

**MANUAL OF OPERATIONS  
COMMITTEE ON MINISTRY**

Palo Duro Presbytery

November 1, 2022

**Palo Duro Presbytery**

**1. Emerging Guiding Vision: Living In Relationship**

*I Corinthians 12:12-27*

*For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ! For in the one Spirit, we were all baptized into one body--Jews or Greeks, slaves or free--and we were all made to drink of one Spirit. Indeed, the body does not consist of one member but of many. If the foot would say, "Because I am not a hand, I do not belong to the body" that would not make it any less a part of the body. If the ear would say, "Because I am not an eye, I do not belong to the body" that would not make it any less a part of the body. If the whole body were an eye, where would the hearing be? If the whole body were hearing, where would the sense of smell be? But as it is, God arranged the members of the body, each one of them as he chose. If all were a single member, where would the body be? As it is there are many members, yet one body. The eye cannot say to the hand, "I have no need of you," nor again the head to the feet, "I have no need of you." On the contrary, the members of the body that seem to be weaker are indispensable, and those members of the body we think less honorable we clothe with greater honor, and our less respectable members are treated with greater respect; whereas our more respectable members do not need this. But God has so arranged the body, giving the greater honor to the inferior member that there may be no dissension within the body, but the members may have the same care for one another. If one member suffers, all suffer together; if one member is honored, all rejoice together with it. Now you are the body of Christ and individually members of it.*

*Micah 6:8*

*He has told you, O Mortal, what is good: and what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God.*

Palo Duro Presbytery is called to be the Reformed (i.e., Book of Order chapters I-IV, 12/07/09) expression of the body of Christ in this time and place. This expression of the body, like the human body, is made up of many different members, each of which is in relationship with the others.

The one God is revealed in relationship--Father, Son, and Holy Spirit--and calls us into this covenant relationship as persons, congregations, and presbytery. It is this covenant relationship which brings life, hope, faith, and salvation, and enables faithful living in Christ.

Living in relationship means we focus our energy and efforts so singularly upon the love of Christ that an atmosphere of mutual love and respect permeates all our activities, an atmosphere where matters of disagreement are always secondary.

Living in relationship with God means we are called to learn and practice the Christian disciplines of prayer, Bible study, worship, witness, and discernment in all aspects of our life together.

Living in relationship means that support and care for one another as congregations is our primary, mutual responsibility. In congregations we are called as leaders and members to support and care for each other. The same is true of us as a presbytery. "If one member suffers, all suffer together. If one member is honored, all rejoice together with it." As the body of Christ, it is the role of staff and structure of our presbytery to support and to enable such relationships of mutual care.

Living in relationship means we act out of compassion and love rather than out of fear and retribution. We seek to learn about each other to share one another's suffering and one another's joy. We search for opportunities for God to do something new through us as we foster faith-full relationships with one another.

### **Called to Seek and Do God's Will.**

Living in relationship means we are constantly seeking God's will for our life together and are willing to set ourselves aside so that God's will may be done on earth as it is in heaven.

Living in relationship means we value and need each other's unique gifts and skills, talents, and points of view. "Indeed, the body does not consist of one part, but of many." Seeking God's will as good and faithful people, we will sometimes agree, and other times differ with each other. We acknowledge that God's ways are often different from our own. Thus, seeking and doing God's will involves discerning, discussing, agreeing, and differing in the context of relationships, in which we commit ourselves together to the law of love.

### **Called to Faithful Witness.**

Living in relationship means we are called to proclaim the Gospel of Grace known in Jesus Christ-God's amazing undeserved love for all people and all of creation. This Gospel is the unique message we are called both to embody and to share in words and deeds.

Living in relationship means we model the uniqueness of being a Reformed witness in this part of God's good creation as well as the wider world, by "doing justice, loving kindness and walking humbly with our God."

Living in relationship means we are in partnership with persons, organizations and ministries which proclaim and share the love of Jesus Christ in their witness, whoever they may be.

Living in relationship means we are passionate about the health and growth of congregations and Minister of the Word and Sacraments (ministers) and commit ourselves to enable faithful and fruitful ministry in every setting.

## **Norms, Values, and Styles of Palo Duro Presbytery**

In designing presbytery activities that demonstrate caring for congregations, there are some assumptions we make about the church and its work.

### **a. The Vision of the Church**

- i. We assume, take for granted, and do not question the Commitment of those with whom we meet.

- ii. We assume diversity in congregations and among Minister of the Word and Sacraments (ministers), diverse ways of seeing things; problems can exist even when there is commitment.
- iii. We function as intermediary or listener without taking sides, acknowledging commitment within differing viewpoints.
- iv. We do not go looking for problems, but as problem solvers we seek to help arrive at mutually agreed-upon directions and mutual understanding, helping Minister of the Word and Sacraments (ministers) and congregations to be effective in their mission.

**b. Intentions of the Presbytery**

- i. Presbytery's intentional care for its congregations, persons serving in pastoral relationships and their families arises from a vision of the presbytery as a servant.
- ii. Presbytery exists because congregations exist; without congregations there would be no presbytery.
- iii. Presbytery's work is a conscious intention to care for its congregations, persons serving in pastoral relationships, and their families and focuses on its responsibilities rather than its power.
- iv. Effective processes are necessary to hear congregations and the needs of those in pastoral relationships and to have open lines of communication between presbytery, congregations and persons serving in pastoral relationships.

**c. Concepts of Power**

- i. The point of power in the church is the congregation – its resources of persons, money, and attitude.
- ii. Without faithful, effective, and vital congregations, a presbytery has no power or purpose.
- iii. Power is to be shared by all as servants, not concentrated in a few hands as power brokers.
- iv. Such power celebrates diversity and allows room for other points of view than those we hold, thus building and maintaining a trust level.

**d. Leadership Roles**

- i. Leadership exercised by Minister of the Word and Sacraments (ministers), ruling elders and the laity is for accomplishing mission rather than for the exercise of power and prestige.
- ii. Every congregation is rich in leadership potential.
- iii. No one church is more important than another.
- iv. Leaders, working on behalf of the presbytery, are no different from the church members being served, except in function.

**e. Committee on Ministry Work Style to Implement Norms**

- i. "Christ's ministry is the foundation and standard for all ministries, the pattern of the one who came not to be served but to serve.' Matt. 12:28 & G-2.0101".

- ii. The purpose and pattern of ordered ministry in the church in all its forms of ministry shall be understood not in terms of power but of service, after the manner of the servant ministry of Jesus Christ.
- iii. Individual ruling elders and Minister of the Word and Sacraments bring to the Committee on Ministry a variety of experiences of the church. In fulfilling the values and norms of the presbytery and its leadership, the following issues are essential to do the work of the Committee on Ministry:
  - 1. The focus of the Committee on Ministry's work is caring for the whole church, not simply the temporary well-being of one of its parts.
  - 2. Members of the Committee on Ministry do their work on behalf of the whole church. They do their work out of their own personal biases, personal style of leadership and ability to work with groups. Self-awareness is vital.
- iv. Sensitivity to persons does not imply avoidance of confrontation. Committee on Ministry members need considerable capacity to listen, analyze and decide rationally in emotionally charged situations.
- v. The Committee on Ministry has limitations of time, skill, and wisdom and cannot solve all problems. Its task is to be sensitive to all points of view and to problem solving resources beyond itself.
- vi. Clear, truthful, accurate communication must characterize both the internal work of the Committee on Ministry and its relationships with other parts of the church.
- vii. The Committee on Ministry must deal appropriately with the issues of confidentiality and should regularly review its procedures for sorting out what information is private, and what is public.

## **2. Administrative Organization of the Committee on Ministry**

### **a. Rationale for the Committee on Ministry**

- 1. Palo Duro Presbytery shall have a Committee on Ministry with the following mandate: The Committee on Ministry shall serve as pastor and counselor to the Minister of the Word and Sacraments
- ii. (ministers) of the presbytery, Certified Christian Educators, and Commissioned Lay Pastors; facilitate the relationships between congregations, Minister of the Word and Sacraments (ministers), and the presbytery and settle difficulties on behalf of presbytery when possible and expedient.

### **b. Committee on Ministry Membership, Election, Quorum and Meetings**

- i. The presbytery shall elect twelve (12) persons, (six (6) Minister of the Word and Sacraments and six (6) ruling elders), to serve on the Committee on Ministry. The four (4) areas of the presbytery should have equal membership on this Committee. The members shall take office on January first upon election, shall serve for three (3) year terms, and shall serve for no more than six (6) successive years. A quorum of seven (7) members of the Committee shall be necessary to conduct business.

- ii. If a member of the Committee cannot fulfill the Commitments required by membership on the Committee, the individual should inform the moderator, and a replacement will be sought. **A member who misses three (3) consecutive meetings of the Committee may be considered to have resigned.**
- iii. The moderator of the Committee on Ministry shall be elected by the Committee from among the twelve (12) members. An individual may be elected no more than two (2) consecutive years as moderator. The Committee on Ministry shall annually elect a vice-moderator.
- iv. The business of the Committee on Ministry may be conducted by electronic means (email, teleconferencing, video conferencing, etc.). In all cases of teleconferencing or video conferencing, there shall be a quorum attending the meeting for business to be transacted. From time to time a vote to approve or disapprove an item that has been previously discussed at a meeting **or is non-controversial as determined by the moderator** may be brought before the body via email. **It is understood that if one member of the committee objects to the email vote, the matter will be considered by the full council ministry at the next meeting.** When email is used, each member is asked to send their vote to the moderator within 48 hours of initial posting and must use the REPLY ALL tab when voting. No issue will be debated via email. Members of the COM may use email to comment on upcoming business, without a vote.
- c. The Committee on Ministry shall meet at least three (3) times a year. Other meetings may be scheduled by the moderator throughout the year, and business may be conducted by either face-to-face or electronic means, or any combination of the two.

**d. Committee on Ministry Functions**

- i. The Committee on Ministry is responsible for support to Ministers of the Word and Sacraments (MWS), Certified Christian Educators (CCEs) and Commissioned Lay Pastors (CLPs)/Commissioned Ruling Elders (CREs).
- ii. The Committee on Ministry shall conduct all the functions provided for it in the Manual of Operations and other functions assigned by presbytery.
- iii. The Committee on Ministry shall meet as needed in stated and special meetings. It shall also meet upon call of its moderator as necessary with reasonable notice.
- iv. The Committee on Ministry shall determine its own internal operations and procedures in accordance with its Manual of Operations as adopted by the presbytery.
- v. All actions of the Committee on Ministry shall be published and distributed to its members.
- vi. The Committee on Ministry shall be responsible for accurate and regular reports of its work to the presbytery and shall submit for record those actions of the Committee requiring either approval or ratification.
- vii. Responsibility for a liaison with the Board of Pensions of the PCUSA is with the Committee on Ministry.
- viii. In cases where a pastor and congregation have concurred, the Committee on Ministry shall have authority to dissolve a pastoral relationship and shall inform the Stated Clerk of presbytery of the action, who may then dismiss the pastor to another presbytery. **In cases where a CLP/CRE commissioned to**



**pastoral service and the session concur, the Committee on Ministry shall have authority to withdraw the commission.**

- ix. The Committee on Ministry shall have authority to grant permission to labor within or outside the bounds of presbytery with the provision that all such actions be reported to the next stated meeting of presbytery. Minister of the Word and Sacraments who are invited to participate in ministerial functions outside the bounds of Palo Duro Presbytery are free to do so, provided the function is a one-time event, the function does not violate the Book of Order, and the minister inquires of the presbytery's Stated Clerk in which the event is scheduled if it is required to seek permission to labor within their bounds.
- x. The Committee on Ministry shall exercise authority in the following circumstances:
- xi. Minister of the Word and Sacraments (MWS):
  - 1. To approve the examination of MWS transferring from other presbyteries
  - 2. To appoint an installation commission for installed pastors.
- xii. CLPs and CREs:
  - 1. to approve and assign to ruling elders the terms of the commission for services, and to authorize ruling elders to be commissioned to pastoral service;
  - 2. to authorize the commissioning to pastoral service of previously commissioned CLPs from another presbytery provided that the ruling elders have met the standards of Palo Duro Presbytery
  - 3. appoint persons to conduct a service of commissioning a ruling elder to pastoral service;
- xiii. Vacant Pulpits:
  - 1. appoint moderators of vacant-pulpit churches;
  - 2. find in order calls issued by churches, to approve and present calls for services to Minister of the Word and Sacraments (ministers);
  - 3. approve temporary pastoral relationships, with the provision that all such actions be reported to the next stated meeting of presbytery.
  - 4. To appropriately prepare and commission ruling elders to serve communion.
- xiv. The Committee on Ministry shall not have the authority to examine or approve calls to candidates under care of Palo Duro Presbytery or any other presbytery. All such examinations must be completed by the presbytery in session. **The Committee on Ministry shall not have the authority to certify a ruling elder ready to receive a commission if the ruling elder has not been previously commissioned; this is the responsibility of the Preparation Ministry (Preparation Ministry Manual II.C.8).**

**e. Accountability and Support**

- i. The Committee on Ministry is accountable to the presbytery for fulfillment of its broad functions and work assignments.

- ii. The Executive Presbyter (if there is one) shall;
  - 1. serve as staff to Committee on Ministry
  - 2. assist the Committee on Ministry in its work
  - 3. counsel with Minister of the Word and Sacraments (ministers) and sessions at their request or at the request of the Committee on Ministry.

f. **Structure and Work of the Committee**

i. **Moderator.** The Moderator of the Committee has the following responsibilities:

- 1. Administration of the work of the Committee on Ministry;
- 2. Preparation of the agenda for each meeting of the Committee on Ministry;
- 3. Moderating the meeting of the Committee on Ministry;
- 4. Issuing calls for special meetings of the Committee on Ministry; and
- 5. Preparing and presenting reports to presbytery.

ii. **Vice-Moderator.**

- 1. The Vice Moderator of the Committee is responsible for fulfilling the administrative duties of the Committee on Ministry and moderating its meeting in the absence of the moderator;
- 2. The Vice Moderator is elected annually by the Committee on Ministry from among its members.

iii. **Secretary.**

- 1. The secretary of the Committee shall record and distribute accurate minutes of the meeting prior to the next meeting.
- 2. The secretary is elected annually by the Committee on Ministry from among its members.

iv. **Area Team Leaders**

- 1. Coordinate work of the area team.
- 2. Leaders are appointed annually by area team and confirmed by the Committee on Ministry.

v. **Duties of the Committee on Ministry.** The Committee shall design, adopt, and implement, by it shall determine, the following areas of responsibility:

- 1. Develop, implement, and update all policies, guidelines, resources, and documents relating to its work.
- 2. Maintain a clearly defined working relationship with the Committee on Preparation for Ministry in matters of overlapping responsibility.
- 3. Serve as an instrument of the presbytery for promoting the peace and harmony of the churches, especially in matters arising out of the relationships between churches and those serving them in pastoral relationships, by exercising the wisdom of the whole group in determining when to take note of the information brought to it.
- 4. Provide resources and funding in emergency situations involving churches, those serving them in pastoral relationships, and candidates.

- a. Orient and train Committee on Ministry members at least annually.
- b. Recommend to presbytery annual revision of the *Guidelines for Minister of the Word and Sacraments (minister)' compensation* and interpret the Guidelines to the churches.
- c. Plan the work of the Committee on Ministry with comprehensive vision on a regular basis reflecting the *Palo Duro Presbytery Guiding Vision* and taking note of trends and demographics in churches affecting their ministry and pastoral services.
- d. Utilize the skills of Committee on Ministry members as individuals and in small groups and appoint other persons as needed to accomplish specific tasks as identified.
- e. Provide for the assimilation of those who are new to pastoral relationships in the presbytery by:
  - f. Implementing the Colleagues-in-Ministry Program;
  - g. Providing an annual orientation ~~retreat~~ as needed;
  - h. Using public opportunities to introduce and welcome people new to the presbytery;
  - i. Encouraging peer relationships among those in ministry.
- j. Support and encourage the honorably retired Minister of the Word and Sacraments (minister) members of presbytery and their spouses through services of retirement, pastoral care, re-cognition, and memorial minutes.
- k. Provide for the administration of:
  - i. the search process for designated pastors;
  - ii. moderators of vacant pulpit churches;
  - iii. an approved pulpit supply list;
  - iv. an annual ministry retreat, as appropriate;
  - v. sponsorship of continuing education events;
  - vi. funds for continuing education, including programs like Doctor of Ministry and Clinical Pastoral Education;
  - vii. communication to sessions regarding the importance of on-going continuing education for persons serving in pastoral relationships;
  - viii. the appointment of Board of Pensions liaison from the Committee on Ministry membership;
  - ix. an annual report with recommendations to the presbytery regarding members-at large and inactive members and an annual report of Minister of the Word and Sacraments (ministers) performing work not under the jurisdiction of the presbytery or council of the church.
  - x. The training, examination, and commissioning of CLPs.
- l. Provide guidance and encouragement to small membership churches regarding options and models for maintaining and strengthening pastoral leadership and the Presbyterian witness in their communities.
- m. Conduct fit interviews if area team is not unanimous.
- n. Train and assign liaisons to pastoral nominating Committees.



- o. Recommend to presbytery moderators for churches without ordained pastoral relationships.
- p. Approve commissions to install/ordain, as recommended by area teams.
- q. Make recommendations to presbytery regarding calls and contracts.
- r. Approve the dissolution of pastoral relationships.
- s. Approve colleague-in-ministry assignments (Colleague-In- Ministry Policy) nominated by area teams for all Minister of the Word and Sacraments (ministers).

vi. **Area Team.** It is the responsibility of each Area Team to:

- 1. Provide resources and personnel to work with sessions and pastor nominating committees during pastoral vacancies, emphasizing the increasing availability of women as potential pastors, implementing with the church equal opportunity employment, and counseling with churches regarding the advisability of designated and temporary pastoral relationships.
- 2. Recommend to the Committee on Ministry a session moderator for each vacant pulpit church in the area.
- 3. Recommend to the Committee on Ministry a session liaison to each vacant pulpit church who shall be appointed in time to be present with the session, at or soon following the pastor's request to the session for the dissolution of the relationship.
- 4. At the appropriate time, recommend to the Committee on Ministry a liaison to the pastoral nominating Committee who shall:
  - a. Provide training for the pastor nominating Committee;
  - b. Provide the pastor nominating Committee with appropriate resources for their work.
  - c. with presbytery staff support, make readily available to sessions, temporary search Committees, and pastor nominating Committees the names of potential temporary and installed pastors from across the denomination;
  - d. Make reports to the Area Team and to each Committee on Ministry meeting regarding the progress of the temporary search Committees and/or pastor nominating Committees in their areas.
- 5. Conduct "fit" interviews for all temporary and permanent pastoral relationships using the "*Guidelines for Fit Interviews*" and make recommendations to the Committee on Ministry.
- 6. Conduct examinations for Minister of the Word and Sacraments (ministers) seeking to transfer from another presbytery using the "*Guidelines for Examinations*" and make recommendations to the Committee on Ministry regarding the examination.
- 7. Conduct examinations for Minister of the Word and Sacraments (ministers) from other Reformed traditions seeking to unite with the Presbyterian Church (USA) in cooperation with the Committee on Preparation for Ministry using the "*Guidelines for Examinations*" and make recommendations to the

Committee on Ministry regarding the examination. The Committee on Ministry shall make recommendations pertaining to such persons to the presbytery.

8. Recommend to the Committee on Ministry calls or contracts (*Sample Contracts Appendix*) for the pastoral services of Minister of the Word and Sacraments (ministers) and others.
9. Recommend to the Committee on Ministry commissions to ordain and/or install (*Ordination and Installation Guidelines*).
10. Make recommendations to the Committee on Ministry regarding the dissolution of pastoral relationships and conduct exit interviews with those ending pastoral relationships.
11. Recommend to the Committee on Ministry a colleague-in-ministry (*Colleague-in Ministry Policy*) for all Minister of the Word and Sacraments (ministers) in its area who are new to the presbytery.
12. Exercise effective pastoral care for all Minister of the Word and Sacraments (minister) members of the presbytery and their families in its area, including those in specialized ministries and/or in ministries beyond the jurisdiction of the presbytery.
13. At least one member of the area team shall annually visit each Minister of the Word and Sacraments (minister) member of the presbytery in their area. These visits may be deferred if other visits to the churches being served, such as an initial visit, one-year visit, or triennial visit have been made within the year.
14. Schedule (including notification of the Presbytery Office) and conduct regular visits to sessions and persons serving in installed or temporary pastoral relationships or as Commissioned Lay Pastors. The primary purpose of these visits shall be to foster good relationships between sessions, those serving in pastoral relationships, and the Committee on Ministry
  - a. The visits with sessions and those serving in installed pastoral relationships shall be:
    - i. An initial visit (*Initial Visit Appendix*) two to three months after the arrival of the new pastor;
    - ii. A first-year visit (*First Year Visit Appendix*) twelve to fifteen months following the arrival of the new pastor;
    - iii. Triennial visits (*Triennial Visit Appendix*) every three years beginning two years following the first-year visit.
    - iv. Since designated pastor is an installed pastoral relationship, visits with those sessions will be the same with additional visits required before any change of the designated term or of the relationship.
  - b. The visits for sessions and those serving in designated pastoral relationships shall be the same as for those in permanent pastoral relationships with the addition of a visit before any change of the designated term or of the relationship.

- c. The visits with sessions and those serving in temporary pastoral relationships shall be:
    - d. An initial visit (*Initial Visit Appendix*) two to three months after the beginning of the contract;
    - e. A visit (*First Year Visit Appendix*) before the renewal of the contract which shall be at least on an annual basis;
    - f. Triennial visits (*Triennial Visit Appendix*) along with the contract renewal visit beginning two years following the first contract renewal visit.
  - g. The visits with sessions and those serving with a local commission (Commissioned Lay Pastors) shall be:
    - i. An initial visit (*Initial Visit Appendix*) two to three months after the beginning of the commission;
    - ii. An annual visit (*First Year Visit Appendix*) to review the work of the Commissioned ruling elder including such a visit before any renewal of the commission;
    - iii. Triennial visits (*Triennial Visit Appendix*) along with the annual review visit beginning two years following the first annual review visit.
  - h. Triennial visits to vacant pulpit churches shall continue a regular three-year schedule.
15. Maintain an on-going, caring relationship with each of its churches, serving as presbytery's pastoral presence for the church and for those serving in pastoral relationships.
  16. Serve as the first level of awareness for the Committee on Ministry in matters of the peace and harmony of the churches in its area, particularly in matters arising out of the relationships between churches and those serving them in pastoral relationships.
  17. Bring to the Committee on Ministry any matter which needs the wisdom of the group.
  18. Bring to each stated meeting of the Committee on Ministry a written report on each of its churches.
  19. Notify the presbytery office of the need for all visits materials.
  20. Report the results of all church visits to the Committee on Ministry as a whole.

**vii. Responsibilities of the Presbytery Office**

1. It is the responsibility of the Presbytery Office to support the Committee on Ministry in its work by:
  - a. Providing materials for all types of visits at the request of the Area Team leader.
  - b. Delivering notification of meetings at the request of the Committee on Ministry moderator.

- c. Distributing meeting minutes in consultation with the moderator, secretary, and executive presbyter.
- d. Offering staff consultation in all areas of the Committee on Ministry's work.
- e. Preparing and distributing materials to help orient persons who are new to pastoral relationships in the presbytery.
- f. Assisting with Personal Information Forms, Church Information Forms, and all materials relating to placement of persons in pastoral relationships.
- g. Compiling a summary of annual salary change information for the Committee on Ministry's report to the second stated presbytery meeting of the year.

**g. Categories of Temporary Pastoral Relationships**

- i. **Installed:** A MWS installed in a pastoral relationship for an indefinite period, installed pastoral relationships are pastor, co-pastor an associate pastor.
- ii. **Designated Pastor:** A Minister of the Word and Sacraments installed in a pastoral relationship for a designated term of not less than two or more than four years as determined by the presbytery in consultation with the congregations and specified in the call. Such person shall be nominated by the congregation's pastoral nominating Committee only from those designated by the Committee on Ministry. At the end of the term the individual shall be eligible, upon vote of the congregation, to be called as the pastor.
- iii. **Stated Supply-**A Minister of the Word and Sacraments appointed by the presbytery after consultation with the session to perform the functions of a pastor in a church which is not seeking an installed pastor.
- iv. **Temporary Supply-** A Minister of the Word and Sacraments, candidate or a ruling elder secured by the session to conduct services when there is no pastor, or the installed pastor is unable to perform pastoral duties.
- v. **Interim/Transitional Pastor-** A Minister of the Word and Sacraments may be invited by the session of a church without an installed pastor to preach the Word, administer the sacraments, and fulfill pastoral duties for a specific period not to exceed 12 months, when the church is seeking a pastor. Calls to interim/transitional pastors may be extended, when appropriate. Ordinarily a person serving in such a position shall not be eligible to be installed as the next pastor.
- vi. **Member-at-Large-** A Minister of the Word and Sacraments who has previously been admitted to the presbytery or another presbytery as an active member, and who now, without intentional abandonment of the exercise of ministry, is no longer engaged in the exercise of ministry or in a validated ministry of the presbytery. A Minister of the Word and Sacraments (minister) may be designated a member-at-large because he or she is limited in his or her ability to engage in a ministry because of family responsibilities or other individual circumstances which presbytery recognizes as important. Such a person is eligible to take part in presbytery meetings and to speak, vote, and hold office. The status of each member-at-large may be

granted by the presbytery upon the minister's application and shall be reviewed annually by the Committee on Ministry.

- vii. **Commissioned Lay Pastor (CLP) or Commissioned Ruling Elder (CRE)** - A ruling elder of the PC(USA) who is granted a local commission by the presbytery to lead worship and preach the gospel, watch over the people, and provide for their nurture and service.

1. Such persons shall be certified ready to receive a commission by the Committee on Preparation for Ministry, and shall be instructed in Bible, Reformed Theology and Sacraments, Presbyterian polity, preaching, leading worship, pastoral care, and teaching.
2. Commissions shall be in one or more specific congregations and shall be valid for up to three years, as determined by the presbytery, and can be renewed or revoked by the presbytery at any time.
3. When the presbytery's strategy for mission required it, such persons shall be authorized to perform any or all of the following functions: administer the Lord's Supper, administer, the Sacrament of Baptism, moderate the session of the congregation, have a voice in presbytery meetings, have vote in presbytery meetings, perform Christian marriage in consultation with the session and when allowed by the state.

- viii. **Parish Associate-**

1. A Minister of the Word and Sacraments (minister) who serves in some validated ministry other than the local parish, or who is a member-at large, or is retired but who wishes to maintain a relationship with a particular church or churches in keeping with ordination to Word and Sacrament. The relationship shall be established upon nomination by the pastor, between the parish associate, the session, and the presbytery. The parish associate shall be responsible to the pastor, as head of staff, on an "as needed, as available" basis and with or without remuneration.
2. A parish associate may not be called to be the next installed pastor or associate pastor of a church served as a parish associate.
3. The agreement between the session, the parish associate and the presbytery shall terminate when the call of the installed pastor is dissolved. The presbytery may dissolve the relationship with the parish associate upon the recommendation of the Committee on Ministry.

#### **h. Reporting Procedures**

- i. The Committee on Ministry shall be responsible for accurate and regular reports of its work to the presbytery and shall submit for record those actions of the Committee on Ministry requiring report, approval, or ratification.
- ii. At the second stated meeting of the year, the Committee on Ministry shall submit the following information to the presbytery:
  1. (1) Annual statistical information;
  2. Changes in terms of call;
  3. Changes in compensation/minimum salary



4. At the third stated meeting of the year, the Committee on Ministry shall submit the Annual report of the roles of continuing members of presbytery (active and member-at large).

**i. Amendment Procedures**

- i. Amendments to the Manual of Operations may be made at any meeting by a majority of those present and voting, subject to ratification by presbytery.

**j. Other Policies**

- i. Specific Committee on Ministry policies and procedures not addressed in this document, its appendices, in the Book of Order (1211-1213) or its subsequent editions shall be those in effect prior to July 10, 1211, based on the Book of Order 1209-1211.