

COMMITTEE ON MINISTRY

SUMMARY OF PROCESS
FOR PNCs AND COM LIAISONS

Revised 12/04/2011

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PNC Orientation and Organization *Outline* for *COM Liaison*

Introductions of the PNC and COM

It may be helpful to prepare an organizational agenda for your first meeting. **(See Appendix A)**
Some initial questions to ask include:

Who are you and what roles do you play in the church?

Do you represent a particular constituency?

What gifts and skills do you each bring? (recognize in yourselves and one another)

PNC is time consuming. Consider a leave of absence from other responsibilities while you serve in this capacity.

Many resources for this process are available from the presbytery website: www.ptcaweb.org. link to Committee on Ministry. There is a PNC Resource Page link on this page.

There are also resources available on the PCUSA web site: www.pcusa.org.

Committee organization

- Stress the need for confidentiality throughout the process
- Explain EEO (Equal Employment Opportunity) requirement
Note: this is no longer required by the Book of Order, but left in for documentation
[EEO requirement: Committees on Ministry “shall provide for the implementation of equal opportunity for ministers and candidates without regard to race, ethnic origin, sex, age, marital status, or disability. In the case of each call, it shall report to the presbytery the steps in this implementation taken by the calling group.”]
- Election of PNC officers:
Chair (or Co-chairs)
Secretary (Recording – internal communications)
Secretary (Corresponding - external communications)
Internet contact
- Establish meeting day and time for future meetings
- As a reference, they can download "On Calling a Pastor" from the CLC website

Overview of the search process: basic time flow

Mission study: 2-3 months

Is a mission study in process now? Often the session will provide leadership for a church wide mission study. If the process has not begun, the PNC will want to work with the church to be sure that it is completed prior to beginning to write the CIF. If you have not done a mission study, you might want to consider using the SDQ (Strategic Directions Questionnaire) or some other set of questions as a way to discover what the congregation's needs and readiness for particular skill sets pastors will bring.

If the church has completed a Mission Study, the PNC will want to use parts of the study to aid in writing the CIF, especially in regard to prioritizing the qualities required and desired in a pastor.

Writing the Church Information Form (CIF) : 3-4 weeks

*COM liaison will provide assistance/training in writing the CIF

There are two parts to the CIF. Part I is mainly demographics about the church. This information can usually be gained from the Annual Report or the Clerk of Session. Part II is more of a narrative section.

Narrative Questions: There are 5 narrative questions on the CIF that need responses of no more than 1500 characters each. One suggestion, if you have a large PNC, is to split the group into teams of 2-3 people to work on each question, then submit narrative back to the whole group.

Primary Skill Choices: This is a very important part of the CIF because it is used for matching purposes. It is also one of the hardest for the PNC to agree on. There is a guide and definitions sheet to help in clarifying the meaning of each skill. **(See Appendix B)**

Salaries: The minimum and maximum must be suggested and approved by the Session, identifying how much the church can afford to pay. The salary range is used for matching purposes also.

The CIF must be approved by Session and then sent to the Committee on Ministry for approval. The COM liaison keeps track of progress and makes sure the CIF gets to the COM a week ahead of the meeting.

Once the CIF is approved by the COM, the chair of the PNC will be given information and instructions for submitting it online on the Church Leadership Connection website. This is the site where it can be posted and accessed by pastors looking for opportunities.

Receiving and sorting Personal Information Forms (PIF): 6-8 weeks

*COM liaison will provide assistance/training in:

- How to read/rank PIFs
- Communicating with applicants
- Writing supplemental questions, telephone interviews, etc.
- Sending initial emails to those candidates who are identified as a match on the CLC Website **(See sample letter – Appendix C)**
- Sending e-mails/letters to those who are not being considered further
- Supplemental questions
- Telephone interviews
- Tapes/videotapes of sermons
- Teleconferences On-site visits at their site

Checking references

Reference checks are usually made when a candidate for the position has been invited to send a sermon tape and respond to supplemental questions, and/or is scheduled for a telephone interview. *The COM liaison should emphasize the importance of thorough reference checks.

There is a document called Initial Phone Reference Guide that provides a template and sample questions for use during the call. **(See Appendix D)**

The PNC can decide to do secondary reference checks two layers down on final candidates, but must have a signed form from the candidate. (This form is available on the PNC page of the PTCA website).

*COM Chair makes the reference check to the COM chair in the presbytery of membership. Executive Presbyter makes reference checks to the EP in the presbytery of membership.

Background Checks

A formal background check must be initiated on all candidates for open positions when they are invited to preach in a neutral pulpit. Since this will usually mean an added expense, the congregation will be asked to pay for ½ the cost (\$60) of each “check” that is made. The formal background check is required every 5 years for members of this Presbytery, if they change their status.

*COM liaison will notify the Stated Clerk of the Presbytery, who will initiate the background check.

Background Checks are handled by Oxford Document Company. Forms will be mailed to the Candidate from Oxford. Please alert the Candidate to watch for the forms and to complete and return them promptly to the Stated Clerk.

The background check must be completed and returned before a call can be finalized and approved.

Face to face interviewing (weekend candidating): 4-6 weeks

*COM liaison will provide assistance/training in planning the weekend:

There is a sample weekend candidating schedule included **(See Appendix E)**

The COM liaison will:

- arrange the COM interview (including sending PTCA questions to candidates) the interview includes the liaison plus at least two others, preferably with a gender and clergy/elder balance
- arrange a neutral pulpit (call area pastors and request a Sunday OR call area chapels to arrange a service)

The PNC will:

- arrange transportation and hotel reservations for the candidate (and spouse, if applicable) including expenses
- the candidate and spouse may stay in a member's home, but care must be taken to insure privacy and some quality alone time for the candidate.
- provide a tour of the area
- optional meeting with a real estate agent (not a member of the congregation)
- schedule time with other pastoral staff
- arrange dinner and interview (in a member's home if possible; if not, in a restaurant with a private meeting room or one out of the neighborhood). COM liaison usually attends this portion of the weekend
- attends worship at the neutral pulpit location, possibly with brunch following worship

- candidate's spouse may attend all PNC social events, but it is recommended that they not attend interviews with the pastor, COM or the PNC.

Extending an offer/negotiating terms of call

*COM liaison is available to help

PNC extends the call. If accepted, terms of call are negotiated and agreed upon

Please use the Terms of Call document or Terms of Contract document located on the PTCA website. **(Appendix G)**

*COM liaison makes sure that terms of call are sent to the next COM meeting for approval and requests time on the docket for the PNC to present their candidate. The members of the PNC come before the COM and answer any questions about their candidate and the position. The candidate does not have to be present.

Upon COM approval, PNC lets the session know that they have a candidate and asks the session to call a congregational meeting

PNC sends a brochure introducing the candidate, which includes notice of the congregational meeting

PNC makes arrangements for candidating weekend, including transportation and hotel reservations for candidate (and spouse, if applicable); planning a reception for the candidate and congregation following worship

Electing a pastor/associate pastor

*COM liaison attends the congregational meeting and makes sure that all call forms are completed and signed.

Four (4) copies of the Pastoral Call Form **(See Appendix H)** must be signed by the moderator, the candidate and at least two (2) representatives of the PNC.

Vote must be taken by written ballot and entered on the Report of Congregational Meeting to Call a Pastor form. One copy of the form must be signed by the Clerk of Session. **(Appendix I)**

The COM liaison then sends all signed forms to the Stated Clerk of the Presbytery.

*At this point in the process, the COM liaison should give the PNC the Final Steps document **(see Appendix F)** to be used as a review and checklist.

Presbytery Approval

The candidate you have called must be presented to and approved by the Presbytery at a regular stated meeting. Presbytery meets once every *other* month. The candidate should appear in person at the Presbytery meeting and may be asked to speak or answer questions from the floor. He/she will be voted on and (hopefully) approved. This approval must take place *before* the candidate begins work in the calling church.

Installation

PNC's last task is helping the new pastor plan the installation service. Instructions are sent to the pastor from the presbytery office.

APPENDIX A (Sample)

PNC Organizational Meeting
June 19, 2011

Purpose of the meeting today:

To orient you to an overview of the search process
To do some basic committee organization

Goals for This Meeting:

- Introductions

- Review Guidelines for PNC Meetings (see Appendix A.1)

- Overview of the Process and Timeline (see documents on the PTCA website)

- Download ***On Calling a Pastor*** from CLC website

- Elect PNC Officers
 - Chair (or Co_Chairs)
 - Secretary (Recording – Internal)
 - Secretary (Communications – External)
 - Internet contact

- Establish meeting day and time for future meetings

APPENDIX A.1

GUIDELINES FOR PNC MEETINGS

Please consider these guidelines as you begin your group times together.

1. Your commitment to this group is an important part of insuring its success. Please try to be present and on time for your PNC group discussions.
2. What is said in your groups stays with the group. Please respect the confidentiality of the group.
3. Please respect everyone's right to voice their opinion without judgment. Be respectful of different perspectives and personalities.
4. Your participation in discussions is encouraged and your thoughts and ideas are welcomed. Please know, however, that you also have the option at any time to pass if you prefer.
5. Each person's input is important, and valued equally. If your group feels it appropriate to insure each person gets equal time, you may select a "keeper of the time" to keep things fair for all.
6. Please note that this is a discussion group, not a therapy group. Your help in sticking with the topic at hand is encouraged and appreciated.

APPENDIX B

CLC REVISED SKILLS LIST WITH DEFINITIONS

Administration of Programs

Oversee and ensure that programs are planned, advertised, implemented and evaluated as they relate to the overall mission and ministry of the organization.

Administrative Leadership

Overseeing the delivery of planned activities or services. Encouraging and enabling volunteers and/or professional staff to accomplish their duties, achieve their goals, and develop their personal and professional gifts in response to God's call upon their lives. Evaluating the effectiveness of the programs.

Adult Ministry

Providing specialized knowledge of resources and programming that meets the needs of adults.

Budget Preparation

Working from a defined project or operational plan, developing an estimate of the financial resources required that enables the effective management of the project or operation with the constraints of the funds available.

Building Renovation/Property Development

Planning, budgeting, staffing, gaining acceptance for, and implementing significant renovation or real estate development projects.

Children's Ministry

Providing specialized knowledge of resources and programming which meets the needs of children and their families.

Choir Directing

Planning and directing choirs and ensembles. (Adult, youth, children, handbell and/or praise band) with a sensitivity and concern for individuals and the church. Training choirs and ensembles and selecting appropriate music.

Communication (Written/Oral)

Expressing ideas, beliefs, and feelings in individual and group situations; adjusting language or terminology to intended audience and creating an enthusiastic response.

Community Ministries

Working directly with local community groups to establish programs responsive to local needs. Supporting a community or group by enabling the local leadership to emerge, flourish, and accomplish its own goals.

Community Service and Leadership

Leading in civic, interfaith activities related to issues impacting the community and the world.

Conflict Management/Mediation Skills

Negotiating or assisting in the constructive resolution of differences, bringing individuals, groups, or congregations together to identify interests, reframe issues, and work collaboratively seeking resolutions to differences.

Congregational Communication

Developing and monitoring the communication needs of the congregation and satisfying those information needs using a variety of media within appropriate budgetary and timing criteria.

Congregational Fellowship

Helping members and groups come together, know one another, have the opportunity to love and support one another, in response to God's call upon their lives.

Congregational Home Visitation

Planning for and participating in the visitation of members, prospective members, and members with special needs.

Congregational Redevelopment/Transformation

Working with the leadership, members and the community to transform the ministry of the congregation. Transformation is a redirection of the energies of the entire congregation to meet the new realities of the members and the community

Corporate Worship & Administration of Sacraments

Ordering worship and the administration of the sacraments in fresh and creative ways consistent with the Reformed Tradition.

Counseling

Helping both members and others to move toward spiritual maturity and increased comfort in a time of stress by listening, making appropriate responses, and, when needed, making referrals.

Cross Cultural Collaboration/Cultural Proficiency

Working across cultural and economic lines valuing all colleagues' views, and fostering joint decision making to solve problems by openly sharing information, building equity in team roles/relationships.

Curriculum Building

Developing a program of educational experiences that serves as the basis for the theological and biblical development of the members of the church/organization. The ability to adapt, plan and write curriculum for various age groups.

Defining Program Needs

Analyzing the educational or other programmatic needs of an organization or group of individuals.

Development of New Educational Experiences

Creating, evaluating, and refining new educational experiences based upon a needs analysis of the church/organization.

Ecumenical and Interfaith Activities

Working with other religious groups and their leaders to accomplish a common goal that fosters mutual understanding.

Evaluation of Program and Staff

Assessing specific programs and/or staff; encouraging and facilitating an environment of accountability, recognition, openness, and constructive feedback.

Evangelism

Leading persons to share faith in Christ as a personal savior and encouraging their identification with, and participation in the church and community.

Facility Management

Organizing and overseeing the maintenance of a physical property or building.

Family Ministry

Providing specialized knowledge of resources and programming that meets the needs of families.

Financial Management

Guiding and monitoring the investment, expenditure, or allocation of church or organization funds so the group's financial objectives are achieved.

Fundraising

Developing methods and programs to finance the work of a church or organization through donations and contributions from individuals and organizations.

Governing Body Ministry

Working with presbytery, synod and general assembly committees in shaping and implementing their ministries.

Group Process Facilitation

Guiding the process in a way that enables a group to define their goals, needs, concerns, etc., and to combine their gifts to achieve the desired needs.

Hospital and Emergency Visitation

Visiting persons in crisis to offer spiritual support and pastoral presence.

Information Technology

Utilizing modern computer and telecommunications facilities, programs, and resources to accomplish functions on a cost-effective basis.

Instrumental Music

Ability to play a musical instrument for worship services, (i.e. organ, piano, other).

Involvement in Mission beyond Local Church

Identifying specific projects or programs that enable persons and/or groups to support, study, and participate in the church's worldwide mission.

Leadership Development

Recognizing and calling forth potential of persons as leaders of the Church's ministry and providing opportunities for their training, development, and growth.

Leadership of Staff/Volunteers

Working with staff and volunteers to develop a vision for the church's/organization's future by creating a climate of involvement and enthusiasm.

Leading Music Ministry

Providing leadership for the church's music program with a sensitivity and concern for individuals and the church. Participating in worship planning with staff. A demonstrated knowledge of the theology and practice of Presbyterian worship and the music appropriate to enhance this tradition.

Legal/Tax Matters

Knowledge of and experience with current civil law and IRS regulations as they apply to church/non-profit context.

Management of Building Usage

Overseeing the scheduling and application of building resources to meet the needs of users. Developing plans for expansion, remodeling, or additional furnishings if needed.

Management of Equipment Resources

Defining needs, purchasing, and overseeing the use and maintenance of equipment.

New Church Development

Working with the presbytery and others to develop a new and viable church that fosters a people of faith who minister to the community and world.

Office Management

Overseeing the ongoing work of an office staff to meet schedules, budgets, and to ensure efficient operations.

Older Adult Ministry Providing specialized knowledge of resources and programming that meets the needs of older adults.

Organization/Administration

Ability to manage data, events, projects with appropriate attention to detail and meet deadlines.

Organizational Leadership and Development

Identifying strengths and weaknesses in an organization's structure, culture, processes, capabilities. Developing a strategic plan to increase effectiveness. Working with staff or volunteers to implement systems that result in improvements in quality, timeliness, or efficiency of operations.

Parliamentary Expertise

Understanding and appreciating parliamentary procedures, and Roberts Rules of Order. Experience in applying to congregational and middle governing body contexts.

Pastoral Care

Providing support to members and constituents as they wrestle with the events of their lives.

PCUSA Polity/Constitutional Knowledge

Understanding and appreciating Presbyterian Form of Government. Experience in applying to congregational and middle governing body contexts.

Preaching

Interpreting the biblical text to the contemporary situation; bringing it to bear in the congregation's life and work.

Problem Solving/Decision Making

Systematically breaking down problems or opportunities into components by identifying relevant issues, fact-finding, and recognizing connections. Generating options, evaluating them and selecting the "best" one for implementation.

Project Management

Developing a workable plan for accomplishing a specific objective. Monitoring and facilitating progress in implementing the plan. Modifying the project objectives and resource needs as the plan unfolds.

Public Relations

Working to ensure that the image and work of the entity is publicly known and awareness of the entities mission and or ministry increases in the broader community.

Rural Ministry

Providing pastoral leadership to congregations located in isolated or sparsely populated areas. Appreciation for the natural environment and rural life, ability to cope with isolation, willingness to travel significant distances, relational leadership style, strong people skills.

Scholarship/Publishing

Writing and publishing in one's field of expertise for the church and the academy. Participating in guild meetings and activities. Setting standards of academic excellence.

Small Membership Church Ministry

Providing pastoral leadership to congregations with fewer than 100 active participants. Demonstrates relational leadership style, flexibility, strong people skills. Enjoys visitation and fellowship opportunities.

Spiritual Development

Providing personal spiritual care, resources, guidance, and leadership for persons seeking to deepen their faith in Jesus Christ.

Staffing/Human Resources

Identifying the skills, knowledge, and attitudes needed to accomplish the functions of a church/organization and acting to identify and recruit persons for particular positions.

Stewardship and Commitment Program

Challenging members to develop a lifestyle that demonstrates responsible stewardship and motivating them to work and contribute their resources to the work of the Church.

Strategic Planning

Working with the Session or organization to develop directional goals and activities that shape the future and relate to the church's/organization's fundamental decisions.

Teaching

Providing instruction and/or educational experiences that increase theological and biblical awareness, skill and motivation to continue learning.

Training Volunteers

Delivering specialized training that suits the skills and knowledge needs, constraints, and sensitivities of non-paid workers in the church/organization.

Transitional/Interim Leadership

Has special training and skills to assist church organizations or governing bodies in developmental and process tasks during the time between leaders.

Urban Ministry

Providing pastoral leadership to congregations located within urban/inner city areas. Skills include community assessment skills, understanding congregations as systems, community organizing and development skills, accessing resources, and sensitivity to cross-cultural environments.

Young Adult Ministry

Providing specialized knowledge of resources and programming that meets the needs of young adults.

Youth Ministry

Providing specialized knowledge of resources and programming which meets the needs of youth and their families.

APPENDIX C

Dear Pastor _____,

The Church Leadership Connection (CLC) website has listed your Personal Information Form (PIF) as one closely matching many of the characteristics listed in the Church Information Form (CIF) submitted by the Pastoral Nominating Committee (PNC) of the Presbyterian Church of the Apostles.

We are pleased to have received the referral.

You are encouraged to look at the Church Information Form posted on the CLC website. The PNC went to considerable effort to clearly present both the social and theological characteristics of our congregation and our pastoral needs.

Because there are many candidates and the review process takes considerable time and energy, and because it was the computer and not you who submitted your PIF to us, we would appreciate your looking at our CIF, our web site, and web sites for Burnsville to determine whether or not you wish to be considered for this position.

If this church and its pastoral needs interest you, please respond to this email within the next two weeks. Candidates who are put forward by the Church Leadership Connection (CLC) website but do not directly express an informed interest in the Presbyterian Church of the Apostles will not be considered.

We look forward to hearing from you.

Sincerely yours,
PCA PNC

APPENDIX D

Initial Phone Reference Guide

Applicant Name

<hr/> <p style="text-align: center;">Reference Name</p>	<hr/> <p style="text-align: center;">Telephone #</p>
<hr/> <p style="text-align: center;">Reference Title</p>	<hr/> <p style="text-align: center;">Date</p>

Hello, this is _____ calling for the Pastor Nominating Committee of Presbyterian Church of the Apostles in Burnsville, MN. We are currently considering _____ for a Solo Pastor position and he/she has given your name as a reference.

Is this a convenient time to talk?
If yes – Are you familiar with Church of the Apostles?
If yes – Do you have any questions about our church?

If no - Presbyterian Church of the Apostles is

Questions

May I ask you a few questions about the candidate?

1. In what capacity are you familiar with _____?
2. Tell me a little about that relationship.
3. What would you say are this person's major strengths?
4. What would you say are this person's major weaknesses, or limitations?
5. Do you feel this person would be qualified in the role of Solo Pastor? Why or why not?
6. Do you have any further comments concerning _____ as related to our position?
7. May I call you again if there is further information our committee needs?

Thank you for your time. We appreciate the information you have given us.

Please complete your notes immediately after the conversation.

APPENDIX E

Candidate Interview Weekend Sample Schedule

Saturday morning

COM Interviews w/candidate – 2 hrs.
Meet w/Pastor or Associate Pastor (at the church or nearby location)

Saturday afternoon

Tour of church - only if no one else is around
Tour of area

Saturday evening

Dinner (preferably at someone's home)
Interviews with entire PNC – 2 hrs.

Sunday morning

Preach at neutral pulpit
Brunch or informal gathering after worship

APPENDIX F FINAL STEPS

The PNC has unanimously decided they would like to extend a call to “Candidate”.
The next steps are these:

1. PNC meets to decide on terms of call to offer. Fill out the Terms of Call worksheet line by line with specific offer. (It is not necessary to split salary and housing allowance at this point, only the total of the two.)
2. Call “Candidate” and send him/her the specific offer via e-mail with a note to the effect “We are eager for you to accept this call. If there is anything in the specifics of the call that needs to be changed to make it attractive to you, please call us.”
3. “Candidate” decides if he/she feels called to accept.
4. “Candidate” and PNC agree on final terms and proposed start date. Also “Candidate” should decide the split between housing and salary at this time.
5. Notify your COM liaison with all the specifics ASAP so he/she can schedule you for a COM meeting. (Third Mondays; COM will give you an exact time – around 7pm). COM will also need the EEO statistics at this time.
6. PNC meets with COM. Takes about a half hour of question and answer. Each person normally says what they liked about the candidate, and the chair talks about the process.
7. COM approves before you leave.
8. PNC requests their session to call a congregational meeting on a Sunday.
9. “Interim Pastor” is notified of probable end date. (At least 30 days).
10. PNC prepares a newsletter or brochure extolling the virtues of the “Candidate” and introducing the family.
11. The PNC might arrange some kind of social event on Saturday before the congregational meeting so people can get to know the “Candidate”.
12. On meeting day, the “Candidate” preaches, then leaves the room with his/her family. At the meeting, the PNC gives a report and moves to proceed to an election. “Interim Pastor” is moderator. The election is taken by WRITTEN ballot and the results are announced. “Candidate” is invited back into the meeting, is told the vote, and indicates he/she will accept.
13. “Candidate”’s Presbytery COM acts to dismiss him/her to PTCA
14. COM approves on behalf of the Presbytery. It is recommended that the “Candidate” come to the next Presbytery meeting to be presented.
15. “Candidate” starts work.
16. PNC helps plan the installation service a couple of months after the start date.
17. The PNC is officially dissolved at the Installation Service, but members are especially attentive to support for the new pastor.

APPENDIX G

Presbytery of the Twin Cities Area



PRESBYTERY OF THE TWIN CITIES AREA
TERMS OF CALL or CONTRACT REPORT FORM
2011

_____ Presbyterian Church, _____, _____

Reverend _____

Presbytery of Membership _____

- Full time
Part time: _____% of full-time
Pastor
Designated Pastor Length of term: 2 years 3 years 4 years
Associate Pastor
Designated Associate Pastor Length of term: 2 years 3 years 4 years
Interim Pastor
Interim Associate Pastor
Stated Supply
Temporary Supply

Effective Date _____

Date of Congregational Meeting (if called position) _____

Terms (all should be annual):

Salary & Housing \$ _____ (Includes housing/utility allowance \$ _____)
2011 metro minimum is \$47,416
2011 non-metro min. is \$42,447

Free Use of the Manse ____ Yes ____ No

Vacation one month

Continuing Education allowance \$ _____ (minimum \$1,200) per year, cumulative over 3 years to _____ (minimum \$3,600).

Continuing Education leave 2 weeks, cumulative over 3 years to 6 weeks

Pension Full 2011: 31.5% of 'Effective Salary'

Automobile allowance, IRS rate, Vouchered up to \$_____

Professional Expenses Vouchered up to \$_____

Social Security Offset ___Yes ___No
(7.65% of salary & housing)

Medical/Dental Supplemental ___Yes ___No Vouchered up to \$_____

Optional Retirement Contribution ___Yes ___No Amount \$_____

Sabbatical ___Yes ___No

Length of leave_____; years of service required:_____. (Presbytery guideline is 3 months after 6 years of service.) Session approval of dates and plan required.

Moving Expense ___Yes ___No Vouchered up to \$_____

Pastor _____ Date _____

Clerk of Session _____ Date _____

APPENDIX H Pastoral Call Form

Presbytery of _____ Presbyterian Church (USA)

The _____ Presbyterian Church of

_____ (City, State),

Being well satisfied with your qualifications for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you,

_____ to

undertake the office of _____ (Pastor, Associate Pastor) of this congregation, beginning _____ promising you in the discharge of your duty all proper support, encouragement and allegiance in the Lord.

That you may be free to devote full time (part-time) to the ministry of the Word and Sacrament among us, we promise and obligate ourselves to provide you the following annually:

Cash Salary	\$ _____
Supplement for Social Security Tax	\$ _____
Foregone interest on below-market loan	\$ _____
TOTAL income reported to IRS	\$ _____

Housing (manse and/or amt. of housing allowance)	\$ _____
Utilities Allowance	\$ _____
Full medical, pension, disability, and death coverage under the Board of Pensions	\$ _____
Other benefits:	
Deferred Compensation	\$ _____
Medical/Dental reimbursement allowance	\$ _____

Paid vacation leave of _____ weeks annually
 Paid continuing education leave of _____ weeks annually
 Cumulative up to _____ weeks

Moving expenses \$ _____

It is understood that the following expenses of ministry will be reimbursed through an accountable plan:

Travel expense at \$ _____ per mile (IRS allowable rate is recommended)	\$ _____
Continuing education reimbursement allowance	\$ _____

We promise and obligate ourselves to review with you annually the adequacy of this compensation.

In testimony whereof we have subscribed our names this _____ day of _____ (Year)

Having moderated the congregational meeting which extended this call for ministerial services, I do certify that the call has been made in all respect according to the rules laid down in the Form of Government, and that the persons who signed the foregoing call were authorized to do so by vote of the congregation.

(Signed) _____
Moderator of the Congregational Meeting

Certification of Call

By Presbytery of Call

By the Presbytery of _____

This call has been reviewed by the **Committee on Ministry**. The committee recommends that the presbytery approve this call.

Date of action _____ (Signed) _____
COM Moderator

This call was approved by the Presbytery of _____
(through action taken by its Committee as authorized by G-11.0502h)

Date of action _____ (Signed) _____
Stated Clerk

By Presbytery of Care or Present Call

This call has been reviewed by the Committee on (Ministry or Preparation for Ministry).
The committee recommends that the presbytery find it expedient to release
_____ to accept this call.

Date of action _____ (Signed) _____
Stated Clerk

By Candidate

This is to certify that I have received and accepted the call.

Date of acceptance _____
Signature _____

APPENDIX I
Report on Congregational Meeting
to
Elect a Pastor
Or
Associate Pastor

To: Committee on Ministry, PTCA

From: _____ Clerk of Session,
_____ Church

Date: _____

At a duly called meeting of _____ Church,
the congregation voted

by written ballot (vote _____ yes; _____ no) to call

as Pastor/Associate Pastor (strike one).

Two representatives of the congregation were selected to sign the completed call forms along with the moderator and the candidate. These forms have been delivered or sent to the COM Liaison

_____ or Presbytery office.

Signed _____

APPENDIX J

Types of Pastoral Relationships (G-2.0504)

Interim Pastor
(G-2.0504b)

candidates usually referred by the Presbytery;
interviewed and chosen by a committee elected
by the Session;
Position Description can be posted and advertised;
can be full-time or part-time;
usually has specialized training in interim work;
is hired by the session, not the congregation;
term of contract is 1 year, renewable annually;
[is not eligible to become the next installed pastor]

Designated Pastor

candidates referred by the Presbytery (pre-screened)
interviewed and chosen by a PNC
through a formalized search process;
CIF can be posted and advertised;
can be full-time or part-time; term is from 2-4 years;
can be called and installed as pastor after 2 years;

Temporary Supply Pastor

candidates usually referred by the Presbytery
interviewed and chosen by a committee elected by
the Session;
Position Description can be posted and advertised;
can be full-time or part-time;
is hired by the session, not the congregation
can become the next installed pastor by a 2/3 vote of the
Presbytery

Stated Supply Pastor

candidates usually referred by the Presbytery
interviewed and chosen by a committee elected by
the Session; can be full-time or part-time;
is hired by the session, not the congregation
[is not eligible to become the next installed pastor]

Organizing Pastor

appointed by the Presbytery for a new organizing church
term lasts until a church is formally organized
is eligible to become the installed pastor with the approval
of the Presbytery

Parish Associate

chosen by the pastor, with approval by COM
is responsible to the pastor on an as needed basis

Called Pastor/Associate Pastor interviewed and chosen by a PNC through a formalized search process; can be full-time or part-time; must be elected by the congregation; must be approved by COM; installed by the Presbytery; term of call is indefinite