

Preamble

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BOOK OF ORDER**G-11.0500 5. Committee on Ministry****G-11.0501 Nature and Membership***Shall Elect Committee on Ministry*

G-11.0501a. Each presbytery shall elect a committee on ministry to serve as pastor and counselor to the ministers **and Certified Christian Educators** of the presbytery, to facilitate the relations between congregations, ministers, **and Certified Christian Educators**, and the presbytery, and to settle difficulties on behalf of presbytery when possible and expedient.

Membership and Quorum

G-11.0501b. This committee shall consist of equal numbers of elders and ministers with a membership of at least six. Its quorum shall be set by presbytery and shall be at least a majority of the membership of the committee. No member shall be elected for a term of more than three years, nor shall a member serve for consecutive terms, either full or partial, aggregating more than six years. A member having served a total of six years shall be ineligible for reelection for at least one year.

G-11.0502 Responsibilities

The committee shall serve the presbytery in the following ways:

G-11.0502a. It shall visit regularly and consult with each minister of the presbytery. It shall report to the presbytery annually the type of work in which each minister of the presbytery is engaged. It shall require an annual report from every minister performing work which is not under the jurisdiction of the presbytery or a higher governing body of the church.

G-11.0502b. It shall make recommendations to presbytery regarding calls for the services of its ministers. Every call for the services of a minister or candidate in a pastoral relationship shall be placed in its hands and presented by it to the presbytery, with a report as to the call being in order and recommendation as to whether the call shall be placed in the hands of the minister or candidate. Every request by a minister or candidate for the presbytery's approval of a task appropriate to the ministry, though not a pastoral relationship to a particular church, shall be made by the minister or candidate through the committee and shall be reported by it to the presbytery with recommendation for presbytery's action.

G-11.0502c. It shall visit with each session of the presbytery at least once every three years, discussing with them the mission and ministry of the particular church and encouraging the full participation of each session and congregation in the life and work of presbytery and of the larger church. (W-1.4002)

G-11.0502d. It shall counsel with churches regarding calls for permanent pastoral relations, visiting and counseling with every committee elected to nominate a pastor or associate pastor. It shall advise with the committee regarding the merits, availability, and suitability of any candidate or minister whose name is contemplated for nomination to the congregation, and shall have the privilege of suggesting names to the committee. No call to a permanent pastoral relationship shall be in order for consideration by the presbytery unless the church has received and considered the committee's counsel before action is taken to issue a call. (G-14.0502) A call to a permanent pastoral relationship shall not be issued until it has been approved by the presbytery. In the case of a church receiving aid in supporting a pastor, it shall confer with both the church and that agency of presbytery charged with arranging such aid before it shall recommend to the presbytery that a call to such a church be placed in the hands of a minister. The proper agency of the presbytery shall present to the committee a statement of the presbytery's anticipated support of a pastor, which shall be attached to the call of the church.

G-11.0502e. It shall counsel with churches regarding the advisability of calling a designated pastor as defined in G-14.0501.

G-11.0502f. It shall counsel with sessions regarding stated supplies, interim pastors, interim co-pastors, or interim associate pastors, and temporary supplies when a church is without a pastor, and it shall provide lists of pastors, commissioned lay pastors, and qualified lay persons who have been trained and commissioned by the presbytery to supply vacant pulpits. Concurrence of the presbytery through its committee on ministry is required when a session invites an interim pastor, interim co-pastor, or interim associate pastor as provided for in G-14.0513b and G-14.0513c.

G-11.0502g. It shall provide for the implementation of equal opportunity employment 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.

G-11.0502h. It may be given authority by the presbytery to find in order calls issued by churches, to approve and present calls for services of ministers, to approve the examination of ministers transferring from other presbyteries required by G-11.0402, to dissolve the pastoral relationship in cases where the congregation and pastor concur, to grant permission to labor within or outside the bounds of the presbytery, and to dismiss ministers to other presbyteries, with the provision that all such actions be reported to the next stated meeting of the presbytery. (G-9.0403, G-14.0507)

G-11.0502i. It shall serve as an instrument of presbytery for promoting the peace and harmony of the churches, especially in regard to matters arising out of the relations between ministers and churches. Its purpose shall be to mediate differences and reconcile persons, to the end that the difficulties may be corrected by the session of the church if possible, that the welfare of the particular church may be strengthened, that the unity of the body of Christ may be made manifest.

G-11.0502j. It shall exercise wise discretion in determining when to take cognizance of information concerning difficulties within a church, proceeding with the following steps:

G-11.0502j.(1) It may take the initiative to bring the information which has come to it to the attention of the session of the church involved, counseling with the session as to the appropriate actions to be taken in correcting the reported difficulties.

G-11.0502j.(2) It may offer its help as a mediator in case the session either finds itself unable to settle the problems peaceably or takes no steps toward settlement.

G-11.0502j.(3) It may act to correct the difficulties if requested to do so by the parties concerned, or if this authority is granted by the presbytery for the specific case. When so doing, the committee shall always hold hearings which afford procedural safeguards as in cases of process, following the procedures outlined in the Rules of Discipline.

G-11.0503 Open Communication

The committee shall be open to communication at all times with the ministers, elders who are members of sessions, sessions of the presbytery, and Certified Christian Educators within the bounds of the presbytery.

G-11.0504 Synod and General Assembly Agencies

The presbytery's committee on ministry may look to synod and the General Assembly for information and assistance in the matter of ministers and pastoral relations. Synods shall create the necessary agency to coordinate the work of presbytery committees. The General Assembly shall create the necessary agency to facilitate and support the work of the presbyteries and the synods in this matter.

A GUIDE FOR COMMITTEE MEMBERS

The Committee on Ministry is central to the relationship between the Presbytery and its congregations and ministers. The *Constitution of the Presbyterian Church (U.S.A.)* devotes more attention to the responsibilities of COM (G-11.0500) than to any other required entity of a presbytery. Each member of COM is expected to be thoroughly familiar with the responsibilities assigned to the committee. The basic charge given in the *Constitution* (G-11.0501a) indicates the importance and breadth of the Committee's responsibilities.

Mission Statement

Each presbytery shall elect a committee on ministry to serve as pastor and counselor to the ministers of the presbytery, to facilitate the relations between congregations, ministers, and presbytery, and to settle difficulties on behalf of presbytery when possible and expedient.

COM is a major ingredient in the "connectional" nature of the Presbyterian Church. A Presbyterian congregation does not stand alone, but each congregation is related to all other congregations through the presbytery. Through these connections, each congregation is able to participate in the mission of the whole church throughout the nation and the world. COM provides a point of connection that allows the wider church to provide resources to the particular congregation in matters of personnel and in times of difficulty.

Within the Presbyterian Church there are no individuals designated as bishop to have oversight of the several congregations. Rather, that oversight responsibility is held corporately by the presbytery. The presbytery is composed of an equal number of clergy and elders from all the congregations within a designated area who exercise oversight of each other collectively. COM exercises oversight responsibilities, on behalf of the entire presbytery, at some of the most crucial and delicate times in the life of congregations.

The COM is open to communication at all times with ministers, commissioned lay ministers, elders who are members of sessions, sessions, and Certified Christian Educators within the bounds of the presbytery.

COM has found it highly desirable to maintain personal continuity in its relationship with congregations. Liaison teams, composed of a clergy person and an elder serving on the Committee, are assigned to each congregation of the Presbytery. These persons are expected to become well acquainted with a congregation and to serve as the point of first contact between a congregation and COM.

COM is not the only vehicle for the Presbytery of Mackinac to serve and support its congregations. Other committees serve the congregations in programmatic areas such as education, social witness stewardship, and evangelism. The Committee on Ministry liaison team is expected to be alert to the needs of a particular congregation and to help build connections between the programmatic committees and that congregation.

Although the *Constitution* identifies the responsibilities of the committee, it does not prescribe the processes by which COM implements those responsibilities. These processes are intended to serve the interests of both clergy and congregations and have been developed through the experience of the committee over many years as well as being shaped by the resources of the denomination and the circumstances of a particular time in the life of the church. Occasionally the COM is perceived as interfering or being unnecessarily directive or restrictive, or sometimes disinterested and not available. Most of these misunderstandings occur because of the lack of early and thorough information about the processes used by COM. Consequently, the Committee on Ministry of the Presbytery of Mackinac has developed and revised this handbook to define its processes in one document and to make that information publicly available to ministers and congregations.

RESOURCE PEOPLE

The Committee on Ministry is resourced in its work by both the Executive Presbyter and the Stated Clerk of the Presbytery. Although each has different functions within the presbytery and in relationship to COM, both must be experienced with the processes of the committee and with the ministers and congregations of the presbytery.

The Executive Presbyter is the chief administrator of the Presbytery of Mackinac. As such, the EP is responsible for helping the governing body implement its decisions by working with and through persons to accomplish goals and includes developing leadership, planning, communicating, organizing, budgeting, supervising and evaluating. With particular regard to COM. The Executive assists in the training of the committee and of the Pastor Nominating Committees, assists in implementing the church-wide and presbytery plans for affirmative action/Equal Employment Opportunity, makes reference checks regarding candidates for pastoral positions, and is the person in the presbytery authorized to use the Church Leadership Connection for purposes of matching clergy seeking a new call with churches seeking pastor leadership. The EP serves as the primary staff support for COM and works closely with the entire committee. (See Appendix A, Preamble X)

The Stated Clerk is the ecclesiastical officer of the Presbytery. The Stated Clerk serves COM in three primary functions as interpreter of the Constitution of the Presbyterian Church (U.S.A.), as the official correspondent with other governing bodies and keeper of records for the presbytery, and as the secretary for the COM. All of these functions are critical to work of COM. (See G-9.0203A)

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MISSION STATEMENT

The Committee on Ministry is to serve as pastor and counselor to ministers; to facilitate relations between congregations, ministers, and the presbytery; and to settle difficulties on behalf of presbytery when possible and expedient.

THE BASIC ASSUMPTIONS OF MISSION

That the presbytery and COM seeks to provide an affirming presence to the following:

1. Session
2. Pastor
3. Congregation

on behalf of Presbytery. In this assumption the congregation or its representative acts as:

1. Listener
2. Interpreter
3. Advocate

3.0300 **Committee on Ministry** (G.11.0500)

The Committee on Ministry shall have fifteen members. The Committee shall be responsible for:

3.0310 When necessary between meetings of the Presbytery, have authority to:

- a. finding in order calls issued by churches
- b. approving and presenting calls for the services of ministers
- c. approving the examination of ministers transferring from other Presbyteries as required by G-11.0402
- d. dissolving the pastoral relationship in cases where the pastor and congregation concur, and
- e. dismissing ministers to other Presbyteries.

3.0320 Communicating with Ministers, Elders and Session. (G.11.0503)

3.0321 Biennial visitation and consultation with each Pastor and Pastors in special ministries. (G.11.0502a)

3.0322 Visiting with each Session, at least every two years. (G.11.0502c)

3.0323 Counseling with churches regarding permanent Pastor relations and visiting and counseling with Pastoral Nominating Committees. (G.11.0502e)

3.0324 Counseling with churches without a Pastor. (G.11.0502e)

3.0325 Serving as an instrument for promoting the peace and harmony of the churches. (G.11.0502h)

3.0326 Acting on information concerning difficulties within a church. (G.11.0502i)

3.0327 Assisting and counseling with Pastors in the relocation process.

3.0328 Overseeing of ministers who are retired, laboring outside the bounds or in specialized ministries. (G.11.0411, G.11.0412, G.11.0413)

3.0329 Examining ordained ministers seeking membership in the Presbytery. (G.11.0502h)

VIDEOS FOR COMMITTEE ON MINISTRY RESOURCES

COPING WITH CONFLICT I - Tape 1

Tape 1 is an introduction to conflict management. It consists of 5 parts, each may be viewed and discussed separately.

- Part 1 - Introduction and the Inevitability of Conflict
- Part 2 - The Nature of Conflict; A Biblical Perspective
- Part 3 - Early Warning Signs
- Part 4 - The Conflict Intensity Chart
- Part 5 - Response Strategies

COPING WITH CONFLICT II - Tape 2

Tape 2 is an advanced look at the five levels of conflict.

- Part 1 - Level One Conflict: A Problem to Solve
- Part 2 - Level Two Conflict: A Disagreement
- Part 3 - Level Three Conflict: A Contest
- Part 4 - Level Four Conflict: Fight or Flight
- Part 5 - Level Five Conflict: Intractable

FOOTSTEPS IN FAITH: ON CALLING A PASTOR

A five part video including:

1. Making a choice Role of Committee representative
2. Completing the Church Information Form
3. Evaluating Personal Information Forms
4. Making a Choice
5. Completing the Process

Very helpful for Sessions involved in calling a minister.

A SEASON FOR RENEWAL - MOSES AND FOUR COMMANDMENTS

Moses and his four commandments for Retirement Living. The Assistance Programs, which produced this video, are an important part of the Board of Pensions, giving support to special needs that cannot be met through the Board's Benefits or Pension Plans are discussed.

IN BETWEEN

For Session and Committee on Ministry on the tasks to be accomplished in the time in-between installed ministers.

- Part 1 - Introduction
- Part 2 - Just Entering the In-Between Time
- Part 3 - Using an Interim Minister
- Part 4 - Ending the In-Between Time
- Part 5 - Looking Back
- Part 6 - Summarizing the Tasks

PROMISES TO KEEP

Testimonials from persons touched by the Board of Pensions ministry show that the Board, while responsible for 60,000 Plan Members, responds to each person in an individual fashion. Interviews with Board officers portray a complex organization managing two billion dollars in assets and using sophisticated technology.

THE PERSONNEL - FUNCTIONS OF SESSION

This video will assist sessions in the establishment and use of personnel policies and procedures covering relationships with ministers and other employed and volunteer staff.

EXPECTATIONS FOR EXECUTIVE PARTICIPATION
in the work of the Committee on Ministry

CALL PROCESS

- ▶ Preaching in the church the first Sunday following the departure of a pastor if the way be clear. The expectation is that the EP will review the process for the entire congregation, be available to answer questions, and to introduce the liaison from COM who will be working with the process.
- ▶ Training the PNC and IPNC in the use of the internet as a tool for the search process.
- ▶ Be the only person to do internet matching for the church
- ▶ Maintain a file of potential candidates for churches that are seeking and through the relationships for middle governing positions in the PC(USA) seek to explore the names of people available for positions.
- ▶ As requested by the PNC and IPNC to do reference checks on potential candidates
- ▶ Keep COM chair, area chair, and liaison for the congregation abreast of all communication with churches in transition.
- ▶ Be the primary trainer of the COM in the functions of the committee in the call process for both Interims and Pastors.
- ▶ In specialized situations(conflicted, designated, interims) be active in connecting the search process with appropriate people for these specialized roles.
- ▶ Meet with new pastors in Presbytery soon after their coming on location.
- ▶ Attend but not needing to participate in the installation, ordination of incoming ministers.
- ▶ Work with other EP's to periodically conduct a "Start Up Seminar" for new pastors.
- ▶ Make sure that churches and new pastors are aware of the provisions and limitations of the health care plan and pensions plan of the denomination

OTHER SETTINGS

- ▶ Because of the role of the EP this person may be the first one called when there is a conflict situation, or the pastor has personal needs. In this case I will treat it as low key as possible and appropriately inform the Committee on Ministry when the situation demands a larger discernment process than me alone. When this time comes I will inform COM making suggestions as to procedure to follow. I will expect to then become primarily the counsel to the COM by making suggestions for ways to proceed. If I continue to be involved in any direct way in the process it will be with the support and direction of COM.
- ▶ I will conduct regular informal meetings with clergy(Installed, Interims, Designated, Stated Supply, Temporary Supply), Commissioned Lay Pastors, Christian Educators, and Youth Ministers for the purpose of support, encouragement, and as a means of helping these people to network through the Presbytery.
- ▶ I will regularly visit the churches of the Presbytery bringing greetings from the Presbytery and where asked, preach.
- ▶ I will be available to lead seminars, and retreats for elders, deacons, and church leaders. These experiences will be geared to discerning and developing roles for leaders, discerning and developing roles for churches in transition, and/or conflict resolution.
- ▶ Along with the Stated Clerk to be responsible for administrating an active file of clergy and churches in the Presbytery office.
- ▶ I will be actively involved in the use of resources from the Ministry Emergency Fund, and writing grants to the Board of Pensions for specific needs of ministers and their families. As appropriate I will inform the moderator of COM when funds are expended for a specific purpose.
- ▶ I will work work actively with the Committee on Preparation for Ministry in the training process for Commissioned Lay Pastors.
- ▶ As appropriate I will work with the Stated Clerk in dealing with the policy on Sexual Misconduct.

GLOSSARY OF TERMS

- CIF** Church Information Form. The form containing data which describes the situation, goals and priorities of a particular congregation, together with a precise description of the skills, experience, and interest needed to meet the expectations held for the pastor-elect.
- COM** Committee on Ministry. The Committee of elders and ministers of the Word and Sacrament elected by Presbytery which is responsible for the concerns of the ministers of the Word and Sacrament and congregations of the Presbytery. It is the group having the first decision in all processes of Presbytery regarding the calling, establishment and dissolution of all pastoral relationships (in some cases the final decision when it acts on behalf of the Presbytery).
- CPM** Committee on Preparation for Ministry. The Committee of elders and ministers of the Word and Sacraments elected by Presbytery which is responsible for the enlistment, preparation and care of inquirers and candidates for ministry of the Word and Sacrament. COM relates to this committee in a number of ways, particularly at the time of the first candidate's first call and ordination. The two committees should work closely together at this point in a candidate's career.
- PNC** Pastor Nominating Committee. Elected by congregation, and reports to congregation, notifies Session.
- PIF** Personal Information Form. The form containing data on a particular minister. Formerly called "data form" or "dossier."
- CPS** Church Personnel Services. That Unit of the General Assembly structure which is responsible to assist in the deployment, development and support of ministers of the Word and Sacrament and church employees. It provides personnel services and resources for governing bodies, congregations and specialized ministries, and for persons who work or seek work in such places. The Unit also provides training, services and resources for Committees on Ministry and for Committees on Preparation for Ministry. That office in the CVMU (Church Vocations Ministry Unit) which receives and circulates forms, correspondence and other papers from PNC's, Pastors, Executives and others as requested.

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POLICY # 1

POLICY ON PASTORAL/SEARCH PROCESS

POLICY: The Presbytery Committee on Ministry, through its representative, will provide guidance to the Pastor Nominating Committee and assist with the Session throughout the entire pastor search process.

PROCEDURES:Church/Minister Roles:

1. PASTOR consults with Committee on Ministry (COM) in a timely manner of any intention to resign a pastorate.
2. Pastor consults with the Session of intention to resign pastorate.
3. SESSION meets to consider when and how to inform congregation and consults with COM regarding advisability of temporary leadership options.
4. SESSION calls a congregational meeting to concur in the Pastor's request to Presbytery to dissolve the relationship and advise congregation of leadership options
5. SESSION, in consultation with COM, makes decision regarding leadership options and proceeds with the steps of the selected plan. An Interim Pastor is required in any of the situations as defined in Procedure #1 of Policy #4 on Interim Pastors.
6. Once leadership is in place, including a moderator, the Session, with COM's permission, calls a congregational meeting to elect a PNC. Candidates to be elected are submitted by the acting Nominating Committee.

Presbytery Roles:

1. COM consults with pastor as to proper procedure to be followed (see Detroit Presbytery Resource packet for pastors)
2. COM consults with Session as procedures to follow.
3. COM representative and Executive Presbyter are present with the Session to consider advisability and steps for securing leadership options during the vacancy period.
"Book of Order - G-11.0502; e & f; G-14.0513"
4. COM representative attends this meeting and is available to explain process. Presbytery approves the dissolution.
5. COM representative consults with the session and makes recommendation regarding type of leadership.
6. COM authorizes the Session to call a congregational meeting to elect a PNC.

PROCEDURES:

Church/Minister Roles:

7. CONGREGATION meets with COM representative present, to elect a PNC.
8. SESSION sets direction goals which guide PNC and Interim Pastors. Church self study is reviewed prior to work on Church Information Form.
9. PNC completes Church Information Form (CIF). PNC meets with COM representative, reviews CIF, discusses situation, needs, accuracy and impact of CIF.
10. SESSION approves CIF and clerk signs three copies. PNC transmits two signed copies to COM. Extra copy is kept by PNC.
11. PNC studies sample PIF's in preparation for next step.
12. PNC begins to get PIF's, prioritizes those received from all sources, and condenses the list to 3 - 5 currently available candidates and presents their credentials to the COM.
13. PNC requests clearance to contact candidates approved by COM; and sets up interviews.
14. PNC narrows to one candidate, negotiates the final Terms of Call and asks for COM interview.

Presbytery Roles:

7. COM representative is present to explain the process to be followed in the search.
8. COM representative is available to assist.
9. COM representative trains and assists in preparation of CIF, informs PNC of all relevant policies and procedures including the Equal Employment Opportunity Policy.
10. COM receives, reviews, approves and endorses CIF. Keeps a copy, forwards other copy to Church Vocations Ministry Unit.
11. COM representative trains PNC in reading, evaluating and prioritizing PIF's which are received.
12. COM representative may assist in this process as desired or as needed. COM and Executive Presbyter are responsible for reference checks on final candidates. Suitability and compatibility of candidates will be assessed by three members of COM. through conference calls or personal interviews.
13. COM Representative may take part in interviews of candidates. (See policy)
14. COM interview team meets with nominee and conducts examination. G11.0403 - (See policy 1)

PROCEDURES:Church/Minister Roles:

15. PNC submits proposed Terms of Call to COM.
16. PNC asks Session to call congregational meeting, works with Session to provide means to introduce nominee to the people.
17. CONGREGATION meets to hear PNC report, elect the pastor and approve the Terms of the Call. Pastoral Call Form is completed and sent to COM. The PNC will also fill out the Equal Opportunity Questionnaire (Policy 7,a) and send to Presbytery Office.
18. Presbytery established an Administrative Commission to install new Pastor. The minutes of a Commission to install a Pastor Form is filled out and returned to the Presbytery Office. PASTOR and SESSION discuss date for ordination/installation. Service Commission Form is returned to COM.
19. Service of ordination/installation occurs.

If ordination, the offering goes to the Preparation for Ministry Scholarship Fund.

If installation of a previously ordained pastor, the offering goes to the Committee on Ministry Emergency Fund.

(See Policy #16 concerning collection of the offering at Installation Service)
20. PNC may continue as an ad-hoc support group for new pastor. PNC ad-hoc group is automatically dissolved after one year.

Presbytery Roles:

15. COM reviews Terms of Call, and if the way be clear, approves next steps.
16. COM consults with Moderator of Session to determine who shall moderate congregational meeting.
17. COM receives congregational meeting report and copies of the Pastoral Call. If the way be clear, COM approves the Pastoral Call, sends copies to the Stated Clerk and reports the action at the next meeting of Presbytery.
18. COM reports commission nominees to the Presbytery and the Presbytery appoints the Commission for ordination/installation.
19. Presbytery through its Moderator and Commission members ordains and installs pastor.
20. COM representative consults with the Pastor, PNC and Session at the End of the first six months and reports to COM. The COM may assist the Session in its review of the Pastors work at the end of the first year.

**POLICY 1
APPENDIX A**

PASTORAL REVIEW FOR NEW PASTORATES

This review, to be conducted by the Committee on Ministry Team for that particular congregation, is to take place **six months** after the new pastor begins his/her duties, and again **one year** after that starting date. Suggested questions might include the following:

1. How are things going? Referring to the C.I.F., discuss the match between expectations and what has been experienced so far.
2. How are you/your family adjusting to the new place? How are you taking care of yourself? What time off do you take? Have you found a support group?
3. What can you tell us about the congregation?
4. Are there any goals for the congregation that you would like to share? Any goals for yourself?
5. What are your concerns at this point?
6. What have you enjoyed about the congregation?
7. Have you begun to feel a part of Presbytery? How has the Presbytery been helpful? Not helpful?
8. What committees of presbytery would you be interested in?
9. Are there ways in which COM or other committees of Presbytery can be of help?
10. How are you finding your working relationship with Session?
11. If there are other staff members, how is the fit?
12. Anything else?

POLICY #2**POLICY ON INTERVIEWING APPLICANTS SEEKING MEMBERSHIP OR EMPLOYMENT**

Policy: All persons seeking membership in the Presbytery shall be examined.

Procedures:

1. Committee on Ministry shall conduct examinations.
2. The examination shall take place during the time the applicant comes to Mackinac Presbytery to be interviewed by a PNC (or when the candidate preaches at a “neutral pulpit.”)
3. The PNC (or the applicant seeking Presbytery membership) must notify the COM at least ten days prior to the date than an applicant is coming. The “Authorization to Release Information and Waiver of Confidentiality” (Appendix A) and the Presbytery background reference check should be completed prior to the examination by the Interview Team.
4. The COM Chairperson (or one designated by COM Chairperson) will be responsible for arranging and Interview Team.
5. The Interview Team ordinarily shall consist of at least three persons. Ordinarily the Interview Team shall consist of at least one clergy and one lay person, and should include the Pulpit Nominating Committee liaison and one representative of the Presbytery staff, and may include others at the discretion of the COM Chairperson.
6. Interview:
 - a. In addition to fulfilling the requirements of G-11.0402, the ninety-minute interview shall examine:
 - (1) the applicant’s suitability for the position (e.g. the “match” between applicant and position, the talents and interests of the applicant, the needs of the church or employing body, the applicants knowledge of the position)
 - (2) the applicants support of the Constitution and the mission of the Presbyterian Church (USA) and the applicants attitude toward participation in Presbytery
 - (3) the applicants understanding of his/her call to the specific type of ministry which will be required in this situation if the expectations of the Presbytery for all new members of Presbytery to attend a start-up seminar and a new pastors orientation.
 - b. The interview will afford the opportunity for the applicant to question the Interview Team; and part if the interview may include representatives from search committee in order that all issues surrounding the interview may be understood by all parties.
 - c. The Interview Team may use any of the following: the applicant’s dossier or resume, the position description, the Church Mission Study and/or the Church information Form, and the report of the background reference checks conducted by the Presbytery Executive, Stated Clerk and COM.
 - d. In addition to the above, all applicants seeking membership in the Presbytery for service in a validated non-pastoral call, the interview will include all of the criteria in G-11.0403, G-11.0408, G-11.0409, G-11.0410 and G-11.0411.
7. The written recommendation of the Interview Team (recorded on Appendix B) must be promptly reported to the applicant, search committee chairperson, COM Chairperson, Stated Clerk and Executive Presbyter. The completed form is kept on permanent confidential file by the Presbytery Executive.
8. If the applicant or search committee doesn’t comply with the above procedures, the search committee shall be financially responsible for bringing the applicant back for an interview.
9. Special Cases

- a. Ministers from other denominations called to validated ministries listed in G-11.0409 or G-11.0410 shall fulfill all the above and also the special provisions in G-11.0404.
- b. Ministers seeking reinstatement should first see G-11.0414.

POLICY 2
Appendix A

His/Her Christian Faith:

1. What does it mean to you to say that Jesus Christ is Lord and Savior?
2. How have you made use of Continuing Education in the last to years to challenge you to grow in faith as well as skill for ministry? Describe any experiences that are particularly important.
3. Where does Christian faith originate?
4. What does the expression “Living Faith” mean to you?
5. Share with us ways in which you have experienced growth in your Christian faith.
6. What three or four scripture passages could be said to describe your “journey of faith?”
7. How would you portray trust in God?
8. What has been the most meaningful part of the Christian faith for you in the last three years?
9. Briefly describe why you feel called to the position of “Minister of the Word.”
10. How do you know that Jesus Christ is your Savior?
11. Explain how you think you have grown in the Christian Faith and Life.
12. How would you talk with a parishioner about (your view of) the Holy Spirit in your own personal life?

Views on Theology:

1. What for you are the “Vital Signs” for a healthy ministry?
2. If asked what you thought was the most important statement that should appear in the New Confession of the Church, what would you want that statement to be?
3. What is your “Theological Perspective?”
4. In your view, what is the role or importance of the various “Confessions?”
5. What do you understand to be the function of the Holy Spirit as a member of the God head?
6. In your view, what are the principal strengths and weaknesses of the proposed “Brief Statement of the Reformed Faith?”
7. What relationship would you make of the gospel to the life of the church in our world today?
8. How would you describe the relevance of Jesus, the Christ, in today’s society to a person who asked, “Why should I become a Christian and participate in the Church?”
9. Comment on your understanding of the trinitarian formula, God as Father, Son and Holy Spirit.
10. How would you explain the meaning of the TRINITY?
11. If someone asked you what Presbyterians believe about Predestination, how would you explain Predestination to that person.
12. When working from the Scriptures for preaching, Bible study or in worship; what view of that Book’s authority will you be projecting?

Views on Sacraments

1. What if an Elder came to you demanding that you Baptize their daughter’s child. The daughter is a single parent, not married, who does not attend. How would you handle this situation?
2. What do the Sacraments mean to you?
3. What is the purpose of the Baptism of infants?
4. How do you explain purpose and benefits of Baptism to a person seeking the Sacrament?
5. How often should a Presbyterian congregation celebrate the Sacrament of the Lord’s Supper? Share your thinking about this.
6. In the book of Common Worship, what do these words mean:
 - a. Re: Communion - “less and sanctify with Thy Word and Spirit these Thine own gifts of bread and wine”
 - b. Re: Baptism - “set apart this water from a common to a sacred use”

**POLICY #2
Appendix B**

Ministers Seeking Membership in Mackinac Presbytery

REPORT OF THE INTERVIEW COMMITTEE

The Interview of _____ was held on the ___ day of _____, 20____ with the below names members of the Interview Committee present. This applicant is being considered for a pastoral position at the _____ Presbyterian Church of _____, _____. We have conducted

the constitutionally required examination (G-11.0402) including the views of the applicant on the following matters:

- ___ personal Christian faith,
- ___ theology,
- ___ sacraments,
- ___ government/programs/missions of the Presbyterian Church (USA)
- ___ professional qualifications and suitability for this position,
- ___ participation in Presbytery,
- ___ The questions required in Policy VII were satisfied.
- ___ Opportunity was given for questions from the applicant.

Having interviewed this applicant we:

- ___ recommend
- ___ do not recommend

receiving this applicant into membership of the Presbytery of Mackinac.

_____ Chairperson of the Interview Committee

Return to: Committee on Ministry
Presbytery of Mackinac
2206 Mitchell Park - Suite 15
Petoskey, MI 49770

**POLICY 2
APPENDIX C**

AUTHORIZATION FOR RELEASE OF INFORMATION

(For Persons Applying for Membership)

Having expressed interest in receiving a call to serve in a church within the Presbytery of Mackinac, or having submitted a request for membership in the Presbytery of Mackinac, I hereby authorize the appropriate staff of my present Presbytery and any and all of my previous employers to release to the Executive Presbyter, Stated Clerk or Chairperson of the Committee on Ministry of the Presbytery of Mackinac any and all records and information concerning my previous employment. Such records and information may include confidential records such as letters of recommendation or non-recommendation, disciplinary reports, full information concerning my earnings history and fringe benefits, information concerning my professional capability, any history of substance abuse, any history of financial difficulties, and any records or information pertaining to convictions of sexual misconduct, child or spouse abuse or other offenses.

Dated: _____

Signature _____

In Presence of:

Return to: Committee on Ministry
Presbytery of Mackinac
2206 Mitchell Park - Suite 15
Petoskey, MI 49770

POLICY# 3

POLICY ON DISSOLVED PASTORAL RELATIONSHIPS

POLICY: All Pastoral duties and functions will cease on the date of dissolution.

Procedures:

1. All pastoral dissolutions shall follow the process outlined in G14.0601 - G14.0606.
2. When a pastoral relationship is dissolved, the pastor should cease all pastoral functions (weddings, funerals, counseling, etc.) as well as all consultation with members and staff of the congregation concerning any subject related to church matters (business, policies, programs, finances, future plans, etc.)
3. She/he may respond to the invitation of the Session to perform such duties with the approval of the new pastor, if one is on the field. This should be discouraged except in exceptional circumstances.
- d. To facilitate the transition, by the date of dissolution, the pastor should remove all of his/her personal items from the church and manse (if one is provided). This includes books, apparel, and papers/files. Any keys to church or property should be given to the person committee designated by the Session to handle church property.
- e. Arrangement for payment of any monies due to the pastor (salary, annuities, expenses, etc.) or repayment of any monies owed the church by the pastor shall be made by the effective date of the dissolution.
6. Retiring pastors and their congregations should follow "Guidelines for Pastors and Congregations on Pastoral Retirement," Appendix A.
7. For Non-voluntary dissolutions, see Appendix D.

POLICY #3
APPENDIX A

Revised
**GUIDELINES FOR PASTORS AND CONGREGATIONS ON
PASTOR RETIREMENTS**

POLICY: Congregations and pastors sometimes are uncertain as to their relationship to each other following the retirement of a pastor. What ought to be the expectations of the pastor on the one hand, and of the congregation on the other after the pastoral relationship has been dissolved? How these concerns are handled is extremely important for the future vitality of the congregation, and for a meaningful and satisfying retirement for the pastor!

EARLY CONSULTATION

The pastor should consult with the Committee on Ministry as soon as retirement is contemplated. It is advisable to give the COM at least six months lead time for consultation with both the pastor and the congregation.

WHAT RETIREMENT MEANS

Retirement means the cessation of ALL PASTORAL duties, responsibilities and relationships relating to the church from which he/she is retiring, and to any other church served in the past. If this is not done, no true retirement is achieved. The clergy-congregation relationship is not intended to be lifelong so far as pastoral ministry is concerned. Social relationships and friendships may last "until death do us part." Pastoral ministry, and active influence properly lasts only as long as the clergy-congregation relationship exists.

Therefore when the date closing a clergy-congregation relationship arrives, the pastoral ministry of the departing pastor should end. Likewise, pastoral ministry expectations of the congregation for that retired pastor should cease. The provisions of our Form of Government enable a retired pastor to make polite, but firm, refusals to engage in pastoral services, or in conversations with members of the church which might overstep the intended bounds described therein.

Honorable retirement does not necessitate, but may include continuing influential involvement in Presbytery responsibilities, and in interim, stated supply, and pulpit supply ministries.

PASTOR EMERITUS STATUS

The relationship of Pastor Emeritus/Emerita carries no pastoral duty or authority. It is an honorary position which carries no responsibility in or to the congregation. A Pastor Emeritus/Emerita (or any pastor who retires and remains in the community in which the former congregation is located) should not seek (either personally or through the involvement of his/her spouse) to fill ANY role which would influence decision making in the continuing life and ministry of the congregation. It is difficult for a former pastor and spouse to avoid conversations and actions which might have such an influence, particularly when they remain in the same community in retirement.

PRIMARY CONCERN

The primary concern of all - retiring pastor and spouse, congregational members, and Presbytery - should be that a retirement is carried out so that it supports the establishment and growth of a strong, healthy, new pastoral relationship.

Bonding that takes place between pastor and people during the early years of a new pastorate can be jeopardized: (1) by the congregation's perpetuation of relationships with the retiring pastor and (2) by that retiring pastor continuing to act in any kind of pastoral role with members of his/her former congregation.

Retired pastors who have been most effective in dealing with the sensitive area of requests for pastoral services from church members and friends, report that they simply informed the congregation (via pulpit, newsletter, or retirement event announcements) at the time of retirement, that while they hope ties of friendship will remain, they are now no longer available for any continuing pastoral services. They then refer all such requests to the new pastor, and do not place the burden of precedent making permission on the new pastor.

APPROPRIATE ROLES FOR RETIRED PASTORS

1. Effective retirement adjustment for the pastor and the congregation seems to rest in the ability of the pastor to state clearly his/her expectations and intentions at the time of retirement. This would include asking that members of the congregation no longer request pastoral services, advice or influence from the former pastor.
2. When retiring pastor and spouse remain the community, they must worship with another congregation during the early years of their retirement. There they can become as actively involved as they please in that congregation's life and work. If there is another Presbyterian church in the area, the pastor's spouse is encouraged to transfer his/her membership to that congregation. This is a difficult experience in many cases. However, those who have succeeded in doing so, report satisfaction with the wisdom of this advice in the long run. They see themselves better able to continue being active in the life of the church with no risk of impinging on the rights of the new pastor and of the congregation formerly served.
3. Retired pastors often become a valuable and treasured resource for the Presbytery to which they belong. Some choose to serve on appropriate committees; and many involve themselves in interim, stated supply or pulpit supply ministry.
4. There should be no **continuing** financial (salary) and property (indebtedness) ties between the church and the retiring pastor other than those stipulated in the dissolution agreement.

CONCLUSION

Hopefully, the counsel in these guidelines provides direction and advice which can support pastors and their spouses in their desire to experience many enjoyable years of retirement themselves; and at the same time enable them to see the congregations formerly served prosper in their new relationships.

The Committee on Ministry always stands ready to talk with pastors and/or their spouses during and after the retirement process. Sympathetic and helpful assistance will be provided as the newly retired make adjustments to new life experiences, new goals, friendships and opportunities for service.

**POLICY 3
APPENDIX B**

CERTIFICATION OF THE DISSOLUTION OF THE CALL

A. BY THE CHURCH

On this ___ day of _____, 20__ we attest this call has been dissolved in all respects according to the rules in the Form of Government, including the regulations which govern dissolutions, and all other policies of the General Assembly and Presbytery. (The Clerk of Session and Minister may make copies of this form for their records. **Please return the completed form to: Committee on Ministry, Presbytery of Mackinac, 2206 Mitchell Park - Suite 15, Petoskey, Michigan 49770.** If you have any questions, please call (231) 347-5556 or (800) 626-6281).

_____ Moderator of Congregational Meeting
Address: _____ Zip _____
Day Phone: Area Code () _____
Night Phone: Area Code () _____

_____ Clerk of Session
Address: _____ Zip _____
Day Phone: Area Code () _____
Night Phone: Area Code () _____

B. BY THE MINISTER

On this ___ day of _____, 20__ I certify that I have received this dissolution and have accepted the terms indicated therein

_____ Minister receiving the dissolution
Address: _____ Zip _____
Day Phone: Area Code () _____
Night Phone: Area Code () _____

C. BY THE PRESBYTERY

1) On this ___ day of _____, 20__ I attest that the Committee on Ministry of the Presbytery of Mackinac has approved this dissolution.

_____ Chairperson of the Committee on Ministry, Presbytery of Mackinac, 2206 Mitchell Park - Suite 15, Petoskey, Michigan 49770. (231) 347-5556.

2) On this ___ day of _____, 20__ I attest that the Presbytery of Mackinac has approved this dissolution.

_____ Stated Clerk of the Presbytery of Mackinac, 2206 Mitchell Park - Suite 15, Petoskey, MI 49770. (231) 347-5556.

**POLICY 3
APPENDIX C**

AUTHORIZATION FOR RELEASE OF INFORMATION

(For Persons **Leaving** the Presbytery of Mackinac)

I hereby authorize the Executive Presbyter, Stated Clerk or Chairperson of the Committee on Ministry of the Presbytery of Mackinac to release to appropriate staff persons of any prospective Presbytery and any prospective employer any and all records and information concerning my service within the Presbytery of Mackinac. Such records and information may include confidential records such as letters of recommendation or non-recommendation, disciplinary reports, full information concerning my earnings history and fringe benefits, information concerning my professional capability, any history of substance abuse, any history of financial difficulties and any records or information pertaining to convictions of sexual misconduct, child or spouse abuse or other offenses.

This authorization is conditioned upon the above named representatives of the Presbytery of Mackinac informing me in writing, of the records and information authorized in Policy 2c (attached) that are disseminated to prospective presbyteries and employers pursuant to this authorization.

Dated _____ Signature _____

In Presence of:

Return to: Committee on Ministry
Presbytery of Mackinac
2206 Mitchell Park - Suite 15
Petoskey, MI 49770

**POLICY 3
APPENDIX D**

NON-VOLUNTARY DISSOLUTION OF PASTORAL RELATIONSHIP

Procedures:

1. The process used shall be that outlined in G14.0601 and G14.0603.
2. Adequate notice, as determined in consultation with COM, to be given the pastor so that he/she may have an opportunity to begin the search process for relocation. In the event the continued presence of the pastor is deemed by the Session and Presbytery to be detrimental to the mission, peace, and unity of the congregation, the congregation may act to terminate the pastoral relationship immediately. If this is necessary, the congregation, after consultation with the Committee on Ministry, shall be prepared to pay salary, housing and pension for a period of not less than three months.
3. Vacation days will be figured on the basis of 1/30 of monthly salary only for each unused day. They may be used to apply against the approved months severance pay. Accrued days will not be figured beyond the last day of active ministry to that congregation.
4. Further relationships with that congregation shall be in accordance with G14.0606
5. The former pastor, the congregation, and the COM should all cooperate to make the transition as peaceable as possible, remembering that we witness to the community and to the church the meaning of our faith by the way we deal with one another.

POLICY 4**POLICY ON INTERIM PASTORS**

POLICY: The Committee on Ministry of the Presbytery of Mackinac affirms the use of qualified persons to serve as Interim Pastors in circumstances where such a relationship could best serve that situation

Procedures:

1. The COM shall counsel, advise, and guide a church through the process for calling a new pastor as outlined in Form of Government.

During the process of consultation, it may be deemed wise by either the COM or the Session of the church, or both, that an Interim Pastor would best serve the needs of the church. The Committee on Ministry (COM) is authorized by the Presbytery to consult with churches without pastors, or churches soon to be without a pastor about, not only the process of getting a new pastor, but also about the advisability or necessity of an interim pastor.

Interim Pastors should be considered in the following situations but not limited to these. The wisdom of the COM and the church involved will determine others:

- A. When a church has had a pastor for an extended period of years who has been well-loved and respected.
 - B. When there is conflict and/or Presbytery has had to act to remove the pastor.
 - C. When a period of healing or grieving is needed for any reason.
 - D. When it is anticipated that the search process will be an extended one and the church needs continuity in its ministry.
 - E. When it is felt that there needs to be a waiting period before the search for a new pastor begins.
2. The Interim pastor shall not be a candidate for the vacancy. This needs to be carefully explained to the Session, the congregation, and anyone being considered for the Interim position.
 3. It shall be the responsibility of the COM to take all steps to see that the interim is not placed in an untenable situation by making certain that the expectations of the Session and the COM are clear, obtainable, measurable and clearly understood by all parties. An adequate interview process should be employed to match the needs of the church with the abilities and personality of the proposed interim. This should be done jointly with a representative(s) of the COM, the Executive Presbyter, and the Session.
 4. The candidates for interim positions in the Presbytery should be those qualified through training or experience to serve in that capacity.
 5. Interim pastors are vulnerable to a sense of isolation and every care should be exercised to make them feel a part of the Presbytery. The COM shall establish an ongoing support system (similar to that proposed for the new pastor in A Handbook for the Committee on Ministry*) whereby the interim can communicate feelings, concerns, and have the counsel of the COM through regular contact with the COM.

*Publication of the Church Vocations Ministry Unit of the Presbyterian Church (USA)
 6. Proper and adequate exit interviews should take place between the interim, the session and the COM prior to his/her leaving. Thoughts and observations should be duly noted in writing by the COM and, if deemed wise, shared at some point with the new pastor.

**POLICY 4
APPENDIX A**

STEPS TOWARD SECURING AN INTERIM PASTOR

1. Formal discussion to seek Interim Pastor.
2. COM meets with Session to outline steps and authorizes Session to proceed.
3. Session, through its Personnel Committee:
 - Develops position description
 - Determines salary range
 - Determines term of service, with the privilege of negotiating adjustments in the contract by the Session and Interim.
4. Session
 - Approves Personnel Committee plan
 - Notifies COM for critique and approval.
5. COM and Session, coordinated by the Session Personnel Committee, seek the person.
 - Personal contacts
 - Suggestions/PIF's:
 - from COM and/or Presbytery or Synod Staff
 - from General Assembly, Church Vocations Unit
 - from APIMS (Association of Presbyterian Interim Ministry Specialists. See APIMS on current listing on PRESBYNET.)
6. Session
 - Screens interim candidates
 - Interviews them
 - Makes decision
 - Requests approval of Presbytery through COM.
7. Session notifies Interim. Interim Pastor Contract is prepared, signed by Session, Interim Pastor and COM. Beginning date agreed upon.
8. Session notifies congregation.

**POLICY #4
APPENDIX B**

INTERIM PASTOR APPOINTMENT

(Please Print or Use Typewriter)

On the ____ day of _____, 20__ at a properly called meeting of the Session of the _____
 _____ Presbyterian Church located in _____, Michigan,
 Pin # _____ belonging to The Presbytery of Mackinac, _____
 was approved as Interim Pastor ____ full-time ____ part-time (____ percent of full-time) effective the ____ day of ____
 _____, 20__ at the following terms.

ANNUAL Compensation:

\$ _____ Annual Cash Salary
 \$ _____ Housing/Utility Allowance
 \$ _____ Fair Rental Value of Manse if provided
 \$ _____ Deferred Income or Annuities
 \$ _____ Self-employment tax (Social Security) supplemental salary
 \$ _____ Other: _____
 \$ _____ Other: _____
 \$ _____ TOTAL ANNUAL SALARY (for calculating Pension Plan Dues)

Voucher and Reimbursed Expenses:

\$ _____ Continuing Education Expenses
 \$ _____ Professional Expenses (Books, Business Expenses, etc.)
 \$ _____ per mile Automobile and Travel Expenses
 \$ _____ Medical Expenses
 \$ _____ Moving Exp. _____
 \$ _____ Other: _____

Other Terms:

_____ weeks annual vacation
 _____ weeks annual study leave

The church will pay regularly in advance to the Board of Pensions a sum equal to that requisite percent of salary which may be fixed by the General Assembly of the Presbyterian Church (USA) for participation in the pension plan.

The church will annually review the adequacy of this compensation and will follow the minimum compensation guidelines established by the Presbytery of Mackinac.

The interim pastoral relationship is for a period of not more than twelve months with an option for renewal. This may be terminated by the Session or the Interim Pastor upon thirty days written notice.

Additional Terms:

Return to: Committee on Ministry
 Presbytery of Mackinac
 2206 Mitchell Park - Suite 15
 Petoskey, MI 49770

**POLICY 4
APPENDIX C**

CERTIFICATION OF THE APPOINTMENT

A. BY THE CHURCH

On this ____ day of _____, 20__ we attest that this appointment has been made in all respects according to the rules in the Form of Government and all other policies of the General Assembly and Presbytery.

_____, Moderator of Session

Address: _____ Zip _____ Phone _____

_____, Clerk of Session

Address: _____ Zip _____ Phone _____

B. ACCEPTANCE OF THE APPOINTMENT

On this ____ day of _____, 20__ I certify I have received and accepted the terms of this appointment.

_____, Minister accepting appointment.

Address: _____ Zip _____

Phone: Area Code () _____

C. BY THE PRESBYTERY

1) On this ____ day of _____, 20__ I attest that the Committee on Ministry of the Presbytery of Mackinac has approved this appointment.

_____, Chairperson of the Committee on Ministry

2) On this ____ day of _____, 20__ I attest that the Presbytery of Mackinac has approved this appointment.

_____, Stated Clerk of the Presbytery

Return to: Committee on Ministry
Presbytery of Mackinac
2206 Mitchell Park - Suite 15
Petoskey, MI 49770

POLICY #4
APPENDIX D

EXIT INTERVIEW WITH INTERIM PASTOR

Conducted by the C.O.M. team with the Interim Pastor and the Session

PURPOSE: This is to help assess the state of the congregation just before a newly installed pastor arrives. A written assessment is to be shared with the outgoing Interim Pastor or Stated Supply, with the C.O.M., and with the incoming pastor.

1. How would you describe the congregation?
2. How would you describe the congregation's anticipation of the arrival of their new pastor?
3. To what extent does the congregation sense its gifts and the challenge before it?
4. What are some of the areas in the life of the congregation that might need attention when the new pastor arrives?
5. How would you describe the lay leadership? Would you make any recommendations for leadership development?
6. How would you describe the church's relationship to presbytery? Positive and fruitful? Negative and Resentful? Neutral or Indifferent? Why?
7. What are some of the new things the Interim Pastor brought?
8. How would you describe the break with the Interim Pastor? Clean? Healthy? Decisive? Gracious? Without Rancor or Regret?

POLICY 5

POLICY ON DESIGNATED PASTOR

POLICY: The Committee on Ministry will recommend the Designated Pastor Plan when appropriate to the situation.

Procedure:

1. The Designated Pastor Plan is a plan wherein carefully selected volunteer pastors and churches may be matched by the Committee on Ministry (COM), thereby greatly reducing the time required to call a pastor. A pastor nominated through the Designation Plan is elected by the congregation for a term of two to four years, and the terms of the call are approved by presbytery, the same as a pastor nominated by our usual system.

A Theological Concept

2. The Plan may be interpreted as a new expression of missionary spirit, a willingness to go wherever the Spirit sends or leads us. In the New Testament record there are occasions when the disciple seems to interpret the Holy Spirit's call individually by himself/herself, but at other times, the call is clearly by the church. On Acts 11:22 we read that it was the church that sent Barnabas to Antioch, and in Acts 13:2 and 3, the church sends both Barnabas and Saul to Salamis. But most of Paul's missionary trips seem to have been determined by Paul's own individual understanding of where the Spirit was calling him to go. There are many ways in which calls to mission are realized and implemented throughout both the Old and New Testaments.
3. For some today, the call to mission and ministry will come clearly through the councils of the church saying, "This is where your special gifts are most needed today. Go there in the name of the Lord Jesus Christ." Every minister needs to be ready to consider the possibility that this is the way the call may come today, and every Presbytery or COM needs to be willing to become more directly God's agent in initiating and implementing a specific call to mission for a particular person and congregation.

Who May Be Called

4. Ministers who are interested in seeking a new call and who are willing to experiment may volunteer to participate in the Plan. Congregations willing to experiment with new ways to call a pastor may also volunteer to use this Plan.

5. Ministers who might be especially interested in the Plan would include:
 - a. those who desire to relocate within a certain time limit, e.g., a chaplain whose term of service is ended, an overseas missionary or fraternal worker whose assignment has ended, a minister who has completed a particular mission strategy of Presbytery and now must find another call, a minister who has merged two or more churches and should relocate for the sake of the merger, and the like.
 - b. individuals with a specific kind of open-ended, unrestricted commitment to mission and service in the local church.
 - c. those who may have specific geographical preferences or needs.
 - d. those interested in tent-making or dual-role ministers
 - e. clergy couples
 - f. dual-career couples
6. Congregations which might find the Plan of particular value would include:
 - a. congregations with unusual opportunities of special requirements which may be hard to match through the usual channels for seeking a pastor
 - b. those needing to call a pastor within a certain time limit.
 - c. congregations with special problems, especially those with problems of a temporary nature.
7. Presbytery might benefit from the Plan as it provides flexibility by which presbyteries may deal on an individual basis with particular situations.
8. Goals

Some goals of the Plan are:

 - a. to offer another “track” or method of relocation in the church.
 - b. to match pastors and congregations appropriately and efficiently.
 - c. to make creative use of the skills and potential of pastors.
 - d. to offer pastors a wider range of job opportunities.
 - e. to assist in promoting inclusiveness.
9. The Plan

After proper consultation and approval of the COM, any congregation or yoked field or larger parish may voluntarily enroll in the Designation Plan for a specific period of time. Ministers or candidates may also volunteer to enroll, but only after consultation and approval of the COM. Calls of pastors to churches or other positions would then be approved by the Presbytery on recommendation of the COM from among those churches and persons accepted in the Plan. Both the Pastor Nominating Committee and the minister should interview one another, before the minister is nominated to the congregation.
10. The terms of call, including the length of the time of the contract (two, three or four years), would be agreed on at the beginning of negotiations with the COM.
11. Enrollment

Both ministers and churches seeking to enroll in the Plan should study its implications carefully and then make written application to the COM. It may be wise in some situations for the COM to adopt a policy that both churches and ministers agree upon entering the Plan to accept one of the first three designations proposed by the COM, or be dropped from the Plan.

12. A minister enrolling in the Plan should complete a Personal Information Form (PIF) through the regular placement system at the same time he/she is seeking relocation through the Designation Plan.
13. Ministers should then meet with the COM or its sub-committee for a personal interview. Some criteria for the fitness of an individual for the Plan are suggested in Item 17 below.
14. If a session wants to participate in the Plan, then the congregation should also be introduced to the Plan and their assent secured in a special congregational meeting. At this same meeting (or at one which should follow shortly thereafter, the congregation should elect a Pastor Nominating Committee (PNC) following the provisions in the Book of Order (G-14.0502). (In some cases the COM may want to initiate conversations with a particular session to suggest they consider using the Plan)
15. The session should make application to participate in the Plan. The session or the committee to negotiate for the new pastor should prepare a new Church Information Form (CIF) and/or other mission study as directed by the COM.
16. Normally, pastoral designations terminate at the end of the agreed upon term. However, if a pastor and session participating in the Plan desire to continue the pastoral relationship beyond the agreed upon term, and if the Presbytery that the pastoral relationship be continued, either for another agreed upon term or as a call for an indefinite term. Criteria for Clergy Participants

Ministers admitted to the Plan should be persons who meet as many of the following criteria as possible:

- a. **Able to serve effectively when properly matched to a position.**
 - b. **Healthy persons, spiritually, physically and mentally.**
 - c. **Persons who enjoy a difficult challenge**
 - d. **Persons who have a pioneering spirit.**
 - e. **Persons willing to accept this Plan and the guidance of the COM.**
 - f. **Persons who are serious about moving.**
17. Criteria for Churches and Other Institutions

Churches admitted to the plan should meet as many of the following criteria as possible:

- a. **Have a nucleus of persons who understand the mission of their own congregation and are committed to that mission.**
- b. **Be “healthy”, spiritually and financially (able to support a pastor).**
- c. **Be serious about the Plan and its purpose**
- d. **Follow the program of the Presbytery for implementing inclusiveness.**

**POLICY #5
APPENDIX A**

STEPS IN CALLING A DESIGNATED PASTOR

G-14.0501g

1. At the time of the dissolution of a pastorate, The Committee on Ministry (COM) appoints a representative to meet with the session and assist them in the transition to new pastoral leadership. If it seems appropriate the COM representative explains the Designated Pastor relationship.
2. The church (session and congregation) chooses to seek a Designated Pastor, and asks the concurrence of Presbytery's Committee on Ministry.
3. With that concurrence, the congregation elects a Pastor Nominating Committee (PNC), observing the requirements of G-14.0502f with the understanding that it will participate in the Designated Pastor plan and refrain otherwise from the usual calling procedure.
4. The Committee on Ministry selects a task group of three to work with the PNC so that the task group understands the church interests and concerns as they search for candidates.
5. The session and/or PNC develops a Church Information Form including a position description related to mission goals and staffing needs of the church. It is desirable that the church engage in a Self-study process with the assistance of *Presbytery's Parish Development Committee* to refocus the mission of the congregation.
6. The Committee on Ministry task group approves the completed Church Information Form.
7. The COM task group seeks applicants among those who have agreed to be considered as a designated pastor, including...
 - a. Self-referrals
 - b. Referrals by people of the Presbytery
 - c. Presbytery staff referrals
 - d. *Vocation Agency* leadership pool referrals
8. The COM task group selects three to five persons, screening potential candidates in the basis of the needs of this congregation....
 - a. according to collected information (CIF, PIF, tapes, references, etc.)
 - b. via interviews of candidates (ordinarily candidates will appear at their own expense);
 - c. by following the Presbytery AAEEEO guidelines.
9. The Committee on Ministry votes to recommend to the PNC three to five candidates, based upon the recommendation of the task group.
10. Approved candidates are then presented to the PNC for their consideration. Interviewing and negotiations proceed until the PNC is ready to recommend a candidate to the Session.
11. The PNC completes terms of call for the selected candidate which shall include

length of call and provision for review by all three parties at least one year prior to termination. The Committee on Ministry then approves the calling of a congregational meeting.
12. The congregation calls the candidates and the Presbytery approves the call and installs the candidate.
13. ~~Ministry as the #10 of the candidate designated by the Committee on Ministry~~ The PNC or elect a new committee to follow the ordinary calling process (G-14.0502ff).

POLICY 6

**POLICY ON STATED SUPPLY PASTOR
G-14.0513, 14**

POLICY: Congregations not seeking an installed pastor should, whenever possible, be served by a Stated Supply.

Procedures:

1. The Session, in consultation with the Committee on Ministry, determines that it is not practical for it to call a full-time pastor or to share the services of a pastor with a neighboring congregation.
2. The Session shall request the assistance of the Committee on Ministry in finding an ordained minister who will serve as a Stated Supply.
3. Priority will be given to ordained ministers of the Presbyterian Church (USA); however, in the unavailability of such, ordained ministers of other denominations in correspondence with the Presbyterian Church (USA) will be considered as candidates for stated supply positions.
4. When a person satisfactory to both the Session and the Committee on Ministry is found, the Committee will recommend to the Presbytery that this person be appointed as Stated Supply for a period not to exceed one year.
5. The tenure of persons serving as Stated Supply may be renewed a year at a time as long as the arrangement has the approval of the Session and the Presbytery.

**POLICY 6
APPENDIX A**

STATED SUPPLY APPOINTMENT

On the ____ day of _____, 20 ____ at a properly called meeting of the Session of the _____
Presbyterian Church located in _____ State of _____
, PIN # _____ belonging to the Presbytery of Mackinac, 2006 Mitchell Park, Suite 15, Petoskey, MI 49770, was
approved as Stated Supply _____ full-time _____ part-time (_____ percent of full-time), effective the ____
day of _____, 20 ____ at the following terms:

ANNUAL Compensation

\$ _____	Annual Cash Salary
\$ _____	Housing/Utility Allowance
\$ _____	Fair Rental Value of Manse, if provided
\$ _____	Deferred Income or Annuities
\$ _____	Self-employment tax (Social Security) supplemental salary
\$ _____	Other: _____
\$ _____	Other: _____
\$ _____	TOTAL ANNUAL SALARY (for calculating Pension Plan Dues)

Vouchered and Reimbursed Expenses:

\$ _____	Continuing Education Expenses
\$ _____	Professional Expenses (books, business expense, etc.)
\$ _____	per mile automobile and travel expense
\$ _____	Medical Expenses _____
\$ _____	Moving Expense _____
\$ _____	Other _____

Other Terms:

_____ weeks annual vacation

_____ weeks annual study leave

The church will pay regularly in advance to the Board of Pensions a sum equal to that requisite percent of salary which may be fixed by the General Assembly of the Presbyterian Church (USA) for participation in the pension plan.

The church will annually review the adequacy of this compensation and will follow the minimum compensation guidelines established by the Presbytery of Mackinac

The stated supply relationship is for a period of not more than twelve months with an option for renewal. This may be terminated by the Session or the **Supply** Pastor upon thirty days written notice.

Additional Terms:

Return to: Committee on Ministry
Presbytery of Mackinac
2206 Mitchell Park - Suite 15
Petoskey, MI 49770

POLICY #6
APPENDIX B

STATED SUPPLY VISITS

Recognizing that Stated Supply positions can vary, the following are general guidelines for visitation teams. There should be a team visit with the pastor after three months and a six month review with pastor AND session. An annual session visit must be made no later than six months prior to the end of the annual contract so that renewal can be based on results of that review. Periodic phone calls are recommended in addition to the scheduled visits.

Here are some questions you might use to probe during the visit. Several are suitable for discussion only with the pastor; others (6,7,8 and 9) are unique to the position of Stated Supply.

1. How are things going?
2. How are you (and your family) adjusting to the new place? Have you found a source of personal support?
3. How would you describe the congregation? To what extent does the congregation sense its gifts?
4. How would you describe the congregation's relationship to Presbytery. Positive and Fruitful? Wary?
5. How would you describe the present lay leadership? Strong? Informed? Trained and ready to accept new challenges?
6. How are you finding your working relationship with Session? Is your authority as Moderator accepted by Session?
7. How would you describe the relationship between the congregation and the Stated Supply?
8. How is the community changing? What impact could this have on congregational membership? Its ministry?
9. How do you see the congregation's development/redevelopment at this point?
7. What do you perceive as needs? Which have you proposed to address? What goals have you developed?
11. Do you have particular concerns at this time? What are they?
12. Have you begun to feel a part of Presbytery?
13. Are there ways in which Committee on Ministry or other committees of Presbytery can be of help?
14. Is there anything else you would like to share?

POLICY 7**POLICY ON EQUAL EMPLOYMENT OPPORTUNITY**

POLICY: This Presbytery operates under the Equal Employment Opportunity Guidelines of the Presbyterian Church (USA)

Procedures:

1. The following policies from the Form of Government shall be observed.
 - A. Presbytery's Committee on Ministry (COM) has a specific assignment. "It shall provide for the implementation of equal opportunity employment for ministers and candidates without regard to race, ethnic origin, sex, age, disability, or marital status. In the case of each call, it shall report to the Presbytery the steps in this implementation taken by calling group."
 - B. Pastor Nominating Committees (PNC) are given explicit instructions in this matter. "Care must be taken to consider candidates without regard to race, ethnic origin, sex, or marital status." (G-14.0502) A complete statement on this subject is provided to each PNC, with scriptural and theological background, in On Calling A Pastor: A Manual for the Pastor Nominating Committee.
 - C. These policies stand on one of the basic principles of our Constitution: diversity and inclusiveness. "The Presbyterian Church (USA) shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, different theological positions consistent with the reformed tradition as well as different marital conditions (married, single, widowed, or divorced) shall be guaranteed full participation and access of representation in the decision-making of the church. (G-4.0403)
2. Milestones in the calling process at which the commitment to inclusiveness would be remembered.
 - A. When the PNC is formed. As far as possible, this committee should be composed of people of different ages, sexes, marital conditions, races, talents and disabilities.
 - B. Obtaining dossiers, reading them and deciding who will be given further consideration. Search and recruitment procedures should be used which will locate and consider for employment persons regardless of race, sex, age, disability or marital status.
 - C. In the interviewing process, whether by phone or in person, questions relevant to the position and its stated responsibilities should be asked. Personal questions which have no bearing on the advertised positions should not be asked.
 - D. Deciding which candidate will be recommended to the congregation. Factors used to make this decision, and prior decisions among candidates, should have nothing to do with race, sex, age, disability, or marital status unless it can be shown that the factors have a significant relationship to a person's ability to perform the advertised job.
3. Guidance offered by the COM to churches during the calling process.
 - A. A copy of this policy will be sent to the Moderator and the Clerk of Session of a church when an impending vacancy is foreseen so that equal opportunity employment concerns can be kept in mind by the Session, congregation and the church's nominating committee in the selection of a PNC.

- B. A representative of the COM will meet with each PNC at its first meeting or shortly thereafter to counsel the PNC on its responsibilities and duties in regard to EEO.
 - C. The COM will expect to receive from each PNC, along with the call papers for a new pastor, a completed copy of the EEO questionnaire (See Section 4 below). The COM will use this response in making its constitutionally required report to Presbytery (see Section 1.A above). The COM will not use the quotas to measure compliance with EEO policies, but it will review the information provided in light of the specific situation and assess the degree to which the spirit of inclusiveness was present in the search.
4. The EEO Questionnaire (Appendix A) to be returned to Presbytery's COM with Call Form at the end of the search for a pastor shall include these questions:
- A. Was the Pastor/Associate Pastor Nominating Committee representative of various groups within your congregation (age, gender, marital status, disability, ethnic origin, race)?
 - B. How many Personal Information Forms were considered by your search committee?
 - C. How many women candidates were interviewed?
 - D. How many minority candidates were interviewed?
 - E. Was care taken during interviews to avoid personal questions which had no relationship to the responsibilities of the position to be filled?
 - F. Please explain if any of the following factors were deemed by the search committee to be significant issues in a candidate's ability to perform the job and were used in deciding among candidates: age, gender, marital status, disability, ethnic origin, race?

**POLICY #7
APPENDIX A**

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

Instructions: Please answer the following questions and **return this questionnaire to: Committee on Ministry , Suite #15, 2206 Mitchell Park, Petoskey, Michigan 49770**. Call (231) 347-5556 with any questions.

Name of Church: _____ City: _____

Your Name: _____ Title: _____

Your Address: _____ Zip _____

Your Day Phone: Area Code (____) _____ Night Phone: Area Code (____) _____

Please answer the following questions:

- 1) Was the Pastor/Associate Pastor Nominating Committee representative of various groups within your congregation (age, gender, marital status, disability, race)? Please describe:

- 2) How many Personal Information Forms were considered by your search committee?

- 3) How many women candidates were interviewed?

- 4) How many minority candidates were interviewed?

- 5) Was care taken during interviews to avoid personal questions which had no relationship to the responsibilities of the position to be filled? Please describe:

- 6) Please explain if any of the following factors were deemed by the search committee to be significant issues in a candidate's ability to perform the job and were used in deciding among candidates: age, gender, marital status, disability, race? (Please use other side.)

POLICY #8

POLICY ON COMPENSATION OF PASTORS

POLICY: Ministers of the Presbytery shall have their compensation computed in accordance with the Presbyterian Church (USA) *Compensation Plan*

Procedures:

Basic Principles of the Presbyterian Church (USA) Compensation Plan

The outline of a compensation policy can be stated in a series of basic principles, each of which is in some way grounded in the biblical, theological, and philosophical concepts. These principles were presented to and adopted by the 186th General Assembly (UPC) (1974). The compensation plan described in the report is based upon, and seeks to be faithful to them. They are as follows:

1. Compensation should be related to "job weight", that is, to the training required to occupy a given position, the inherent difficulty of the position itself, and the impact of the position on the work of the church.
2. Compensation should be related to performance, that is, to the quality of work done by the occupant of a particular position. To make this feature of our compensation policy truly *meritarian*, compensation given on the basis of performance must be related to a careful process of performance review. The committee advises, however, that this matter be approached with caution lest we overemphasize zeal or suggest in any way that unpopular actions by clergy persons are necessarily to be equated with unsatisfactory performance or made the occasion for financial penalty.

**POLICY 8
APPENDIX A**

REPORT OF TERMS OF CALL FOR PASTOR

CHURCH _____ DATE _____
 Membership _____ Average attendance _____

MINISTER _____ Year of Installation _____
 (Mackinac Presbytery no longer uses the factoring system. Presbytery's full time minimum salary is \$ _____ which includes cash salary and housing allowance and/or manse.)

Check all that apply:*

___ Pastor ___ Associate Pastor ___ *Stated Supply* ___ *Interim Supply*
 ___ Co-Pastor ___ Designated Pastor ___ *Interim Associate* ___ *Parish Associate*
 ___ Other type of ministry _____

*Called positions must participate in the Pension Plan (Book of Order, G-14.0506). Positions in italics are not mandated but are eligible to participate in Benefits Plan.

Service: ___ Full-time (35 hours or more) ___ Part-time (20-34 hours) #of hours _____

INCLUDED IN EFFECTIVE SALARY:

Year _____	Year _____	_____
1. \$ _____	\$ _____	Annual cash salary
2. \$ _____	\$ _____	Housing allowance
3. \$ _____	\$ _____	Utility and furnishing allowances
4. \$ _____	\$ _____	Deferred Compensation
5. \$ _____	\$ _____	Bonuses, unvouchered allowances including car, gifts from employer
6. \$ _____	\$ _____	Other allowances (e.g. medical deductibles, SECA allowance in excess of 50% of estimated obligation, etc.
7. \$ _____	\$ _____	Manse amount (must be at least 30% of lines 1 through 6). Mark 0 if no manse.
8. \$ _____	\$ _____	TOTAL EFFECTIVE SALARY (Sum of lines 1 through 7)
9. \$ _____	\$ _____	Benefits Plan Dues (Total of 28.5% of line 8). (12% for pension, death and disability; 16.5% for medical coverage)

NOT INCLUDED IN EFFECTIVE SALARY

10. Accountable reimbursement plan (vouchered business expenses):
 \$ _____ \$ _____ a. Continuing education reimbursements
 \$ _____ \$ _____ b. Automobile expenses. Check one:
 ___ \$ _____ per vouchered mile using IRS allowable deductible. ___ Church
 owned car with full expenses
 ___ \$ _____ c. Business and professional expenses

11. \$ _____ \$ _____ SECA Tax allowance (only up to 50% of estimated obligations)
 12. \$ _____ \$ _____ Group plan for medical deductible, co-insurance & dental premiums.

13. \$ _____ \$ _____ Other vouchered allowances

OTHER

Year _____

Year _____

Vacation (Minimum 4 weeks including 4 Sundays

_____ weeks

_____ weeks

Study Leave (Minimum 2 weeks including 2 Sundays

_____ weeks

_____ weeks

How many Study Leave Days were taken?

_____ days

Study Leave accumulated

_____ days or _____ weeks

Have you sent a report to the Presbytery Nurture Committee on your Study Leave activities? ___yes ___no

Medical, Sabbatical or other leave (list length of time)* _____

*Note that not all congregations specify these leaves, please include and describe if it applies.

* * * * *

Having reviewed the adequacy of the pastor compensation prior to the adoption of the church budget, in accordance with the Book of Order, G-10.0102, the church makes the above report, asking the approval of the Presbytery of any changes.

The above terms were reviewed with the minister, by the Personnel Committee and/or the Session on

_____, and are being proposed or were approved at the meeting of the congregation on

_____.

Any changes in the Terms of Call MUST have the approval of the congregation, the minister and the Presbytery. Those not officially adopted at the time of this report, will require subsequent validation or report.

The effective date of all changes is: _____

Signatures: Clerk of Session _____

Pastor _____

* * * * *

Please return one copy of this form to the Moderator of the Committee on Ministry:

**Chair, Committee on Ministry
Presbytery of Mackinac
2206 Mitchell Park – Suite 15
Petoskey, MI 49770**

POLICY 9

POLICY ON PASTOR/SESSION VISITS

POLICY: The Committee shall visit each Pastor and Session every two years.

The Book of Order (G-11.0502)

1. The Committee on Ministry shall visit regularly and consult with each minister in the presbytery. (G-11.0502,a.)
2. It shall visit with each session of the presbytery at least once every two years discussing with them the mission and ministry of the particular church and encouraging the full participation of each session and congregation in the life and work of presbytery and of the larger church. (G-11.0502,c)

Purpose of Visits:

1. To discuss with pastor his/her concerns and joys over previous two years.
2. To discuss with Session the mission and ministry of the particular congregation over the previous two years.
3. To discuss the particular churches participation in the life of Presbytery, Synod and General Assembly.
4. To provide counsel and guidance as to possible avenues for growth and development.

Procedures:

Visitation Teams:

1. Visitation may be made by teams of two or three including lay persons and ministers of the Word and Sacrament. The team leader shall be the COM representative; other members may be selected outside of COM, but shall report to COM.
2. Training of the "visitors" shall be provided by COM.

Preparation of Teams (See pages 30 and 31 in the COM Handbook, Vocations Ministry Unit (Presbyterian Church (USA))

1. Check when minutes of Session were last reviewed. Results?
2. Request copies of congregation reports from annual congregational meetings of the past two years.
3. Check General Assembly statistical reports for the previous two years. Is there growth, decline, no change. Mission Giving?

Proposed Process for Team Visit

1. Arrange with pastor or clerk of session for date, time and place of meeting.
2. Send letter to pastor and clerk of session at least four weeks before the meeting date. Letter shall contain a list of items to be discussed.
3. Telephone pastor or clerk of session one week before visit to check on meeting arrangements.
4. Both visits should be on the same day. (Regular stated meeting date for the session)
5. Visit should be scheduled for no less than one hour. (nor more than two) The meeting with the pastor should be first.

6. Following introductions and greetings, team leader should explain the purpose of the visit and process to be followed.
7. Involve as many members as possible in the discussion at the session meeting.
7. Thank the pastor and elders for their time and sharing. Spend time in prayer giving thanks to God for those areas of strengths that have been mentioned and asking guidance for other areas.
8. Soon after the visit, the team leader should prepare a report for the next meeting of COM and summary reports should be sent in a follow up letter to the pastor and clerk of session.

POLICY 9
8.APPENDIX A

LETTER TO PASTOR

To: _____(Pastor)
_____ (Church)

From: _____(C.O.M. Representative)

Re: Annual Visit

Book of Order (G-11.0502,a)

**The Committee on Ministry shall visit regularly and consult with each minister in the presbytery.
(G-11.0502,a)**

I would like to visit with you on _____ for approximately one hour before I visit with the Session.

ITEMS WE HOPE TO CONSIDER:

1. What areas of your ministry do you feel good about? What are your strengths as pastor and leader?
2. What area of your ministry are troublesome to you? What do you see as possible weaknesses in you as pastor and leader?
3. How do you feel about your relationship with the Session? With the congregation? With the community?
4. Family relating to your job?
5. Do you regularly take a day off during the week?
6. What continuing education have you done in the past year? How was it?
7. What can Presbytery do to help you personally and/or in your ministry? Events? Other ways?
8. What are your hopes and concerns as you think about the future of this congregation? Has the Session set goals for the congregation?
9. What are your hopes and concerns as you think about your own future? Do you set goals for yourself?
10. What is your visitation practice?
11. How is your church perceived in the community?
12. How are you involved in the Presbytery, Synod, General Assembly, other church organizations?

**POLICY 9
APPENDIX B**

LETTER TO CLERK - CHURCH

To: _____ (Clerk of Session) of
_____ (Church)

From: _____ (C.O.M. Representative)

Re: Annual Session Visit

Book of Order (G-11.0502,c)

The Committee on Ministry shall visit with each session of the presbytery at least once every three years discussing with them the mission and ministry of the particular church and encouraging the full participation of each session and congregation in the life and work of the presbytery and of the larger church. G-11.0502,c

I request time (approximately one hour) on the docket of your next stated meeting, if convenient. If not, please suggest the nearest appropriate time.

ITEMS WE HOPE TO CONSIDER:

1. What areas of ministry and mission are you involved in that you feel good about and that might be helpful in other churches?
2. What areas of ministry is your church involved in that are directed to the community? How is this church perceived in the community?
3. How do you evaluate your programs or ministries?
4. How do you do your budgeting? Raise money?
5. What need does your church have that the presbytery could address through workshops or training events (i.e., education, evangelism, stewardship, teacher training worship, etc.) This should be referred promptly by the Committee Representative to the appropriate presbytery committee chair.
6. In order to permit as many members as possible to participate, where and when should these events take place?
7. What strengths do you find in your pastor?
8. Are there any issues in the life in your congregation that are troublesome at present?
9. Has the Session set goals as it envisions the future of the congregation?
10. Is there anything we discussed that you don't want included in my written report to the Committee on Ministry?

POLICY 10**POLICY ON CONFLICT RESOLUTION**

POLICY: The Committee on Ministry will provide guidance and assistance to Churches and Pastors when requested to do so by either or when so instructed by the Presbytery.

Procedures:

1. The Session through the Personnel Committee (or other appropriate committee of the Session) shall consult with the pastor regarding any problems, difficulties or conflicts. The Committee on Ministry (COM) may be asked to provide guidance or assistance.
2. If the Session and the pastor are unable to resolve the difficulties, the Session and pastor shall consult with COM and a counselor may be provided.
3. If the Session and pastor are unable to reach a satisfactory solution with the assistance of the COM, then the following steps shall be followed.
 - A. A defined period of time (e.g., six months) agreeable to the Session, pastor, and the COM shall be allowed for the resolution.
 - B. The Session, pastor and COM shall identify specific actions or behavior by the church and pastor needed to correct any problems. All parties shall agree on what would constitute a “resolution.” During this time regular contact with the COM shall be maintained.
4. If the difficulties are not resolvable, the Session and pastor, in consultation with the COM, shall IN ADDITION TO the following either Step 4a or Step 4b below, follow the guidelines of the Policy on the Dissolution of a Pastoral Relationship (*see Policy ?*) Severance allowance is defined as full compensation consistent with the current terms of the call, plus any unused vacation and study leave time.
 - A. Dissolution of a Pastoral Relationship Without Prejudice
 1. If the pastoral relationship has been less than five years, the severance allowance shall be a minimum of three months from the date of dissolution of the pastoral relationship.
 2. If the pastoral relationship has been more than five years, the severance allowance shall be computed at the rate of one month per year served at the particular church, up to twelve months.
 - B. Dissolution of a Pastoral Relationship for Cause
 1. If the COM determines the dissolution is for the cause of “unsatisfactory performance,” the severance allowance shall be a minimum of one month.
 2. If the COM or Permanent Judicial Committee determines the dissolution is for the cause of unethical conduct, no severance allowance is required.

POLICY 11

POLICY ON CONTINUING EDUCATION (STUDY LEAVE)

POLICY: All pastoral calls will include, at minimum, the study leave and study leave allowance which the Presbytery may from time to time designate. This leave and allowance may be accumulated for three years, but must be used at least once every three years.

Commentary:

Education is a continuing process in the life of the minister. Continuing education should be designated to enhance ministerial skills and the understanding of the Christian faith. Appropriate sources of continuing education include:

1. Events sponsored by accredited institutions of higher education (college, seminary, etc.)
2. Events sponsored by one of the governing bodies of the denomination (Synod School, Ghost Ranch, etc.)
3. Education events given by other recognized and approved institutions (hospitals, etc.)

Procedures:

1. Congregations are encouraged to provide the fullest financial support possible.
2. All requests for presbytery assistance with study leave expenses from congregations or from pastors in good standing not currently serving a congregation must be submitted in writing to the Committee on Nurture of Ministers, along with full details and justification.
3. An evaluation of each study leave taken should be submitted to the Committee on Nurture of Ministers.
4. Sessions should encourage their pastors in planning and use of study leave and require an explanation by the pastor, if no study leave is taken during a three-year period, with the explanation being forwarded to Committee on Ministry.

Policy 12

POLICY ON SEXUAL MISCONDUCT

INTRODUCTION:

The ethical conduct of all who follow Jesus Christ is of vital importance to the Presbytery because their lives demonstrate an understanding of God and the gospel. Sexual misconduct is both a violation of principles set forth in Scripture and a violation of relationships of trust. Sexual misconduct is never permissible or acceptable.

STATEMENT OF PURPOSE

The purpose of this policy is to insure that the Presbytery of Mackinac:

5. Provides a mechanism and clear procedures for reporting and dealing with claims of sexual misconduct.
6. Handles all claims of sexual misconduct swiftly and justly, yet with compassion.
7. Ministers to all those affected, particularly to possible victim(s) of the misconduct, to the affected congregations, but just as importantly, to those accused.
8. Provides an environment within its bounds that is free from the threat and injury that is attendant to sexual misconduct.
9. Promotes goals of truth, responsibility and accountability in dealing with sexual misconduct matters.
10. Provides opportunities for education and training to prevent acts of sexual misconduct.
11. Serves as a model for use by churches in the Presbytery in developing their personnel policies.

PERSONS COVERED BY THIS POLICY

Persons covered by and expected by the Presbytery to adhere to this policy are those persons under the jurisdiction of the Presbytery, under the oversight of the Presbytery or serving the Presbytery in any way. Persons covered by this policy therefore include:

1. Ministers of the Word and Sacrament who are members or working within the bounds of the Presbytery.
2. Commissioned Lay Pastors working within the bounds of the Presbytery.
3. All persons elected by or appointed by the Presbytery.
4. All employees of the Presbytery.
5. All volunteers acting on behalf of the Presbytery, regardless of whether they are members of a Presbyterian Church.

BASIC PRINCIPLES OF CONDUCT

The basic principles of conduct guiding this policy are as follows:

1. Sexual misconduct is a violation of the role of pastors, employees, volunteers, counselors, supervisors, teachers, and advisors in a position of authority who are called upon to exercise integrity, sensitivity, and caring in a trust relationship.
2. Sexual misconduct is a misuse of authority and power which breaches Christian ethical principles by misusing a trust relationship to gain advantage over another for personal pleasure in an abusive, exploitative and unjust manner. If the parishioner, student, client, or employee initiates or invites sexual content in the relationship, the pastor, counselor, officer, or supervisor is always responsible to maintain the appropriate role and to prohibit a sexual relationship.
3. Sexual misconduct against children and other vulnerable persons takes advantage of their lack of power to protect themselves.
4. Sexual misconduct as outlined in Sections 1-3 always occurs without meaningful consent because equality does not exist in these relationships.

DEFINITIONS

Sexual Misconduct is the comprehensive term used in this policy and its procedures to include:

1. **Child Sexual Abuse** including, but not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or a third person. The behavior may or may not involve touching. A child for the purposes of this policy is any person under the age of eighteen years. A child, as defined in this section, lacks the capacity to consent to such acts.
2. **Sexual abuse** of another person which is any offense involving sexual conduct in relation to:
 - a. Any person under the age of eighteen years, or anyone over the age of eighteen years without the mental capacity to consent; or
 - b. Any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position.
 - c. Criminal Sexual Conduct, in any degree, as defined in the statutes of Michigan
3. **Sexual Harassment** is defined for this policy as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or their continued status in an institution.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile or offensive working environment.
4. **Sexual Conduct** is defined as sexual language and sexual behavior which is unwelcome and may be injurious to the physical or emotional health of another.
5. **Sexual Malfeasance** defined as sexual conduct within a ministerial (e.g., clergy with a member of the congregation) or professional relationship (e.g., counselor with a client, lay employee with a church member, Presbytery Executive with a committee member who may be a lay person, a minister, or an elder). Sexual conduct includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not

meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, mutual, social, intimate, or marital relationships.

Accused: the person covered by this policy against whom a claim of Sexual Misconduct is made.

Reporter: a person claiming and reporting knowledge of Sexual Misconduct by a person covered by this policy. The Reporter may or may not be a Victim of the alleged Sexual Misconduct.

Victim: a person (whether or not a member of a Presbyterian Church) who allegedly has been directly injured or harmed by the alleged Sexual Misconduct of a person covered by this policy.

Response Coordination Team: A team drawn from the pool of persons designated by the Presbytery of Mackinac to coordinate the non-judicial response to allegations of sexual misconduct under this policy.

DISCIPLINARY PROCESS

1. All allegations of sexual misconduct will be investigated through the appropriate process. In cases of members under the jurisdiction of the Presbytery of Mackinac and members of a Presbyterian Church, judicial process as provided in the Rules of Discipline of the Presbyterian Church (U.S.A.) as found in The Constitution of, Part II. The Book of Order will be followed. In cases involving employees, the provisions of the Presbytery's Personnel Policies will be followed. For employees who are members of Presbytery, both Personnel Policy provisions and Rules of Discipline process will apply. In case of conflict between Presbytery's Personnel Policies and the Rules of Discipline, the Rules of Discipline take precedence. In cases involving nonmember volunteers, the supervisor of the accused volunteer shall consult with the Presbytery's Executive Presbyter regarding the appropriate process for dealing with the situation.
2. The accused may be represented in disciplinary proceedings in the Presbytery by legal counsel, of his/her choice and at his/her expense, subject to the restrictions in the Book of Order requiring such counsel to be members of The Presbyterian Church (U.S.A.). Such legal counsel should also be familiar with Presbyterian polity. If an allegation proceeds to the initiation of a disciplinary case and the accused is unable to employ legal counsel, the accused may request appointment of counsel under the provisions of Book of Order, D-11.0302.
3. The Presbytery and its constituent churches and agencies must cooperate with civil authorities in an investigation of child sexual abuse or other criminal sexual misconduct. Church disciplinary proceedings cannot interfere with a criminal investigation by civil authorities or with the trial of charges brought in state secular courts and may therefore have to be suspended until they are complete.

REPORTING

Reports of sexual misconduct are serious and are to be acted upon promptly by those who receive them. Anyone receiving a report of sexual misconduct committed by anyone covered by this Policy must direct the Reporter to the Stated Clerk of Presbytery, who shall on receipt of the written report, inform the Executive Presbyter and the Moderator of the Committee on Ministry that a report has been received. No one who receives or has knowledge of a report of sexual misconduct should undertake an inquiry, which may only be initiated through the Stated Clerk. If the Reporter is unwilling to go further, non-clergy persons receiving the report must themselves report to the Stated Clerk of Presbytery, unless they are Commissioned Lay Pastors. Clergy and Commissioned Lay pastors receiving such a report when the Reporter is unwilling to go further may themselves report to the Stated Clerk on Ministry, provided they obtain the Reporter's permission to do so and subject to the provisions of Book of Order G-6.0204 and G-14.0801(f), respectively, unless the report is required by civil law.

The Stated Clerk of Presbytery is designated the person to whom reports of sexual misconduct required by the statutes of Michigan are to be given and who will report them to the state agencies designated to receive them (usually the Family Independence Agency).

RESPONSE COORDINATION TEAM POOL

1. The Committee on Ministry shall appoint a Response Coordination Team Pool of fifteen (15) persons, each serving six (6) years (three classes of five persons each serving staggered six-year terms), and consisting of three subgroups coordinated with the South, East and West Regions in which the Committee of Ministry is organized. The Response Coordination Team Pool is responsible to the Presbytery through the Committee on Ministry. The Moderator of the Response Coordination Team Pool shall be appointed by the Committee on Ministry, following consultation with the current pool Moderator. The Moderator shall serve for a two-year term beginning January 1.
2. The Response Coordination Team Pool members must be members of the Presbyterian Church (USA) with aggregate expertise, as far as possible, in the following areas: psychological counseling, child advocacy, legal matters, conflict management, insurance matters, personnel management, pastoral practices, and church governance and policies. The Response Coordination Team Pool shall arrange for initial and ongoing training of the members of the Response Coordination Team Pool.
3. All necessary expenses of the Response Coordination Team Pool and any teams formed shall be paid by the Presbytery.

RESPONSE COORDINATION TEAM

1. The Executive Presbyter or the Moderator of the Committee on Ministry shall contact the Response Coordination Team Pool Moderator within two (2) days of receiving a report of sexual misconduct as transmitted to them by the Stated Clerk of Presbytery (see Reporting section). Within five (5) days of such contact, the Response Coordinating Team Pool Moderator shall appoint a three (3) member Response Coordination Team from the Response Coordination Team Pool and name its Moderator.
2. The Response Coordination Team shall be diverse as to gender and clergy/lay members, and shall reflect, if possible, the ethnic background of the alleged Victim and the Accused. No member of the Response Coordination Team shall be a member of the congregation in which the allegation of misconduct arises.
3. Once formed, the Response Coordination Team will be responsible to the Presbytery through the Committee on Ministry. The Moderator of the Response Coordination Team Pool shall notify the Moderator of the Committee on Ministry that a Response Coordination Team has been formed. The primary responsibilities of the Response Coordination Team are to assess the needs of all parties involved in the alleged misconduct and coordinate efforts to provide resources to meet those needs. However, the Response Coordination Team is not to provide direct services itself, nor is it to conduct an investigation or be a finder of fact.

DISTRIBUTION OF POLICY

1. This policy shall be distributed as follows: The Committee on Preparation for Ministry will be responsible for distributing the policy to Inquirers and Candidates for the Ministry of Word and Sacrament who are enrolled in this Presbytery and to Certified Christian Educators. The Committee on Ministry will be responsible for distributing the policy to ministers of the Word and Sacrament who are members of the Presbytery, or who have permission to labor within its bounds, and to Commissioned Lay Pastors of the Presbytery. The Presbytery's Personnel Committee will be responsible for distributing the policy to all employees of the Presbytery. Each committee overseeing programs of the Presbytery shall be responsible for distributing the policy to all persons supervising volunteers participating in the programs for which the committee is responsible.

Each of the above mentioned persons who receives a copy of this policy will be required to sign a written acknowledgment indicating that she/he has received the policy, and agrees to conduct her/him self in accordance with the policy. The signed acknowledgements shall be retained in a the minister's file in the Presbytery office.

2. This policy shall be given to all reporters and victims of alleged sexual misconduct, and to all persons against whom allegations are made.
3. This policy shall be distributed to all clerks of session as a suggested model for congregational Sexual Misconduct Policies.
4. The Response Coordination Team Pool is responsible for providing assistance to all persons who need aid in interpreting or implementing the policy.

TRAINING

1. All Ministers of the Word and Sacrament who are members of the Presbytery, or who have permission to labor within its bounds; Certified Christian Educators; Commissioned Lay Pastors of the Presbytery; all employees of the Presbytery; all members of the Response Coordination Team Pool, the Committee on Ministry, the Permanent Judicial Commission, the Committee on Preparation for Ministry; all administrative staff; all officers of the Presbytery; and all volunteers who have supervisory responsibility shall attend a Sexual Misconduct Prevention Workshop within one year of the adoption of this Policy or within one year of beginning service in one of the above positions.
2. The Response Coordination Team Pool is charged with the responsibility of scheduling such prevention workshops. These workshops will provide opportunities for discussion and reflection on such topics as clergy self-care, ministry and power, temptations of sexual misconduct, and other issues such as the theological, emotional, legal, and insurance dimensions to the problem of sexual misconduct.
3. These prevention workshops are open to all persons from congregations and the Presbytery who may benefit by participation, e.g. an elder or youth worker, or church personnel committee members.
4. The Committee on Preparation for Ministry is charged with the responsibility to ensure that Inquirers and Candidates for the Ministry of Word and Sacrament who are enrolled with this Presbytery receive training in regard to sexual misconduct.
5. Persons responsible for recruiting and supervising volunteers shall inform their volunteers of the existence of this policy and their responsibilities under it.

RISK MANAGEMENT/INSURANCE

At every renewal of the Presbytery's Insurance Policy the Presbytery's Coordinating Council and the Executive Presbyter will review and confirm that the Presbytery's liability insurance policy covers sexual misconduct liability for its programs and activities. Such a review will ascertain the procedures the Insurance Company would follow in case of either a report or claim of sexual misconduct. At every review the Coordinating Council will transmit a copy of this policy to the Insurance Company.

THE ROLE OF THE EXECUTIVE PRESBYTER

The role of the Executive Presbyter in sexual misconduct cases shall be to on receipt from the Stated Clerk of Presbytery of reports of alleged sexual misconduct, to contact the Moderator of the Sexual Misconduct Response Coordination Team Pool, to inform the Moderator of the Committee on Ministry that a report has been received, to contact the Presbytery's Insurance Company when it becomes necessary to inform the Insurance Company of a report or claim, to consult the Presbytery's attorney when such consultation is necessary, and to deal with inquiries from the media if inquiries are received, and otherwise provide leadership and coordination in ministering to the persons and congregations affected by the report or claim. Other involvement of the Executive Presbyter in a particular situation shall be determined in consultation with the Response Coordination Team.

It is not the Executive Presbyter's responsibility to report to appropriate state authorities when mandated by state law, as that responsibility falls on the Stated Clerk of Presbytery.

MEDIA CONTACT

Any inquiries from the media regarding an incident of sexual misconduct must be directed to the Executive Presbyter, and should be addressed only by the Executive Presbyter or the Executive Presbyter's designee. Members of the Response Coordination Team shall not respond to questions from the media except to refer the questioner to the Executive Presbyter.

FINANCIAL ASSISTANCE

There may be detrimental and sometimes harsh financial consequences to an affected constituent church if the accused is placed on administrative leave with compensation. The Presbytery of Mackinac will establish an appropriate reserve fund to make financial assistance available to those affected churches.

REVIEW

The Response Coordination Team Pool shall review the Policy periodically to determine whether changes need to be made in light of experience, and recommend changes to the Presbytery through the Committee on Ministry.

APPENDIX**GUIDELINES FOR THE WORK OF THE RESPONSE COORDINATION TEAM**

The following particular procedures are provided to guide the Response Coordination Team in carrying out its needs assessment and coordination of support resources responsibilities under this Misconduct Policy. Because the fact situations may vary considerably, it is impossible to list all of the steps a Response Coordination Team should take. Also it is acknowledged that the ability to effectively assess needs and provide resources to care for persons affected is dependent on the cooperation of the individuals involved. In all cases the Response Coordination Team should use its best efforts to help the Presbytery provide an objective, effective, expeditious and caring response to an allegation of sexual misconduct.

COMMUNICATIONS

1. Upon appointment of the Response Coordination Team, the Response Coordination Team Moderator will establish, and continue to maintain, communications with the Moderator of the Committee on Ministry or that Moderator's designated representative, consistent with the confidential nature of the work of the Response Coordination Team and the Committee on Ministry. To enable both the Response Coordination Team and the Committee on Ministry to effectively respond to allegations of misconduct, either the Response Coordination Team Moderator or the Committee on Ministry Moderator, or designated representatives of these two groups, can request at any time a meeting of the two committees (or parts thereof) to exchange any necessary information, receive any recommendations, and coordinate activities of the two committees. There may be some situations where the Committee on Ministry is not the Presbytery committee directly working with the misconduct allegations, e.g. a situation involving a nonclergy employee of Presbytery which would be handled by the Personnel Committee. In those cases the Response Coordination Team should work directly with that committee while keeping the Committee on Ministry Moderator informed.
2. When there is both a Response Coordination Team and an Investigating Committee involved in a case the Stated Clerk shall inform each of them of the others existence. It is recognized that communications between the Response Coordination Team and the Investigating Committee would be restricted in view of the Book of Order, rules of Discipline. It is understood the Response Coordination Team will not undertake any of the responsibilities of the Investigating Committee and that the work of the Response Coordination Team will be done in a way that will not interfere with the work of the Investigating Committee.

CONTACT WITH THE REPORTER, THE VICTIM, AND THE ACCUSED

1. Within seven (7) days of its appointment and before it meets with any of the above the Response Coordination Team will hold an organizational meeting. After notification from the Stated Clerk that the Investigative Committee has met with the Reporter (if different than the victim), the Response Coordination Team will meet with the Reporter to advise the Reporter of this Policy, and to give the Reporter counseling and pastoral support. In no way is the Response Team to investigate the allegations the Reporter made to the Investigating Committee.
2. Following the meeting with the Reporter the Response Coordination Team will meet to plan how best to assess the needs of the persons involved and secure resources.
3. After notification from the Stated Clerk that the Investigative Committee has met with the Victim, The Response Coordination Team may meet with the alleged Victim or make every possible effort to make contact with the alleged Victim to advise the Victim of this Policy, provide pastoral care and counsel and assess support needs, and offer resources of support and care for the Victim and family. If the Response Coordination Team is unable to meet with the alleged Victim the Response Coordination Team must determine what steps it will take.
4. After notification from the Stated Clerk that the Investigative Committee has met with the Accused, and after consultation with the Committee on Ministry in this matter, the Response Coordination Team will make sure that the appropriate persons or groups meet with the Accused to advise the Accused of this Policy, offer pastoral care, counseling and resources of support and care for the Accused and family. Under no circumstances is the Response

Team to identify any individuals party to this alleged offense and is not to presume guilt of innocence or in any way involve them selves in the investigative process.

OTHER STEPS

1. The Response Coordination Team may work with the Session, employer, staff, volunteers or others that may be affected by the alleged misconduct, with the permission of the Committee on Ministry.
2. In carrying out its responsibilities the Response Coordination Team may consult with other members of the Response Coordination Team Pool, and may enlist the assistance of other presbyters to meet specific needs.
3. The Response Coordination Team will keep appropriate records of its meetings, contacts with the individuals involved, and arrangements made with resource persons providing support. The Response Coordination Team will forward to the Moderator of the Committee on Ministry any records the Response Coordination Team believes will be helpful.

POLICY 13

POLICY ON SELECTING A PASTOR NOMINATING COMMITTEE (PNC)

POLICY: The Nominating Committee of the congregation shall be responsible for presenting to the congregation a slate of nominees to be elected to the PNC.

Procedures:

6. The process of selecting a Pastor Nominating Committee shall be in conformity with the procedures outlined in the Book of Order, G-14.0502:
 - a. The congregation, with the guidance and permission of the C.O.M. shall elect a PNC after the former pastor has left the church.
 - b. The PNC shall confer with the COM as described in G-11.0502d.
 - c. The PNC must consider candidates without regard to race, ethnic origin, sex, marital status, age or disabilities. (The PNC should be broadly representative of the congregation in terms of *r, eo, s, ms, a, or d.*)
 - d. When the PNC is ready to make its recommendation regarding a candidate to the congregation, having already conferred with the COM, a Congregational Meeting will be called for the purpose of electing the Pastor or Associate Pastor.
3. The Nominating Committee of the Congregation shall be the nominating committee to present a slate of nominees for the PNC to be elected by the congregation. Normally, a PNC consists of 7 to 9 members.
4. The Congregational Meeting to elect a PNC shall be moderated by a member of the COM or a person designated by COM.

Note: See Policy #1, Pastor/Search Process for step by step procedures.

POLICY 14

HONORARIUM POLICY FOR GUEST MINISTERIAL LEADERSHIP TO CONGREGATIONS

POLICY: When Ministers of Presbytery provide special guest pulpit supply and/or *moderatorial* service to Congregations of Presbytery, Sessions are encouraged to use the following honorarium and expense reimbursement guidelines.

1. HONORARIUM GUIDELINES FOR GUEST WORSHIP AND PREACHING LEADERSHIP

A. Honorarium

1. <u>Church Membership</u>	<u>Honorarium</u>
0 - 35	\$ 35.00
36 - 75	\$ 50.00
76 - 100	\$ 70.00
101 and Larger	\$100.00

2. When there are two services - add 25%

B. Expenses to be reimbursed as follows:

1. For car mileage - calculated at the annual I.R.S. mileage allowance. (In 2003 this is \$36 per mile.)
2. For meals, bridge tolls, and lodging expense.

2. HONORARIUM GUIDELINES FOR MINISTERIAL SERVICE AS PRESBYTERY APPOINTED OR SUBSTITUTE MODERATOR

A. Honorarium - to be provided to the guest Moderator on the basis of either of the following:

1. \$50.00 for either Session or Congregational Meetings
- b. or paid at the rate of \$12.50 to \$15.00 PER HOUR including travel time for the guest moderator.

B. Expenses - to be reimbursed on the same basis as listed in 1.B above.

POLICY 15

POLICY ON SESSION PERSONNEL COMMITTEES

POLICY: The Session of each church in the Presbytery of Mackinac shall establish a permanent Session Personnel Committee.

Composition:

1. The Session Personnel Committee shall be composed of a minimum of three members who will be elected annually in a manner suitable to the Session.
2. At least one member of the Personnel Committee shall be a member of the Session. Ordinarily that person will be the Moderator.
3. The Pastor will be an ex-officio member of the Personnel Committee.
4. The Personnel Committee shall be clearly accountable to the Session, which has the authority to carry out the recommendations of the Committee.

Functions:

1. The Personnel Committee shall assist the Session in fulfilling its responsibilities to all persons called by or employed by the church.
2. The Personnel Committee shall, in consultation with other appropriate Session Committees, establish clear work responsibilities in a position description for each position on the church staff.
3. The Personnel Committee shall encourage professional effectiveness and growth by establishing work objectives and by evaluating accomplishments.
4. The Personnel Committee shall recommend personnel policies, including employment and separation, to the Session.
5. The Personnel Committee shall develop guidelines for compensation and shall recommend compensation changes to the Session. Compensation shall be reviewed annually to determine whether or not annual salary ranges are in accordance with the Presbytery Compensation Policy and Guidelines. The Committee on Ministry will be available to participate with the Personnel Committee in the annual review of pastor compensation. The Personnel Committee shall implement an affirmative action plan for equal employment opportunity, which shall be developed in consultation with the Presbytery. The Personnel Committee shall provide counsel and support to the church staff as requested or required.

POLICY 16

POLICY ON MINISTRY EMERGENCY FUND POLICY:

The Presbytery shall maintain a Ministry Emergency Fund as a reserve to be used at the discretion of the Committee on Ministry to assist Sessions in meeting their obligations to Pastors, and to assist Ministers who have extraordinary or emergency financial obligations.

Procedures:

The Fund shall be set at \$5,000. at the beginning of each fiscal year from Presbytery resources.

An offering shall be taken at Installation Services for Pastors who have been formerly ordained prior to this installation.

POLICY 17**POLICY ON COMMISSIONED LAY PASTORS**

POLICY: The Presbytery of Mackinac, through the Committee on Ministry, will enlist, oversee training and assign Commissioned Lay Pastors (CLP) to serve part-time in designated churches in the Presbytery in cooperation with the Committee of Preparation for Ministry (CPM).

Procedures:

1. A CLP will be considered for a church when the church's size, finances, or inability to yoke with another church make it impossible for it to call a pastor or stated supply, or when the COM, with the approval of Presbytery, deems it a wise a prudent course for the good of the church and the Presbytery.
2. Persons desiring to become a CLP must meet with the CPM. The CPM shall examine the person as to motivation, their personal faith, and potential to supply leadership.
3. Candidates for CLP shall engage in training, under the supervision of the CPM, to reach an acceptable level of proficiency in Bible, Polity, Theology, teach, and preaching and other areas of ministry necessary. Each program of training shall be individually designed for the candidate and mutually agreed upon by the candidate and CPM.
4. The CPM shall examine a candidate at the conclusion of his/her training and a report made to the COM of the results and recommendation. Upon concurrence of the COM, a report shall be made to presbytery by the CPM with a recommendation for action by the Presbytery.
5. If the Presbytery is satisfied with the report of the COM and CPM, it shall ask the candidate the questions required in FG-14.0516.
6. The COM shall make a recommendation to the Presbytery as to the specific church the CLP is to serve. Assignment shall be for a specific period of time, but not to exceed three years.
7. The CLP shall work at the designated church under the supervision of the Session and serve as Moderator. Monthly reports to the Session of activities shall be made by the CLP and a quarterly report shall be made to the COM by the Moderator. An annual review of the CLP shall be conducted by the Session and a representative of COM.
8. Compensation for the CLP shall be negotiated by the COM and the Session of the church to be served and shall be approved by the Presbytery. Compensation shall include time off and a stipend for continuing education. An annual review of the adequacy of the compensation shall be conducted. *See Appendix A, Appointment Form
9. A commission shall normally expire at the conclusion three years, or a specific time agreed for the assignment, or sooner, if the need for such ministry no longer exists. It may be revoked at any time by action of the Presbytery in consultation with the COM, the CPM, and the Session of the church served for just cause.
10. When a commission has expired or been revoked, re-commissioning may take place upon the recommendation of the COM and CPM. An examination shall be conducted if more than two years have elapsed since the expiration of the previous commission.

**POLICY 17
APPENDIX A**

COMMISSIONED LAY PASTORS

On the ____ day of _____, 20 ____ at a properly called meeting of the Session of the _____ Presbyterian Church located in _____ State of _____, PIN # _____ belonging to the Presbytery of Mackinac, 2006 Mitchell Park, Suite 15, Petoskey, MI 49770, was approved as Stated Supply _____ full-time _____ part-time (____ percent of full-time), effective the ____ day of _____, 20 ____ at the following terms:

ANNUAL Compensation

\$ _____	Annual Cash Salary
\$ _____	Housing/Utility Allowance
\$ _____	Fair Rental Value of Manse, if provided
\$ _____	Deferred Income or Annuities
\$ _____	Self-employment tax (Social Security) supplemental salary
\$ _____	Other:
\$ _____	Other:
\$ _____	TOTAL ANNUAL SALARY (for calculating Pension Plan Dues)

Vouchered and Reimbursed Expenses:

_____	_____
\$ _____	Continuing Education Expenses
\$ _____	Professional Expenses (books, business expense, etc.)
\$ _____	per mile automobile and travel expense
\$ _____	Medical Expenses
\$ _____	Moving Expense
\$ _____	Other

Other Terms:

weeks annual vacation
weeks annual study leave _____

The church will annually review the adequacy of this compensation and will follow the minimum compensation guidelines established by the Presbytery of Mackinac

Additional Terms:

Return to: Committee on Ministry
Presbytery of Mackinac
2206 Mitchell Park - Suite 15
Petoskey, MI 49770

POLICY 18**PERSONNEL FILES**

1. There shall be only one Presbytery personnel file for each pastor or Presbytery staff member.
2. The personnel file for each pastor or Presbytery staff member will be kept in the Presbytery office.
3. The file will contain:
 - a. Academic history
 - b. Record and information from previous employment
 - c. Report of the Presbytery Interview Committee
 - d. A signed copy of the Presbytery of Mackinac's "sexual misconduct polity."
 - e. Sexual Misconduct Self Certification Form (found in Part II of the PIF)
 - f. Original "call" and annual "call updates"
 - g. Report of the biennial visit to the pastor made by a member of the Committee on Ministry.
 - h. Annual report to the Committee on Nurture of Ministers regarding the pastors utilization of study leave.
 - i. Material submitted by the Session and/or the Clerk of Session of the pastor's congregation(s).
 - j. Commendations or disciplinary action from any presbyterian judicatory
 - k. Reports of "Career Development Center" or other psychological evaluations requested by the Committee on Ministry or the Committee for Preparation for Ministry
 - l. Reports of the "exit interview" with the pastor made by the Committee on Ministry at the time of the dissolution of the pastoral relationship.
 - m. Job performance evaluations of Presbytery staff members
4. No new material may be included in the file unless a copy has been provided to the pastor or Presbytery staff member.
5. The pastor or Presbytery staff member does not have the right to remove unilaterally any material from the file but may append a personal rebuttal or explanation to said material.
6. The pastor or Presbytery staff member may review his/her personnel file at the Presbytery Office at a time mutually agreeable with the presbytery Executive. EXCEPTION: Confidential recommendations concerning previous employment provided at initial call within the Presbytery of Mackinac.
7. The pastor or Presbytery staff member's file may be seen only by the following:
 - a. Pastor or Presbytery staff member
 - b. Executive Presbyter and his/her Administrative Assistant/Associate
 - c. Stated Clerk of the Presbytery
 - d. Current members of the Committee on Ministry on a "need to know" basis
 - e. The Presbytery "Administrative Panel" charged with the investigation of any alleged offense.
8. Copies of any information in the pastor or Presbytery staff member's personnel file may only be released at the written direction of that same pastor or Presbytery staff member.