



Presbytery of the Twin Cities Area
 Presbyterians ■ Building Partnerships ■ Serving Christ

Brief descriptions are attached.
More info is online:
www.ptcaweb.org

PRESBYTERY OF THE TWIN CITIES AREA (PTCA)
SKILL BANK FORM

What are your skills and interests?

Thank you for sharing them with the Nominating Committee as it assists the Presbytery in matching a wealth of gifts and varieties of services.

Please e-mail your completed form to office@ptcaweb.org or mail to the Nominating Committee, Presbytery of the Twin Cities Area, 122 West Franklin Avenue, Ste 508, Minneapolis, MN 55404, OR Fax it to 612-871-0698.

*Don't hide your light
 under a bushel --
 let your light shine in
 the Presbytery!*

*In what areas are you
 interested in serving?*

- Advocates for Integrity in Ministry
- Bills & Overtures
- Board of Trustees
- Church Development Team
- Commissioned Lay Pastor
- Committee on Ministry
- Committee on Preparation for Ministry
- Committee on Representation
- Mission Outreach Committee
- Nominating Committee
- Permanent Judicial Commission
- Personnel Committee
- Presbytery Council
- Self Development of People
- Synod or GA Committees
- Clearwater Forest
- Ecumenical Agencies
- Other: _____

Name _____ Date _____

Mail Address _____

City/State/Zip _____

Home Phone (____) _____ Work Phone (____) _____

Cell Phone (____) _____ e-mail _____

City/Church _____

The following information helps ensure broad representation.
 Please all that you wish to disclose.

Female Male Racial/Ethnic Identification: _____

25 yrs old & under Single Church member Inquirer/Candidate

26 – 45 yrs old Married Deacon Certified Christian Educator

46 – 65 yrs old Divorced Elder Minister

over 65 yrs old Widowed Ordination Year _____

Disabilities? No Yes – please describe: _____

Please describe your skills and interests –

Are you proficient in languages other than English? No Yes: _____

Please list your service in your congregation, the Presbytery, Synod, General Assembly, ecumenical or other groups (starting with most recent) --

Please list your occupations, community service, special training, life experiences.

Feel free to continue writing on the back.

PRESBYTERY OF THE TWIN CITIES AREA (PTCA)
Brief Descriptions of Committees and Other Groups

For more information, please visit www.ptcaweb.org.

***ADVOCATES FOR INTEGRITY IN MINISTRY**—God has called us to be advocates for integrity in ministry. AIM provides resources to congregations and clergy for education and training in promoting respectful and ethical relationships, boundary observance, privacy maintenance and misconduct prevention.

*The **BILLS & OVERTURES COMMITTEE** reviews all of the proposed amendments to the Constitution from the General Assembly and recommends a position on each to the Presbytery. It also receives Overtures from committees, task forces, or sessions, reviews them and presents them to Presbytery with recommendations for action. It may review Overtures submitted to GA by Synods or other Presbyteries and present them to Presbytery with a recommendation to concur.

*The **BOARD OF TRUSTEES** manages the financial and property affairs of the Presbytery, and the functions of the Presbytery as a not-for-profit corporation. It recommends fiscal policy, provides financial reports, manages investments and capital assets of the Presbytery, maintains insurance, and provides for an annual financial review. It makes recommendations on loan, lease, and sale applications of congregations and the presbytery. It provides financial and property guidance to congregations upon request.

*The **CHURCH DEVELOPMENT TEAM** works on behalf of the Presbytery to develop new churches and aid congregations in transformation or mission strategies during critical transitions. It tracks and explores church development trends in the wider church; helps congregations identify needs and plan for their future; builds networks, partnerships, and resources in post-modern church growth, including consultants and coaches; and identifies and communicates potential funding sources for new church developments and transformations. It is responsible for developing and reviewing General Assembly church development grants.

*The **COMMISSIONED LAY PASTOR COMMITTEE** enters into covenant relationships with elders seeking to become Commissioned Lay Pastors. It explores with them their suitability for such ministry and supervises their educational, spiritual, and personal preparation. Working with the Committee on Ministry, arrangements are made for their commissioning and appropriate service.

#The **COMMITTEE ON MINISTRY** provides pastoral care to churches and minister members of Presbytery. It assists congregations in times of pastoral transition, including suggesting ministers as interim pastors, working with Pastor Nominating Committees, and dissolution of ministerial relationships. It suggests ministers who might serve as Stated Supply or temporary supply pastors, establishes minimum guidelines for compensation for pastors, designates ministers to work in other forms of ministry, and works with the Commissioned Lay Pastor Committee in approving placement of CLPs.

*The **COMMITTEE ON PREPARATION FOR MINISTRY** enters into covenant relationships with those preparing to become Ministers of the Word and Sacrament or Certified Christian Educators. It enrolls Inquirers, guides them through the process to Candidacy, receives and examines candidates to be brought to Presbytery for approval for ordination. It recommends ordination examination readers for candidates. It also oversees persons pursuing certification as Christian Educators.

*The **COMMITTEE ON REPRESENTATION** works with the Nominating Committee, Personnel Committee, and Presbytery Council to implement the principles of inclusiveness and affirmative action in employing personnel and membership on the various entities within the Presbytery. Its main functions are advising and advocating for inclusiveness in the decision making of the Presbytery; it can make recommendations to correct imbalances. It may provide opportunities for training on Inclusiveness and Diversity.

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*The **MISSION OUTREACH COMMITTEE** identifies areas of potential ministry, communicates partnership opportunities, and designs processes for partnership development that support the mission of the Church. Partnerships may be with other churches within the Presbytery of the Twin Cities Area, Presbyterian Church (U.S.A.) governing bodies, Partner Churches around the world, Ecumenical partners, or appropriate community agencies that witness to the love of Jesus. This committee reports to Presbytery through Council and oversees financial considerations for ministry and mission with which it works.

*The **NOMINATING COMMITTEE** nominates persons for all positions requiring election by the Presbytery, except the Nominating Committee and professional staff. This includes other Presbytery committees, at-large members of Presbytery Council, Trustees, and delegates from the Presbytery to Synod, the General Assembly, and other bodies associated with the Presbytery and larger church. It may suggest names to Synod or GA for election to their committees. As names become available, it maintains a file of potential candidates with a record of their qualifications and interests.

#The **PERMANENT JUDICIAL COMMISSION** considers and rules on all remedial or disciplinary cases that are transmitted to it, according to powers granted it in the Constitution of the Presbyterian Church (U.S.A.).

*The **PERSONNEL COMMITTEE** administers personnel matters for the Presbytery staff according to the *Book of Order* and Presbytery policies. It develops personnel policies, position descriptions, and employment criteria. It also conducts staff reviews and recommends compensation and benefits. It oversees the use of staff time. It may provide training for local personnel committees upon request. It reports to Presbytery through the Presbytery Council.

#The **PRESBYTERY COUNCIL** ensures the development of strategy for mission and funds development and serves as the Presbytery's visioning agency, executive committee preparing and recommending budgets, and designer of Presbytery meetings. It may act for the Presbytery between Presbytery meetings, according to the bylaws. It nominates members of the Presbytery Nominating Committee.

*The **SELF DEVELOPMENT OF PEOPLE COMMITTEE** assists the Presbyterian Church (U.S.A.) in carrying out its global commitment to work toward the self-development of economically poor, oppressed, and disadvantaged persons who own, control, and benefit directly from projects that promote long-term change in their lives and communities; reviewing grant applications and providing grants for projects in the Twin Cities Presbytery area, using guidelines adapted by the General Assembly

OTHER OPPORTUNITIES beyond the Presbytery include service on a variety of Synod and General Assembly positions, the Presbyterian Clearwater Forest board of directors, and the Minnesota Council of Churches board of directors and a variety of their committees.

Membership:

#Elders and ministers only

*Church members, including elders, and ministers.