

2015 Committee on Ministry Policies and Procedures

§1. Authority Delegated to the Committee on Ministry (G-3.0307)

Holston Presbytery has delegated authority to the Committee on Ministry to facilitate the presbytery's reception and oversight of teaching elder members, approval of calls for pastoral services and invitations for temporary pastoral services, examination of candidates for ordination, oversight of congregations without pastors, dissolution of relationships, dismissal of members, and its close relationship with both member congregations and teaching elders. All actions carried out as a result of this delegated authority must be reported to the presbytery at its next regular meeting.

§2. Moderator of Congregational Meetings (G-1.0504)

The installed pastor shall ordinarily moderate all meetings of the congregation. If it is impractical for the pastor to preside, he or she shall invite another teaching elder who is a member of the presbytery or a person authorized by the presbytery to serve as moderator. If there is no installed pastor, or the installed pastor is unable to moderate and/or to name another moderator, another teaching or ruling elder may moderate with the permission of the Committee on Ministry moderator or the presbytery stated clerk.

§3. Moderator of Session Meetings (G-3.0104, G-3.0201)

The pastor of a congregation shall be the moderator of the session of that congregation. In congregations where there are co-pastors, they shall both be considered moderators and have provisions for designating who presides at a particular meeting. If it is impractical for the pastor to moderate, he or she shall invite another teaching elder who is a member of the presbytery or a person authorized by the presbytery to serve as moderator. If there is no installed pastor, or the installed pastor is unable to moderate and/or to name another moderator, another teaching or ruling elder may moderate with the permission of the Committee on Ministry moderator or the presbytery stated clerk.

§4. Temporary Pastoral Leadership (G-2.0504b)

Teaching elders, candidates preparing to be teaching elders, and ruling elders who have completed commissioned lay pastor training are eligible, upon approval of the Committee on Ministry, to serve in temporary pastoral leadership in the following ways:

- A stated supply is a teaching elder appointed by the presbytery, after consultation with the session, to perform the functions of a pastor in a church which is not seeking an installed pastor. The relation shall be established only by the presbytery and shall extend for a period not to exceed twelve months at a time. A stated supply shall not be reappointed until the presbytery, through its Committee on Ministry, has reviewed her or his effectiveness. A stated supply may, with presbytery's approval, serve as moderator of the session.
- An interim pastor is a teaching elder invited by the session of a church without an installed pastor to preach the Word, administer the Sacraments, and fulfill pastoral

duties while the church is seeking a pastor. An interim co-pastor is a teaching elder invited by the session of a church without an installed co-pastor which had a co-pastor model which was in effect for at least three years and where the congregation desires to continue such model of permanent ministerial relationship, to preach the Word, administer the Sacraments, and fulfill pastoral duties for a specified period not to exceed twelve months at a time, while the church is seeking a co-pastor. The session may not secure or dissolve a relationship with an interim pastor or interim co-pastor without the concurrence of the presbytery through its Committee on Ministry.

- An interim associate pastor is a teaching elder invited by the session to serve in this position while the church is seeking a new associate pastor or is seeking a pastor to serve as co-pastor in accord with G-6.0202. The session may not secure or dissolve a relationship with an interim associate pastor without the concurrence of the presbytery through its Committee on Ministry.
- A temporary supply may be a teaching elder, a candidate, a commissioned lay pastor, or an elder secured by the session to conduct services when there is no pastor or the pastor is unable to perform pastoral duties. The session shall seek the counsel of presbytery through its Committee on Ministry before securing a temporary supply.
- An organizing pastor is a teaching elder or commissioned lay pastor appointed by the presbytery to serve as pastor to a group of people who are in the process of organizing a new Presbyterian church. An organizing pastor may be designated a member of the presbytery administrative staff and is to be hired in accordance with the principles of F-1.0403, G-2.0104 and G-3.0103. This relationship as organizing pastor shall terminate when the new church is formally organized by the presbytery. At that time the new church may, with the approval of the Committee on Ministry and the presbytery, call the organizing pastor to be its pastor without being required to elect a Pastor Nominating Committee and conduct a pastoral search, or it may choose to elect a Pastor Nominating Committee and conduct a full pastoral search as provided in the Form of Government.
- A parish associate is a teaching elder who serves in some validated ministry other than the local parish, or is a member-at-large, or is retired, but who wishes to maintain a relationship with a particular church or churches in keeping with ordination to the ministry of the Word and Sacrament. Such persons, already qualified as continuing members of presbytery, may serve as parish associates. The relation shall be established, upon nomination by the pastor, between the parish associate, the session, and the presbytery. The parish associate shall be responsible to the pastor with or without remuneration.

All requests for exemptions to serve as the next pastor, co-pastor, or associate pastor under G-2.0504c shall be made upon recommendation of the Committee on Ministry.

§5. Requirements for Temporary Membership in the Presbytery (G-2.0506)

All requests for temporary membership in Holston Presbytery under G-2.0506 shall be made upon examination and recommendation of the Committee on Ministry.

§6. Minimum Compensation Standards (G-3.0303c)

The minimum terms of call for full-time, installed pastors in Holston Presbytery are as follows:

- Cash salary and housing (manse or allowance) and any deferred compensation must ordinarily equal the minimum participation basis on which the medical dues are calculated for the benefits plan of the Board of Pensions. For 2015, the minimum participation basis is \$44,000.
- SECA allowance equal to 7.65% of cash salary and housing (manse or allowance)
- Full participation in the benefits plan of the Board of Pensions of the PCUSA, including dependent coverage, if needed. (“Needed” is defined as the pastor certifying that they have a spouse and/or dependent(s) who are not covered by any other fully-funded employer-provided, health care coverage.)
- Travel reimbursement at the IRS rate of at least \$2,000 annually
- Continuing education reimbursement of at least \$500 annually
- Continuing education leave of at least two weeks annually
- Vacation leave of at least four weeks annually
- A Sabbatical Leave policy that will permit a Sabbatical leave after six continuous years of service.
- The Committee on Ministry may grant a waiver from the minimum terms of call for a period of up to five years, provided that both the teaching elder and the session concur, and a satisfactory plan for meeting the minimum terms of call within the waiver period has been presented.

The minimum terms of call for full-time, Certified Christian Educators is \$35,000; and for full-time, Certified Associate Christian Educators is \$30,000.

(revised by Presbytery, 09/02/14)

§7. Sample Sabbatical Leave Policy

For Full-Time Pastors and Certified Directors of Christian Education

Holston Presbytery; Presbyterian Church (USA)

Introduction:

These guidelines are meant to help churches and professional staff implement policies for Sabbatical Leave. Sabbatical Leave is beneficial, both to ministry professionals, and to the churches they serve. Sabbatical leave can help individuals to refocus their vision, and find a renewed sense of call. Oftentimes, Sabbatical Leave is needed to find a new or intensive

continuing educational experience that is not possible in a two week time period. Sabbatical Leave is the call from God in a busy world, and in the busy Church. It can offer valuable refreshment and rejuvenation for those who labor continuously for God's people, new vision for continued service, and renewed compassion for the beloved children of God who comprise the Church. Sabbatical Leave offers the church a time to re-focus on their future, a time for members to find new gifts for service in the church, and for the church as a whole, to renew its call as part of the priesthood of all believers. When Sabbatical Leave is completed, the congregation and staff should take the opportunity to reflect on learning, and the benefits gained by the staff member, as well as the congregation.

Definition:

Sabbatical leave is a planned time of study, and renewal, by which one seeks personal and professional growth. It is an opportunity for an individual to disengage from regular and routine tasks so that their ministry may be viewed from a new perspective, and their soul renewed to serve refreshed. It is not intended as a prolonged vacation. Through reflection, prayer, rest, study and travel, one finds, through this temporary vocation, the promise of God who sustains us through a period of reflection, leading to the renewal of energy upon the return to the permanent call.

Suggestions:

Churches and their professional staff, (ordained clergy and Certified Christian educators,) are encouraged to use this policy to enact their own specific sabbatical plan, and churches should encourage eligible staff to avail themselves of this opportunity. They should dialogue together to come up with a suitable form of leave that will benefit all involved, and not place too much of a burden on the church, nor ignore the full need of the staff member.

Eligibility:

1. Sabbatical Leave for clergy should ordinarily be included in all calls in Holston Presbytery for Full-time Ministers of Word and Sacrament serving as Pastors and Certified Christian Educators. (hereafter referred to as clergy and CCEs)
2. For clergy, Sabbatical leave involves a change in the Terms of Call, and as such, is subject to the approval of the Session, the congregation, and the presbytery. Clergy and CCEs working full time should be eligible for Sabbatical Leave after six (6) years of service, or "in the seventh year of service." The Session may decide to give credit for previous full time service by the Clergy and CCEs in other positions.
3. The Clergy/CCE should bring a proposal to the Personnel Committee and/or the Session at least 6 months prior to the beginning of the proposed leave. Proposals submitted prior to approval of the church budget for the calendar year when leave is to be taken are preferred. The proposal should include details on how the time will be used, proposed arrangements for covering the Clergy/CCE congregational duties, and any cost associated with the proposed leave.
4. The Session may allow continuing education money not spent in a calendar year to accrue for up to three (3) years to offset some of the costs of Sabbatical. Please note the IRS rules do not allow Continuing Education monies to be used for travel unless

“ministerial duties are performed.” Continuing Education money may be used for travel but it should be reported as income.

5. The time allotted for the Sabbatical should be based upon the purpose of the sabbatical. Sabbaticals that are primarily for educational travel should be no more than 4-5 weeks. In depth educational sabbaticals and/or advanced degree work should be no less than three (3) months. If the sabbatical is primarily advanced degree work, the year it is taken, and should include continuing education time, so that the staff member’s continuing education time is the Sabbatical time. If the sabbatical is primarily educational travel, the 2 week continuing education should remain intact. Sabbaticals shall not include vacation time, so that the staff member’s vacation time shall be intact.
6. Before the leave begins, the Clergy/CCE and the Personnel Committee/Session should inform the congregation about the leave. The leave needs to be approved by the Congregation as change in Terms of Call, if it has not already been done as suggested in “Eligibility.” An explanation of the policy, and the accepted plans for the leave period, is appropriate. The timing and execution of this communication should be determined at the time of approval.
7. The church, no matter its size, should feel encouraged to contact the Presbytery office (423.247.6178) for encouragement and for support before and during the time of the leave. It is possible that there may be grants available, either through the Presbytery, the Board of Pensions, or others. The Louisville Institute (502.895.3411) offers grants, as does the Lily Foundation (317.916.7302). The Presbytery is a resource for helping with staffing issues, pulpit supply, and pastoral care.
8. Upon completion of the Sabbatical Leave, at an acceptable time, the staff member should report to the Session/Personnel Committee about the leave, including the value of the leave.
9. Not more than one staff member should take a Leave per calendar year. In the event that two or more staff members are eligible during the same year, the staff members shall converse openly with the Personnel Committee to determine an acceptable resolution.

§8. Written Criteria for Validating Ministries within Holston Presbytery (G-3.0306)

Members of a presbytery of the Presbyterian Church (U.S.A.) include: those serving in validated ministries (G-2.0503a); those who are members-at-large (G-2.0503b); and those who are honorably retired (G-2.0503c).

In addition to the requirements for validated ministry found in the *Book of Order* G-2.0503a¹ the following shall apply:

¹ A validated ministry shall:

(1) demonstrate conformity with the mission of God’s people in the world as set forth in Holy Scripture, The Book of Confessions, and the Book of Order of this church;

1. Teaching elders shall take the initiative in establishing an active relationship to the presbytery evidenced by regular attendance. Regular attendance shall normally be understood to consist of attendance in at least two (2) of the regular stated meetings each year.
2. Teaching elders shall exhibit and implement willingness to serve in the committee structures of the governing bodies.
3. Teaching elders engaged in a validated ministry or who are members-at-large shall be (a) under documented and approved call or contract to a particular congregation, or (b) serving the church in a governing body position, ecumenical agency, or specialized ministry under the control of the church, or interdenominational agency, or (c) honorably retired, or (d) actively seeking a call as pastor, associate pastor, pulpit supply, stated supply, temporary supply, or other pastoral duties, serving, or willing to serve, a minimum of 1/2 time if requested by the presbytery through its Committee on Ministry or designated representative (if the member is employed full-time elsewhere, less than 1/2 time is acceptable), or (e) serving in a ministry that helps share the ministry of good news beyond the jurisdiction of the church.
4. The criteria for determining a validated ministry beyond the jurisdiction of the church shall be based upon whether the proposed ministry meets all of the following standards:
 - a) Is a mission project or other form of ministry such as a day care project, chaplaincy or is of the nature of pastoral care, pastoral counseling, pastoral education or health care service; is a ministry related by organization, accountability and structure to other denominations with which the PCUSA is in correspondence (G-5.0201); is a ministry related to a seminary acceptable to the presbytery; is a ministry related to a non-denominational organization dealing with housing programs, the farm crisis, drug and alcohol addiction or marriage and family problems; is a ministry related to an international organization such as a council of churches or other ministry of service acceptable to the presbytery.

(2) serve and aid others, and enable the ministry of others;

(3) give evidence of theologically informed fidelity to God's Word;

(4) be carried on in accountability for its character and conduct to the presbytery in addition to any organizations, agencies, and institutions served; and

(5) include responsible participation in the deliberations, worship, and work of the presbytery and in the life of a congregation of this church or a church in correspondence with the PC(USA) (G-5.0201).

When teaching elders are called to validated ministry beyond the jurisdiction of the church, they shall give evidence of a quality of life that helps to share the ministry of the good news. They shall participate in a congregation, in their presbytery, and in ecumenical relationships and shall be eligible for election to the higher councils of the church and to the boards and agencies of those councils.

The presbytery shall review annually the work of all teaching elders engaged in validated ministries outside the congregation.

- b) Is a ministry that serves others, aids others and enables the ministry of others and relates to the service of people rather than to the production of goods or of profits.
- c) Is a ministry that makes active and effective use of the biblical and theological training that is required for ordination.
- d) Is a ministry carried out in accountability for its character, conduct and performance results to a management committee, board of directors or to others responsible for the overall results of the total ministry program.
- e) Is a ministry carried out in accountability for its character and conduct and is answerable to the presbytery for agreed upon end results or activities with a review of the ministry on a regular basis.
- f) Is a ministry that will allow the continuing member to participate actively in the worship and service of a congregation of this presbytery or in a congregation of a denomination in which the PCUSA is in correspondence and it is expected that the continuing member will so participate.

If one or more of the written criteria for validated ministry cannot be met, the teaching elder should ask to be designated a member-at-large. If the presbytery is unwilling to grant this, then the teaching elder should seek release from the exercise of ordained office (G-2.0507) until he or she receives a call to ministry that fulfills all criteria².

Restoration to the exercise of the office is possible without re-ordination (G-2.0507) by (1) application to and approval of the presbytery that granted release, (2) reaffirmation of ordination vows, and (3) resumption of a ministry that qualifies for continuing active membership in the presbytery. These steps provide for ease in movement and are in no way judgmental. They are permissive in that re-ordination is not necessary. People should be encouraged to use them.

² G-2.0507 Release from Ministry as a Teaching Elder

When a teaching elder against whom no inquiry has been initiated pursuant to D-10.0101 and D-10.0201, against whom no charges have been filed, and who otherwise is in good standing shall make application to be released from the exercise of the ordered ministry of teaching elder, the presbytery shall delete that person's name from the roll and upon request of a session dismiss that person to a congregation. Release from the exercise of ordered ministry requires discontinuance of all functions of that ministry. The designations that refer to teaching elders shall not be used. The person so released shall engage in the ministry shared by all active members of congregations. Should a person released under this section later desire to be restored to the ordered ministry of teaching elder, that person shall apply through the presbytery which granted the release, and upon approval of that presbytery, the reaffirmation of the ordination questions, and the resumption of a ministry that qualifies that person for membership in the presbytery, shall be restored to the exercise of the ordered ministry as a teaching elder without re-ordination.

