1210 b. The examination sub-committee shall examine the minister/candidate on their
1211 “Christian faith and views [and knowledge for candidates] in theology, the
1212 sacraments, and the government of the church.” (*Book of Order*, G-2.0502, G-
1213 2.0803)
- 1214 c. Examination team members and all COM members should refer to Appendix I.
- 1215 d. It is the task of committee members to listen for particular emphases, themes, and
1216 answers that will demonstrate the minister’s or candidate’s familiarity with,
1217 knowledge of and belief in the Reformed tradition and the Presbyterian Church
1218 (U.S.A.).

- 1219 e. The full Community COM shall hear from the examinations committee and shall
 1220 ask any additional questions it deems necessary. The examination will then
 1221 proceed with reference to “merits, availability and suitability.” (G-2.0803)
- 1222 f. If the examination is sustained, the Community COM shall authorize the session
 1223 to proceed to call a congregational meeting to elect the candidate as pastor. If the
 1224 examination is not sustained, then a congregational meeting shall not be
 1225 scheduled.
- 1226 **3. Documents Required for Examination**
- 1227 All ministers and candidates must submit the following documents to the presbytery
 1228 office *at least one week* before the next scheduled meeting of the examining body. **No**
 1229 **candidate shall come before COM until the following documentation is**
 1230 **submitted:**²
- 1231 a. A one-page statement of faith
- 1232 b. A one-page biographical statement.
- 1233 c. Narrative answers to two ordination questions (choose 2 questions, 1/2 page each
 1234 – total of one page).
- 1235 d. A current PIF. If a current form was not created in CLC, then a signed, updated
 1236 PIF or a resume will be required which includes the standard Sexual Misconduct
 1237 Self Certification statement.
- 1238 e. Evidence of successful completion of the *SafeGatherings* boundary training and
 1239 background check. (see Appendix G)
- 1240 f. Signed acknowledgement of receipt of Presbytery’s Code of Ethics and Sexual
 1241 Misconduct Prevention Policy. Found at presbycc.org/resources-page/com-forms/
- 1242 g. A copy of the proposed terms of call, if applicable.
- 1243 h. A digital photo for our website or database.
- 1244 i. For **candidates for ordination, the stated clerk** shall confirm that the candidate
 1245 has completed the candidacy process as defined in G-2.06. (The Clerk receives
 1246 and reviews all the appropriate records of candidacy including the certification of
 1247 readiness to receive a call, copies of the candidate’s psychological evaluation, and
 1248 the records of the standard ordination exams (G-2.0607).)
- 1249 Failure to meet the documentation deadline will result in the minister/candidate being
 1250 scheduled for examination at a subsequent meeting of the COM.
- 1251 **4.** Following the sustained examination, the COM liaison will monitor the remainder of
 1252 the election process.
- 1253 a. The liaison should remind the clerk and moderator that the vote tally shall be
 1254 reported to the prospective minister.
- 1255 b. The COM liaison needs to obtain the signed Terms of Call form following the
 1256 congregational meeting with the moderator’s signature and submit them to the
 1257 presbytery office.

² A full description of these documents is found below as Appendix E.

1258 c. Then the liaison shall instruct the newly elected pastor about forming an
1259 Administrative Commission according to Appendix L.

1260 **C. Examination, Enrollment, Oversight of Ruling Elders Qualified for** 1261 **Pastoral Ministry**

- 1262 1. After completing the required preparation as established by the Elder Ministries
1263 Committee, QRE candidates may request to have their names added to the
1264 Presbytery's Pulpit Supply List. Upon their request and with the certification by Elder
1265 Ministries, the trained Ruling Elders will be examined by a community COM as to
1266 their personal faith, motives for seeking the commission (or being a QRE), and
1267 knowledge of the areas of theology, Bible, polity, worship and sacraments, and the
1268 care of persons and systems.
- 1269 2. If approved by the community COM, the names of the Ruling Elders will be reported
1270 to the Presbytery as elders qualified (QRE) for commissioning as ruling elders in
1271 pastoral service (CRE) and, upon their request, will also be listed on the Pulpit Supply
1272 List.
- 1273 3. Additionally, these Qualified Ruling Elders (QREs) may be authorized to administer
1274 the Lord's Supper on an occasional basis. If approved to do so, they may officiate
1275 when invited by to do so by the session of one of our congregations. The Pulpit
1276 Supply Preaching List will note which of the QREs have been authorized by their
1277 Community COM to administer the Lord's Supper.
- 1278 4. COM is to conduct periodic reviews of the roll of QREs and CREs in pastoral service.
- 1279 a. To remain qualified for elder ministry, QREs must complete and report at least 10
1280 hours of continuing education each year.
- 1281 b. Elders commissioned to a church (CREs) must complete and report annually at
1282 least 20 hours of continuing education in order to maintain their commissions.
- 1283 c. Failure to complete these requirements may jeopardize an elder's CRE or QRE
1284 status.

1285 **D. Examination Process to Follow for Ministers of Formula of Agreement** 1286 **Denominations**

- 1287 1. If a congregation wishes to establish a **temporary** pastoral relationship with an
1288 ordained minister member of one of the Christian churches which have entered into a
1289 **Formula of Agreement** relationship with the PC(USA)³, the session may, through
1290 their Community COM, request that the Community COM examine their candidate in
1291 the same way as it examines PC(USA) Ministers of the Word and Sacrament
1292 (teaching elders) and, if approved, presbytery will receive the minister as a temporary
1293 member of the presbytery during their term of service with the congregation (*Book of*
1294 *Order*, G-2.0506).

³ At present this only refers to ministers of the Evangelical Lutheran Church in America, the Reformed Church in America and the United Church of Christ. (See Formula of Agreement, section B of the *Book of Order*.)

- 1295 2. If a congregation wishes to establish an **installed** pastoral relationship with an
1296 ordained minister member of one of the Christian churches which have entered into a
1297 **Formula of Agreement** relationship with the PC(USA), the PNC of that congrega-
1298 tion may request that the Community COM process their call in the same way as it
1299 processes calls to PC(USA) ministers of the Word and Sacrament (teaching elders)
1300 and, if approved, presbytery will receive the minister as a temporary member of the
1301 presbytery. (*Book of Order*, G-2.0506).

1302 **E. Examination Process to Follow for Ministers of Other Denominations** 1303 **Seeking to Preach in Our Churches**

- 1304 1. Persons from other Christian churches who wish to be approved to preach
1305 occasionally within the bounds of this presbytery must make application to the
1306 presbytery through one of the Community COMs to be added to the Pulpit Supply
1307 List. When the *Application for Services as a Supply Preacher* is received, the
1308 appropriate Community COM will examine the individual and, if the examination is
1309 sustained, will add the person’s name to the Pulpit Supply List. The *Application* is
1310 found on the website: www.presbycc.org under Resources/COM Forms and below in
1311 Appendix M.
- 1312 2. The COM shall inform MOADs that when a pulpit is vacant, occasional supply
1313 preachers on the pulpit supply list may only preach 50% of the preaching Sundays in
1314 any given 4-week period, persons not on the list are limited to one Sunday per month.
1315 (eg. If the church has worship every Sunday, the occasional supply is limited to 2
1316 Sundays; if the church has worship twice a month, the occasional supply is limited to
1317 one Sunday.) See section IV, I.
- 1318 3. The liaison shall instruct the Clerk of Session (or some other appropriate person) to
1319 regularly inform the Moderator of the Session in advance who is scheduled to preach.
1320 According to the *Book of Order* G-3.0201a the session has authority over the
1321 preaching schedule.

1322 **VIII. Remunerations (Compensation and Benefits)**

1323 **A. Minimum Terms of Call**

1324 The remuneration responsibility of the full Commission on Ministry includes annual
1325 recommendations regarding the minimum compensation standards for pastoral calls
1326 including ministers, commissioned ruling elders, certified educators, and certified
1327 associate educators of the presbytery. Also included is the review and update
1328 “Honorarium for occasional Supply & Moderators” found in Appendix X. (see *Book of*
1329 *Order*, G-3.0303c and See I. F. 4. above)

- 1330 1. The annual minimum terms of call shall normally be presented to the Missional
1331 Community Gatherings in the summer as a first reading and will be acted upon by
1332 the full presbytery at its fall meeting. Following approval, Appendix Y - *Minimum*
1333 *Terms of Call* is updated in this manual and posted online.
- 1334 2. Sick leave, vacation, and continuing professional development policies will be
1335 written into all call forms and into minimum terms of call policy of the
1336 presbytery.

1337 3. The Presbytery Office will post the approved minimum terms of call on the
1338 website and the appendix of this manual will be updated accordingly.

1339 **B. Annual Reporting and Review of Terms of Call**

1340 Each church must report annually the current terms of call (or contract) for ministers,
1341 CREs, certified educators, and certified associate educators whether there has been a
1342 change of call or not and regardless of type of pastoral relationship (installed or
1343 temporary).

- 1344 1. The calls for ministers serving in the presbytery shall be reviewed by the relevant
1345 Community COM concerning the adequacy of compensation and benefits then the
1346 terms are reported to the Community or full presbytery.
- 1347 2. Churches not meeting minimum terms of call shall be notified of the deficiency
1348 and asked to meet or exceed the minimum.
- 1349 3. The form for reporting terms of call is sent with the Statistical Report.
- 1350 4. The COM Liaison shall provide the presbytery Sabbatical Policy to clerks of
1351 session and full-time pastors (Policy is Appendix W).

1352 **C. Board of Pensions Liaison(s)**

- 1353 1. The General Presbyter/Stated Clerk shall appoint each year one or two COM
1354 liaisons with the Board of Pensions.
- 1355 2. The presbytery shall welcome/invite the Board of Pensions Representative to
1356 share updates at least annually at a full presbytery meeting or the Community
1357 Gatherings.
- 1358 3. The General Presbyter/Stated Clerk will receive the statement of arrears from the
1359 Board of Pensions, and those churches will be contacted by either the General
1360 Presbyter, the presbytery Treasurer, or by the Chair of the appropriate Community
1361 COM to determine the cause for the arrears and how the church might fulfill its
1362 obligation to the Board of Pensions.
- 1363 4. Commission on Ministry will arrange, after consultation with the Board of
1364 Pensions, for appropriate workshops for the ministers of the presbytery. These
1365 programs may be offered virtually. The list of workshops may include:
- 1366 • Every year Fiscal Fitness Seminar
 - 1367 • Every other year Retirement Planning Seminar
 - 1368 • Odd years Just Before Retirement Seminar
 - 1369 • Every third year Post-retirement Seminar

1370 **D. Shared Grants**

1371 When ministers request or require financial assistance, the General Presbyter and the
1372 Chair of the Community COM and/or the Chair of the full COM shall consult and
1373 recommend a shared grant request to the Board of Pensions. See more in Appendix H.

1374 **E. Ministers' Emergency Assistance fund**

1375 The COM through the Stated Clerk and the full COM chair manage the Ministers'
1376 Emergency Relief Fund to assist pastors in an emergency. These funds may be used to
1377 assist a minister with counseling, sudden medical expenses, home damage from natural
1378 disasters or other extraordinary expense. These disbursements are confidential. Further
1379 detail is provided in the asset manual.

1380
1381 The offerings received at Ordination/Installation/Commissioning services provide
1382 funding for this account.

1383 **F. Kate Bitting Reynolds Fund for Retirees**

1384 The Stated Clerk shall review and make recommendations on applicants for the Kate B.
1385 Reynolds Fund. Retirees should contact the presbytery office to learn about how to
1386 qualify. This fund is managed by the Synod of the Mid-Atlantic.

1387 **IX. Honorable Retirement**

1388 Upon request, the COM may grant Honorably Retired status to qualified applicants. Such
1389 approval shall include the provision that each applicant is recognized by the presbytery or
1390 Community in an appropriate manner. (See also Appendix P & Q for Retirement
1391 information)

1392 **X. Training of COM**

1393 The full COM shall provide for continuing preparation for its membership from time to
1394 time either at the monthly meetings of the Community COMs or on special occasions
1395 designed for that purpose.

1396 **XI. Revisions to the COM Manual**

1397 The Stated Clerk is authorized to correct typographical and grammatical errors that do
1398 not change the substance of the manual.

1399 Updates and edits to the main body of this manual are proposed to the full COM for
1400 review then presented to the full presbytery for first reading then (amended and) voted on
1401 at the second reading. The COM may form a sub-committee to proposed updates,
1402 corrections, and revisions.

1403 The appendices may be updated as stand-alone items with one reading with the exception
1404 of the Terms of Call which require two readings.

1405 If there are any discrepancies with the *Book of Order*, the current *Book of Order* always
1406 supersedes anything found in this manual.

1407 *Revised & Updated & Adopted _____ 2022*

1408 [Appendices](#)

1409 **Appendix A – Definitions of Pastoral Relationships and Acronyms**

1410 **Pastoral Relationships Defined**

1411 **Working Definitions and Policies of the Committee on Ministry**

1412 To reduce the confusion over how pastoral relationships are described the Commission on
1413 Ministry has adopted the following definitions of recognized pastoral relationships.

1414 1. **Installed Pastors** – The installed pastoral relationships are: pastor (P), co-pastor (CP), Designated Pastor
1415 (DP) and associate pastor (AP). A minister of the Word and Sacrament (teaching elder) may be installed
1416 in a pastoral relationship for an indefinite period or for a designated⁴ term determined by the
1417 presbytery in consultation with the congregation and specified in the call.

1418 a. When a congregation determines that its strategy for mission under the Word so requires,
1419 the congregation may call additional ministers (pastors). Such additional pastors shall be called
1420 co-pastors or associate pastors, and the duties of each pastor and the relationship between
1421 the pastors of the congregation shall be determined by the session with the approval of the
1422 presbytery.

1423 b. When a congregation has two pastors serving as co-pastors, and the relationship of one of
1424 them is dissolved, the other remains as pastor.

1425 c. The relationship of an associate pastor to a congregation is not dependent upon that of a
1426 pastor. An associate pastor ordinarily is not eligible to be the next installed pastor of that
1427 congregation. (G-2.0504a) However, Associate Pastors, Stated Supply Pastors, and Interim
1428 Pastors **may be** considered for election as the next installed pastor of the congregation. The
1429 approval of this change in relationship requires examination by the COM and approval by at
1430 least a three-fourths vote of the presbytery. (G-2.0504c)

1431 d. If a minister of the Word and Sacrament (teaching elder) has been installed in a pastoral
1432 relationship for a designated term as pastor, co-pastor, or associate pastor, and in accordance
1433 with the terms of the designated call, the session may request that the Committee on Ministry
1434 approve the change from designated pastor to installed for indefinite period and any updated
1435 terms of call, and allow for the calling of a congregational meeting to elect the pastor.

1436 2. **Designated Pastor** is an Installed pastor relationship that is term limited. A Designated Pastor
1437 relationship is limited to three years for the first term but can be extended one additional year (4 years
1438 maximum). After a minimum of 2 years, the Designated Pastor maybe considered for election as a
1439 called and installed pastor.

1440 3. **Pulpit Supply** is an individual invited to lead the service on an occasional basis. The session
1441 has the authority to secure/schedule pulpit supply using the COM’s approved pulpit supply
1442 list. *Occasional pulpit supply preachers* from the Pulpit Supply List may preach twice monthly
1443 in congregations that meet weekly, once per month in congregations that worship less than

⁴ This installed position for a “designated term” replaces the old Designated Pastor category. The process for calling pastors for a designated length of service is now the same as that for calling other installed pastors.

1444 weekly. It is incumbent upon the session through its clerk, or worship chair, to ensure that
1445 this policy is followed. If more frequent leadership is desired, please notify the COM.

1446 3. **Stated Supply Pastors** (SS) are pastors serving in a contract relationship on a year-to-year basis.
1447 Stated Supply Pastors are approved by the presbytery (through the COM) upon the request of,
1448 and in consultation with, the session, to perform the functions of a pastor. Their duties shall
1449 be specified in a contractual agreement between session and the minister of the Word and
1450 Sacrament (teaching elder) for a period not to exceed twelve months (renewable). Normally,
1451 these contracts end December 31 of the year regardless of when they start. The minister may
1452 be appointed by COM as the moderator of the session. The person in this position may not
1453 become the next Installed Pastor or Designated Pastor except as provided in G-2.0504c. When
1454 a church with a Stated Supply Pastor elects a Pastor Nominating Committee, that pastor may
1455 be referred to as the Interim Pastor and the contract adjusted accordingly.

1456 4. **Interim Pastors** (IP) are persons trained in transitional ministry who assist a congregation in
1457 examining its existing habits and patterns, reviewing its mission, and goals as the church
1458 prepares for a next installed pastor. IPs are approved by the presbytery (through the COM)
1459 upon the request of, and in consultation with, the session, to perform the functions of a
1460 pastor. Their duties shall be specified in a contractual agreement between session and the
1461 minister of the Word and Sacrament (teaching elder) for a period not to exceed twelve
1462 months (renewable) in a church that is seeking or will be seeking an Installed Pastor. The IP
1463 may be appointed by the COM to serve as moderator of the session. The person in this
1464 position may not become the next Installed or Designated Pastor, except as provided in G-
1465 2.0504c.

1466 5. **Commissioned Ruling Elders** (CREs) are ruling elders who have been approved by their
1467 Community's Commission on Ministry as qualified to be commissioned to particular pastoral
1468 service as set out in G-2.1. They may be commissioned to one or more congregations at the
1469 request of the session(s) and with the approval of the COM. Their commission may be for up
1470 to three years (renewable) but must be reviewed by the COM. The Commissioned Ruling Elder
1471 may be appointed by COM as the moderator of the session. They may also be authorized to
1472 administer the sacraments and to officiate at marriages in that congregation.

1473 6. **Temporary Supply Pastors** (TS) are ministers of *another* Christian church (non-PC(USA)) who
1474 have been examined by the COM and approved to preach regularly in one or more
1475 congregations at the request of the session. Their duties shall be specified in a contractual
1476 agreement between session and the minister for a period not to exceed twelve months
1477 (renewable). Normally, these contracts end December 31 of the year regardless of when
1478 they start. Since these ministers are not members of the Presbyterian Church (USA) they
1479 cannot moderate the session of the congregation but may be authorized by the COM to
1480 administer the sacraments in that congregation.

1481 **Note:** A Temporary Supply Pastor may apply to become a **Temporary Member of Presbytery**
1482 to be able to moderate the session and vote at presbytery meetings (see V.G above).

1483 7. **Parish Associates** (PA) are ministers of the Word and Sacrament (teaching elder) who are
1484 serving in a validated ministry, or who are members-at-large, or who are retired, but wish to
1485 maintain a relationship with a particular church. A PA is nominated by the pastor of the

1486 congregation, and the relationship shall be established between the PA, the session, and the
1487 presbytery. A PA may or may not have duties in the life of the congregation, the relationship
1488 may be with or without compensation. When the installed pastor leaves the church, the PA
1489 relationship is reviewed by the session and Community COM and may be dissolved or affirmed.
1490 A PA may only be considered as a candidate for the installed pastor position if a fair and open
1491 search is conducted and at least 6 months have passed since the PA relationship ended.

1492 8. **Ministers of Formula of Agreement Denominations.** These denominations are the Evangelical
1493 Lutheran Church in America, the Reformed Church in America, and the United Church of Christ.
1494 More information about Formula of Agreement pastors is found in the Book of Order's
1495 Appendix B.

1496 **Common Acronyms:**

1497 **APNC** – Associate Pastor Search Committee
1498 **BOP** – Board of Pensions
1499 **CLC** – Church Leadership Connection
1500 **COI** – Committee of Inquiry
1501 **COM** – Commission on Ministry
1502 **CPM** – Committee on Preparation for Ministry
1503 **CRE** – Commissioned Ruling Elder
1504 **DP** – Designated Pastor
1505 **GP/SC** – General Presbyter / Stated Clerk
1506 **HR** – Honorably Retired
1507 **IPSC** – Interim Pastor Search Committee
1508 **MIF** – Ministry Information Form
1509 **MOAD** – Minister of Another Denomination
1510 **PA** – Parish Associate
1511 **PIF** – Pastor Information Form
1512 **PNC** – Pastor Nominating Committee
1513 **QRE** – Qualified Ruling Elder
1514 **RE** – Ruling Elder
1515 **TE** – Teaching Elder
1516 **TS** – Temporary Supply
1517 **SS** – Stated Supply

1518 **Appendix B – Visit with Sessions**

1519 Presbytery of Coastal Carolina, PC(USA)
1520 Liaison Visits with Sessions or Call with the Clerk of Session

1521 *Ministry and Mission Reflection for Session (or Clerk)*

- 1522 1. Introduce yourself and explain what the COM is.
- 1523 2. Ask the elders to introduce themselves to you.
- 1524 3. Ask about what is going well in the church and what events are on the calendar in the coming
1525 year.
- 1526 4. What support from the presbytery or the Missional Community would be helpful to the
1527 session? (If needed ask about what, if any, challenges the church is facing and how the
1528 session is addressing them.)
- 1529 5. How are you receiving communications from the presbytery? Is your Clerk and Pastor getting
1530 emails from the Mission Coordinator and from the presbytery office?
- 1531 OPTIONAL:
- 1532 • Has your moderator or the Mission Coordinator discussed with you the opportunities for
1533 members of your church to serve on presbytery committees?
 - 1534 • Are you having commissioners attend presbytery meetings and events?
- 1535 6. *Thank the church* for financially supporting the Shared Mission of presbytery and per capita
1536 support of synod and General Assembly.
- 1537 7. Conclude by expressing appreciation to the congregation/session/pastor for its participation
1538 of the session and congregation in the life and work of the presbytery and of the wider
1539 church.
- 1540 8. Pray together celebrating our shared ministry and mission.
- 1541 9. Please leave your contact information with the session.

1542 **Appendix C – Visits with Pastoral Voices**

1543 Presbytery of Coastal Carolina, PC(USA)
1544 **Liaison Visit (or Phone Call) with the Pastor**
1545 *Ministry and Mission Reflection for Pastor*

- 1546 1. Introduce yourself
- 1547 2. Ask the pastor some general questions like how long they have been at the church and how
1548 their family is doing.
- 1549 3. Ask about the wellbeing of the pastor. Explore how they are taking care of themselves.
- 1550 a. How did you use your vacation time this year? (What was a highlight of that time?)
- 1551 b. What Continuing Education events have you participated in, and would you recommend
1552 that to others as worth their time/money?
- 1553 c. In what ways are you taking care of yourself? Are you getting some time each week away
1554 from church pressures like time off or regular exercise?
- 1555 4. Church Connections:
- 1556 a. How are things going with your staff members?
- 1557 b. Is the session functioning well? Do you feel supported by the session?
- 1558 c. In general, how is the congregation?
- 1559 d. What would you like to see happen in your congregation in the next 3-5 years?
- 1560 e. When was the last time the session reviewed your compensation?
- 1561 f. Do you receive the emails from your Mission Coordinator?
- 1562
- 1563 5. Do you have any comments or concerns to share with me or the COM? (Is retirement or
1564 moving on your horizon? Is a sabbatical in the works? Would you like to be more involved in
1565 presbytery? Etc.)
- 1566 6. How can I or the COM support you and your ministry?
- 1567 7. Thank you for your time, would you mind if we had a moment to pray together?

1568 **Appendix D – Pastor Colleague for New Pastors**

1569 **What does a Pastor-colleague do?**

1570 The pastor-colleague should be a minister located within the same geographical area,
1571 and the relationship is for one year, with meetings scheduled every other month and
1572 contact by telephone in between. The pastor-colleague should get to know each other’s
1573 families. The pastor-colleague shall take the initiative in the relationship, should
1574 encourage “openness” in the relationship and establish a high level of trust and
1575 confidence.

1576 The pastor-colleagues will discuss all relevant matters of ministry and life in the church as
1577 a learning opportunity, as a means of gaining perspective on problems and situations and
1578 as a means of sharing insights together.

1579 The pastor-colleague should familiarize the new minister with the organizational
1580 structure of presbytery, supportive meetings with colleagues, area hospitals, funeral
1581 home facilities and customs, community programs and general points of interest in the
1582 area. The pastor-colleague should seek to determine the minister’s areas of strength and
1583 gifts in ministry and encourage sharing of those gifts among us.

1584 No regular report is required, but it is expected that the pastor colleague will report anything
1585 he/she thinks will help the Community COM in its responsibility to provide care and oversight
1586 to its ministers, and will make a final report at the conclusion of the pastor-colleague
1587 relationship.

1588 **Appendix E – Required Documentation**

1589 **Documents Required for New Pastoral Relationships**

1590 Welcome to the Presbytery of Coastal Carolina! Whether you are moving within our bounds or
1591 coming to us from another presbytery, we are glad that you are here. To make your reception
1592 and approval by the Commission on Ministry go smoothly, please submit the following
1593 documents to the Office of the Stated Clerk and the Community COM Chair *at least one week*
1594 before the next meeting of the Community COM.

- 1595 1. If you are not ordained yet, we need your Committee on Preparation for Ministry (**CPM**) File
1596 Ask your CPM Chair to send a copy of your entire CPM file to the Stated Clerk.
 - 1597 2. **Statement of Faith** – a one page statement of faith including outlining your views on the
1598 members of the Trinity, salvation, the church, and the sacraments.
 - 1599 3. **Biographical Sketch** – a one page bio that traces your personal journey and call to and/or
1600 service in ministry.
 - 1601 4. **Narrative Answers to Two Ordination Questions** (2 x ½ page) – Please select 2 of the 9
1602 questions on the following page and write a half-page response to each question (total = one
1603 page). See below for guidance.
 - 1604 5. **Current signed PIF** – we need a copy of the Church Leadership Connection’s Personal
1605 Information Form (PIF) with the “Sexual Misconduct Self Certification” signed by you; or If
1606 you are Honorably Retired, in lieu of a current PIF, a resume can be submitted that includes
1607 education, ordination (where and when), ministry history/ experience, home presbytery, and
1608 three references and a current signed “Sexual Misconduct Self Certification” found at the
1609 end of the PIF.
 - 1610 6. **Terms of Call** – please have the PNC or Search Committee fill out the proper form. If unsure
1611 what form to use, please ask your liaison. The current version of the various forms are
1612 available online at <http://presbycc.org/resources-page/com-forms/> The contract must meet
1613 or exceed minimum Terms of Call for installed pastoral relationships or the stated hourly
1614 minimum for part time contracts.
 - 1615 7. **SafeGatherings Report** – we require that you take and pass the safe-church course provided
1616 by SafeGatherings. Instructions for registering for and taking the course are found on our
1617 website. www.presbycc.org. See also Appendix G.
 - 1618 8. **Acknowledgement of Code of Ethics and Sexual Misconduct Prevention Policies** – download
1619 the policies from our website and submit the signature page acknowledging receipt of each
1620 policy. <http://presbycc.org/resources-page/com-forms/>
 - 1621 9. **Photo for website** – electronically, of course! Or a photo can be taken at your COM interview.
- 1622 **Please submit *all* this material electronically at least 7 days prior to the meeting of the COM.**
1623 **Send this information to BOTH** to the Stated Clerk’s office (jankrause@presbycc.org) and the
1624 Community COM Chair (see website for the appropriate chairperson’s email address).

1625 *After approval by COM*, you will need to work with your liaison or Mission Coordinator to form
1626 an Ordination and/or Installation Commission (for installed relationships). Instructions of how to
1627 select members of the Commission are on our website.

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Ordination/Installation Vows

- a. *Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?*
- What does it mean to you to trust in Jesus Christ as your Savior?
 - What does it mean to you that Jesus Christ is Lord of all? Head of the Church?
 - What does it mean to you to say that God is one yet made up of three persons?
 - What is the relationship between Father, Son, and Holy Spirit?
- b. *Do you accept the Scriptures of the Old and New Testament to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God’s Word to you?*
- What role does the Holy Spirit play in our interpretation of the Scriptures?
 - In what way are the Scriptures the “unique and authoritative witness to Jesus Christ”?
 - How are the Scriptures “God’s Word to you”?
- c. *Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?*
- List some of what you understand to be the “essential tenets” of the Reformed faith.
 - Do you find any of them in conflict with what you think that “Scripture leads us to believe and do”?
- d. *Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?*
- What does it mean to you to be obedient to Jesus Christ?
 - What does it mean to you to be under the authority of Scripture?
 - What does it mean to you to be guided by our confessions?
- e. *Will you be governed by our church’s polity, and will you abide by its discipline.*
- What does it mean to you “to be guided by our church’s polity”?
 - What does it mean to you “to abide by our church’s discipline”?
 - How does the church “discern the will of Christ”?
- f. *Will you in our own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?*
- What is the hardest part of keeping this vow for you?
- g. *Do you promise to further the peace, unity, and purity of the church?*
- What is your role as a minister to further the peace, unity and purity of the church? Is that role different from that of any other member of the church?
 - What do you do when these three (peace, unity and purity) are in tension?
- h. *Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?*
- What does it mean to you to “serve the people”?
- i. *Will you be a faithful ministers of the Word and Sacrament, proclaiming the good news in Word and Sacrament, teaching faith and caring for people? Will you be active in the government and discipline, serving in the councils of the church; and in your ministry will you try to show the love and justice of Jesus Christ?*
- How do you see your role as minister of the Word and Sacrament in this particular church?
 - If appropriate, how will you balance your service to the larger church to that of the congregation?
 - How do you balance showing “the love and justice of Jesus Christ”

1671 **Appendix F – Presbytery’s Code of Ethics**

1672 Presbytery of Coastal Carolina
1673 Code of Ethics for Pastors and Other Church Professionals

1674
1675 **The Purpose of These Guidelines:** These ethical guidelines for ministerial conduct serve two
1676 purposes: first they are a guide to what is expected professionally of ministers and other
1677 church professionals in Presbytery of Coastal Carolina. Secondly they also inform members of
1678 the church what they can expect from Pastors and other church professionals (this includes
1679 Ministers of the Word and Sacrament (Teaching Elders), Certified Christian Educators,
1680 Commissioned Ruling Elders, and Qualified Ruling Elders trained and recommended by
1681 Presbytery who serve within the Presbytery of Coastal Carolina; officers and employees of
1682 the Presbytery of Coastal Carolina; and volunteers and lay persons serving on Presbytery
1683 committees, boards, councils and commissions, and other entities in support of Presbytery
1684 programs, (hereafter referred to as “Pastor”) and other church professionals serving our
1685 congregations as defined in G-2.05 in the *Book of Order*. It is the expectation of Presbytery of
1686 Coastal Carolina that individual sessions shall adopt similar standards for all of their other
1687 employees.

1688 These guidelines do not presume to speak to all areas of Pastors’ and other church
1689 professionals’ lives. They are *minimum* expectations and the Pastor must also be guided by
1690 Scripture, personal conscience, the *Book of Order*, Christian tradition and peer approval.
1691 They assume basic honesty and integrity of conduct. Expectations of Pastors and styles of
1692 behavior change. The ethical behavior of Pastors is a topic which should be regularly
1693 considered, discussed, and mutually agreed upon by the members of Presbytery. This code,
1694 however, does articulate certain customs and practices which have been largely accepted
1695 within the profession of ministry. They are subject to regular review.

1696 **Pastors and other church professionals will:**

- 1697 • **conduct their lives in a manner that is faithful to the gospel by practicing the disciplines of**
1698 **study, prayer, reflection, worship, stewardship, and service, speaking the truth in love;**
- 1699 • **recognize the limits of their own gifts and training, and refer persons and tasks to others as**
1700 **appropriate;**
- 1701 • **participate in continuing education and seek the counsel of mentors and professional**
1702 **advisors;**

1703 These principles are not designed to be a basis for analysis of the civil liability of those
1704 persons
1705 guided by them.

1706 **A. Some Fundamental Principles**

- 1707 1. In all professional matters, Pastors are to maintain practices that give glory to Christ;
1708 advance the goals of the Church; and nurture, challenge and protect the welfare of
1709 church members, parishioners, clients and the public.

- 1710 2. Pastors are to act in such a manner as to uphold and enhance the honor, integrity,
1711 morality and dignity of the profession.
- 1712 3. Pastors are to limit their ministries to those positions and responsibilities for which they
1713 are qualified.
- 1714 4. Pastors will conduct all professional matters in a manner which assures confidentiality
1715 and avoids conflicts of interest.
- 1716 5. Pastors will seek to maintain professional competency throughout their careers.
- 1717 6. In personal as well as professional relationships Pastors are to demonstrate honest and
1718 sincere motives evidencing respect, honesty and fairness; uphold the peace, unity and
1719 purity of the church; and share faith, hope and love with all people.

1720 **B. Pastors as Persons**

- 1721 1. **Pastors Bear Unique Expectations.** In considering the ethics particular to ordained
1722 ministry, it is well to remember that Pastors are expected to live in the same manner of
1723 faithfulness, forgiveness and obedience as are all members of Christ's church. While all
1724 who follow Christ are subject to the same human weaknesses, nevertheless, those who
1725 are called as ordained servants are set apart with particular expectations.

1726 People expect high standards of Pastors. To deny or ignore this is unrealistic and
1727 irresponsible. Pastors will show sensible regard for the moral, social and religious
1728 standards of the Christian community and the community at large, realizing that any
1729 violation on their part may be damaging to their congregants, to colleagues in ministry,
1730 to their professions and to the body of Jesus Christ.

- 1731 2. **Pastors and Freedom of Conscience.** Though the Reformed tradition emphasized the
1732 freedom of individual conscience, Pastors are still subject to the discipline of the church
1733 (see *Book of Order* G 2.0105.) Violations of this code may be cause for disciplinary
1734 procedures. (Cf. also *Pastors and the Civil Law* in Section D. 4. below.)

1735 Standards for ministerial conduct grow out of a vision of the Christian life and a sense of
1736 calling to a particular service. Like other Christians, Pastors experience sin, grace,
1737 alienation and forgiveness. Along with other Christians, they are expected by the
1738 Christian community to witness to the renewal of humanity in Christ by demonstrating in
1739 their daily lives love, compassion and respect for other persons; fidelity in marriage;
1740 responsibility in parenthood and other family obligations; joy in service; and integrity and
1741 trustworthiness in all their dealings with others.

- 1742 3. **The Pastoral Care of Pastors.** Pastors also need pastoral care. They should take the
1743 initiative in establishing relationships with other Pastors, with the General Presbyter and
1744 with the Commission on Ministry to provide support in difficult times, caring concern,
1745 encouragement for Christian growth, and sharing in both successes and failures.

- 1746 4. **Pastors and Fees, Honoraria and Discounts.** Pastors should ordinarily not require or solicit
1747 fees for pastoral services to families or individuals within the congregation. Such services

1748 include performing baptisms, marriages, funerals and counseling. However, the sessions
1749 should establish their guidelines. In those cases in which an unsolicited gift is given
1750 Pastors may use their own best judgment as to what to do with the gift. All Pastors stand
1751 ready to render services to individuals and communities in crisis without regard to
1752 financial remuneration.

1753 While fees for the use of the church facilities are set by the session, honoraria or fees for
1754 the Pastor’s services to non-members can be set by the Pastor in consultation with the
1755 session. The Pastor must be aware of and responsible to civil authorities regarding the
1756 possible tax consequences of receipt of honoraria, gifts, etc.

1757 5. **Participation in Non-Parish Activities.** Though Pastors are expected to participate in
1758 Presbytery (by attending Presbytery meetings and serving on Presbytery committees),
1759 ecumenical and other activities beyond the particular church, it is wise for the Pastor to
1760 discuss the time involved in such activities with the session. (“Discussion” does not mean
1761 “seek permission,”) as pastors are expected to participate in the governing bodies of the
1762 church by virtue of their ordination vows, (see *Book of Order* W-4.40.03, 4.4005.)

1763 If any honoraria are received for duties outside the particular church (such as speaking,
1764 lecturing or teaching), and these duties are carried on during time which would
1765 otherwise be understood as available to the congregation, a common understanding
1766 between the Pastor and the session should be established as to the disposition of such
1767 honoraria. This presupposes agreement between Pastor and session concerning the
1768 limits of the congregation’s claim on the Pastor’s time. Conversation between Pastors
1769 and their sessions should arrive at mutual concurrence as to expectations regarding the
1770 Pastor’s work time and free time.

1771 C. Pastors and the Presbytery

1772 1. **The Pastor and Colleagues.** Whenever a colleague’s conduct is believed to be harmful to
1773 any individual or group, including that person himself or herself, the concerned person
1774 should speak directly to that colleague or consult the General Presbyter or the moderator
1775 of their Community Commission on Ministry. Anyone registering a concern with regard to
1776 the behavior of a colleague will be encouraged to make her or his own identity known.

1777 2. **The Pastor and the Non-Member.** Pastors are sometimes called upon to officiate at
1778 weddings and funerals for persons who are not members of the congregation. It is
1779 appropriate in such situations to ascertain to what particular church these persons
1780 belong and to suggest that they procure the services of their own Pastor.

1781 3. **The Pastor and Other Churches.** Ordinarily Pastors should not knowingly call upon
1782 members of another church in the community to administer pastoral care unless the
1783 initiative and interest shown by such a person requires it as a courtesy. If such a visitation
1784 occurs, it is a helpful courtesy to, after obtaining the parishioner’s permission, inform the
1785 colleague to whose church the person belongs regarding visitation. Invitations to officiate
1786 at marriages, funerals and baptisms are not to be accepted by Pastors unless an
1787 invitation has been extended by the Pastor of the church involved.

1788 4. **The Pastor and the Multiple Staff.** All Pastors are installed in their positions by action of
1789 presbytery and any change in the pastoral relationship must be approved by presbytery.
1790 While the pastor serves as head of staff in a congregation and bears the responsibility
1791 which this implies, the spirit within the staff should be that of a shared ministry where all
1792 bring their particular gifts to the work of ministry. To this end, everyone should be
1793 understanding of the mistakes of colleagues and seek to give support and help when
1794 needed. Care should be taken to avoid inappropriate criticism, negative suggestions and
1795 innuendo. It is not appropriate to attempt to seek to ally other church members and/or
1796 co-workers in disagreements. A staff member should not aspire to succeed any other
1797 person on staff.

1798 The principles of ethical, healthy staff relationships apply equally to professional,
1799 paraprofessional, support staff (secretarial and custodial employees) and volunteers. All
1800 staff members are given equal respect without regard to sex, race, ethnic origin,
1801 disability, or marital status.

1802 5. **The Pastor in an Interim Situation.** The purpose of an interim Pastor is to provide pastoral
1803 service and to prepare a particular congregation for new pastoral leadership. An interim
1804 Pastor should avoid seeking to mold loyalties to the interim Pastor and should instead
1805 direct a congregation's attention to the new challenges in mission and ministry that
1806 manifest themselves in a period of transition to new pastoral leadership. Under no
1807 circumstances should an interim Pastor become involved in the work of the pastor
1808 nominating committee beyond preparation of the Church Information Form. Presbytery
1809 representatives should make this policy clear to the congregation at the time the
1810 congregation elects a pastor nominating committee.

1811 6. **The Pastor and the Successor.** When a Pastor accepts another call, the Pastor should
1812 exercise due care not to influence directly or indirectly the policies of the successor.
1813 Frequent visits to one's former parish should be avoided. Even when occasional visits
1814 occur, it is a courtesy to pay one's respects to one's successor and to inform the
1815 successor about the nature and purpose of the visit. During the period of temporary
1816 supply or interim, the former Pastor should avoid performing ministerial services
1817 (weddings, funerals, baptisms, etc.). Moreover, even when a successor issues an
1818 invitation to a former Pastor to assist or take part in a ministerial function, it is a wise idea
1819 for the former Pastor to take the initiative in a candid discussion with the successor about
1820 the propriety of such functioning and the possible harmful effects of the life of the
1821 congregation in terms of its new ministry. In general the former Pastor should decline
1822 invitations to serve in a pastoral function in a former congregation. This practice pertains
1823 also to pastors emeriti. Any exception to this practice requires the written permission of
1824 the moderator of the Community Commission on Ministry or his/her designee in addition
1825 to the Moderator of the Session (See *Book of Order* G-2.0905).

1826 7. **The Pastor and the Predecessor.** If the former Pastor or retired Pastor bears primary
1827 responsibility for making clear that the ministry in a given location should be directed to
1828 the future rather than to the past, it is the primary responsibility of the successor or the

- 1829 currently installed Pastor to show respect and gratitude for the heritage of that church
 1830 and for the positive work of the predecessor. Ordinarily it is wise for the successor to
 1831 take the initiative in making contact with a predecessor to discuss the mission and work
 1832 of the church. There maybe occasions when it is appropriate to invite a predecessor to
 1833 return to the church for a visit, possibly to celebrate a special occasion or event or, if
 1834 deemed appropriate by all concerned, to assist in a ministerial function with the
 1835 permission of the Moderator of the Session and moderator of the Community
 1836 Commission on Ministry or his/her designee.
- 1837 8. **The Pastor and Retirement.** The above discussions (#s 6 & 7) are relevant for the retired
 1838 Pastor, but some additional matters also require comment. See *Appendix A* of the
 1839 Commission on Ministry Handbook for Details.
- 1840 9. All teaching elders who fall into the category of the *Book of Order's* listing of Validated
 1841 Ministry, Member-at-Large and Honorably Retired (See *Book of Order* G-2.0503) are
 1842 expected to be **active in the life of a particular congregation** while respecting the position
 1843 of installed Pastors regarding all ministerial functions within the community. Counselors
 1844 should also refer to their own code of ethics.
- 1845 Pastors may administer the sacraments only at the request of the Pastors or session
 1846 concerned, or by permission of the presbytery.
- 1847 **D. Ethical Issues of Particular Concern**
- 1848 1. **Pastors and Confidentiality.** Pastors shall not disclose confidences to anyone except in
 1849 any one of the following situations:
- 1850 a. required to do so by law [Most states will not require this].
- 1851 b. disclosure is consented to by the person communicating confidences, which consent
 1852 is normally given in writing.
- 1853 c. disclosure is necessary to prevent the person from harming himself or herself or
 1854 others. Harmful behavior is that which is a violation of law or poses a threat to the
 1855 physical well-being of the self or others
- 1856 d. disclosure is necessary to defend a Pastor against claims made by a person who
 1857 asserts that particular communications related to the claim were made in confidence.
- 1858 2. **Pastors and Special Privileges.** Pastors, as servants of the Servant of God, need to be
 1859 sensitive to the danger of any use of the authority of the pastoral office for personal
 1860 benefit. Boundaries should be set, in consultation between the Pastor, the session and
 1861 the Community Commission on Ministry to determine how much and in what manner a Pastor
 1862 may promote among the members of the congregation any of the Pastor's private business
 1863 endeavors, tours or products. The same consultation should occur concerning the Pastor's
 1864 private use of church resources, business machines, secretarial time, etc.
- 1865 3. **Business and Finance.** The Pastor's integrity in personal business and financial dealings is
 1866 also an ethical concern. Pastors are expected to conduct their financial affairs with the
 1867 utmost integrity. Many Pastors manage discretionary funds on behalf of the
 1868 congregation. It is suggested that wherever possible the Pastor identify someone in the

1869 congregation or presbytery to audit the use of this money. This suggestion is made to
 1870 protect the Pastor both from the temptation to use the funds unwisely and from rumors
 1871 in the congregation about his/her misuse of the funds. Pastors are not to solicit clergy
 1872 discounts for merchandise or services rendered them.

1873 4. **The Pastor and the Civil Law.** The Pastor shall him/herself obey the civil law and insist
 1874 leaders and members of his/her congregation do likewise. This includes, but is not limited
 1875 to, matters related to taxes, copyrights, insurance, marriages, and the keeping of records.
 1876 The continuing problem in many churches is the photocopying use of Copyright
 1877 materials. Proper licensing and compliance of these licenses must be adhered to.

1878 There may be times when the Pastor affirms the necessity of civil disobedience for moral
 1879 reasons. Whether this is done alone or in conjunction with others (including officers and
 1880 members of the congregation), it shall be done openly and with a willingness to accept
 1881 the consequences of the law. However, in such cases no moral justification for violence
 1882 against another person or property is acceptable.

1883 5. **Preaching and Writing.** The Pastor’s public preaching, teaching and writing shall always
 1884 be her or his own work with appropriate academic acknowledgment. In sermons this
 1885 includes the exegetical work, the organization and the words of the sermon, and the use
 1886 of examples and illustrations.

1887 6. **Language and Behavior.** The Pastor shall recognize her or his unique position in the eyes
 1888 of the congregation. It is a position of trust. This position shall not be abused through
 1889 misuse of ministerial authority. In visits, counseling sessions, or other contacts with
 1890 members of the congregation, the Pastor shall maintain strict decorum. Pastors shall not
 1891 treat persons arbitrarily based on their gender, race, nationality, age, physical, emotional
 1892 or mental condition, sexual orientation, or economic condition.

1893 Pastors shall avoid discriminatory or harassing treatment of any person or group.
 1894 Ministerial language shall not include slurs or other verbal conduct relating to gender,
 1895 race, etc., which has the purpose or effect of creating an intimidating, hostile, or
 1896 offensive environment. Sexual harassment shall not take place. This includes but is not
 1897 limited to verbal or non-verbal behavior such as sexist remarks, demeaning statements
 1898 relating to gender, pressure for sexual activity and threats of punishment or promises of
 1899 rewards for sexual behavior.

1900 Sexual abuse of or misconduct with a congregational member shall be understood as
 1901 strictly forbidden. The professional has the responsibility to set the boundaries and to
 1902 maintain them. See the separate Presbytery of Coastal Carolina *Policy on Sexual*
 1903 *Misconduct* which supersedes any perceived discrepancy with this Code of Ethics.

1904 Due to the issues of power and trust involved, it is recommended that single pastors or
 1905 professional church workers not date members of their congregations. The same is true
 1906 for Presbytery staff members regarding the members of committees or other groups
 1907 they staff.

1908 These provisions shall include Pastors of Presbytery who are involved as teachers,
1909 counselors, or supervisors in programs which train for special work in ministry, e.g.,
1910 Clinical Pastoral Education or Spiritual Development As professionals, Pastors are aware
1911 of the variation in spiritual and psychological dynamics at work in a person. Where the
1912 Pastor himself or herself feels compulsions to behavior which is either criminal or
1913 unethical he or she will seek immediate help from an appropriate counselor. This
1914 standard shall apply to those caught in substance, drug, or alcohol abuse or addiction. If
1915 therapy or counseling seems to be unfruitful the Pastor shall lay aside the office of
1916 ministry.

1917 7. **The Pastor and Rumors.** The Pastor may find her/himself the subject of rumors in the
1918 congregation or community. Response to these shall be carefully considered. Consul-
1919 tation with the session or an appropriate committee of a higher governing body is
1920 recommended. The goal of whatever action taken shall be to end such rumors; hostile
1921 action toward the bearer of such rumors endangers the life of the congregation as well as
1922 the spiritual or emotional health of the perpetrator. It is not acceptable.

1923 **E. Circulation of Ethical Standards**
1924 Coastal Carolina Presbytery will circulate this code of ethics among its member churches and
1925 Pastor members. Each Pastor shall submit a signed statement certifying he/she has read the
1926 code of ethics, is aware of the standards of the Presbytery, and will make a sincere, good
1927 faith effort to abide with both the spirit and the letter of this code of ethics.

1928 **F. Violations and Sanctions**
1929 The Presbytery considers that fidelity to these standards enhances the peace, unity, and
1930 purity of the church. Violations of these standards may be viewed as a breaking of ordination
1931 vows and subject to the disciplinary processes of the *Book of Order* of the Presbyterian
1932 Church in the United States of America.

1933 **G. Candidates and Inquirers**
1934 The Committee on Preparation for Ministry shall circulate these standards to its inquirers
1935 and candidates for the ministry. It shall make clear that these standards apply also to those
1936 under its supervision.

1937 **H. Conclusion and Rationale**
1938 Central to the vocation of Pastors of Word and Sacrament [Teaching Elders] is leadership of
1939 the people of God in a peculiarly Christian lifestyle which has at its core the embodiment of
1940 Jesus' words in John 15:12. "This is my commandment, that you love one another as I have
1941 loved you."
1942 These ethical standards are an attempt, not at setting legalistic limitations but rather guiding
1943 us all in showing the kind of love for each other that Christ has shown. So may all be
1944 encouraged to live in such a manner as to promote the health and growth of the Church, and
1945 give glory to God in Jesus Christ.

1946 **References:**

- 1947 • National Capital Presbytery's *Code of Ethics for Clergy and other Church Professionals*,
1948 January 24, 1995
- 1949 • Presbytery of the James, *Expectations for Faithfulness in Ministry for Teaching elders and*
1950 *Certified Educators*, October 8, 2002
- 1951 • Presbytery of Coastal Carolina *Sexual Misconduct Policy*, Amended October 2, 2004 and
1952 Updated with *Book of Order* References, April 20, 2013

1953
1954

1955 The policy is online at

1956 <http://presbycc.org/wp-content/uploads/2014/04/Code-of-Ethics-June-11-2015.pdf>

1957 The signature page is found at

1958 <http://presbycc.org/wp-content/uploads/2016/06/Code-of-Ethics-Signature-page.pdf>

1959

1960

1961

Code of Ethics was Adopted by Presbytery of Coastal Carolina on June 11, 2015

1962 **Appendix G – Boundary Training**

1963 The Presbytery of Coastal Carolina
1964 **Boundary Training and Certification**

1965 We have in place a process for doing background checks on incoming pastors and those moving
1966 from one call to another.

1967
1968 The presbytery has adopted *SafeGatherings* (safegatherings.com) as our provider of both
1969 background checks and regular training in boundary issues (especially sexual misconduct
1970 training) and that all persons serving congregations in a pastoral relationship, or on the Pulpit
1971 Supply List, or serving as staff of the presbytery will be required to pass the training and
1972 certification process provided by Safe Gatherings at least once every two years.

1973
1974 The background check report is sent to the Stated Clerk. If there are concerns in the background
1975 report, the pastor may offer an explanation then the matter will be reviewed by the Stated Clerk,
1976 the full COM chair, and the relevant Community COM Chair(s). These persons will determine if
1977 the matter requires additional action.

1978
1979 If a pastor or CRE/QRE fails to renew the certification within 90 days of expiration, the pastor will
1980 not be permitted to serve a church or will have their pastoral relationship dissolved by the COM
1981 and will be automatically removed from the Pulpit Supply List.

1982 **General Information:**

1983 Safe Gatherings is a comprehensive nation-wide background check process including the
1984 checking of references. The candidate will watch videos that go over boundary issues and gives
1985 advice for avoiding potential pitfalls while underlining the serious consequences to children and
1986 vulnerable adults. At the end of the presentation there is an exam that must be passed with an
1987 80% accuracy before the person is certified. The results are sent to the presbytery office.

1988
1989 The cost of this training may be reimbursed by the calling congregation.

1990 **Appendix H – Indebtedness Policy - Seminary Debt Assistance Program**

1991 Presbytery of Coastal Carolina

1992 **Candidate/Pastor Indebtedness Policy**

1993 Persons under care or who are serving a first call and applying for financial assistance under the
1994 Seminary Debt Assistance Program shall meet the following requirements:

1995 **When Coastal Carolina is the Presbytery of Care**

- 1996 1. Inquirers are required to complete all financial forms included in the inquiry application and to
1997 discuss with the CPM their plans to minimize seminary debt.
- 1998 2. Inquirers are strongly encouraged to participate in a “Fiscal Fitness” workshop being sponsored by
1999 the Board of Pensions of the PC(USA) during their inquiry year. If this workshop is not offered at the
2000 Inquirer’s seminary, the Inquirer is eligible to apply to the CPM for financial assistance for travel and
2001 accommodations. Because this workshop is required of all Seminary Debt Assistance Program
2002 applicants, the CPM encourages Inquirers to attend this workshop as soon as possible to avoid delays
2003 in processing any future seminary debt assistance application the Inquirer might make.
- 2004 3. The presbytery will encourage each potential Inquirer to seek assistance in sharing the cost of their
2005 Career and Personal Counseling Service with their home congregation. Need-based grants will be
2006 available from the presbytery based upon the CPM’s judgment.
- 2007 4. On behalf of the presbytery, the CPM will inform all Inquirers of the prospective salary that can be
2008 expected based on the current median income for the denomination reported by the Board of
2009 Pensions, and based on the minimum effective salary established by the presbytery and will caution
2010 all Inquirers to minimize their level of indebtedness accordingly.
- 2011 5. The CPM will encourage each Inquirer and Candidate towards using his or her available assets to pay
2012 for the cost of seminary tuition and room and board rather than incurring indebtedness.
- 2013 6. The CPM will make available on an annual basis to each Candidate or Inquirer a list of options for
2014 pursuing grants and interest-free loans and funding that may be available through the Financial Aid
2015 for Studies Office of the Presbyterian Church (USA), the Synod of the Mid-Atlantic, and PC(USA)
2016 seminaries. The CPM will be an advocate with the congregation, of which the Candidate or Inquirer is
2017 a member, and with other congregations of the presbytery as appropriate, in order to generate
2018 financial support for the Candidate or Inquirer in the form of grants.

2019 **When Coastal Carolina is the Presbytery of Call**

- 2020 1. In order to apply for financial assistance under the Seminary Debt Assistance Program, any minister
2021 serving a first call following graduation from seminary, who comes with any educational
2022 indebtedness, shall be required to show evidence of having attended a financial planning workshop
2023 such as a Fiscal Fitness workshop sponsored by the Board of Pensions, or other financial planning
2024 workshop. If the minister has not attended such a workshop, he/she shall be required to do so within
2025 twelve months of start-up, the cost of registration fee, accommodation, and travel for such a
2026 workshop to be considered legitimate reimbursable expense from study leave allowance. See
2027 Appendix H.
- 2028 2. The Commission on Ministry shall encourage calling congregations to utilize further educational debt
2029 reduction as a point in negotiating salary with a prospective pastor who is a recent seminary
2030 graduate.

2031 *Adopted by presbytery on March 3, 2018.*

2032 **Appendix I – Examination of Ministers & Suggested Questions**

2033 Presbytery of Coastal Carolina, PC(USA)
2034 **Guidelines for Examination of Ministers**

2035 Our Reformed pattern of governance makes it clear that no pastoral relationship within a congregation
2036 can be established without the consent of that congregation through either the action of the session for
2037 short-term pastoral relationships or of the whole congregation through the calling of a pastor for an
2038 extended pastoral relationship. At the same time no congregation can establish a pastoral relationship
2039 without the permission of the presbytery. The following suggestions are related to the presbytery’s
2040 obligation to assure that pastors chosen by the session or congregation are properly suited to that call
2041 and acceptable to the presbytery.

2042 **1. Transfer of PC(USA) Minister from One Congregation in the Presbytery to Another**

2043 This is the simplest examination. The candidate is already a member of the presbytery and
2044 therefore does not need a *full* examination as to her/his Christian faith and views in theology,
2045 the Sacraments, and the government of the church (*Book of Order* G-3.0306). However it is
2046 *necessary* that the Community COM explore the suitability of this call and it is *recommended*
2047 that they explore any changes in faith or views by asking the candidate to explain his/her
2048 understanding of the meaning of the ordination vows which s/he will have to repeat when
2049 installed in the new call.

2050 **2. Ordination of a Candidate to the Ministry of Word and Sacrament**

2051 If a church calls a candidate who has been certified as ready to receive a call then the
2052 Community COM should hold a full examination of the candidate about his/her Christian
2053 faith and views in theology, the Sacraments, and the government of this church (*Book of*
2054 *Order* G-3.0306). Suggested questions appear below. In addition to assuring themselves that
2055 the candidate is *competent* to serve as a minister of the Word and Sacrament (teaching
2056 elder) in our presbytery it is *recommended* that the examination committee ask the
2057 candidate to explain his/her understanding of the meaning of the ordination vows which s/he
2058 will have to make when ordained and installed in this call. Our practice calls for a two-hour
2059 examination for candidates.

2060 **3. Transfer of PC(USA) Minister from Another Presbytery or Formula Partners**

2061 The candidate has been examined by another presbytery or by one of our Formula of
2062 Agreement partners (Appendix B of *Book of Order*) and ordained to pastoral ministry.
2063 Questions about the content of his/her theological training are not in order. However, since
2064 it is the *duty* of the Community COM to inquire into *both* the candidate’s Christian faith *and*
2065 her/his views in theology, the Sacraments, and the government of this church (*Book of Order*
2066 G-3.0306), it is *recommended* that the examination committee explore any changes in faith
2067 or views by asking the candidate to explain his/her understanding of the meaning of the
2068 ordination vows which s/he will have to repeat when installed in the new call. Additional

2069 suggested questions appear below. Our practice calls for an hour-long examination for
2070 transferring ministers.

2071 4. **Acceptance of a Minister of Another Denomination as a Temporary Supply Pastor**

2072 This situation calls for a *careful* examination. We should require at least as careful review of
2073 ministers from other denominations as we do of our own. We do not require that ministers
2074 of other denominations believe exactly as we do, but they should be sympathetic to our
2075 views and be able to interpret them to members of the congregation that they will serve.
2076 Since ministers of other denominations have not been examined for ordination in the same
2077 way our ministers have been, it is *fair to ask them* any of the questions about the Bible,
2078 theology, the Sacraments, and the government of our church. One way to do this would be
2079 to review with them the questions asked of our ministers when they are ordained or installed
2080 and ask them to reflect on these questions from their particular theological viewpoint. Our
2081 practice calls for an hour long examination for ministers of other denominations seeking to
2082 serve one of our congregations. Remember, non-PC(USA) ministers cannot moderate session
2083 or congregational meetings unless they become temporary members of presbytery. *For*
2084 *Formula of Agreement pastors see number 3 above.*

2085 **Suggested Questions for PCUSA Candidates and Teaching Elders**

2086 One of the ways to get at the beliefs and views of the minister or candidate for ordination
2087 coming before an examination committee is to review the ordination/installation questions.
2088 These questions are asked repeatedly over the course of a PCUSA minister's career and are,
2089 therefore, a fair way of gauging a candidate's evolving understanding of the Christian faith and
2090 her/his views in theology, the Sacraments, and the government of the church (*Book of Order* G-
2091 3.0306). The questions are found at W-4.4003. *Not all of these questions are appropriate for*
2092 *non-PC(USA) ministers, see below for better questions for MOADs.*

2093 **Ordination/Installation Vows**

2094 a. *Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church,*
2095 *and through him believe in one God, Father, Son, and Holy Spirit?*

2096 • What does it mean to you to trust in Jesus Christ as your Savior?

2097 • What does it mean to you that Jesus Christ is Lord of all? Head of the Church?

2098 • What does it mean to you to say that God is one yet made up of three persons?

2099 • What is the relationship between Father, Son, and Holy Spirit?

2100 • What is your understanding of the Trinity and ways that you can share that
2101 understanding with others?

2102 b. *Do you accept the Scriptures of the Old and New Testament to be, by the Holy Spirit, the*
2103 *unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to*
2104 *you?*

- 2105 • What role does the Holy Spirit play in our interpretation of the Scriptures?
- 2106 • In what way are the Scriptures the “unique and authoritative witness to Jesus Christ”?
- 2107 • How are the Scriptures “God’s Word to you”?
- 2108 • What is your understanding of the authority of Scripture and what role does the Holy
2109 Spirit play in our understanding of Scripture?
- 2110 • How do you understand the Bible’s authority? How does this understanding inform your
2111 practice of ministry?
- 2112 c. *Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in*
2113 *the confessions of our church as authentic and reliable expositions of what Scripture leads us*
2114 *to believe and do, and will you be instructed and led by those confessions as you lead the*
2115 *people of God?*
- 2116 • List some of what you understand to be the “essential tenets” of the Reformed faith.
- 2117 • Do you find any of them in conflict with what you think that “Scripture leads us to believe
2118 and do”?
- 2119 d. *Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and*
2120 *be continually guided by our confessions?*
- 2121 • What does it mean to you to be obedient to Jesus Christ?
- 2122 • What does it mean to you to be under the authority of Scripture?
- 2123 • What does it mean to you to be guided by our confessions?
- 2124 e. *Will you be governed by our church’s polity, and will you abide by its discipline.*
- 2125 • What does it mean to you “to be guided by our church’s polity”?
- 2126 • What does it mean to you “to abide by our church’s discipline”?
- 2127 • How does the Presbyterian Church “discern the mind of Christ”?
- 2128 f. *Will you in our own life seek to follow the Lord Jesus Christ, love your neighbors, and work for*
2129 *the reconciliation of the world?*
- 2130 • What is the hardest part of keeping this vow for you?
- 2131 g. *Do you promise to further the peace, unity, and purity of the church?*
- 2132 • What is your role as a minister to further the peace, unity and purity of the church? Is
2133 that role different from that of any other member of the church?
- 2134 • What do you do when these three (peace, unity and purity) are in tension?

- 2135 h. *Will you pray for and seek to serve the people with energy, intelligence, imagination, and*
 2136 *love?*
- 2137 • What does it mean to you to “serve the people”?
- 2138 i. *Will you be a faithful minister of the Word and Sacrament, proclaiming the good news in*
 2139 *Word and Sacrament, teaching faith and caring for people? Will you be active in the*
 2140 *government and discipline, serving in the councils of the church; and in your ministry will you*
 2141 *try to show the love and justice of Jesus Christ?*
- 2142 • How do you see your role as ministers of the Word and Sacrament in this particular
 2143 church and community?
- 2144 • If appropriate, how will you balance your service to the larger church to that of the
 2145 congregation?
- 2146 • How do you balance showing “the *love and justice of Jesus Christ*”?

2147

2148 **Additional Questions for Examination**
 2149 **of all Ministers Coming into the Presbytery**

2150 The respective community COM Exam subcommittees are encouraged to use these questions in
 2151 addition to those listed above:

2152 **Bible**

- 2153 1. If you had to state it in a few sentences, what would you say the Bible teaches? What
 2154 scriptural themes and/or texts would you use to support your answer?
- 2155 2. How do you understand the Bible’s authority? How does this understanding inform your
 2156 practice of ministry?
- 2157 3. Trace the theme of “covenant” through the Bible. How, if at all, does the idea of covenant
 2158 change from the Old to the New Testament?
- 2159 4. Choose one of the letters of Paul and briefly talk about how it informs your theology.
- 2160 5. Briefly explain the synoptic problem. How would you answer someone who said, “The fact
 2161 that the four gospels differ in places – even the fact that we have four gospels – is a
 2162 stumbling block for me.”?
- 2163 6. What would you say to someone who said, “I don’t understand how the God of the Old
 2164 Testament and the God of the New Testament can be one and the same? One seems to be
 2165 angry and vengeful, the other one kind and loving.” What scripture texts would you use to
 2166 demonstrate and proclaim the unity of God between the two Testaments?
- 2167 7. Many people are put off by the book of Revelation because it scares them or they don’t
 2168 understand the symbolism and imagery. What characteristics of apocalyptic writing are

- 2169 important for us as 20th century Christians to understand? Why is the book of Revelation
2170 important for Christians of all times?
- 2171 8. Talk about how the book of Acts helps you understand the early church and how the church
2172 of today should understand the mission of God (*missio Dei*).
- 2173 9. How do you understand the Bible's authority? How does this understanding inform your
2174 practice of ministry?
- 2175 10. Identify some major themes of the prophetic books and indicate how you would treat these
2176 themes in your preaching.

2177 Theology

- 2178 1. Our denomination has a *Brief Statement of Faith* (*Book of Confessions* 11.1) which reflects on a
2179 number of theological issues. Comment on any two of those issues and the way the Brief Statement
2180 deals with them.
- 2181 2. What is theology? What is your theological method? How do you function as a theologian?
- 2182 3. In Chapter 2 of the *Book of Order*, 'The Church and Its Confessions,' we read: "The Church
2183 affirms...the church reformed, always reforming, according to the word of God and the Call of the
2184 Spirit." [F-2.02] Please comment upon what that means in terms of the theology and standards of
2185 doctrine in our denomination.
- 2186 4. How important is the Reformed doctrine of the sovereignty and providence of God as a subject for
2187 proclamation in today's world, in your judgment?
- 2188 5. Share your theological understanding of God, the human predicament, and redemption. What Bible
2189 texts undergird your doctrine of salvation?
- 2190 6. Share your view and understanding of Christ's birth, miracles, teachings, crucifixion, and resurrection.
2191 What Old and New Testament texts inform your Christology?
- 2192 7. List some of what you understand to be the "essential tenets" of the Reformed faith.
- 2193 8. What is your understanding of sin, including original sin and actual sin? What continuity and/or
2194 difference is there between Old and New Testament treatments of sin and its effects?
- 2195 9. How does the doctrine of the Trinity inform your understanding of the nature of God? What
2196 scriptural foundations are there for the Trinity?
- 2197 10. Explain the doctrine of predestination and its relationship to the Reformed doctrine of justification by
2198 grace through faith.

2199

2200 Christian Faith

- 2201 1. What are the ingredients of your personal faith and practice which allow God to refresh you
2202 and keep you from ministerial burnout?
- 2203 2. Have you ever experienced ministerial burnout? What in your faith helped you to recover
2204 from it?

2205 **Worship and Sacraments**

- 2206 1. What are the key elements of worship recommended in the Book of Order.
- 2207 2. Explain the relationship between baptism and the biblical covenants and how that helps us in our
2208 understanding of infant baptism.
- 2209 3. A member of your congregation comes to you and says, “Pastor, I like coming to church, but the
2210 Prayer of Confession bothers me. Seems like a downer. Why do we need it in the service?” How
2211 would you respond?
- 2212 4. What role does inclusive language play in the faithful worship of the church?
- 2213 5. What is a sacrament? What is the relation of the Sacraments to the spoken Word of God? What is
2214 the role of the Sacraments in the church?
- 2215 6. What is the relationship between church membership and the Sacrament of Baptism?
- 2216 7. What is the nature and function of Baptism in the life of the church? What New Testament texts
2217 speak directly to the topic of Baptism? What scriptural warrants are there for infant Baptism?
- 2218 8. Talk about a Reformed understanding of the nature, function, and practice of the Lord’s Supper
2219 within the worship life of the church.
- 2220 9. Do you view the Lord’s Supper primarily as a glad celebration or as a solemn observance?
2221 Why?
- 2222 10. What training or instruction have you found helpful for parents of children receiving the
2223 Sacraments?

2224

2225 **Polity**

2226

- 2227 1. What are the relationships among the governing bodies of the Presbyterian Church (USA)
2228 and what is the authority of presbytery in relation to a particular congregation?
- 2229 2. Under the provisions of the *Book of Order*, can a Ruling Elder administer the Sacrament of
2230 the Lord’s Supper? Explain some circumstances where that might be necessary and who
2231 gives this authority?
- 2232 3. According to the *Book of Order*, what is our understanding of ecumenism and our
2233 commitment to ecumenical activity? Talk about your personal commitment to ecumenism.
- 2234 4. Why do we have – and need – the *Rules of Discipline*?
- 2235 5. Why do we need the *Book of Order*?
- 2236 6. Discuss the role of the session in the life of the church and the relation of the pastor and the
2237 associate pastor to the session.

- 2238 7. Why should we be concerned with good order? Does your theology actually inform the
 2239 working process of the church? What scriptural basis do you find for the Presbyterian form of
 2240 church government?
- 2241 8. What is your obligation toward a majority action or stance of a church governing body when
 2242 you oppose the action or stance?
- 2243 9. If a candidate under the care of presbytery announces that he or she does not accept the
 2244 baptism of infants or the ordination of women, yet still wishes to be ordained, what action
 2245 do you think presbytery should take?
- 2246 10. What is your view of ordination? What Old and New Testament texts inform your
 2247 understanding of ordination and the relationship between clergy and the laity?
 2248

2249 **Suggested Questions for Ministers of Another Denomination**
 2250 **Seeking Service in the Presbytery of Coastal Carolina**

2251 **Bible**

- 2252 1. Give in a brief concise statement your own understanding of how the Word of God contained
 2253 in the Old and New Testament came into our hands and how it is to be used.
- 2254 2. Comment on the significance of the theology of the Covenant as we find it revealed in the
 2255 Biblical text.
- 2256 3. Can you describe at least two very significant events as recorded in the Bible when God steps
 2257 into the line of history to take charge of the lives of God’s people?
- 2258 4. How do you understand the Bible’s authority? How does this understanding inform your
 2259 practice of ministry?
- 2260 5. What means did God provide for the direction of the lives of God’s people in the Old
 2261 Testament?

2262 **Theology**

- 2263 1. Please state the distinguishing characteristics of the Reformed faith.
- 2264 2. What are your views on the nature of Jesus Christ?
- 2265 3. What means of salvation did God provide in the New Testament for the people of God?
- 2266 4. What is your view of the Reformed concept of the Doctrine of God?
- 2267 5. Explain your understanding of the doctrine of the atonement.
- 2268 6. What is your understanding of the gifts of the Spirit?
- 2269 7. State your views of the sovereignty of God and freedom of choice.

2270 8. Explain your views about the theology and conduct of corporate worship; what differences, if
2271 any, do you see between that and Presbyterian worship theology?

2272 **Sacraments**

2273 1. Give your view of the reformed understanding of Baptism and the role of the parents and
2274 congregation in the Baptism of an infant

2275 2. What would be some justification for administering the sacrament of Baptism other than
2276 during a regular service of worship of the congregation? How would the session (elders) be
2277 involved?

2278 3. Give your view on “the means of grace” which might be experienced in the Sacrament of the
2279 Lord’s Supper.

2280 4. In the Presbyterian Church, on some occasion a couple at their wedding may ask that as a
2281 part of their wedding service the minister presiding privately serve the elements to the bride
2282 and groom. How would you view this and how would you counsel them?

2283 5. What is your view on the Reformed doctrine of the nature of the elements in the Sacrament
2284 of the Lord’s Supper? (transubstantiation, consubstantiation, or symbolic)

2285 **Church Government**

2286 1. Please specify the distinction between the government of the Presbyterian Church and the
2287 denomination in which you presently hold membership, and state your views on the
2288 government and rules of discipline of the Presbyterian Church. What, if any, reservations do
2289 you have about the Presbyterian system of government?

2290 2. How do you view the minister’s relationship to the Session, the board of Deacons, the
2291 Congregation, and the presbytery?

2292 3. What are your views on diversity and inclusiveness in the offices of the church and in church
2293 government including women?

2294 4. Are Presbyterian Churches independent? Comment on the connectional nature of the
2295 Presbyterian Church and how it relates to those who serve as Elders and Ministers.

2296 5. What is your understanding of presbytery and its role and function of oversight and
2297 partnership?

2298 **Appendix J – Terms of Call for Interims**

2299 The Presbytery of Coastal Carolina
2300 **Recommended Minimum Terms of Employment**
2301 **Interim Pastor/Interim Associate Pastor**

- 2302 1. A written covenant or contract (document) that sets forth the expectations of the session for
2303 the Interim and the expectations of the Interim for the Session, the start date and the end
2304 date, and financial terms of employment shall be agreed to by the Interim, by the Session,
2305 and approved by the Commission on Ministry.
- 2306 2. The document shall state that employment may be terminated by the Minister giving 30-day
2307 written notice to the Session or the Session giving at least 60-day written notice to the
2308 minister.
- 2309 3. The terms of employment shall normally comply at least with the Minimum Terms of Call for
2310 those serving in installed positions. Sessions are encouraged to offer similar compensation to
2311 the interim as was given to the previous pastor. The total package shall be structured to
2312 meet the needs of the Interim. If the Interim is a member (active or retired) of the Benefits
2313 Plan of the Board of Pensions, the requisite dues for that plan shall be included.
- 2314 4. For purposes of negotiation the normal work week shall be 40 hours. Additional time as
2315 needed to provide unanticipated pastoral care such as sudden illness, death, funerals, etc. is
2316 in addition to the normal work week of 40 hours.
- 2317 5. Ordinarily, prior to serving a second interim in this presbytery a Minister shall have
2318 completed Interim Minister Training Phase I (the basic Interim Ministry Training) and prior to
2319 serving a third or later interim in this presbytery they shall have completed Interim Ministry
2320 Training Phase II (the second Interim Ministry Training).

2321 **Appendix K – Sample Covenant with Interim Pastors**

2322 The Presbytery of Coastal Carolina

2323 Commission on Ministry

2324 **Recommended Interim Pastor Contract**

2325 *(The Session and Interim pastor are free to negotiate and/or adjust this document so long as the*
2326 *Presbytery minimum compensation standards and other Presbytery requirements are observed.)*

2327 This agreement sets forth the basis for a working relationship between the Rev.

2328 _____ as Interim Pastor and head of staff and the Session of

2329 _____ Presbyterian Church of _____

2330 North Carolina, for ____ months (up to 12 months) beginning _____ .

2331 **Shared Goals for the Well-being of the Church**

- 2332 1. To work together to provide for the spiritual growth and the ongoing mission and work of
- 2333 the church.
- 2334 2. To work together to prepare the congregation to receive a new installed pastor, using the
- 2335 interim time to assess the future journey of the congregation, to focus on what might need
- 2336 to be changed, and to lead and support the congregation in fulfilling the interim period
- 2337 developmental tasks and goals.
- 2338 3. To facilitate open sharing of information with the congregation.

2340 **Expectations of the Interim Pastor**

- 2341 1. Will provide regular preaching and worship leadership on Sunday mornings and at special
- 2342 services such as Maundy Thursday, Christmas Eve, etc. taking appropriate time for study
- 2343 and preparation. Will officiate at weddings and funerals and administer the sacraments as
- 2344 agreed upon with the session.
- 2345 2. Will provide continuing pastoral care for church members and friends, including hospital
- 2346 and home visitation in crises; will visit (along with elders at times) prospective members;
- 2347 will provide crisis care to outsiders as feasible; and will be available for short-term personal
- 2348 counseling as negotiated.
- 2349 3. Will function as Head of Staff, supervising church employees (music director, organist,
- 2350 administrative assistant, custodian, etc.); will plan for and moderate session and
- 2351 congregational meetings; and will provide, with the session, organizational oversight for the
- 2352 work of the church. (Non-PCUSA interims will work with the assigned Moderator.)
- 2353 4. Will work collegially with the session in program planning, and will provide guidance,
- 2354 direction, and review as necessary; will support the educational program of the church,
- 2355 including teaching, as needed, and conducting officers’ training; will attend meetings of and
- 2356 serve as an active participant in Presbytery.

- 2357 5. Will lead the session and the congregation in working on the generally recognized interim
 2358 period developmental tasks including: coming to terms with history; assessing the church's
 2359 present and future identity; empowering the church's lay leadership; facilitating links with
 2360 the denomination; and facilitating a commitment to a new installed pastor.
- 2361 6. Will assist in the church's self-study (mission study), if requested.
- 2362 7. Will NOT apply for consideration as the next installed pastor.
- 2363 8. Interim Pastors are encouraged to join the presbytery. If the Interim Pastor prefers to
 2364 retain current presbytery, he/she must request permission to labor within the bounds of
 2365 Coastal Carolina. The pastor must also request permission to labor outside the bounds of
 2366 their current presbytery.

2367 **Expectations of the Session**

- 2368 1. Will recognize the importance of the interim period and will pay the Interim Pastor
 2369 appropriately.
- 2370 2. Will work cooperatively with the Interim Pastor and the Presbytery to engage in the work of
 2371 the interim period.
- 2372 3. Will continue to fulfill their Book of Order responsibilities for the life and work of the
 2373 church.
- 2374 4. Will negotiate with the Interim Pastor for time away in order that he/she may fulfill
 2375 committee or board responsibilities to the presbytery.
- 2376 5. Will review this contract with the Interim Pastor for changes and/or renewal by
 2377 _____ (Enter the date of the end of the first contract period). After this
 2378 initial period the contract may be renewed in smaller blocs of time (suggested – six
 2379 months at a time) with the consent of the Interim Pastor, the Session, and the Commission
 2380 on Ministry.

2381 **Expectations of Presbytery**

- 2382 1. Will provide support and consultative services to the Interim Pastor and the session
 2383 through the staff and the Commission on Ministry (COM).
- 2384 2. Will assist the session and Interim Pastor with emerging needs through the resources of the
 2385 committees of Presbytery.

2386 **Mutual Expectations**

- 2387 1. To provide prayer and spiritual support to each other as members of the family of Christ.
- 2388 2. To work within the accepted general framework of interim intentions and goals as set forth
 2389 in denominational and other resources.

2390 **Reporting and Accountability**

2391 The Interim Pastor is accountable to the Presbytery COM, and to the session of
 2392 _____. In order to facilitate a regular and orderly exchange of views, the session
 2393 will conduct a periodic review of the performance of the Interim Pastor. The session may

2394 appoint a committee to assist in this process, and the review will include consideration of the
2395 partnership relationship between the Interim Pastor and the session.

2396 **Annual Compensation and Benefits**

2397 This should be comparable to the annual compensation and benefits paid to the previous
2398 installed pastor. Some disparity may occur due to experience levels, etc., but ordinarily the base
2399 salary and housing be **no less than 80 percent** of what was paid to the previous installed pastor.
2400 In any event, the compensation must meet the minimum requirements set by the Presbytery
2401 (If part-time, the minimum compensation is \$20/hr.)

- 2402 • Salary \$
- 2403 • Free use of the Manse OR Housing Allowance of: \$
- 2404 • Board of Pension Payments as Required by the Plan \$
 - 2405 ○ Pension, Death and Disability, and Medical Insurance
- 2406 • SECA Reimbursement \$
- 2407 • Moving Costs by Licensed Carrier (or not to exceed) \$
- 2408 • Vouchered Reimbursement of Professional Expenses Not to Exceed \$
- 2409 • Family Leave is required:
 - 2410 A. FAMILY LEAVE is a mutual agreement between the Session and Pastor for the good
 - 2411 and welfare of the whole of God’s holy people. A Covenant of Care and Compassion is
 - 2412 a formal opportunity to express agreement in family leave policies. Guidelines for A
 - 2413 Declaration of Family Leave Policy and A Covenant for Care and Compassion are
 - 2414 available at the Presbytery Office.
 - 2415
 - 2416 B. FAMILY LEAVE may include such items below, is time released for medical care
 - 2417 and treatment.
 - 2418 • Sick leave shall accumulate at least 1 ¼ days each month to 90 days total. Sick
 - 2419 Leave of 5 days shall be accrued to newly installed pastors. When sick leave taken
 - 2420 exceeds 5 days in a 6-month period, a church may require a statement from the
 - 2421 attending physician.
 - 2422 • Maternity/Paternity Leave – 4 weeks with payment of salary and benefits
 - 2423 excluding reimbursable expenses. An additional two (2) weeks may be granted
 - 2424 from accumulated sick leave if needed.
 - 2425 • Adoptive Leave – 4 weeks with payment of salary and benefits excluding
 - 2426 reimbursable expenses.
 - 2427 • Caring for other family members.

2428 **Other Benefits**

- 2429 1. Study leave: 2 weeks annually, to be taken within the year, with timing and subject to be
- 2430 approved by the session.
- 2431 2. Vacation: 4 weeks annually, to be scheduled in consultation with the session. For the
- 2432 purpose of compensation upon termination, vacation will be deemed to have accrued at the

2433 rate of 1 week per quarter. It is expected that vacation will be taken in the year in which it is
2434 earned and will not be carried over unless another arrangement is expressly approved by the
2435 session. If part-time, vacation and continuing education must be proportional to number of
2436 Sundays preached/scheduled to work.
2437 3. Professional Expenses: COM suggests that a statement be made of provision for
2438 Professional Expenses, reimbursable with expense vouchers.
2439

2440 **Termination Provisions**

2441 **By the Interim Pastor:**

2442 The agreement may be terminated by the Interim Pastor with 30 days' notice, in which case
2443 payment beyond the 30-day period will be forfeited.

2444 **By the Session:**

2445 This agreement may be terminated by the Session upon 60 days' notice, following consultation
2446 with the Commission on Ministry. The Interim Pastor may be expected to continue to serve the
2447 church during this period as determined by the Session. The Session will allow liberal leave for
2448 the Interim Pastor's search for his/her next opportunity for service during this time. During the
2449 90-day period, the church will continue to pay all compensation (effective salary, FICA, major
2450 medical, death, disability, and pension) due to the Interim Pastor, unless the Interim Pastor
2451 obtains full-time employment, at which time any obligation owed by the church will cease.

2452 Vacation compensation, if accrued, will be paid in full at the time of termination subject to the
2453 restrictions listed under "other benefits" above. No pay beyond termination date will be
2454 provided for accrued sick leave or study leave.

2455 **Background Check**

2456 The Presbytery of Coastal Carolina requires the successful completion of the SafeGatherings
2457 course on boundary training and a background check run by them for all persons serving in a
2458 pastoral relationship with one or more of our congregations. Information on how to register and
2459 take the training can be [found by clicking here](#). Failure to take such training will result in
2460 dissolution of the relationship per the COM Manual.

2461 **Signatures:**

2462 Interim Pastor _____ Date _____

2463 Clerk of Session _____ Date _____

2464 Chair of Community COM _____ Date _____

2465
2466 Contract is renewable (extendable) and extensions must be reported to the COM

2467 **Appendix L – Requirements for Ordination & Installation**

2468 Presbytery of Coastal Carolina
2469 **Information Regarding Ordination and/or Installation**

- 2470 1. The *Book of Order* reference with regard to administrative commissions is G-3.0109b. Section
2471 G-2.07 covers ordinations. Section G-2.0805 covers installations. (See also W-4.04)
- 2472 2. Ordination and/or Installations are meetings of the presbytery hosted by the congregation so
2473 will ordinarily take place at a time when members of the presbytery can attend. This is
2474 usually not at the regular worship time of the congregation.
- 2475 3. The provisions in G-3.0109b for an administrative commission to ordain and/or install include
2476 the following:
- 2477 a. A minimum number of five. No more than one Ruling Elder from any one church.
 - 2478 b. Ministers of the Word and Sacrament (Teaching Elders) and Ruling Elders in as equal
2479 numbers as possible.
 - 2480 c. The quorum is a majority of the commission’s members.
 - 2481 d. The candidate or session seeks persons to be on the Commission according to these
2482 guidelines. The members of the Administrative Commission must be approved by the
2483 Community COM or its chairperson(s) ordinarily at least two weeks prior to the
2484 Installation Service.
- 2485 4. The commission shall include one Ruling Elder from the calling church, who shall propound the
2486 constitutional questions to the congregation (see W-4.4006b).
- 2487 5. Presbytery is committed to the principle of inclusiveness and appoints each commission to
2488 reflect at least gender inclusiveness and racial ethnic inclusiveness. Presbytery’s Manual of
2489 Administrative Operations requires all entities of presbytery to be representative of the racial-
2490 ethnic diversity of the presbytery.
- 2491 6. Commission members need to be minister members of this presbytery and elders from churches
2492 of this presbytery. The candidate may invite others from outside the presbytery to sit with the
2493 commission as guests (with their expenses to be met by the calling church or the person to be
2494 ordained/installed), but technically they are not members of the commission. Members of the
2495 Commission are encouraged submit mileage to the presbytery for reimbursement at our
2496 volunteer rate.
- 2497 7. You are asked to include the Mission Coordinator for your Community of the presbytery as a
2498 member (if minister or elder) or a guest (if a church member) of the commission:
- 2499 • East Community – Rev. Dr. Nancy J. Gladden, 910-284-0581; nancygladden@presbycc.org
 - 2500 • Central Community – Rev. Clarence Page, 910-301-1088; clarencepage@presbycc.org
 - 2501 • West Community – Rev. Laura Lupton, 910-818-9938; lauralupton@presbycc.org
 - 2502 • The General Presbyter is often available to participate as well.
- 2503 8. As you ask people to be on the Commission there are only two official “Roles” on a commission:
2504 Moderator and Clerk. However the other members of the commission and guests invited to
2505 sit with the commission should be asked to do one or more of these functions:

- 2506 Preacher
 2507 Liturgist
 2508 Propound the constitutional questions to the Pastor – the Moderator does this
 2509 Propound the constitutional questions to the congregation – the Ruling Elder from the
 2510 hosting congregation
 2511 Prayer of Ordination/Installation
 2512 Charge the Pastor (optional)
 2513 Charge the Congregation (optional)
 2514 Remember the Benediction shall be given by the newly ordained/installed/commissioned
 2515 pastor
 2516 9. The order of service is composed by the incoming pastor but must be reviewed and approved by
 2517 the moderator of the commission at least 4 days prior to the service.
 2518 10. The AC convenes at least 30 minutes prior to the worship service to go over the service and
 2519 complete the minutes (report) that must be submitted to the Presbytery office.
 2520 11. From the minutes of presbytery, October 14, 2000: “A Motion was made that presbytery
 2521 authorize an offering to be received at each installation service of a pastor or associate,
 2522 designated for a *Presbytery Ministers’ Emergency Relief Fund* to be administered by the
 2523 Commission on Ministry.” This offering can be channeled through the church treasurer and a
 2524 check, appropriately identified, sent to the presbytery office.
 2525 12. One version of the Order of Worship is in the Presbyterian Book of Common Worship and sample
 2526 bulletins can be requested from the Mission Coordinators or the presbytery office. Communion is
 2527 not a required part of the service.
 2528 13. Be sure that the form “*Minutes of the Commission Elected to Ordain and Install*” is filled out and
 2529 that a copy is kept by the church and a copy sent to the presbytery office. One member of the
 2530 Commission is appointed Moderator of the Commission and another person appointed clerk to
 2531 record the minutes. The form can be found on the presbytery website under “COM Forms.”
 2532 [http://presbycc.org/wp-content/uploads/2021/08/Minutes-to-Ordain-Install-Commission-w-](http://presbycc.org/wp-content/uploads/2021/08/Minutes-to-Ordain-Install-Commission-w-MileageForm.docx)
 2533 [MileageForm.docx](http://presbycc.org/wp-content/uploads/2021/08/Minutes-to-Ordain-Install-Commission-w-MileageForm.docx)

PLEASE EDIT THESE MINUTES TO ACCURATELY REFLECT THE EVENT

2535 **Commission on Ministry**
 2536 **Presbytery of Coastal Carolina**

2537 **Minutes of the Commission Elected to Ordain/Install/Commission a Pastor**

2538 FORMAL NAME: _____

2539 CHURCH: _____

2540 The Commission elected by the Commission on Ministry of the Presbytery of Coastal Carolina to
 2541 ordain/install/commission _____ convened at
 2542 _____ Presbyterian Church at _____ (AM) (PM), on _____.

2543 Members of the Commission present:

2544 Guests of the Commission present:

2545 The meeting was opened with prayer. _____ Served as Moderator
2546 and _____ as Clerk. The Order of Worship was reviewed and
2547 approved. At _____ o'clock the Commission led the congregation in worship and the
2548 service of commissioning, ordination, or ordination and installation. _____
2549 was declared commissioned, installed, or ordained and installed in accordance with all
2550 appropriate provisions of the *Book of Order*. The service was concluded with the benediction
2551 pronounced by the new pastor. The minutes of the Commission were approved.
2552 The meeting was adjourned with prayer.

2553 Moderator _____

2554 Clerk _____

2555 Return to: Presbytery of Coastal Carolina, 807 West King Street, Elizabethtown, NC 28337-9587
2556 Email: jankrause@presbycc.org Revised June, 2016

2557
2558 **Mileage Reimbursement Request for an Administrative Commission to**
2559 **Ordain/Install/Commission**

2560 The following members of the Administrative Commission that met on _____ to
2561 ordain/install/commission _____ at _____
2562 Church respectfully request mileage reimbursement from the Presbytery of Coastal Carolina:

2563 **NOTE:** Guests of the commission are not eligible for this reimbursement as that responsibility falls to the church or
2564 the person being ordained, installed or commissioned.

2565	Name/Payee: _____	Total Number of Miles (round trip): _____
2566	Complete Mailing address: _____	
2567	City, State, Zip code: _____	
2568	Name/Payee: _____	Total Number of Miles (round trip): _____
2569	Complete Mailing address: _____	
2570	City, State, Zip code: _____	
2571	Add more lines as needed	

2572 Please reimburse these persons at the presbytery's volunteer rate.
2573 As the Moderator of the Commission, I certify that these persons were in attendance and were
2574 members of the commission.

2575 **Signature of the Moderator:** _____
2576 Please print the Moderator's name: _____ Date: _____

2577 Please mail this form along with the minutes of the commission to:
2578 *The Presbytery Office, 807 W King Street, Elizabethtown, NC 28337*

2579 **Appendix M – MOADs Seeking to Serve in Our Churches**

2580 Presbytery of Coastal Carolina

2581 **Instructions and Application for Ministers of Another Denominations (MOAD)**

2582 If a congregation is unable to find a suitable PC(USA) minister of the Word and Sacrament
2583 (teaching elder) or QRE to be commissioned to pastoral ministry as a CRE to serve as their
2584 pastor, the session may request that the COM approve a minister of another Christian (MOAD)
2585 church to serve their congregation in a Temporary Pastoral Relationship.

2586 The Commission on Ministry has adopted the following process of review and examination for
2587 considering ministers of other Christian churches for preaching on a supply basis and
2588 administering the sacraments in our congregations:

2589 A minister from another denomination will be considered for such service only if a session
2590 submits a written request for the minister to provide specific services (occasional preaching,
2591 celebrating the sacraments, etc.) for a specific period of time (up to one year). If a request and
2592 complete application is made, then (1) the MOAD and representatives of the session would
2593 appear before the COM; (2) the relationship would be subject to review by COM before the end
2594 of the contract, prior to renewal and may be terminated; and (3) the minister would work under
2595 the supervision of the designated moderator of the session (who would be advised of these
2596 added responsibilities and encouraged to exercise them).

2597 Ministers from other Christian churches who wish to be approved to preach occasionally within
2598 the bounds of this presbytery must make application to the presbytery through one of the
2599 Community COMs to be added to the Pulpit Supply List or considered for a Temporary Supply
2600 Relationship. When the completed *Application and other documentation* is received, the
2601 appropriate Community COM will examine the individual and, if the examination is sustained,
2602 will add the person’s name **to the Pulpit Supply List** or proceed to interview the session
2603 representatives about the potential pastoral relationship and contract. The *Application* is found
2604 both here in this appendix and on the website: www.presbycc.org under Resources/COM Forms.

2605 The COM shall inform MOADs that when a pulpit is vacant, preachers not on the Presbytery’s
2606 pulpit supply list are limited to one Sunday a month. Preachers on the supply list may preach
2607 50% of the preaching Sundays in any given 4-week period. (eg. If the church has worship every
2608 Sunday, the occasional supply is limited to 2 Sundays; if the church has worship twice a month,
2609 the occasional supply is limited to one Sunday.)

.....

2610 That minister shall submit the following documents to the Chair of the Community Commission
2611 on Ministry *at least one week* before the examination is to take place:

- 2612 1. Application for Services as a Temporary Supply Preacher including a current resume including
2613 listing all churches served.
- 2614 2. One page statement of faith.
- 2615 3. One page biographical sketch.
- 2616 4. Narrative answers to two PCUSA ordination questions (choose 2 questions, 1/2 page each –
2617 total of one page).

- 2618 5. Verification of ordination and a recommendation from his/her denomination or other
- 2619 testimonies of good standing.
- 2620 6. Evidence of successful completion of the *SafeGatherings* boundary training and background
- 2621 check. (Appendix G)
- 2622 7. Signed Acknowledgement of receipt of Code of Ethics and Sexual Misconduct Prevention
- 2623 Policies.
- 2624 8. Contract from the church outlining duties, hours, and compensation.
- 2625 9. A digital photo.

2626 The COM will then examine applicants in the areas of personal faith, Reformed theology, Bible,
 2627 ministry skills, sacramental theology, and their understanding of Presbyterian worship and
 2628 proclamation as well as the suitability of the match in conversation with the congregational
 2629 leadership. Upon approval by the Community Commission on Ministry:

- 2630 1. Upon approval, the candidate may begin functioning as a Temporary Supply Pastor.
- 2631 2. The MOAD may not administer our sacraments unless authorized by the COM to do so.
- 2632 3. The Temporary Supply Pastor cannot moderate the session; however, the pastor shall attend
- 2633 meetings of the session without vote. The moderator ordinarily serves as a mentor and
- 2634 resource person for the MOAD.
- 2635 4. The pastor is not a voting member of presbytery unless received as a Temporary member of
- 2636 presbytery.

2637 If an examination is not sustained, the applicant may reapply after COM required steps are
 2638 completed to address the deficiency.

2639 **NOTE: This is an UPDATED MOAD APPLICATION/4 pages/ 2018 version is on the website until this is approved:**

Updated December 2021

Presbytery of Coastal Carolina
Application for a Minister of Another Denomination (MOAD) to be on the Pulpit
Supply List or for Service as a Temporary Supply Preacher

I. General Information

2644 Name _____
 2645 (Last Name), (First Name) (Middle Name)
 2646 Street Address _____
 2647 City _____ State _____ Zip Code _____
 2648 Home Phone _____ Cell Phone _____
 2649 E-mail _____

Ecclesiastical Status:

2652 Denomination of Membership: _____
 2653 Name and Phone Number of Contact in your Denominational District: _____
 2654 _____
 2655 Ordination Date: ____/____/____/ (Month/Day/Year)

2657 Place you were ordained: _____

2658 Please describe the current status of your ordination credentials:

2659

2660

2661 Church Membership: (if applicable)

2662 Name of church of membership: _____

2663 Street Address: _____

2664 City, State & Zip: _____

2665 Phone: _____ Email: _____

2666

2667 **Formal Education:** (College and Seminary)

2668 College/Seminary	2668 Dates Attended	2668 Degree Conferred
-----------------------	---------------------	-----------------------

2669

2670

2671 Work experience you have: (Please select only one)

2672 ___ First Ordained Call ___ 0 to 2 years ___ 2 to 4 years

2673 ___ 4 to 6 years ___ 6 to 10 years ___ 10 years or more

2674

2675 **Please list your work experience:** *(Please include position title, city, state, church size, community*
2676 *type, and dates from/to or number of years. Attached additional page, or resume, if needed)*

2677

2678

2679 **Please enter three references here:**

2680 I. Name: _____ Phone: _____

2681 Address: _____

2682 Relation to you: _____ Email: _____

2683

2684 II. Name: _____ Phone: _____

2685 Address: _____

2686 Relation to you: _____ Email: _____

2687

2688 III. Name: _____ Phone: _____

2689 Address: _____

2690 Relation to you: _____ Email: _____

2691

2692 _____ I hereby authorize those inquiring into my suitability to contact my references.

2693 *(Please Initial)*

2694

2695 *Signature* _____

2696 *Print Name* _____ *Date* _____

2697

2698

2699

2700

2701

2702 Page 2 of MOAD Application

2703 **II. Sexual Misconduct Self Certification**

2704 The following information related to sexual misconduct was mandated by the Sexual Misconduct Policy and Its
 2705 Procedures adopted by the 203rd General Assembly (1991), and was revised by the 205th General Assembly (1993).
 2706 Please check one of the following:

2707 *I certify below that no civil, criminal, ecclesiastical complaint has ever been sustained* or is pending*
 2708 against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons
 2709 related to sexual misconduct.*

2710 *I am unable to make the above certification. I offer, instead, the following description of the complaint,
 2711 termination, or the outcome of the situation with explanatory comments.*

2712 The information contained in this application is accurate to the best of my knowledge and may be verified by the
 2713 employing entity. I hereby authorize the Presbytery of Coastal Carolina to inquire concerning any civil or criminal
 2714 records, or any judicial proceeding involving me as a defendant, related to sexual misconduct. By means of this
 2715 release I also authorize any previous employer, and any law enforcement agencies or judicial authorities or
 2716 ecclesiastical governing bodies to release any and all requested relevant information related to sexual misconduct to
 2717 the Presbytery of Coastal Carolina.

2718 *I have read this certification and release form and fully understand that the information obtained may be
 2719 used to deny my employment or any other type of position from the employing entity. I also agree that I will hold
 2720 harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of
 2721 action for the legitimate release of any information related to sexual misconduct.*

2722 Signature _____
 2723 Print Name _____ Date _____

* Sustained	<ul style="list-style-type: none"> • In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain. • In a civil court, "sustained" means that there has been a judgment against the defendant. • In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, by a permanent judgment judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.
* Pending	<ul style="list-style-type: none"> • In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case which there is not yet a verdict. • In a civil court, "pending" means a case in which there has not been a decision or judgment, • In an ecclesiastical case, "pending" means an accusation is being investigated by a special disciplinary committee or charges have been filed but have not been decided by a permanent judicial commission; or an accusation or charges are in an equivalent state or process in a church other than the PC (USA).

2724 (The following is taken from definitions in the General Assembly Sexual Misconduct Policy and its Procedures, Pg. 13)
 2725 **"Sexual Misconduct is the comprehensive term used in this policy and its procedures to include:** 1) Child
 2726 sexual abuse, as defined above [refers to Policy]; 2) Sexual harassment, as defined above [refers to Policy]; 3) Rape
 2727 or sexual contact by force, threat, or intimidation; 4) Sexual conduct (such as offensive, obscene or suggestive
 2728 language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical
 2729 or emotional health of another; 5) Sexual Malfeasance defined as sexual conduct within a ministerial (e.g. clergy
 2730 with a member of the congregation) or professional relationship (e.g. counselor with a client, lay employee with a
 2731 church member, presbytery executive with a committee member who may be a layperson, a minister, or an elder).
 2732 Sexual conduct includes unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a
 2733 sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church
 2734 professionals from having normal, social, intimate, or marital relationships; 6) Sexual Abuse as found in Book of
 2735 Order D-10.0401b (see Accuser/Victim)

2736
 2737 Page 3 of MOAD Application

- 2738 **III. Detailed Information** (*Please answer on separate sheets of paper and attach to this*
 2739 *application*)
 2740
- 2741 1. Briefly describe your reasons/motivations for seeking this temporary supply
 2742 preaching/pastoring position in the Presbytery of Coastal Carolina.
 2743
 - 2744 2. Explain the theology and conduct of corporate worship in the tradition to which you belong.
 2745
 - 2746 3. Explain your understanding of the sacrament of baptism, including the role of the parents
 2747 and congregation in the baptism of an infant.
 2748
 - 2749 4. Explain your understanding of the sacrament of the Lord’s Supper.
 2750
 - 2751 5. Explain your views on women serving in the church. What limitations, if any, do you have
 2752 about women serving in the church?
 2753
 - 2754 6. One page statement of faith
 2755
 - 2756 7. One page biographical sketch
 2757
 - 2758 8. Narrative answers to two Presbyterian ordination questions (choose 2 questions, 1/2 page
 2759 each – total of one page). These are found in the *Book of Order* W-4.0404.
- 2760 **IV. Completion of the Safe Gatherings Training and Background Check** is required with this
 2761 application. When signing up at Safegatherings.com please use these answers: **Denomination:**
 2762 Presbyterian; **Country:** United States; **State:** North Carolina; **City:** Elizabethtown; **Organization:**
 2763 Coastal Carolina Presbytery (This program is NOT the “Clergy Ethics Course”)
- 2764 **V. A recommendation** from your denomination or other testimonies of good standing
- 2765 **VI. Signed Acknowledgement** of receipt of Presbytery’s Code of Ethics and Sexual
 2766 Misconduct Prevention Policies
- 2767 **VII.** The church should provide a completed **Contract** outlining duties and compensation
- 2768 **IX. A digital photo** of yourself
- 2769 This form and all attachments should be emailed or mailed to the appropriate COM Liaison or
 2770 Community COM Chair or the Presbytery office.
- 2771 Page 4 of MOAD Application (2022)/ **END**

2772 **Appendix N – Validated Ministries**

2773 Presbytery of Coastal Carolina
2774 **Policy and Process for the Validation of Ministries**

2775 The *Book of Order* requires each presbytery to develop a policy and process whereby all of its
2776 active members participate in a validated ministry.

2777 Guided by the *Book of Order*, the presbytery has as its criteria for validated ministry the following
2778 description of the nature of ordered ministry found in G-2.0102, G-2.0103, and G-2.0503,
2779 including the following standards:

- 2780 1. The ministry of continuing members shall be in demonstrable conformity with the mission of
2781 God’s people in the world as set forth in Holy Scripture, the *Book of Confessions*, and the
2782 *Book of Order* of this church.
- 2783 2. The ministry shall be one that serves others, aids others, and enables the ministries of
2784 others.
- 2785 3. The ministry shall give evidence of theologically informed fidelity to God’s Word.
- 2786 4. The ministry shall be carried on in accountability for its character and conduct to the
2787 presbytery in addition to any organizations, agencies, and institutions served; and
- 2788 5. The ministry shall include responsible participation in the deliberations, worship, and work of
2789 the presbytery and in the life of a congregation of this church or a church in correspondence
2790 with the Presbyterian Church (U.S.A.) (G-5.0201).

2791 A minister of the Word and Sacrament who is an active member of presbytery may be
2792 engaged in one of these categories: (1) in a validated ministry within congregations of this
2793 presbytery, (2) in a validated ministry in other service of this presbytery, (3) in a validated
2794 ministry in service beyond the jurisdiction of this presbytery, or may be (4) honorably retired.

2795 The presbytery assumes that all ministries in categories 1, 2, and 4 meet the criteria listed in
2796 the previous paragraph for validated ministry and therefore are not required to follow a
2797 special process for validation.

2798 With regard to those who fall into category 3, the following process must be followed if they
2799 wish to have their ministries validated by the Presbytery of Coastal Carolina.

- 2800 a. They should appear before the Community Commission on Ministry.
- 2801 b. They should present documentation containing the following information:
- 2802 1) description of the ministry and how it conforms to the standards (1-5) listed above;
- 2803 2) a rationale for the necessity of the ministry being performed by an ordained person;
- 2804 3) a statement of the intent and mode of participation in presbytery and local
2805 congregation (please name the congregation).

2806 c. They should present a letter from the employing organization describing the
2807 organization, the nature of its call to the candidate for validation, and a request that such
2808 a ministry be validated.

2809 The validation must be approved by the Community COM and reported to the presbytery.

2810 Every minister in the presbytery who is performing work which is not under the jurisdiction of
2811 the presbytery, or a higher governing body shall submit an annual written report of their work
2812 indicating that the ministry is in conformity with the standards and that the minister is engaged
2813 in the life of the presbytery and in a particular local congregation. Upon review, the Community
2814 COM may revoke validation, if warranted.

2815 **Appendix O – Guide for Leaving a Call**

2816 Presbytery of Coastal Carolina

2817 **Guidelines for Leaving a Church**

2818 These guidelines are intended to help serve pastors and churches as they go through difficult
2819 times of adjustment. The Commission on Ministry is available to counsel pastors and
2820 congregations regarding these guidelines in their particular situations. *If you have any questions,*
2821 *please contact the Chair of the Community COM or your liaison.*

2822 **1. When Should You Announce Your Intention to Leave?**

2823 Under normal conditions of leaving a field, four to eight weeks is adequate. Two weeks is
2824 necessary to call the congregational meeting and three or six weeks then to allow for tying
2825 up loose ends and saying goodbye.

2826 Giving notice of more than eight weeks can make for an inordinately long period for
2827 everyone concerned having to hold onto grief feelings prior to the final termination, not
2828 unlike a prolonged period between a death and the funeral or memorial service. However,
2829 too short a time between the announcement and the departure is unfair to all affected, but
2830 especially to the congregation. The time after a pastor has announced her or his intention to
2831 move is a period of extremely important pastoral care: that which is extended by the
2832 departing pastor to the congregation and its members, and that which is extended to the
2833 departing pastor and family by the congregation.

2834 **2. Who Should You Tell, When, and in What Order?**

- 2835 a. First, you should notify the General Presbyter and/or the Chair of the Community
2836 Commission on Ministry of your intention to request the presbytery to dissolve the
2837 relationship. Please see *Book of Order* G-2.09.
- 2838 b. Secondly, share the news with your Session before sharing it with others in the church or
2839 the community. Encourage the session to work closely with the presbytery for securing
2840 pastoral leadership moving forward.
- 2841 c. Thirdly, inform the congregation. Be positive and open in your announcement.
2842 It is your responsibility to see that your congregation understands that you will no longer
2843 be their pastor. From the beginning of this departure process, you need to make it
2844 perfectly clear to them that you will no longer be available to preach or perform any
2845 pastoral tasks for them after the date of dissolution.

2846 **3. Polity of Leaving a Congregation**

- 2847 a. Work with the Session to call a congregational meeting to concur with your request to
2848 dissolve the relationship. (Primary motion is: “We, the congregation of _____ PC, concur
2849 with (the pastor’s name)’s request to the Presbytery asking that his/her pastoral
2850 relationship be dissolved effective _____ (date).”) The Clerk of Session should report the
2851 actions of the congregation to the COM.

2852 b. The dissolution must be approved by the Community COM (G-2.0901). It is especially
2853 important that COM review any terms of dissolution before a congregational vote, if
2854 there are any proposed.

2855 **4. Other Items to Attend to:**

2856 When you leave a field, you should affirm the good that has been accomplished. *Do your best*
2857 *to leave on a positive note.* Accordingly,

- 2858 a. You should encourage the session to work closely with the COM during their search for a
2859 new pastor. The same liaison that conducted the exit interviews is assigned to lead the
2860 session and Pastor Nominating Committee through the process. The Commission on
2861 Ministry will also designate another minister as moderator of the Session. You will need
2862 to meet with the assigned liaison from the Commission on Ministry for an exit interview.
- 2863 b. It is the joint responsibility of the session and you to notify the Board of Pensions of the
2864 dissolution and to file the proper papers.
- 2865 c. All **files, keys, passwords, and records** of the church should be put in order and left intact
2866 so that the church leaders may easily find necessary records and equipment. Access to all
2867 social media accounts, church email addresses, website logins, computer logins, and
2868 other passcodes should be turned over to the clerk of the session. You should not retain
2869 access to these accounts; ensure that others do have access.
- 2870 d. If you are living in a church **manse**, you need to make sure the manse and property are
2871 left in good condition, with all the dirt, rubbish, personal belongings, etc. removed.

2872 **5. Guidelines After You Leave the Field**

2873 Even though as the former pastor, you and your family may continue to have friendships in
2874 the congregation, the following guidelines apply.

- 2875 a. When asked by a member to do a wedding, baptism, or funeral you should decline unless
2876 you have a specific invitation from the Pastor, *and* moderator of the Session. In other
2877 words, you should decline until you have spoken with the moderator and current pastor
2878 and *they* invite you to assist (see G-2.0905). You should not perform weddings, conduct
2879 funerals, make hospital visits, or counsel members of the congregation unless asked to
2880 do so by the moderator of the Session.
- 2881 b. You should refrain from any pastoral functions such as making hospital visits or
2882 counseling members of the congregation or attending meetings unless asked specifically
2883 to do so by the moderator on a case-by-case basis.
- 2884 c. You should not participate in any way with the function of the Pastor Nominating
2885 Committee or any pastoral search process.
- 2886 d. You should end interactions on social media with members for at least one year.
- 2887 e. You should make every effort to be supportive of the next pastor. Do not entertain
2888 rumors, gossip, or negativity.
- 2889 f. Should you and/or your family return for a visit to the congregation, make a collegial
2890 phone call to the current pastor prior to the visit.

- 2891 **6. Guidelines for Pastors Who Remain in the Area including Retirement**
2892 For such pastors, everything included above plus the following rules will apply.
2893 Former pastors can either be very helpful or make life very challenging for the installed
2894 pastor.
2895 *For example*, you also may not make hospital visits to former congregants, but it might be
2896 helpful to be sure the pastor knows of the hospitalization.
- 2897 a. If you receive an invitation to officiate or perform pastoral functions in a former church, it
2898 is an opportunity to demonstrate your support and loyalty to your successor. Initially
2899 decline until you have spoken with the current pastor and/or moderator and then only
2900 *Offer to assist rather than officiate*. Avoid any functions or requests that will isolate or
2901 exclude your successor from the people God has called him/her to serve. Your spouse
2902 and your family also need to demonstrate their support of the current pastor and family
2903 in the manner suggested for former pastors.
- 2904 a. For at least 2 years following dissolution, you should not worship at your former
2905 congregation except to attend weddings and funerals or events involving your own
2906 family.
- 2907 b. Regarding continued worship in the church where the pastor no longer serves, through
2908 retirement or other circumstances, the Commission on Ministry encourages clergy and
2909 families to seek alternate worship sites and opportunities, especially during the first
2910 several months after the new pastor and family arrive. This will help avoid the inevitable
2911 comparisons that can cause so much pain whenever old relationships are severed and
2912 new ones are being formed.
- 2913 c. A minister who has served a church in an established relationship may not serve that
2914 church as parish associate or in any other relationship until at least two years after the
2915 next pastor has begun serving the church.
- 2916 **7. If a Complaint Comes to COM About a Previous Minister**
2917 You will receive a first warning in the form of a phone call which may be followed by a private
2918 meeting with you and the COM Chair and at least one other member of the COM or the
2919 Stated Clerk. Should they find the complaints valid, and should the practice continue, the
2920 matter may be brought before the entire COM and you may be subject to censure according
2921 to the Rules of Discipline. (G-2.0509 Renunciation, D-10.0 Disciplinary Cases)

2922 **Appendix P – Guide for Retirement**

2923 The Presbytery of Coastal Carolina
2924 **Ministerial Guidelines for Retiring**

2925 **When May I Retire?**

2926 You are *urged* to contact The Board of Pensions prior to making a decision regarding
2927 retirement. The telephone number of The Board of Pensions is 800-773-7752. The website of
2928 The Board of Pensions is www.pensions.org. The policies of the BOP take precedence over
2929 the materials in this manual and this appendix.

2930 Work with the Board of Pensions to understand the financial implication of your retirement
2931 schedule.

2932 You are *urged* to contact the Social Security Administration prior to making a decision
2933 regarding retirement date. The telephone number of Social Security is 800-772-1213. The
2934 website of Social Security is www.socialsecurity.gov. Medicare’s website is
2935 www.medicare.gov.

2936 **What Should I Do as I Think About Retiring?**

- 2937 A. You are encouraged to participate in one or more Pre-Retirement Planning Seminars offered
2938 by The Board of Pensions. It is strongly suggested that you participate in a Pre-Retirement
2939 Planning Seminar a number of years prior to age 65. It is also strongly recommended that
2940 you again participate in a Pre-Retirement Planning Seminar of The Board of Pensions after
2941 age 60. Consult the web site of The Board of Pensions or call the presbytery office for
2942 information about Pre-Retirement Planning Seminars offered by The Board of Pensions.
- 2943 B. When you begin to think of the possibility of retiring in the next two or three years, contact
2944 our General Presbyter to find out if the presbytery will hold a workshop for those nearing
2945 retirement. This would be an excellent and informative event for you and your spouse. In
2946 such a workshop you will learn the process of retirement within this presbytery, up to date
2947 information about the details of retirement and have an opportunity to clarify your
2948 expectations regarding the early post-retirement years.
- 2949 C. You may obtain from The Board of Pensions the booklet *Information for Members Planning*
2950 *to Retire*. Another helpful booklet is *Guide to Social Security and Medicare*.
2951 [www.imercer.com/socialsecurity]. The Mercer Guide is a simple explanation with easy-
2952 reference benefit tables.
- 2953 D. Consult with your Regional Service Team at the Board of Pensions to learn about different
2954 types of individual healthcare coverage available to you and your spouse in your retirement
2955 years. Be certain that you understand the options, cost, and extent of healthcare coverage
2956 after you retire and especially if you and/or your spouse are thinking of retirement prior to
2957 age 65. (See Appendix Q)
- 2958 E. Those retiring as members of the Presbytery of Coastal Carolina may be eligible to participate
2959 in the Kate B. Reynolds Fund. Eligibility requirements are determined by the policy of the

2960 Synod of the Mid-Atlantic and your eligibility verified by our Stated Clerk. For more
2961 information, contact the General Presbyter/Stated Clerk.

2962 **What is a Good Timeline?**

2963 A. The Board of Pensions offers the following suggestions. [*Information for Members Planning*
2964 *to Retire*, Page 6]

- 2965 • Contact your local Social Security office four months before the date of retirement. It
2966 normally takes at least three months to establish Social Security retirement benefits.
2967 [Note: the length of time may vary and may be shorter.]
- 2968 • Request a retirement application package from the Board of Pensions at least 90 days
2969 before retirement to allow sufficient time for processing. You must complete the
2970 Retirement Pension Application, the Application for Election of Pension Option and a tax
2971 withholding form to begin receiving pension benefits. Allow time to obtain the required
2972 certification of retirement from your employing organization. This certification is given by
2973 our General Presbyter/Stated Clerk after the Commission on Ministry has given approval.
- 2974 • Your Retirement Application Packet will include a pension quotation. Your request for a
2975 packet must include the expected date of retirement, birth dates for you and your
2976 spouse, and your current address.

2977 B. Contact the General Presbyter/Stated Clerk of our presbytery at least six months before your
2978 anticipated date of retirement and before you notify anyone in the congregation. Ask for an
2979 appointment and consult with the General Presbyter/Stated Clerk of our presbytery **before**
2980 you talk with *any person* related to your congregation.

2981 **What If My Doctor Tells/Suggests That I Should Retire?**

2982 Consider exploring the possibility of **disability** with the Board of Pensions if your doctor
2983 tells/suggests that you should retire. It may be to your financial advantage to draw from the
2984 Board of Pensions disability benefits rather than a pension. Disability benefits from the Board
2985 of Pensions are solely at the discretion of the Board of Pensions. The Board of Pensions
2986 makes the decision after consulting with your doctors.

2987 **Does The Presbytery Have Policies Regarding How Ministers Relate to Their Former**
2988 **Church(es)?**

2989 **Yes!** Policies are available regarding how former pastors, retirees as well as others who move
2990 on, relate to the church(es) previously served. You may obtain the policies by contacting the
2991 presbytery office.

2992 **What are my obligations and opportunities as a retired minister member of Presbytery?**

2993 You are eligible to be on the supply preaching list, or serve as Stated Supply, Interim Pastor
2994 or Parish Associate; you are encouraged to attend Presbytery meetings, and you may serve
2995 on committees of presbytery or the synod. You may also moderate sessions and/or mentor
2996 incoming pastors.

2997 **Appendix Q - Retirement Information from Board of Pensions**

2998 **Retirement with the Board of Pensions**

2999 **Eligibility of Pension Benefits**

3000 The Defined Benefit Pension Plan pays benefits when you retire early, at age 65, or after age 65, as follows:

- 3001 • Normal Retirement (age 65): Your annual benefit equals the total pension credits accrued.
- 3002 • Full retirement benefits begin at age 63 for credits accrued under the Board of Annuities and Relief
- 3003 of the PCUS.
- 3004 • Early Retirement (age 55 to 64): Your benefit is lower because you likely will receive benefits for a
- 3005 longer period of time.
- 3006 • Post-normal Retirement (after age 65): Your benefit is higher for two reasons: It reflects increased
- 3007 credits that continue to accrue while you work, and an additional factor is applied to your pension
- 3008 credits when you initiate your benefit after age 65 (up to age 70).
- 3009 • If you are not working in Eligible Service, you must initiate your retirement pension by April 1
- 3010 following the calendar year in which you attain age 72. If you are working in Eligible Service and
- 3011 over age 72, you must initiate by April 1 following the calendar year in which you leave Eligible
- 3012 Service.
- 3013 • You can find your pension estimate on [Benefits Connect \(https://logon.pensions.org/\)](https://logon.pensions.org/)
- 3014 • Pension payments are paid the first of every month.

3015

3016 **Initiation of Retirement Benefits**

3017 Each member must initiate the application for retirement benefits by phone, email or through Benefits

3018 Connect, preferably **4-6 months in advance**.

- 3019 • Phone: 1-800-773-7752 (800-PRESPLAN) Retirement Program Specialists are available to walk you
- 3020 through the process and answer any questions you may have about the retirement application
- 3021 process or the benefits available to you in retirement.
- 3022 • Email: memberservices@pensions.org and [Benefits Connect \(https://logon.pensions.org/\)](https://logon.pensions.org/)

3023 Your packet will be emailed to you and the forms must be **submitted at least 45 days in advance of the**

3024 **proposed date of retirement to ensure timely payment. You will have two main decisions to make:**

- 3025 1. If you have a spouse, how you would like your joint and survivor benefit.
- 3026 2. If you are eligible and would like to enroll in the Board of Pensions' Medicare Supplement.

3027

3028 **Pension**

3029 **Pension Payment:** The joint and survivor benefit options are listed on page 12 of [The Pension Plan of the](#)

3030 [Presbyterian Church \(U.S.A.\)](#). To elect a Joint & Survivor Option, you'll need to complete the election form

3031 included in your personalized retirement packet you receive after you notify the Board of Pensions of your

3032 retirement date. Your election must be made in advance of your retirement date and once elected cannot

3033 be changed. Pension Resources:

- 3034 • [Pension Overview](#)
 - 3035 • [Pension Booklet](#)
- 3036

3037 **Retiree Medical Coverage**

3038 **Board of Pensions' Medicare Supplement:**

3039 To enroll in Medicare Supplement coverage, you'll need to complete the personal information, subscription,
3040 and authorization portions of the Medicare Supplement Enrollment, Waiver, or Withdrawal form. This form
3041 is included in the personalized retirement packet you receive after you notify the Board of Pensions of your
3042 retirement date.

3043 When you retire, you may enroll in Medicare Supplement if you

- 3044 • are Medicare-eligible (generally age 65 or older).
- 3045 • meet the Rule of 70 (see below).
- 3046 • are enrolled in Medicare Parts A and B.
- 3047 • have had continuous coverage under a qualified health plan until you are eligible for Medicare
3048 Supplement coverage (see Continuous coverage requirement).

3049 To meet the Rule of 70:

- 3050 • You must be age 55 or older when you terminate eligible active service.
- 3051 • You must have at least five years of Medical Plan participation.
- 3052 • The sum of your age and years of Medical Plan participation at termination must equal 70 or more.

3053 Family members who may enroll

- 3054 • These family members also may enroll in Medicare Supplement, regardless of whether you choose
3055 to enroll when you are eligible:
- 3056 • your spouse or eligible child(ren) who has maintained continuous coverage and is enrolled in
3057 Medicare Part A and Part B
- 3058 • your surviving or former spouse who has maintained continuous coverage and is enrolled in
3059 Medicare Part A and Part B

3060 Continuous coverage requirement

- 3061 • You must meet a continuous coverage requirement in order to enroll for Medicare Supplement
3062 coverage. The medical coverage you had through the Board while actively working typically will
3063 meet this requirement if you retire at age 65 (or later) and enroll in Medicare Supplement coverage
3064 right away.
- 3065 • If you retire before age 65, you will need to maintain continuous coverage through another
3066 qualified health plan, such as medical continuation coverage through the Board or a spouse's
3067 employer's health plan, until you turn 65 and are eligible to enroll in Medicare.
- 3068 • If you are not yet eligible for Medicare but want to enroll in Medicare Supplement coverage when
3069 you are, you must either continue coverage under medical continuation or preserve your right to
3070 enroll at a later date by [filing a waiver](#).

3071 Retiree Medical Coverage Resources available at www.pensions.org:

- 3072 • [Choosing Healthcare in Retirement](#)
- 3073 • [Guide to the Medicare Supplement Plan](#)
- 3074 • [Medicare Supplement Overview](#)
- 3075 • [Medical Continuation](#)

3076 **At the same time you call to initiate your pension, call Social Security, or go to ssa.gov to sign up for
3077 Medicare parts A&B. If you are over 65 you are likely already enrolled in Part A and only need to sign up for
3078 Medicare part B.

3079 **Death Benefits in Retirement**

3080 If you die after retiring, the salary continuation benefit is intended to assist with funeral expenses. The
3081 amount paid depends upon when you die:

- 3082 • If you die within three years of retiring from active death benefit plan participation, the salary
3083 continuation benefit is based on the death benefit basis at retirement. The benefit is reduced by
3084 1/12 every three months following your retirement.
- 3085 • If you die after the third year of retirement, the minimum benefit of \$10,000 will be paid to your
3086 designated beneficiaries as a one-time payment.
- 3087 • Check [Benefits Connect](#) to ensure you have properly designated your beneficiaries. You can submit
3088 beneficiary changes via the Benefits Connect portal.
- 3089 • A survivor pension will be payable based on the election you made at retirement or on the Normal
3090 option if you married after retirement (and were married at least one year).

3091 Death Benefits Resources found at www.pensions.org:

- 3092 • [Guide to Death Benefits](#)
- 3093 • [Death Benefits Overview](#)

3095 **Retirement Savings Plan**

3096 If you were a participant in the Retirement Savings Plan through Fidelity Investments, you can take a
3097 distribution at any time in any amount or leave your funds invested without taking a distribution until the
3098 Required Beginning Date.

- 3099 • The Internal Revenue Code requires participants to begin receiving minimum required distributions
3100 by April 1 of the year that follows the later of:
 - 3101 o the calendar year in which you reach age 72
 - 3102 o the calendar year in which you are no longer in Eligible Service within the PC (U.S.A.)
 - 3103 o Call Fidelity at 1-800-343-0860, Reference Plan No. 57887

3104 **Post-Retirement Service**

3105 With Board of Pensions approval, a retired member who has initiated retirement pension benefits, may
3106 return to employment within the Presbyterian Church (U.S.A.) in certain situations without causing a
3107 suspension of their retirement pension benefit. See the [Post Retirement Administrative Rule](#)

- 3108 • Limited duration
- 3109 • Employer other than the employer the Minister retired from
3110 Retirement is a special time in life and each person is in a different place.
3111 Please call Member Services or your Church Consultant with any questions about your specific situation.

3112 **Member Services: 800-773-7752; Church Consultant: Elizabeth Little 252-723-8653**

3113 VERSION: This appendix was provided by BOP 12/2021.

3114 Policies of BOP may be updated, please contact BOP directly for current policies.

3115 **Appendix R – Departing Pastor Guide for Sessions**

3116 Presbytery of Coastal Carolina

3117 **So, Your Minister is Leaving, A Guide For All Session Members**

3118 Your minister has announced he/she is leaving. We hope that you recall all the times that the
3119 scripture tells us “Do not be afraid” you are not alone as this begins a new chapter for your
3120 church. The presbytery through the COM, your liaison, and the Mission Coordinator are
3121 ready to guide you.

3122 First, thank God for the time your pastor has been with you, and remember all the gifts
3123 he/she brought to your congregation. Plan an appropriate recognition/celebration of their
3124 ministry.

3125 Secondly, contact your Commission On Ministry (COM) liaison who will (1) arrange an exit
3126 interview with the Session and (2) orient the session to the process of handling a transition
3127 including securing pastoral leadership and pulpit supply.

3128 The liaison will explain to the Session the expectations and limitations of the departing
3129 pastor. The session then needs to convey this to the congregation. The liaison will give the
3130 session the document: “*Ministerial Guidelines for Leaving a Parish*”.

3131 Normally, it is the responsibility of the Session to arrange for pulpit supply preachers. The
3132 Session would be wise to designate one or perhaps two elders to carry out this responsibility.

3133 There is a list of ministers called the “Supply Preaching List” which lists ministers,
3134 Qualified Ruling Elders, and others available for pulpit supply. This list is always being
3135 updated and can be found online at www.presbycc.org or sent to you from the
3136 presbytery office (1-910-862-8300).

3137 Please do ask the General Presbyter and your Mission Coordinator to preach for you as
3138 soon as possible following the exiting pastor’s last Sunday.

3139 Please also ask Ruling Elders of your church – they bring richness to the message too.

3140 Also, as a Session, you have increased responsibility so that the church continues to function
3141 well. This is a time for your church to look at your mission, to discover the gifts your
3142 congregation has to further that mission – all with the Holy Spirit supporting and guiding you,
3143 through prayer and love for one another.

3144 Seeking an interim or Stated Supply or electing a Pastor Nominating Committee is outlined in
3145 other documents and the Liaison will guide you through that at a later time.

3146 As the end of the pastoral relationship approaches, it is important for the session to be
3147 familiar with the COM policies that limit a pastor’s participation in your church for the
3148 following year.

3149 NOTE: The treasurer and the pastor need to notify the Board of Pensions of the upcoming
3150 transition.

3151 **Appendix S – Relationship with Former Pastor(s)**

3152 Presbytery of Coastal Carolina
3153 **Relationship Between a Congregation and a Former Pastor**
3154 (For Session Members & Congregation)

3155 This appendix is meant to be edited, personalized, and used as a template for a letter to the
3156 congregation to assist in a smooth transition. The session is asked to share this statement
3157 throughout the entire congregation by reading it aloud to the congregation or by using it as an
3158 insert for the bulletin or newsletter or all of the above. This letter is usually sent after the
3159 congregational meeting and close to the time of dissolution. **The outline format** here is merely
3160 meant to highlight the various elements of the letter and need not be used in your final version
3161 of the letter sent to the congregation.

3162 *For the purposes of this document the term “pastor” and “minister” shall include: Pastor,*
3163 *Associate Pastor, Interim Pastor, Interim Associate Pastor, Stated Supply, Temporary Supply, and*
3164 *Commissioned Ruling Elder.*

3165 Dear Members:

3166 The Presbytery through the Commission on Ministry (COM) is working with our session in this
3167 time of pastoral transition. While recognizing that important relationships have been
3168 established over the years with our departing pastor, the Commission is aware of difficulties
3169 which may result for a new pastor if our congregation, or a portion of the congregation,
3170 continues to look to our former pastor for pastoral advice and counsel.

3171 Therefore, the Commission on Ministry commends to us the following:

- 3172 A. When our pastor completes her/his ministry with us, she/he is no longer our pastor. After
3173 that time, we, the session, are responsible to provide the needed pastoral coverage for
3174 you and your family. The session is working with the presbytery to secure pastoral
3175 coverage. Moving forward, when we have secured an approved pastoral voice, we must
3176 entrust them to provide pastoral duties for our congregation.
- 3177 B. We will need to rely more on you and our various leaders and staff to ensure the
3178 continuation of our ministries.
- 3179 C. Of note, we should be respectful of our pastor’s new sense of call. This means several
3180 things.
- 3181 1. We will not invite our former pastor to participate in any way with our Pastor
3182 Nominating Committee or search for our transitional pastor.
- 3183 2. We respectfully ask you to avoid discussing church matters with the former pastor
3184 this includes any concerns you have about the session, search process, or pastoral
3185 needs. We need to release the former pastor to be fully engaged in their new calling,
3186 even if that new ministry is retirement.

3187 3. If the former pastor's family remains members of our church, we will treat them as
3188 we do all members remembering to avoid using them to convey messages to the
3189 former pastor.

3190 D. Meanwhile, the session is making plans to celebrate and honor _____ on _____
3191 (Date/Time) and we invite you to _____.

3192 E. Letting go of our beloved pastor may be hard for many of us but to continue to depend
3193 upon them disregards the pastor's desire (or need) to move on. We need to give priority
3194 to the pastor(s) we have (or will) secured and to show respect for them by using them to
3195 perform all pastoral services. For our former pastor to return to perform any pastoral
3196 duties for our church and our people while we have another person as our pastor is
3197 disrespectful. This limitation includes visiting members in their homes or in the hospital
3198 and/or attending congregational functions as well as worship leadership. Intentional or
3199 not, these actions express discourtesy toward the new person's service as pastor.

3200 This letter may also be used to convey the information about the congregational meeting.

3201 **NOTE:** This letter and these guidelines do not apply in case of a relationship of an interim
3202 pastor, interim associate pastor, stated supply, or CRE pastor that lasts four months or
3203 less.

3204 **Appendix T – Guide for Exit Interview with a departing Pastor**

3205 As soon as possible after announcing the departure, the Community COM liaison will set up an
3206 exit interview with the pastor, preferably in person but possibly by other means as well.

3207 The purpose of this interview is to help the Community COM liaison understand the inner
3208 workings and dynamics of the church in order to assist the PNC in seeking the next installed
3209 pastor.

3210 No written record of the interview is to be shared with members of the church or the session,
3211 however, a summary shall be filed with the Stated Clerk/General Presbyter and portions may be
3212 shared with the Community COM.

3213 The following are some questions which may be used for this interview:

- 3214 a. What did you enjoy about your ministry at this church? What was draining?
3215 b. What do you think your legacy will be at this church?
3216 c. If you could have re-written any part of your job description, what would you have
3217 changed?
3218 d. How would you compare your expectations when you accepted the call with your
3219 actual experience? Were there surprises or disappointments?
3220 e. How does this church see its mission and how does it engage with the community?
3221 f. If someone asked you to describe this church now and why they should (or should
3222 not) attend or join, what would you say?
3223 g. If you were following you, what do you hope somebody would tell you before you
3224 accepted a call to this church?
3225 h. What continuing concerns/problems do you think the session needs to address?
3226 i. What has been your relationship to the session and to presbytery?
3227 j. What appeals to you about where you are going?
3228 k. (For associate pastor) Was the working relationship with the pastor what you
3229 expected it to be when you were called? If not, how was it different?
3230 l. Is there anything else I need to know that would help me in working with the Session
3231 and Pastor Nominating Committee of this church?

3232 **Appendix U – Guide for Exit Interview with a Session**

3233 After the dissolution of the pastoral relationship, the Community COM liaison will set up a time
3234 to conduct an exit interview with the session. The purpose of this interview is to help the
3235 Community COM and the liaison understand the inner workings and dynamics of the church in
3236 order to assist the PNC in seeking the next installed pastor.

3237 This is normally a called session meeting moderated by the liaison. This conversation should be
3238 in closed session.

3239 The liaison is listening for both good news from the pastor’s tenure and the church’s challenges
3240 moving forward. The liaison will also answer questions about next steps in securing pastoral
3241 leadership and pulpit supply.

3242 The Community COM liaison will discuss with the session Appendix S *“Relationship Between a*
3243 *Congregation and a Former Pastor.”*

3244 No written record of the interview will be shared with the pastor, however, a summary shall be
3245 sent to the Stated Clerk/General Presbyter and portions may be shared with the Community
3246 COM.

3247 Here are some questions that may be used for this interview:

- 3248 a. What were the highlights of his/her ministry?
- 3249 b. What contributions did the pastor make to the life of this congregation?
- 3250 c. What did you see as the strengths of the pastor?
- 3251 d. What concerns or problems regarding the parish have grown out of this pastorate?
- 3252 e. What issues/concerns do you think the session needs to address moving forward?
- 3253 f. How were disagreements handled between the session and the pastor?
- 3254 g. What qualities should the next pastor possess?
- 3255 h. Is there anything else I need to know that would help me in working with the Pastor
3256 Nominating Committee of this church?
- 3257 i. Is there anyone in particular you would like me to recommend to the COM to be your
3258 session moderator? When do you normally hold session meetings and is that flexible?
- 3259 j. What do you see as your next steps in securing pastoral leadership for the short
3260 term?
- 3261 k. Do you have a copy of the current Pulpit Supply List or know how to get it from the
3262 presbytery’s website directory? Please consider inviting the General Presbyter and
3263 your Mission Coordinator to fill your pulpit one Sunday so that you get to know them
3264 and they you.
- 3265 l. What questions do you have for me? *If I don’t know the answer, I will get back with*
3266 *the clerk to share additional information.*

3267

3268 **Appendix V – Relevant Excerpt from Manual of Administrative Operations**

3269 Presbytery of Coastal Carolina, PC(USA)

3270 **Excerpt from Manual of Administrative Operations**

3271 **4.00 Commission on Ministry**

3272 **4.10 Membership**

3273 Membership of the Commission on Ministry shall consist of equal numbers of ministers of the Word and
3274 Sacrament (teaching elders) and ruling elders (*Book of Order*, G-3.0307). There shall be forty-six (46)
3275 voting members, with fifteen members from each of the three Missional Communities as equally divided
3276 between ruling elders and teaching elders as is possible and a teaching or ruling elder as Chairperson of
3277 the Commission on Ministry who is not a member of any of the three community Commissions on
3278 Ministry. The General Presbyter/Stated Clerk, and the three Mission Coordinators serve as advisory
3279 members without vote. (See Section 5.31 of *Manual*.) **The Chairperson of the Commission on Ministry is**
3280 ***ex officio* without vote on the Community COMs.** **This is a proposed change for the Manual of Admin Op**

3281 **4.11 Mission**

3282 To serve as pastor and counselor to ministers of the Word and Sacrament (teaching elders), ruling elders
3283 commissioned to pastoral service, and certified Christian educators of the presbytery; to facilitate the
3284 relations between the presbytery and its congregations, ministers of the Word and Sacrament (teaching
3285 elders), ruling elders commissioned to pastoral service, and certified Christian educators; and to settle
3286 difficulties on behalf of the presbytery where possible and expedient and to provide for the training,
3287 examination and commissioning of ruling elders to particular pastoral service. (G-3.0307; 2.0903; 2.10)

3288 **4.12 Responsibilities**

3289 The **responsibilities** of the Commission on Ministry and its three Community Commissions are spelled
3290 out in the *Commission on Ministry Handbook* and include:

- 3291 1. To develop, review and revise annual goals, objectives, and action plans, to keep full
3292 minutes of meetings and actions and to report to the Presbytery on any actions taken on
3293 its behalf;
- 3294 2. to facilitate Church-Pastor relations;
- 3295 3. to work with the Missional Communities to develop strategies for the mission of the
3296 church in its area;
- 3297 4. to work through the Missional Community Commissions on Ministry with churches in
3298 the Missional Communities their leadership groups to address specific needs as they
3299 apply to the work of the Commission on Ministry;
- 3300 5. to carry out the constitutionally-assigned functions of examining, receiving, counseling,
3301 and dismissing ministers;
- 3302 6. to carry out a preliminary examination of candidates for ordination who shall ordinarily
3303 preach a sermon before the Presbytery or one of its Missional Community Gatherings as
3304 part of the floor examination for ordination;
- 3305 7. to arrange for the introduction of new ministers of the Word and Sacrament (teaching
3306 elders) to the Presbytery including sharing of their statements of faith and biographical
3307 sketches;
- 3308 ~~8. to coordinate the training and examination of ruling elders who sense a call to particular~~
3309 ~~pastoral ministry as Commissioned Ruling Elders and provide for their oversight and~~
3310 ~~continuing education;—This is a proposed change for the Manual of Admin Op~~

- 3311 9. to minister to the ministers and their families;
- 3312 10. to counsel with the Pastor Nominating Committees, and to advise the Sessions of vacant
- 3313 churches with regard to pastoral services;
- 3314 11. to carry out applicable provisions of the sexual misconduct, code of ethics, and boundary
- 3315 training and certification policies;
- 3316 12. to examine non-PC(USA) ministers being considered for pastoral leadership by
- 3317 congregations in the Presbytery and to provide training and support to any of those
- 3318 permitted to serve congregations of the Presbytery;
- 3319 13. to work with the Missional Community Mission Coordinators in providing care for
- 3320 churches and their pastors, in counseling churches with regard to pastoral services, and in
- 3321 addressing conflicts and issues that may arise including the appointment of Committees
- 3322 of Inquiry or Administrative Commissions;
- 3323 14. to appoint Pastoral Teams to work congregations discerning their relationship with the
- 3324 PC(USA) as outlined in the Presbytery's Separation Policy.

3325 **4.13 Commission Power**

3326 The Commission on Ministry and its Community Commissions shall have authority to act for the
 3327 Presbytery on the following limited matters as detailed in the *Book of Order* and the *Commission on*
 3328 *Ministry Handbook*:

- 3329 1. Grant permission for minister members (teaching elders) to engage in work outside the
- 3330 geographic bounds and/or jurisdiction of this Presbytery (G-2.0502 and G-2.0503), and to
- 3331 grant permission to minister members of other presbyteries to engage in work within the
- 3332 bounds and/or jurisdiction of this presbytery.
- 3333 2. Commission Ruling Elders to pastoral service in a congregation – G-2.1002
- 3334 3. Validate the ministry of ministers of the Word and Sacrament (teaching elders) who are
- 3335 not serving in a pastoral relationship in a particular church and review that ministry on an
- 3336 annual basis – G-2.0503
- 3337 4. Grant Honorable Retired status to ministers of the Word and Sacrament (teaching elders)
- 3338 – 2.0503c.
- 3339 5. Approve pastoral relationships in:
- 3340 a. Installed pastoral relationships – G-2.0504a
- 3341 b. Temporary pastoral relationships – G-2.0504b
- 3342 c. Approve terms of call – G-3.0109b(3)
- 3343 6. **Receive Recommends the transfer of ministers of other denominations:**
- 3344 a. **As full members of the Presbytery – G-2.0505 This is a proposed change for the**
- 3345 **Manual of Admin Operations**
- 3346 b. **As temporary members of the Presbytery – G-2.0506**
- 3347 7. Release ministers of the Word and Sacrament (teaching elders) from ministry at their
- 3348 request – G-2.0507
- 3349 8. Appoint moderators for sessions without an installed pastor – G-3.0104
- 3350 9. Name Administrative Commissions to ordain and/or install ministers of the Word and
- 3351 Sacrament (teaching elders) to pastoral relationships – G-3.0109b(2); G-3.0109b(3)
- 3352 10. Examine and receive into membership ministers of the Word and Sacrament (teaching
- 3353 elders) seeking admission to presbytery – G-3.0109b(3)
- 3354 11. Counsel with sessions concerning reported difficulties – G-3.0303d(1) – (3)

3355 **4.14 Authority Reserved to Full Presbytery**

3356 Any other responsibilities found in the *Book of Order* are reserved to the Presbytery and/or its Missional
3357 Communities. In particular, the Commission on Ministry **shall not** take action concerning the following
3358 matters as detailed in the *Book of Order*, **but may** make a recommendation to the full Presbytery for **its**
3359 **action**.

- 3360 1. Removal of the name of a minister of the Word and Sacrament (teaching elder) from the
3361 roll of the Presbytery for failure to be engaged in a validated ministry or to fulfill the
3362 criteria for membership-at-large (G-2.0508) or for persisting in work disapproved by the
3363 presbytery (G-2.0509).
- 3364 2. Establish minimum compensation for ministers of the Word and Sacrament (teaching
3365 elders), Certified Christian Educators and Certified Associate Christian Educators – G-
3366 3.0103c

3367 **4.15 Authority Reserved to Presbytery and/or Missional Communities**

3368 Any other responsibilities found in the *Book of Order* are reserved to the Presbytery and/or its Missional
3369 Communities. In particular, the Commission on Ministry **shall not** take action concerning the following
3370 matters as detailed in the *Book of Order*, **but may** make a recommendation to the full Presbytery or its
3371 Missional Communities for **its action**.

- 3372 1. Assumption of original jurisdiction of a session – G-3.0303e
- 3373 2. Exceptions to the prohibition on calling of an Associate Pastor as the next Installed Pastor
3374 of a congregation or the calling of a minister of the Word and Sacrament (teaching elder)
3375 engaged in a temporary pastoral relationship as the next Installed Pastor of a
3376 congregation – G-2.0504c.
- 3377 3. Examination of candidates for ordination as ministers of the Word and Sacrament
3378 (teaching elders).
- 3379 4. Dissolve pastoral relationships where one or both of the parties (pastor and/or
3380 congregation) do *not* concur with the dissolution.

3381 **4.16 Sharing of Actions**

3382 All faith statements and biographical sketches and actions of the Commission on Ministry related to the
3383 reception of minister members of the Presbytery shall be published on the Presbytery's website in a
3384 **timely manner, in the presbytery or Missional Community packet. This is a proposal for the Manual**

3385 **Appendix W – Sabbatical Leave Policy**

3386 The Presbytery of Coastal Carolina is keenly aware of the accumulating pressures of
3387 sustained twenty-four-hour ministry and the toll it can have on clergy. They bear the
3388 burdens, the anguish, the pain, and hurt of their parishioners on a 24-hour basis unlike those
3389 of any other profession. Therefore, the Presbytery of Coastal Carolina encourages Sessions
3390 to adopt a sabbatical leave policy granting full time clergy a sabbatical after each 6 years of
3391 service in the same call. (The Sabbatical is taken during the seventh year.) The sabbatical
3392 should be three months, which may be extended by using vacation or study leave and should
3393 be incorporated into the pastor’s terms of call. The sabbatical policy should also include
3394 provisions for the pastor to report back to the Session and Congregation what he/she has
3395 done, providing accountability for use of this time. Sample sabbatical policies for local
3396 churches are available at the Presbytery Office.

3397 **Premise:** The sabbatical comes from the biblical concept of leaving a field fallow after several
3398 years of constant working in order to allow the land to replenish itself. Genesis 2:1-3 refers
3399 to God’s originating a seventh day for rest in the creation story. Exodus 23 and Leviticus 25
3400 speak of Sabbath days and Sabbath land years when the ground is untilled so that it can
3401 replenish itself. It is a time to refill and replenish the soul, to be refreshed in the Spirit with
3402 renewed dedication and vision, restored physical health and energy all of which potentially
3403 can bring great benefits in renewed and more fulfilling and productive ministry. In recent
3404 years churches have been rediscovering and reflecting upon the value of sabbaticals for the
3405 purpose of refining and updating professional skills, extending knowledge, and refreshing
3406 spiritual life and calling. This value is not just to the participant to be renewed, but also to
3407 the whole congregation that receives back a minister revived, replenished and ready for
3408 further service. A video from the Alban Institute explaining how a sabbatical policy benefits
3409 both clergy and congregation is available through the Presbytery office.

3410 **Purpose:** A Sabbatical Leave is granted to all full-time ordained pastors, upon approval of
3411 their request by the Session, and is encouraged as an opportunity for physical rest, spiritual
3412 renewal, and professional development. Sabbatical pursuits may include, but are not limited
3413 to, physical and emotional rest, continuing education toward an advanced degree, travel,
3414 mission trips, research and writing, intellectual growth and personal and family enrichment.

3415 **Funding:** The local church should continue full pay and all employee benefits while the
3416 pastor is on Sabbatical Leave. The church also bears the cost of a short-term interim
3417 replacement for that period of time, if needed. Additionally, the church may provide
3418 additional funding for approved sabbatical expenses such as travel or educational events.
3419 Churches who adopt a sabbatical policy may want to set aside money every year in a
3420 sabbatical fund, so that the cost of the sabbatical can be spread over several years. Pastors
3421 are encouraged to apply for full or partial grants from denominational and philanthropic
3422 organizations to cover anticipated expenses and thus lower the support needed from the
3423 local church. Those churches which would have financial problems in providing for the
3424 Sabbath leave are encouraged to consult with the Pastoral Care and Oversight subcommittee
3425 of the COM for help with locating retired pastors who might be willing to fill in during the
3426 pastor’s absence. (Policy Adopted June 28, 2007)

3427 **Appendix X – Honorariums for Occasional Supply & Moderators**

3428 The Presbytery of Coastal Carolina
3429 Recommended Honorariums

3430 *PENDING Adoption by Presbytery in 2022 for Supply Preaching Honoraria and Moderating*
3431 *Sessions*

3432 **Minimum for any guest preacher**

3433 One worship service:
3434 \$135 plus mileage at the IRS business rate**

3435
3436 Two worship services:
3437 \$225 plus mileage at the IRS business rate

3438
3439 **All checks should include in the memo:**

3440 "Honorarium and mileage" (with \$ amounts if calculated separately by the church)

3441
3442 **If a church cancels a guest minister** with less than 8-days' notice, the honorarium should still be
3443 offered.

3444 **Very small churches or those with extreme budget constraints who do not plan to provide the
3445 expected minimum **must negotiate** with the supply preacher *ahead of time*.

3446 Preachers who are asked to perform **additional services** which require more time and
3447 preparation, such as celebrating communion, installing officers, or moderating a congregational
3448 meeting should receive additional compensation.

3449 **NOTE:** These are suggested **minimum** amounts only. Many churches offer more
3450 compensation for supply preaching. Some churches offer more to ordained ministers than to
3451 other speakers.

3452 In addition, **churches who pay one individual more than \$600 in a calendar year may be**
3453 **required by the IRS to issue FORM 1099 to the preacher**, who may be considered a "Contract
3454 Employee." In such a situation, be sure to calculate mileage separately and obtain the
3455 individual's Social Security number and mailing address for a 1099. *Please consult a CPA or*
3456 *tax advisor for information and advice.*

3457 For tax purposes, ministers are responsible to the IRS for all honoraria received and may
3458 claim mileage expenses according to IRS guidelines.

3459 ***Moderating Session Meetings***

3460 Persons appointed by the COM to moderate session meetings should be reimbursed mileage at
3461 the IRS business rate and receive a small honorarium (\$35-\$60 suggested) per session meeting.
3462 The session should not expect the moderator to do additional ministry beyond moderating
3463 session meetings. The moderator may, however, assist them in seeking pastoral coverage in the
3464 case of serious illness, deaths, funerals, and other emergencies.

3465 **Appendix Y – Minimum Terms of Call**

3466 Presbytery of Coastal Carolina
3467 2022 Minimum Terms of Call
3468 **for full-time installed ministers**

3469 Financial Terms of Call

3470
3471 \$69,930 minimum (no increase from 2021)

3472
3473 \$44,196 “effective salary”^{1,6}
3474 \$16,353 Board of Pensions required dues²
3475 \$3,381 one-half of minister’s SECA tax³
3476 \$4,000 professional expenses reimbursement⁴
3477 \$2,000 additional salary, benefits, or reimbursement⁵

3478
3479 Minimum terms of call assume a normal, full-time work week of 40 hours, with 2 days off
3480 each week.⁷

3481 ¹ Effective salary includes cash salary, housing allowance, and the value of the use of a manse,
3482 if provided.

3483 ^o Effective salary also includes any optional Board of Pensions benefits (such as dental
3484 insurance), 403(b)(9) salary reduction contributions, medical reimbursement plans,
3485 annual bonus, and other compensation.

3486 ^o See the Board of Pensions “total effective salary calculator” at www.pensions.org.

3487 ² Board of Pension required dues of 37% based on effective salary include medical coverage
3488 (27%), pension (8.5%), death and disability coverage (1%), and temporary disability (.5%)

3489 ³ One-half of SECA tax is 7.65% of salary and housing.

3490 ⁴ Expenses reimbursement: an amount set aside for mileage, continuing education, and other
3491 professional expenses, available only through monthly submission of mileage records and
3492 receipts. At the end of the year, unused funds remain in the church account – they are not part
3493 of the minister’s salary.

3494 ^o Mileage should be reimbursed at the IRS rate. Continuing education (including details of
3495 content and cost) must receive prior approval of the Session.

3496 ⁵ Additional funds provide choices appropriate to each minister’s situation and needs, such as
3497 medical reimbursement, deferred compensation, manse equity, additional professional
3498 expenses, etc. Decisions about how to use these funds must be made before congregational
3499 approval of terms of call for the new year and spelled out in the minutes of the congregation.

3500 NOTE: By allocating “Additional Funds” to Effective Salary items, premiums for BOP
3501 and SECA may increase. Take those increases into account when allocating the additional
3502 funds. Changes may also impact the minister’s tax burden.

3503 ⁶ Churches must meet the minimum effective salary, but staff and congregations may negotiate
3504 professional expenses and reimbursable expenses to better tailor these portions of the terms of
3505 call to suit their needs and budget. Staff should actively participate in the negotiation of the final
3506 terms of call and not expect that they be routinely applied.”

3507 ⁷ Work schedule: Since a minister’s actual schedule is unpredictable, work hours often vary
3508 week to week. Even on days off, the minister is usually still “on call.” Therefore, the Session
3509 and the minister must exercise flexibility, balancing work and rest to avoid pastoral burnout.

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Important Notes:

1. The division of funds between Professional Expenses and Continuing Education should be determined by the session in consultation with the pastor. The division of funds can vary from year to year.

- Accountable Reimbursable Expenses are usual, customary and reasonable expenses incurred in support of the ministry provided to the congregation by the pastor. They do not include commuting from home to church/office. Expenses are reimbursed upon the submission of appropriate receipts or mileage logs and should not be paid in regular monthly installments. If Accountable Expenses are paid in monthly installments, then they must be counted as income and listed on the pastor’s W-2 form. Pension, Disability, and Medical Dues would also have to be paid on them. It is up to the pastors to monitor their use of Accountable Expense funds so as not to run over by the end of the year. Any unused funds revert to the church treasury at the end of the year. Unexpended budgeted funds for Accountable Reimbursable Expenses are not available to a pastor as compensation.

- Since Continuing Education funds are provided by the church in order to equip the pastor to be a more effective leader in the congregation, it is the responsibility of the pastor to consult with the session about the content, location, and cost of any continuing education before taking time off or incurring costs. The expenses will be reimbursed (within the limits of the agreement) upon presentation of receipts. Accrued Continuing Education time and money are forfeited upon dissolution of the pastoral relationship. Unexpended Continuing Education money are not available to a pastor as compensation.

2. For negotiations for service less than full-time, a normal (full time) work week is considered as 40 hours. Vacation and continuing education for pastoral voices serving less than full-time be proportional to the number of Sundays preached/scheduled per month.

3. Other benefits (part of minimum terms of call):

- a. Vacation of 4 weeks including 4 Sundays.
- b. Study Leave of 2 weeks including 2 Sundays. The purpose of Study Leave will be planned in consultation with the Session.
- c. Holidays as established by Presbytery policy.
- d. Full usual, customary, & reasonable cost of moving to the field by a licensed carrier.
- e. FAMILY LEAVE is required:

A. FAMILY LEAVE is a mutual agreement between the Session and Educator for the good and welfare of the whole of God’s holy people. *A Covenant of Care and Compassion* is a formal opportunity to express agreement in family leave policies. Guidelines for *A Declaration of Family Leave Policy* and *A Covenant for Care and Compassion* are available at the Presbytery Office.

B. FAMILY LEAVE, may include such items below, is time released for medical care and treatment.

- Sick Leave shall accumulate at least 1 ¼ days each month to 90 days total. Sick Leave of 5 days shall be accrued to newly employed educators. When sick leave taken exceeds 5 days in a 6-month period, a church may require a statement from the attending physician.
- Maternity/Paternity Leave – 4 weeks with payment of salary and benefits, excluding reimbursable expenses. An additional two (2) weeks may be granted from accumulated sick leave if needed.
- Adoptive Leave – 4 weeks with payment of salary and benefits excluding reimbursable expenses.
- Caring for family members

3559 **2022 minimum terms of call – reflects a 2% increase in Salary**
 3560 Presbytery of Coastal Carolina
 3561 Proposed Commission on Ministry Minimum 2022 Terms of Call
 3562 **Full Time¹ Certified Christian Educators**

3563		
3564	Salary (including suitable health and retirement plans)	\$46,668.00
3565	Reimbursable Expenses²	\$1,225.00
3566	Additional Compensation³ (to be allocated in consultation with the employee)	\$600.00
3567	Total Minimum compensation for 2022	\$48,493.00
3568		

3569 **Full Time¹ Certified Associate Christian Educators**

3570		
3571	Salary (including suitable health and retirement plans)	\$41,414.00
3572	Reimbursable Expenses²	\$1,225.00
3573	Additional Compensation³ (to be allocated in consultation with the employee)	\$600.00
3574	Total Minimum compensation for 2022	\$43,239.00
3575		

3576 **Notes:**

3577 ¹ For negotiations for service **less than full-time**, a normal (full time) work week is considered as
 3578 40 hours. Vacation and continuing education for Educators serving less than full time is
 3579 proportional to the number of Sunday’s scheduled per month.

3580 ² **Reimbursable expenses:** an amount set aside for mileage, continuing education, and other
 3581 professional expenses, available only through monthly submission of mileage records and
 3582 receipts. At the end of the year, unused funds remain in the church account – they are not part
 3583 of the educator’s salary.

- 3584 ◦ Mileage should be reimbursed at the IRS rate.
- 3585 ◦ Continuing education (including details of content and cost) must receive prior approval
 3586 of the Session.

3587 ³ **Additional compensation** provides choices appropriate to each educator’s situation and needs
 3588 and should be added to salary, health coverage, retirement coverage, or expenses before a
 3589 contract is approved.

3590 **Other benefits** (part of minimum terms of call)

- 3591 a. Vacation of 4 weeks including 4 Sundays.
- 3592 b. Study Leave of 2 weeks including 2 Sundays. The purpose of Study Leave (Continuing
 3593 Education) will be planned in consultation with the Session.
- 3594 c. Holidays as established by Presbytery policy.

- 3595 d. Full usual, customary, & reasonable cost of moving to the field by a licensed carrier.
3596 e. FAMILY LEAVE is required
3597

3598 A. FAMILY LEAVE is a mutual agreement between the Session and Educator for the good
3599 and welfare of the whole of God's holy people. *A Covenant of Care and Compassion* is
3600 a formal opportunity to express agreement in family leave policies. Guidelines for *A*
3601 *Declaration of Family Leave Policy* and *A Covenant for Care and Compassion* are
3602 available at the Presbytery Office.
3603

3604 B. FAMILY LEAVE, which may include such items below, is time released for medical
3605 care and treatment.

3606 • Sick Leave shall accumulate at least 1 ¼ days each month to 90 days total. Sick
3607 Leave of 5 days shall be accrued to newly employed educators. When sick leave
3608 taken exceeds 5 days in a 6-month period, a church may require a statement from
3609 the attending physician.

3610 • Maternity/Paternity Leave – 4 weeks with payment of salary and benefits,
3611 excluding reimbursable expenses. An additional two (2) weeks may be granted
3612 from accumulated sick leave if needed.

3613 • Adoptive Leave – 4 weeks with payment of salary and benefits excluding
3614 reimbursable expenses.

3615 • Caring for family members