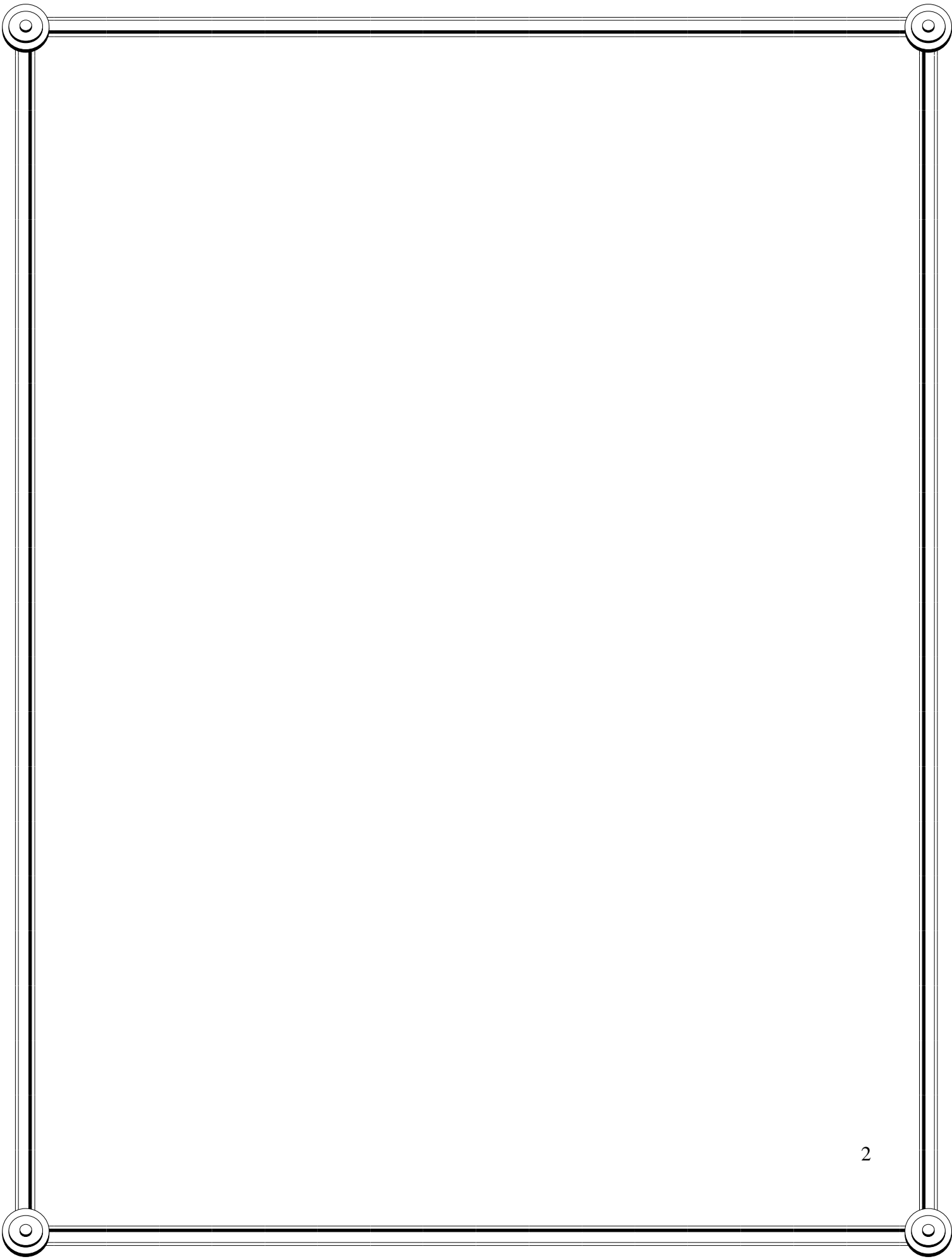




***MANUAL OF ADMINISTRATIVE  
OPERATIONS***

***REVISED  
2015***



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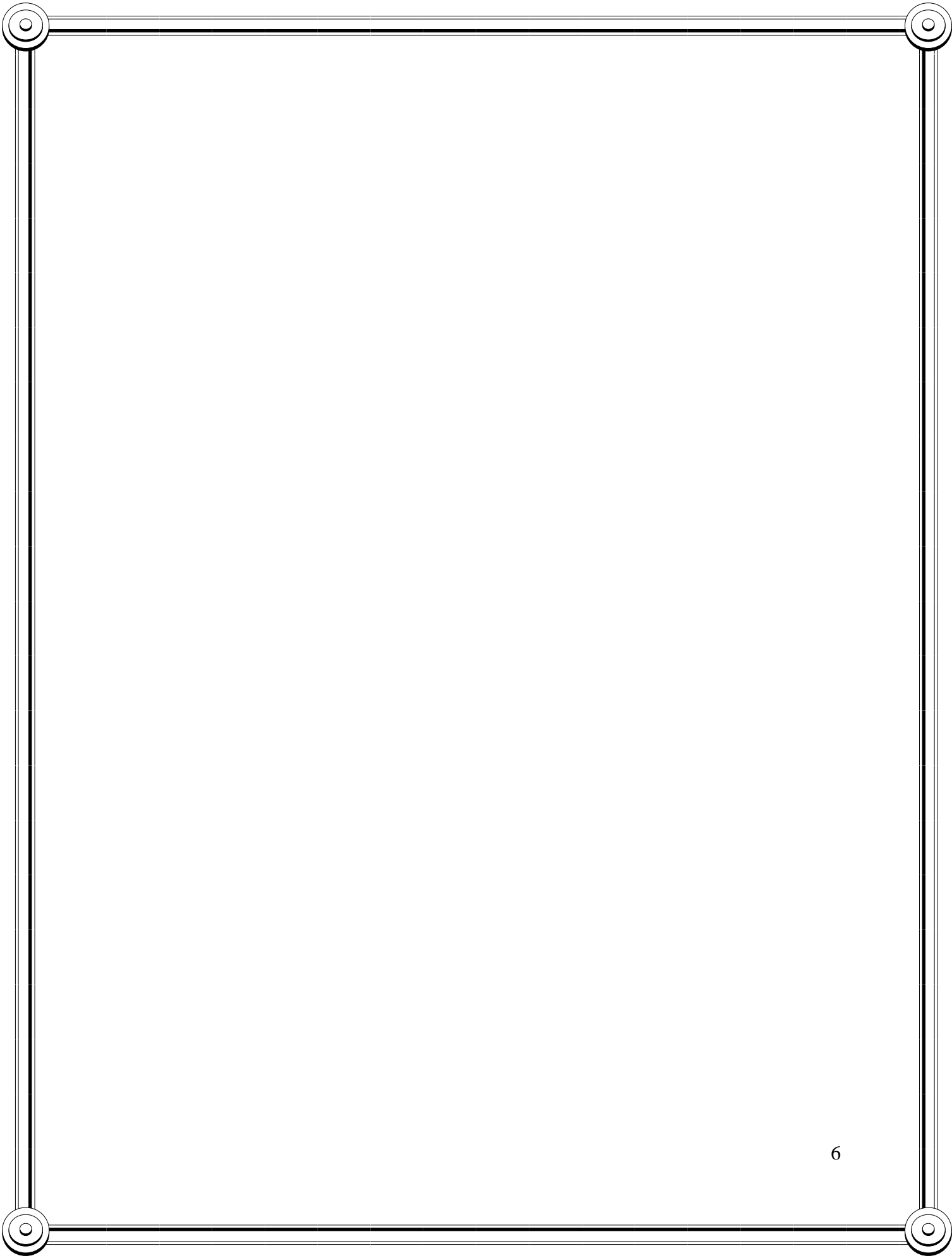
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# **SECTION 1**

## **MISSION & GOALS**

### ***MANUAL OF ADMINISTRATIVE OPERATIONS***



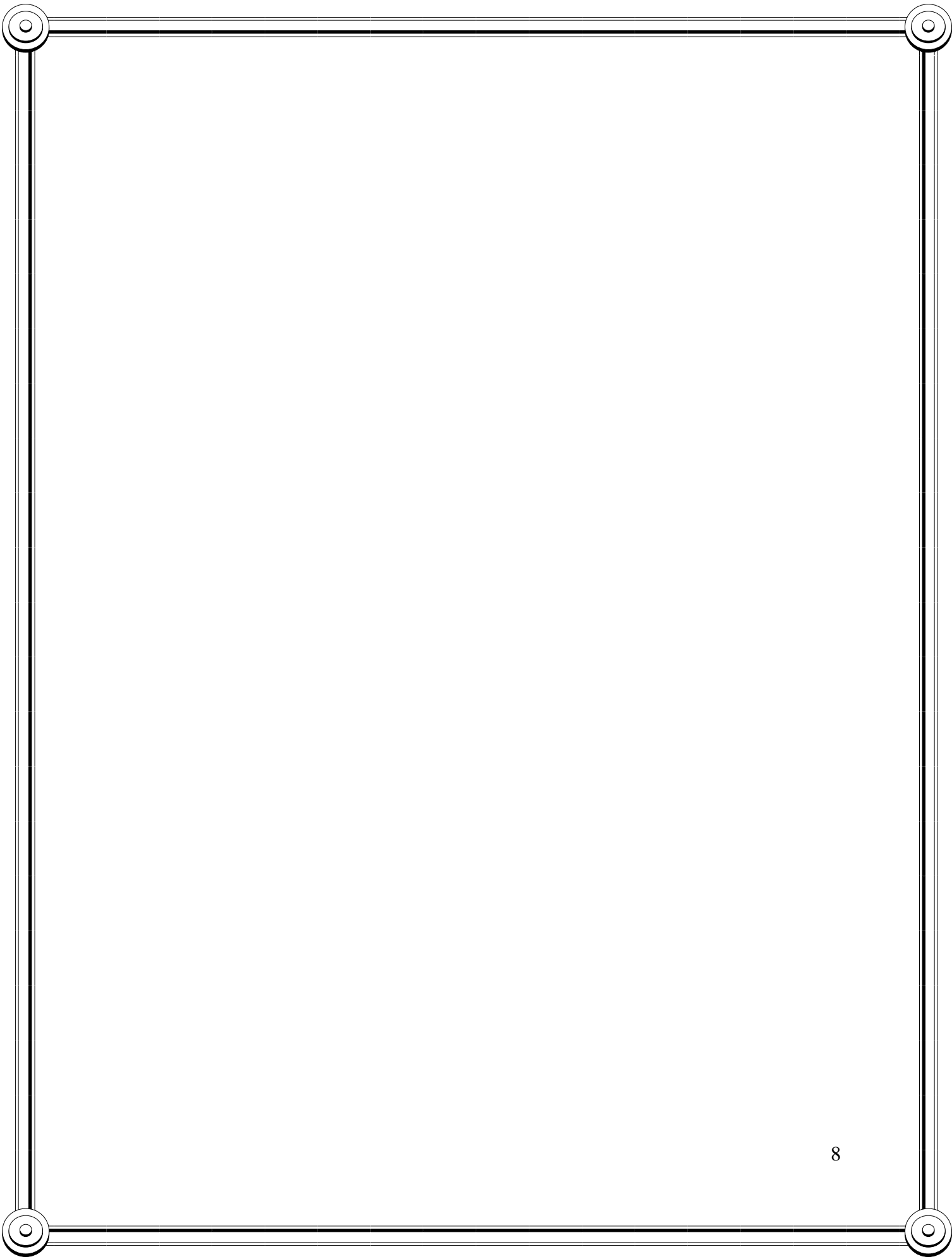
# MISSION STATEMENT

*FOR THE*

*PRESBYTERY OF CENTRAL NEBRASKA*

*Adopted March 3, 2001*

By the grace of God, the presbytery of Central Nebraska, a governing body of the Presbyterian Church (U.S.A.), is a community of faith called to nurture, serve and support our congregations in the proclamation of salvation through faith in Jesus Christ, and is committed to ministry and mission within and beyond our geographic and denominational bounds. Empowered by the Holy Spirit, the Presbytery seeks to lead congregations with energy, intelligence, imagination and love.





# **PRESBYTERY GOALS AND OBJECTIVES**

**Goal I.** To serve Churches in the Presbytery as they seek to develop and grow.

*Objectives:*

1. Increase the number of churches participating in evangelism training provided by the evangelism training team of our presbytery.
2. Reinstitute the presbytery Invite a Friend/Media Campaign
3. Conduct conversations with the ministers/lay pastors of the presbytery about the training/consulting resources available for local church use.
4. Use presbytery meeting time to introduce training/consultation resources available for local church use.

**Goal II.** Partner with its congregations to be involved in mission in their local communities.

*Objectives:*

1. Continue to provide leadership for local church mission self-studies.
2. Call and train more mission self-study leaders.
3. Require an annual report of local mission efforts and celebrate that mission work at a presbytery meeting annually.
4. At triennial visits ask if a self-study has been done recently and suggest such a study at least every five years.
5. Promote the Mission Development Fund and its use by local congregations
6. Include a report back request in both the Church Development Fund and Mission Development Fund application forms and share those reports with the presbytery.
7. The presbytery council will study mission opportunities to commend to local churches for their support.

**Goal III.** Partner with its local congregations to be involved in mission beyond the presbytery boundaries.

*Objectives:*

1. Call and orient a team in the presbytery to plan an annual trip by the presbytery.
2. Train the above team to consult with local congregations as they plan mission trips.
3. Continue to invite missionaries to itinerate in the presbytery as well as speak at presbytery meetings.

**Goal IV.** Reach children, youth, and young adults in the life of the presbytery.

*Objectives:*

1. Increase the number of churches participating in the youth ministry committee events.
2. Work with local congregations to call younger adults to serve on boards of the church.

**Goal V:** Develop Racial Ethnic Ministry in the presbytery and the state of Nebraska

*Objectives:*

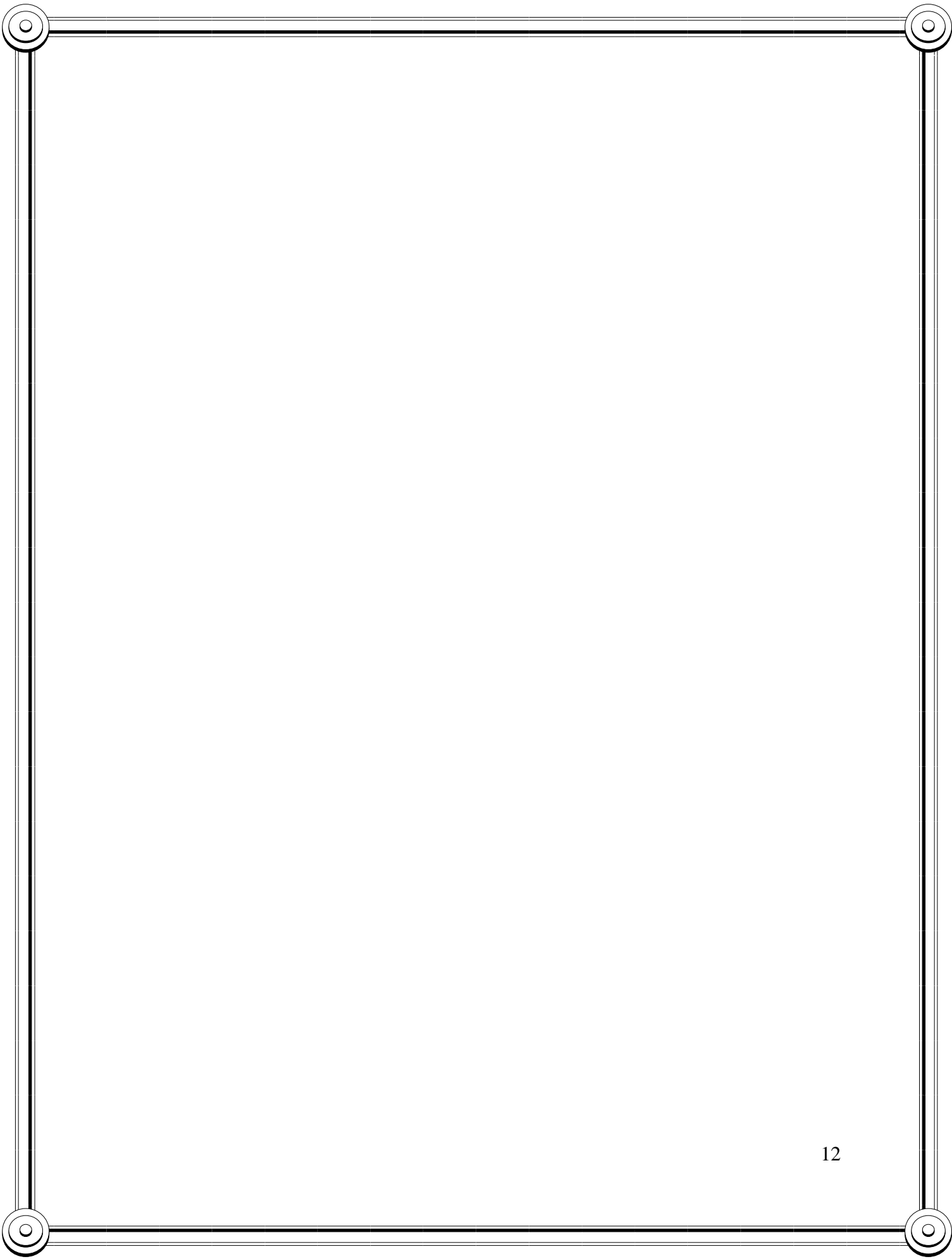
1. Orient the Sudanese Commission and develop a working relationship with the worshiping fellowship in Grand Island.
2. Develop a Nebraska Racial Ethnic Ministry Team or Task Force.



## **SECTION 2**

# **ARTICLES OF INCORPORATION**

***MANUAL OF ADMINISTRATIVE OPERATIONS***



# **REVISED ARTICLES OF INCORPORATION**

Pursuant to the provision of Section 21-19, 106, of the Revised Statutes of Nebraska, the undersigned corporation adopts the following Revised Articles of Incorporation:

## **FIRST**

The name of the corporation is The Presbytery of Central Nebraska, said Presbytery being a governing body of the Presbyterian Church (U.S.A.), which is the continuing body of the United Presbyterian Church in the United States of America.

## **SECOND**

The period of its duration is perpetual.

## **THIRD**

The purposes for which the corporation is authorized to pursue are:

1. To buy, receive, hold, accept, maintain, improve, encumber, convey and dispose of real and personal property for the use and benefit of the membership and ministry of said Presbytery.
2. To develop and carry out the work of the Presbyterian Church (U.S.A.) throughout its geographical districts. The Presbytery is responsible for the mission and government of the church.
3. To conform to and carry out the provisions of the Constitution of the Presbyterian Church (U.S.A.).

## **FOURTH**

These Revised Articles of Incorporation supersede the original Articles of the Presbytery of Platte and all amendments thereto, and the Revised Articles of Incorporation of December 30, 1976, changing the name to the Presbytery of Central Nebraska.

## **FIFTH**

The street address of the initial registered office is 4111 4<sup>th</sup> Avenue, Suite 28, Kearney, NE 68845, and the registered agent at such address is General Presbyter, Robert Houser.

## **SIXTH**

The Presbytery of Central Nebraska comprises an area in Nebraska included with the counties of Adams, Arthur, Blaine, Boyd, Brown, Buffalo, Chase, Cherry, Clay, Custer, Dawson, Dundy, Franklin, Frontier, Furnas, Garfield, Gosper, Grant, Hall, Hamilton, Harlan, Hayes, Hitchcock, Holt, Hooker, Howard, Kearney, Keya Paha, Lincoln, Logan, Loup, McPherson, Merrick, Nance, Nuckolls, Perkins, Phelps, Red Willow, Rock, Sherman, Thomas, Valley and Webster.

## **SEVENTH**

The corporation shall have all of the corporate powers granted in the Nebraska Non-Profit Corporation Act. Corporate powers are vested in the Business-Budget Committee, whose members are the Trustees of the Presbytery. The committee consists of seven members who are elected and serve as provided in the Standing Rules (By-laws) of the Presbytery.

## **EIGHTH**

All property held by or for The Presbytery of Central Nebraska is held in trust, nevertheless, for the use and benefit of the Presbyterian Church (U.S.A.). The property shall be received, purchased, mortgaged, encumbered, maintained and improved by the Business-Budget Committee in the name of the corporation, when authorized or directed by the Presbytery at a Stated Meeting or a special meeting called for that purpose. Conveyances, mortgages and other legal documents shall be executed for the corporation by the Chairperson of the Business-Budget Committee (President) and the General Presbyter (Secretary).

## **NINTH**

The undersigned are the duly elected, qualified and acting Chairperson (President) of the Business-Budget Committee and General Presbyter (Secretary), and are authorized by the corporation to execute these Revised Articles of Incorporation for and on behalf of the corporation.

*DATED this 4<sup>th</sup> day of October, 1985*

*THE PRESBYTERY OF CENTRAL NEBRASKA*

*By Bruce Hendrickson  
Reverend Jack Dixon*

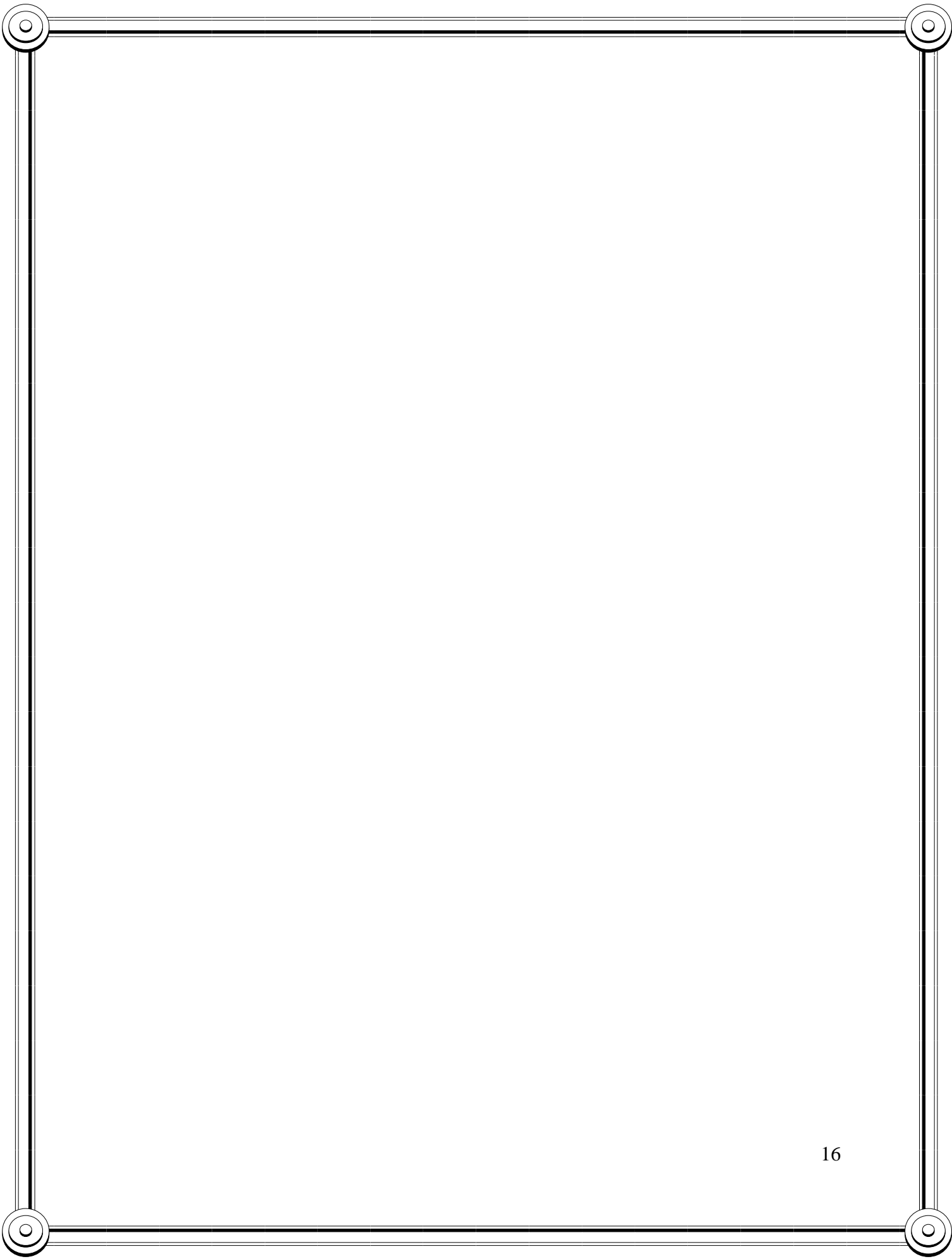


## **SECTION 3**

### **STANDING RULES**

*- Resolutions*

***MANUAL OF ADMINISTRATIVE OPERATIONS***





## *STANDING RULES*

### **1.00**

### **ARTICLE I - Meetings**

**1.10** The Stated Meetings of Presbytery will be:

**1.11** The fourth Saturday in March, with required business of voting on proposed amendments received from General Assembly, adoption of the State of the Presbytery report, the approval of the report of the category of membership of each continuing member of Presbytery in accordance with the relevant sections of, the General Presbyter's annual report on correcting commissioner in balance, the approval of the changes in terms of call and the Permanent Judicial Commission roster. If the fourth Saturday of March should fall during Holy Week the meeting would automatically be scheduled for the Saturday after Easter.

**1.12** The fourth Saturday in June, with required business being the yearly representation and the General Presbyter's annual report and the audit report of the presbytery. When the June meeting would be in conflict with the General Assembly it shall be rescheduled to the Saturday of the first full week following the General Assembly meeting.

**1.13** The fourth Saturday in October, with required business being the adoption of the Presbytery's ecclesiastical apportionment (per capita) for the next year, the report of the Session Record Review, election of commissioners, officers, and committee members the adoption of the Presbytery budget for the next year, the authorization of specific elders to administer or preside at the Lord's Supper for a period of time not to exceed one year upon recommendation of COM..

**1.14** Reports from Synod or General Assembly shall be made at each stated meeting of Presbytery as appropriate.

**1.20** During the adverse weather season, the procedure for postponing meetings shall be printed in the Presbytery Docket. If the decision to postpone is made, the meeting will be rescheduled for one week later in the same location without further notice.

**1.30** Special meetings may be called with 10 days notice by the General Presbyter (Stated Clerk), moderator of presbytery, or the session of a local congregation.

**1.40** The quorum for a meeting shall be any three teaching elders and the elder commissioners present, provided they represent at least three sessions (G—3.0304).

- 1.50** Overtures to General Assembly or Synod may be submitted by committees, sessions, teaching elders or commissioners to the Presbytery for action. Such Overtures, and any explanation, shall be submitted in time to be distributed to commissioners. It is recommended that the General Presbyter be consulted for assistance with grammar and constitutionality prior to the submission of the Overture.
- 1.60** Business newly introduced from the floor of a meeting and requiring Presbytery action shall be presented in writing to the General Presbyter and read to Presbytery prior to the lunch recess; it may then be acted on at the end of the docket. Business introduced from the floor in any other manner shall automatically be tabled until the next Stated Meeting, unless there is a motion to refer.
- 1.70** Committees, task forces, and other entities of the Presbytery of Central Nebraska may hold a meeting by telephone conference call or electronic means if the guidelines are followed.
- 1.80** Electronic Guidelines
- 1.81** Send ALL replies to “Reply to All” so that no one is left out of the discussion.
- 1.82** Include past mails in current posting so as to make it easier to follow the “thread” without opening numerous e-mails.
- 1.83** Committee Secretary to keep a record of meeting as to subjects discussed and results of votes taken; include the action in minutes of next face to face meeting of committee.
- 1.84** The amount of discussion in an electronic meeting should be reasonable for the seriousness of the topic being discussed. If a committee member feels a subject is not appropriate for an electronic forum, he or she may request that the group postpone the discussion until the next face to face meeting, and is free to state any reasons why he or she believes this should be done. At the request of any two members, the vote on a particular subject must be postponed until the next face to face meeting of the committee.
- 1.85** Standards for conducting a vote: Reasonable time for discussion must have taken place, after which the moderator may call for a vote. Time for voting must be clearly stated (including the deadline) and should be open for a minimum of three days. Members’ votes should generally be posted for all to see, not sent to one person. If a secret ballot is required, votes must be sent to both the Moderator and one other person, usually the Vice Moderator or Secretary; however in these cases it might be best to wait until the next face to face meeting of the committee to hold the vote. For a vote total to count, there must be a quorum of the committee responding (but not necessarily voting Yes or No) during the time specified to vote,

**1.86** If a member of the committee does not have access to email, he or she may request another member to be a “liaison” for the purpose of both discussion and votes. The liaison person should make it clear in any posting or vote for whom he or she is speaking.

**1.87** It would be wise to have the Nominating Committee advise potential committee members that email will be a useful tool during their service on the committee.

**2.10** Presbytery shall determine its own minister members in accordance with G-3.0306 and G-2.0503a.

**2.30** At the beginning of each year, if there are more resident teaching elders than ruling elder members, Presbytery shall, invite sessions to send additional elder commissioners to redress any imbalance. This invitation shall be by alphabetical rotation based on the name of the community in which the church is located.

### **3.00 ARTICLE III – Officers**

**3.10.1** To appoint all temporary or special committees unless Presbytery decides otherwise; the first person named to such committees shall serve as the moderator for that committee.

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- 3.10.3** The moderator possesses the authority necessary for preserving order and for conducting efficiently the business of the presbytery and shall convene and adjourn the presbytery in accordance with its own action. The moderator may, in an emergency, convene the presbytery with appropriate notice at a time and place different from that previously designated by the body.
- 3.10.4** To serve on the Presbytery Council
- 3.10.5** To serve ex officio (without vote) on the Council Business and Budget Committee.
- 3.10.6** To serve ex officio (without vote) on the Council Personnel Committee.
- 3.10.7** To serve on the Presbytery meeting Planning Team, together with the General Presbyter, the host pastor, the Vice Moderator, and the Council Moderator.
- 3.10.8** To confer with the General Presbyter and the Host Pastor to decide whether or not to cancel a Presbytery meeting in the case of adverse weather.
- 3.10.9** In conjunction with the host pastor and designated preacher for presbytery meetings, design the worship service, giving due attention to the variety and diversity of language and music in the service.
- 3.10.10** To moderate the Council during the year following the completion of the moderator's term.
- 3.10.11** The moderator of Presbytery shall not serve on any committee in a voting capacity during the moderator's term of office.
- 3.20** At the October meeting, the Presbytery shall elect a Vice-Moderator for a one-year term. The Vice-Moderator shall be installed at the end of October meeting, and shall have the following responsibilities:
- 3.20.1** To preside at presbytery meeting in the absence of the Moderator, or at the Moderator's request.
- 3.20.2** To serve on the Presbytery Council.
- 3.20.3** To serve on the Presbytery meeting Planning Team together with the General Presbyter, the host pastor, the Moderator, and the Council Moderator.
- 3.40** Any duties of the presbytery Stated Clerk shall be assumed by the General Presbyter.

**4.00**

**ARTICLE IV – Staff**

- 4.10** A General Presbyter may be elected for an indefinite term. Compensation shall be determined by the Presbytery through Council's Personnel Committee.
- 4.20** The General Presbyter shall be accountable to Presbytery through Council's Personnel Committee, which is the supervisor. The duties of the General Presbyter shall be developed into a position description by Council's Personnel Committee and submitted for Presbytery adoption.
- 4.30** Other staff positions may be authorized by Presbytery. Those elected to fill such positions shall have an indefinite term. Compensation shall be determined by Presbytery through Council's Personnel Committee.
- 4.40** Session records shall be reviewed annually by the General Presbyter, or by representatives of the Presbytery selected by and under the direction of the General Presbyter. The report of this review shall be made at the October presbytery meeting.
- 4.50** The Sexual Misconduct Response Team shall report to the General Presbyter.
- 4.60** The General Presbyter shall be the supervisor of other staff, unless otherwise noted, and they shall be accountable to Presbytery through Council's Personnel Committee. The duties of other staff shall be stated in a position description which may be revised and adopted by Council's Personnel Committee, and submitted to Presbytery for information.

**5.00**

**ARTICLE V – Council**

- 5.10** Council shall be comprised of fifteen members with the most immediate past moderator of presbytery serving as moderator. The Council shall further be comprised of:
- The Moderator of Presbytery
  - The Vice-Moderator of Presbytery
  - The Presbytery's second year commissioner to Synod

The Council will also include a representative of each of the following entities, elected by that entity to serve for one year:

- Committee on Ministry
- Committee on Preparation for Ministry
- Business-Budget Committee
- Personnel Committee

Presbyterian Women  
Nominating Committee  
Youth Ministry Committee  
Three (3) members elected at large.

- 5.11** The Council shall meet prior to each Stated Meeting of Presbytery with all its actions reported to Presbytery as items of information or recommendations for action. Presbytery may amend or reverse any actions of Council unless they have already been taken and cannot be undone.
- 5.12** The Council's duties shall be to: coordinate the mission of the committees and churches of the Presbytery; recommend goals and priorities at least every three years; review the relationship between Presbytery structure and mission; recommend an annual budget for Presbytery approval no later than the October meeting of Presbytery; consult with the Committee on Ministry about dividing, uniting or dissolving churches for more effective ministry; nominate members for Presbytery's Nominating Committee; and approve the Presbytery Docket.
- 5.13** The Council may appoint task forces, for a specified term, to act on specific objectives of Presbytery.
- 5.14** The Council shall work with its Business-Budget and Personnel Committees to plan, organize, staff, budget, coordinate and evaluate Presbytery mission and program, and to give guidance on matters relating to the peace, unity and purity of the church.
- 5.20** The Council's Business-Budget Committee shall be comprised of six members including the moderator at least two of which shall be teaching elders. The moderator of this committee shall be a member of Council. The moderator of Council, Moderator of Presbytery, and the General Presbyter will serve as *ex-officio* members without vote. The Moderator of the business budget committee shall serve as the president of the corporation.
- 5.21** The duties of the Business-Budget Committee shall be to: serve as the Trustees of the Presbytery; review finances of the Presbytery and arrange for its annual audit, and develop the annual Presbytery budget for Council. The committee has authority on behalf of Presbytery to approve the sale, acquisition, mortgage, lease or encumbrance of real property by a particular church, reporting such action in full through Council to the next Stated Meeting of Presbytery.
- 5.22** The Business-Budget Committee shall have the responsibility to bond any person who is authorized to write and sign checks or to sign and deposit checks from the churches.

**5.30** The Council's Personnel Committee shall be comprised of six members including the moderator. The moderator of this committee shall be a member of Council. At least two of the members shall be teaching elders. The General Presbyter, Moderator of Presbytery, and moderator of Council will serve as *ex-officio* members without vote.

**5.31** The Personnel Committee will review annually the Personnel Policies and may recommend revisions to council.

**5.32** The Personnel Committee shall recommend to council compensations for all staff.

## **6.0                    ARTICLE VI – The Committee on Ministry**

**6.10** The Presbytery shall elect a moderator and eleven members to be its Committee on Ministry, of who at least five shall be teaching elders and the balance ruling elders. The General Presbyter shall serve as a resource for the committee without vote. The quorum of the committee shall be one-third of its voting members with at least one teaching elder and one ruling elder. The Committee shall elect a vice-moderator, or co-moderators, as they deem appropriate. The committee shall have these responsibilities.

**6.10.1** The committee is authorized to act on behalf of Presbytery to find in order calls issued by churches; to approve and present calls for services of ministers; to approve the examination of teaching elders and lay pastors transferring from other Presbyteries; to dissolve pastoral relationships 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 for approval all such actions will be reported to the next Stated Meeting of Presbytery.

**6.10.2** Commissioned Lay Pastors: The committee shall recommend to Presbytery for approval all actions with regard to commissioning lay pastors.

**6.10.3** Members of Presbytery: The committee shall present to the March Stated Meeting of Presbytery an annual review of the terms of call for teaching elders and shall recommend by the June meeting minimum terms of call for the next calendar year.

**6.10.4** Administration of the Lord's Supper: The committee shall report to Presbytery specific elders to administer or preside at the Lord's Supper for a period of time not to exceed one year.

**6.10.5** Membership Categories: The committee shall recommend to Presbytery membership status.

**6.10.6** Strategy for Churches: The committee shall consult with churches about strategy relating to matters of pastoral staff, property, resources, and program and shall recommend or report to Presbytery appropriate changes.

**6.10.7** Pension Representative: The committee shall designate a member of Presbytery or Presbytery staff to serve as the Board of Pension's Representative, to resource the committee and the Presbytery and to coordinate retirement and memorial recognitions of ministers.

**6.10.8** Continuing Education and Pastoral Care: The committee shall review regularly the continuing education and personal well-being of teaching elders, lay pastors and their families.

## **7.00           ARTICLE VII – The Committee on Preparation for Ministry**

**7.10** The Committees on Preparation for Ministry shall be comprised of a moderator and five members elected by the Presbytery. At least two members shall be teaching elders with the balance being ruling elders or deacons.

**7.20** The committee shall provide care, guidance, and oversight of Inquirers and Candidates for the office of teaching elder; dismiss candidates in accordance with the Book of Order, with the provision that all such actions be reported to the next Stated Meeting of the Presbytery; supervise training for and examination of Lay Pastors ; elect or appoint readers of cooperative examinations for candidates, appoint administrative commissions to ordain, approve scholarship applications of Inquirers, Candidates, and Lay Pastors, and authorize career assessments for Inquirers, Candidates, and Lay Pastors with Presbytery paying 1/3 of cost.

## **8.0               ARTICLE – Permanent Judicial Commission**

**8.10** The Presbytery shall elect a Permanent Judicial Commission in accordance with the Book of Order. It shall have seven members with four being teaching elders and three ruling elders or three being teaching elders and four ruling elders, each with a six-year term. All of the elder members shall be from different churches.

**8.20** No person who has served on the commission for a full term shall be eligible for re-election until four years later. No Officer or Staff of Presbytery is eligible to serve.

**8.30** An investigating Committee can be appointed by the moderator of the presbytery and the moderator of council in consultation with the General Presbyter as long as none of these three parties is the party against whom allegations have been filed. If one of these is the party against whom allegations have been filed the vice-moderator of presbytery will serve as the substitute in making the appointment.



**9. ARTICLE X – Youth Ministry Committee**

- 9.10** The youth ministry committee shall be comprised of six people, in addition three youth may serve one year term, to develop and implement a vision for youth ministry in the Presbytery of Central Nebraska.

**10. ARTICLE XI – Sexual Misconduct Response Team**

- 11.10** The Sexual Misconduct Response Team is a group of no fewer than six people not serving on Presbytery Council which responds to allegations of sexual misconduct. The team members shall be nominated and elected through the Presbytery Nominating Committee. Team members shall be divided as equally as possible between clergy and laity as well as gender. The team shall choose its own moderator. The General Presbyter shall serve as a resource person to the Sexual Misconduct Response Team unless the General Presbyter is involved in the allegation. The team shall be elected without term of office. As team members make responses to allegations they will be asked if they choose to continue on the team or resign. If they resign, the Nominating Committee will nominate someone to replace them on the team.

- 11.20** The Sexual Misconduct Response Team shall function in accordance with the policy of The Presbytery of Central Nebraska concerning Sexual Misconduct.

**12 ARTICLE XII – Nominations and Elections**

- 12.10** The Presbytery's Nominating Committee shall be comprised of six members broadly representative of its churches, which specifies one-third teaching elders, one-third lay women, and one-third lay men. No one may serve on the committee for more than three consecutive years. The Presbytery shall elect one of its members as moderator.

- 12.10.1** Unless otherwise specified in these Standing Rules, the committee shall nominate persons for all elected Presbytery positions including commissioners to Synod and General Assembly, excepting the Nominating Committee. Unless otherwise specified, nominations will be in three classes for three year terms. No one shall serve in any one position for more than six consecutive years and shall be ineligible to serve on the same committee until a year later. No one may serve on more than two presbytery committees at a time. No moderator of a committee shall serve more than four consecutive years. The moderator of Presbytery and the moderator of Council shall not serve on any committee in a voting capacity during their terms of office.

- 12.10.2** Nominations shall be sent out with the October Presbytery Docket except in cases of filling unexpired terms. Vacancies existing through resignation or death shall

be filled through nominations presented to the next Presbytery meeting. There shall always be privilege of nominations from the floor of Presbytery.

**12.10.3** The committee shall contact prospective nominees to explain thoroughly the requirements of the positions and to receive their willingness to serve if elected. The General Presbyter shall notify all persons elected by Presbytery.

**12.10.4** Persons wishing to resign from their position shall submit their resignations in writing to the General Presbyter and/or the moderator of the committee.

**12.10.5** The term of service for all elected positions, except moderator, vice-moderator, and council moderator, begins January 1. Those elected to fill unexpired terms begin service with the Presbytery meeting of their election.

**12.10.6** Persons with two consecutive unexcused absences from any commission, committee or task force meeting of the Presbytery may be immediately dismissed from that position by the appropriate moderator and a replacement will be found by the Nominating Committee.

**12.10.7** At the request of Synod, the Nominating Committee will make nominations to Presbytery for the appropriate Synod positions. The committee shall also recommend for Presbytery endorsement persons suitable for particular positions at Synod or General Assembly and shall forward such endorsements to those governing bodies.

**12.10.8** The Nominating committee shall function in accordance with Book of Order G-3.0103 (Participation and Representation), and report in writing to the March Presbytery meeting.

### **13.0                                      ARTICLE XIII - Finances**

**13.10** The operating expenses of the Presbytery may be funded by an ecclesiastical apportionment (per capita) on the churches of the Presbytery. Presbytery shall approve any such per capita amount in advance.

**13.20** Presbytery is required to pay any ecclesiastical apportionment (per capita) set by the General Assembly or Synod whether or not its churches pay their share.

**13.30** Presbytery shall pay mileage and meal expenses for teaching elders and ruling elder commissioners to attend its meetings. (See Fiscal Policy) The mileage rate for such expenses shall be set by the Presbytery.

**13.40** Churches without a pastor shall pay mileage for moderators appointed by Presbytery to attend meetings of their session or congregation. The mileage rate shall be at the current IRS rate.

**13.50** Other financial provisions are found in the Presbytery's Fiscal Accountability Policy.

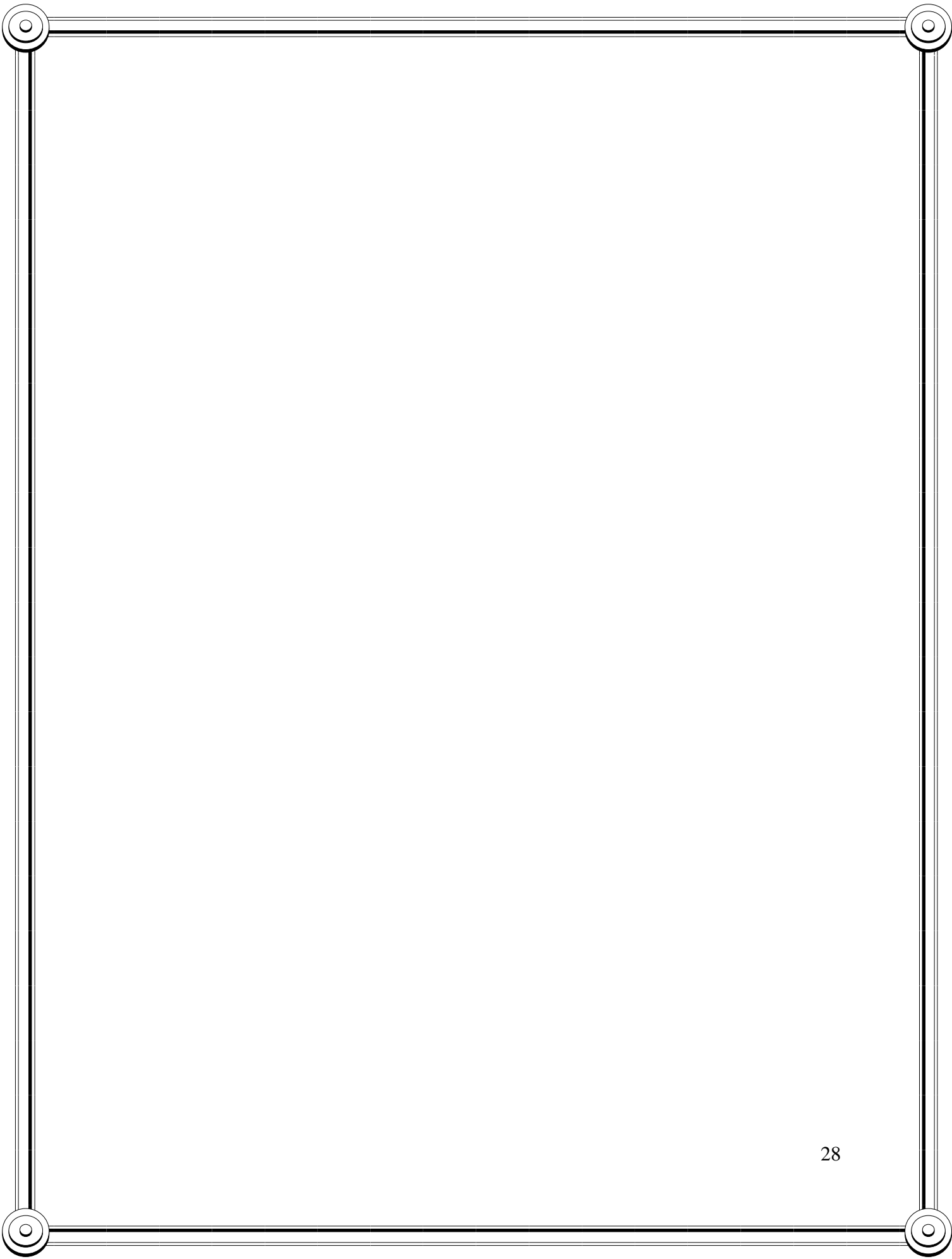
**14.0                                      ARTICLE XIV – Amendments and Suspension**

**14.10** These Standing Rules may be amended by a majority vote at any Stated Meeting of the Presbytery, provided they were presented to the previous stated meeting in writing or electronically. Changes to conform to the Presbyterian Church (U.S.A.) Book of Order or grammatical corrections to the Presbytery of Central Nebraska's Standing Rules may be made immediately without the approval of the Presbytery.

**14.20** These Standing Rules may be suspended by a two-thirds vote at any Stated Meeting of the Presbytery, provided the suspension is not contrary to the Constitution of the Presbyterian Church (U.S.A.) and the period of suspension is specified in the action.

**14.30** This manual of administrative operations may be amended by a simple majority vote of the presbytery upon recommendation of the Council or appropriate committee provided the amendment is in accord with the Constitution of the Presbyterian Church (USA) and has been sent in writing or electronically with the docket of the meeting in which it is to be enacted.

**14.40** Changes to conform to the Presbyterian Church (USA) Book of Order, grammatical corrections, or forms related to guidelines in the Manual of Operations may be immediate without approval of Presbytery.



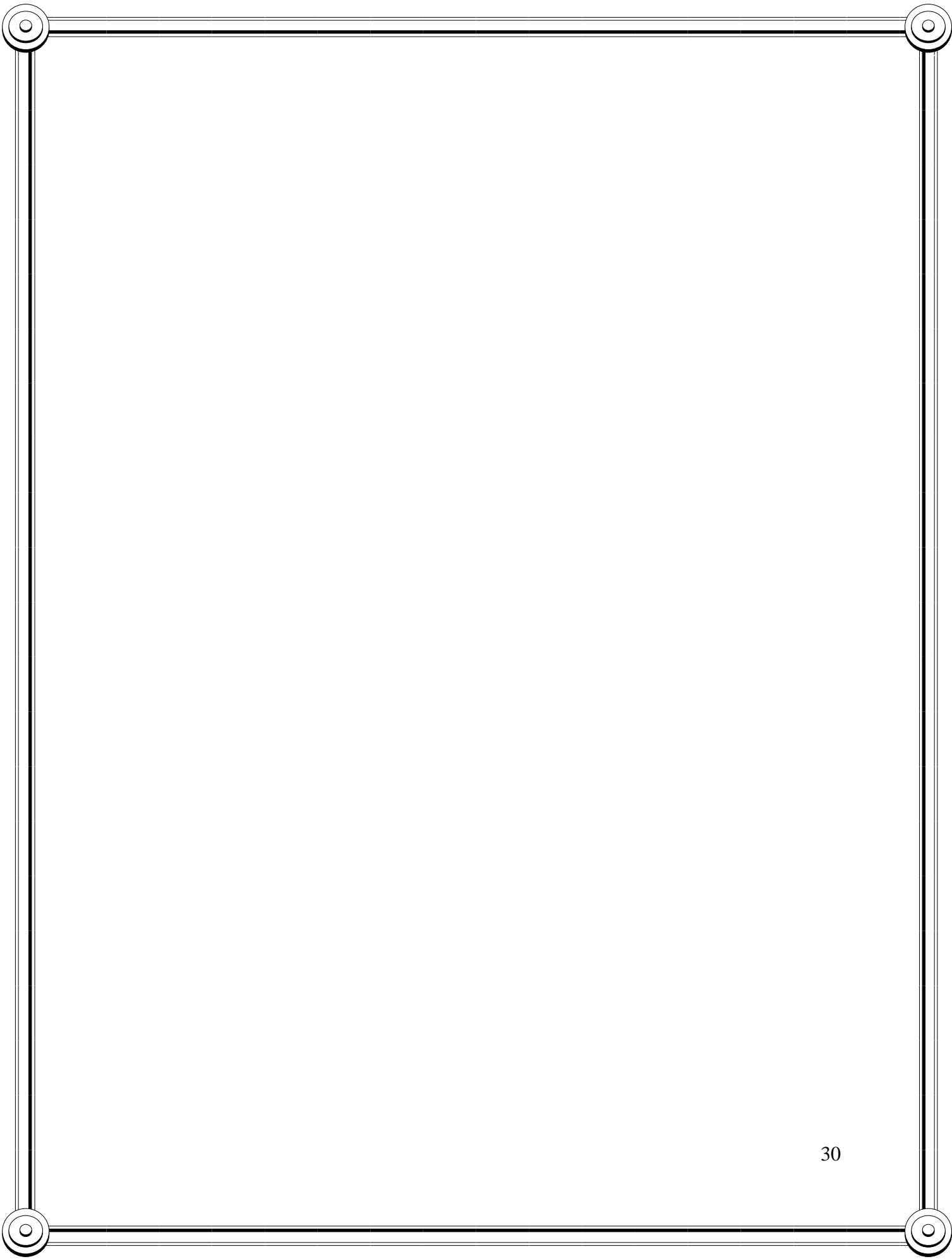


## **SECTION 4**

### **HOSTING PRESBYTERY MEETINGS**

*- Storm Day Policy*

***MANUAL OF ADMINISTRATIVE OPERATIONS***



## *HOSTING PRESBYTERY MEETINGS*

### **INVITATIONS TO HOST PRESBYTERY**

Presbytery Council selects and reports sites for the meetings of Presbytery. It tries to balance locations toward the west and east ends of I-80, and north and south axis. If your session would like to host Presbytery and believes your facilities are adequate (handicap accessible), please have the clerk or moderator of your session notify, in writing, the General Presbyter of the Presbytery. It would be helpful for the host church to have an emergency plan in place with emergency exits posted.

### **THE PRESBYTERY MEETING PLANNING TEAM**

A Presbytery Meeting Planning Team, consisting of the moderator of presbytery, the vice-moderator of presbytery, the moderator of Council, the host pastor, and the General Presbyter, shall prepare and recommend the docket for each presbytery meeting, designate the preacher for the worship service, and recommend the recipient of the offering.

### **THE MEETING ROOM (Sanctuary)**

It is not possible to predict exact attendance at a Presbytery meeting. Generally there will be from 60 to 75 people present (including visitors) depending upon the season, weather, and interest. If the sanctuary does not comfortably seat at least 100 people, please have extra chairs already set up in an overflow area for latecomers.

Please have one large table set up, with electricity available, on the chancel for the Recording Clerk. Besides the microphone on the lectern and/or pulpit, another one is needed at floor level if the church is so equipped. It will be helpful to have someone available who can adjust the sound system, and the heating, cooling, or ventilation throughout the day, since conditions may change.

There is also need for a display area as close to the meeting area as possible, where at least three or four dining-size tables can be set up where people can find them easily upon entering the church. At least two people are needed at these tables for at least an hour before the Presbytery meeting begins. They will be asked to collect lunch money registration forms, name tags, mileage vouchers, other material to be filled out or handed out, and answer questions about the building. Please place these tables so they do not block a main hallway or delay access to the meeting room. They should be set to provide for the rapid registration of large numbers of people in a short period of time.

### **FOOD**

Refreshments should be available one hour before the meeting and at the close of the meeting. The expense for these is normally provided by the host church. Continental

breakfast are suitable for the morning; and coffee/iced tea/punch and snack for the afternoon.

The host church makes the plans for preparing and serving lunch. Be prepared to respond to special dietary needs. The time for lunch is usually 12:00 noon, but please check the presbytery docket for the exact time. The cost for lunch is usually set at \$10.00.

### **WORSHIP**

The Sacrament of the Lord's Supper will be a part of every stated Presbytery meeting. The moderator of Presbytery, in conjunction with the host pastor, designated preacher, and General Presbyter designs the worship service, giving due attention to the variety and diversity of language and music in the service, decides on the preacher and recommends the use for the offering.

The Host Pastor determines who will usually preside at the Lord's Table. The host church is asked to prepare the elements.

### **OTHER MATTERS**

The host church should arrange for someone to monitor the church telephone during the meeting, in case there is an incoming call for a presbyter. Someone also needs to be available to provide directions in case of an emergency.

The host pastor or someone designated by the host session will be needed to welcome the Presbytery and provide information about the church along with any other arrangements presbyters need to know.

The Presbytery docket will include directions for finding the church building. This information should be sent to the Presbytery office four weeks before the meeting for inclusion in the docket.

Some presbyters from a distance may want to stay overnight before the meeting. It will help for the host church office to have ready a list of two or three recommended motels phone numbers.

Four weeks before the meeting the host church should check with the General Presbyter to exchange the following information:

#### **FOR THE HOST CHURCH**

Number of display tables  
Docket time for lunch  
Docket time for adjournment  
Music for organist/pianist  
Special equipment needed

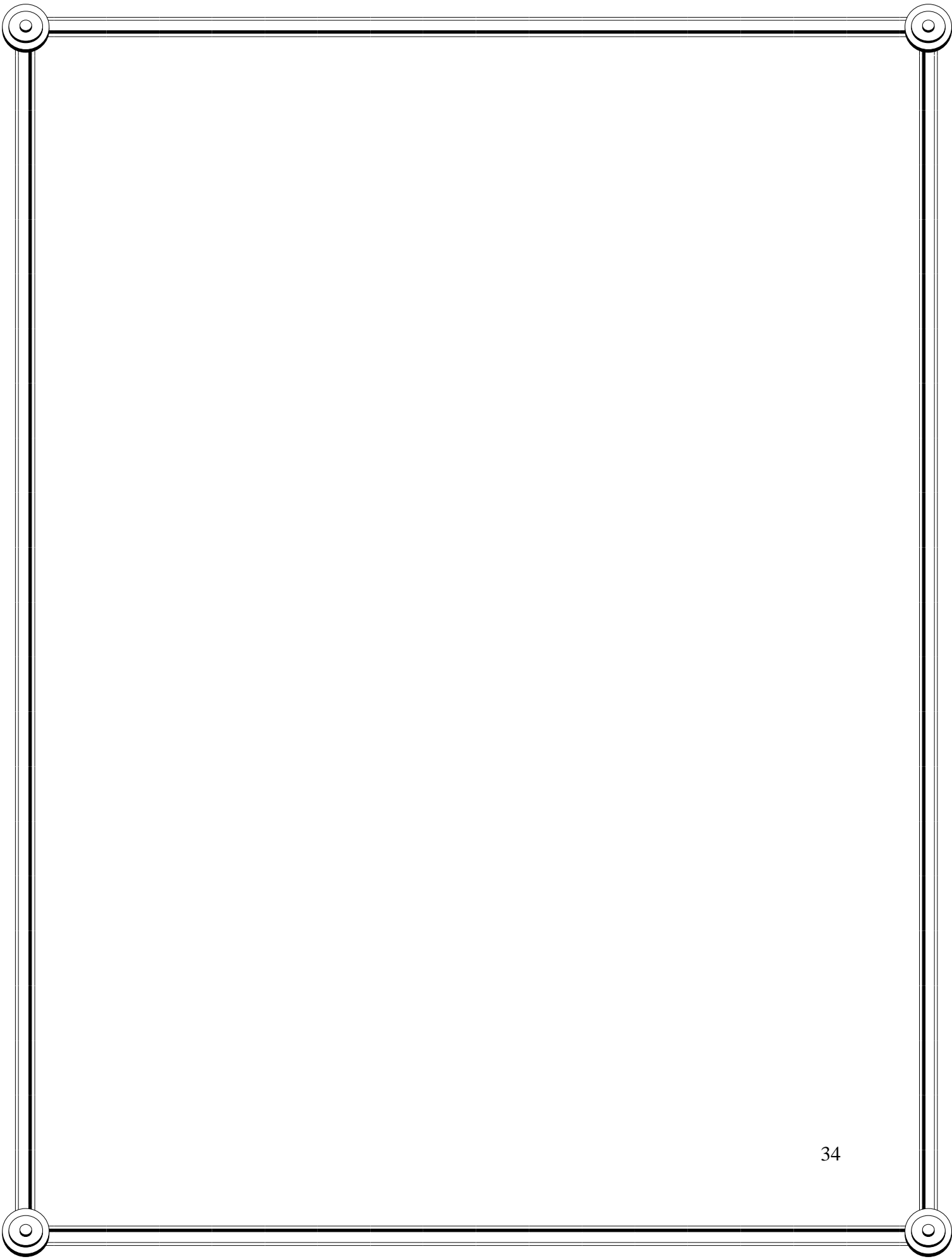
#### **FOR PRESBYTERY DOCKET**

Hymnbook used  
Directions to find the church  
Motel Information  
Name of welcoming person  
Other (give specific name)



## **STORM DAY POLICY**

When the weather for the day of the Presbytery meeting appears to be adverse, the General Presbyter, the Moderator of Presbytery and the Host Pastor shall confer by phone whether to hold or cancel the meeting. The decision shall be reached by 12:00 p.m. the day before and immediately placed on the website of the Presbytery. Presbyters are themselves responsible for calling 1-888-332-3729 or checking the website to learn the decision before leaving home. Any canceled meeting shall automatically be rescheduled at the same place and time for one week later without further notice.



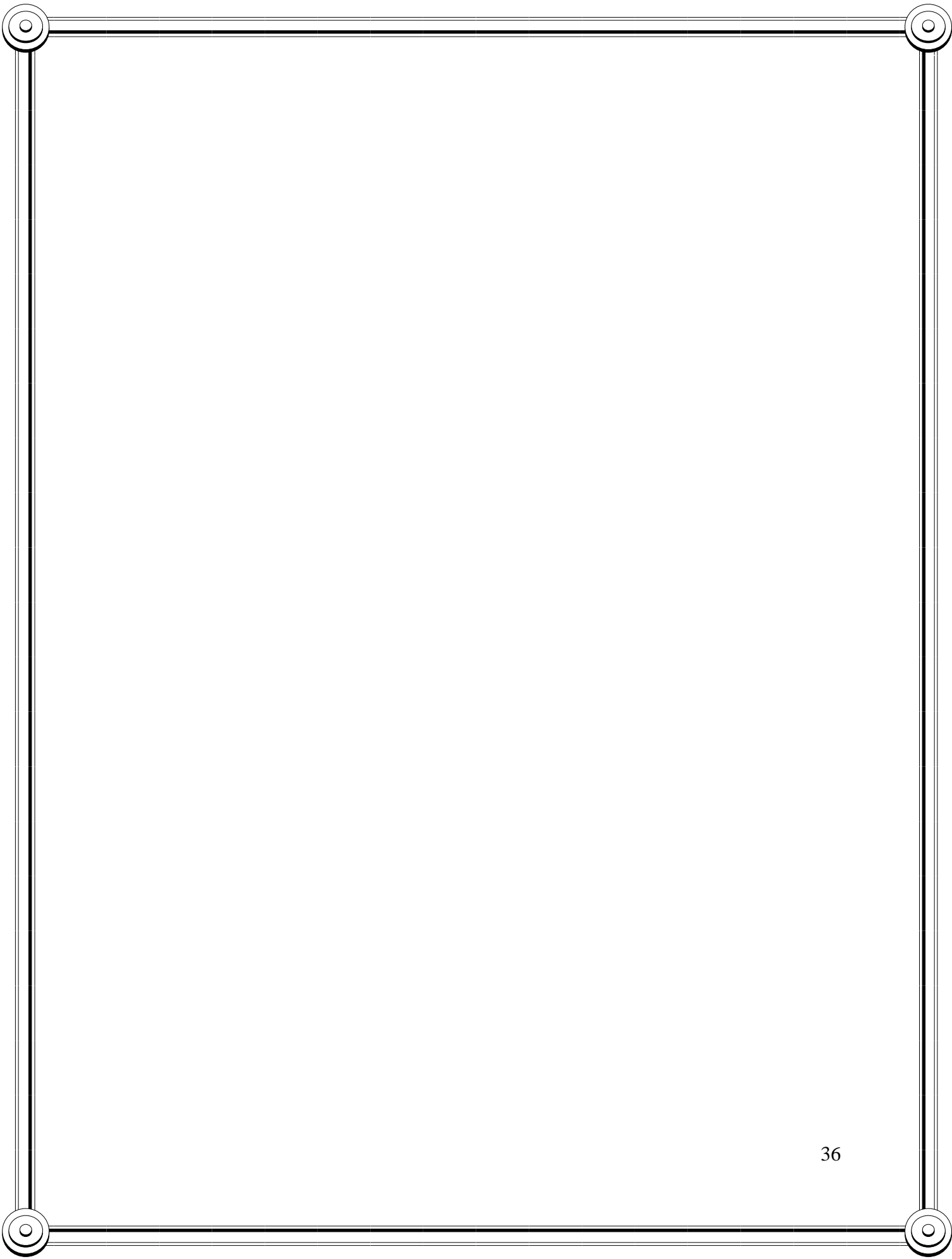


## **SECTION 5**

### **BUSINESS AND BUDGET**

- *Fiscal Accountability Policies*
- *Fraud Prevention and Response Policy*
- *Investment of Cash Assets and Spending policy*

### ***MANUAL OF ADMINISTRATIVE OPERATIONS***



# **FISCAL ACCOUNTABILITY POLICY**

## **1.0 THE PRESBYTERY BUDGET**

- 1.10** The annual operating budget of the Presbytery shall be prepared by the Business-Budget Committee for approval by Council and recommendation to Presbytery.
- 1.20** All Presbytery committees and projects expecting funding in the budget must make specific requests of dollars for programs from Council. The Council will recommend the proposed budget at the October meeting of presbytery.
- 1.30** Income for the budget may include: ecclesiastical apportionment (per capita); unified mission support pledges from sessions; synod mission partnership funds (for program or personnel); interest from the Presbytery Reserve Fund; presbytery reserve funds; designated gifts; and miscellaneous receipts.

## **2.0 MANAGEMENT AND EXPENDITURE OF THE BUDGET**

- 2.10** Presbytery's Council shall supervise the management and expenditure of the budget on recommendation from its Business-Budget Committee, with the General Presbyter serving as funds administrator. The Presbytery Cosignatory, General Presbyter, and Bookkeeper shall be authorized to sign checks. Checks over \$1,000 require two authorized signatures. All those authorized to sign checks shall be bonded.
- 2.20** After the budget has been approved by the Presbytery, committees have the necessary authority to expend funds for requested programs up to their dollar limit. Committees may shift their expenditures among line items within each major section of the budget as long as approved totals are kept. Committees may not exceed their budget limits without special approval of the Business-Budget Committee, such action to be reported to the Presbytery.

**2.30** Expenditures from the budget are made in the following ways:

- 2.30.1** Regular mission payments as recommended by Council and approved by Presbytery annually. This authorizes the check writer to issue checks without further notice.
- 2.30.2** Gifts, donations, and offerings for new church development shall be counted and deposited by two people or one bonded person with checks written by the check writer.
- 2.30.3** Vouchers for specific purposes will have a receipt attached for expenses other than mileage reimbursement. The mileage rate for the Presbytery will be set annually by the Presbytery. These vouchers must be signed by the chairperson of the committee, a staff person, or others authorized by Council. Vouchers will be paid at least monthly. No one is authorized to sign their own voucher. Vouchers will be submitted within 30 days of incurring the expense.
- 2.30.4** Presbytery books will close December 31<sup>st</sup> of each calendar year. This means that for contributions to be recorded in that calendar year the presbytery office will need to receive them by December 31<sup>st</sup>.
- 2.30.5** Child care will be considered a reimbursable expense for Presbytery meetings when the host church cannot provide caregivers that meet the presbytery guidelines.
- 2.30.6** The presbytery will reimburse for only one vehicle per church attending presbytery meetings. If more than one voucher is submitted from a church the smallest voucher will be divided among all those submitting vouchers from that church.
- 2.30.7** No lodging cost for committee or presbytery meetings will be reimbursed.
- 2.40** If there is a cash flow shortage to pay approved budget items, Council may set the priority order for payment. The General Presbyter may delay payments for up to 30 days; after that time, any payment delay requires concurrence of the Business-Budget chairperson, with report being made through Council to the Presbytery.
- 2.50** Any motions on the floor of the Presbytery having fiscal impact on the Presbytery, or any requests for presbytery funds beyond the budget, shall automatically be referred to Council for consideration, including review by the Business-Budget Committee.

### **3.0 ECCLESIASTICAL APPORTIONMENT (PER CAPITA)**

- 3.10** Operating expenses for presbytery, synod, and General Assembly may be funded by an ecclesiastical apportionment (per capita) at rates set by vote of each body in advance of the year the apportionment takes effect.
- 3.20** Presbytery will forward to Synod and General Assembly their portions of such apportionments as presbytery receives them from its sessions. It urges its sessions to pay in full, but in any case guarantees payment in full to Synod and General Assembly.

### **4.0 SPECIAL FUNDS**

- 4.10** Presbytery shall maintain an unrestricted Reserve Fund to cover cash flow and meet contingencies and emergencies. The normal minimum amount of the reserve shall be one-sixth of the current year's operating budget. Expenditures from the Reserve Fund shall only be by action of the Presbytery on recommendation of Council.
- 4.11** If the Reserve Fund exceeds two months of the budget at the end of a year, it shall be reviewed for possible disbursement of monies to areas of mission need.
- 4.20** Presbytery may authorize and maintain other Special or Capital funds. Interest earned by such funds shall be allocated to them proportionally at the end of each year. The committee or committees overseeing disbursement of such funds shall submit to the Business-Budget Committee for presentation to the Presbytery guidelines for their use. Gift, donations and offerings made to these funds shall be counted and deposited by two people or one bonded person.
- 4.30** Any income or gifts to the Presbytery designated for particular causes shall be expended only for those causes and carried over from year to year if necessary, unless permission otherwise is obtained from the donor.
- 4.40** The Business-Budget Committee shall report the year-end fund balances for all special and reserve funds and it shall be included with the docket for the March meeting of the Presbytery.

### **5.0 FINANCIAL AND ACCOUNTING PRACTICES**

- 5.10** Presbytery accounting and bookkeeping practices shall be recommended by the Business-Budget Committee. They shall conform to generally accepted accounting Principles and be designed to produce an economical and efficient audit.
- 5.20** The Business-Budget Committee shall arrange for an annual audit of all presbytery books by a Certified Public Accountant, to be completed by the June meeting of the Presbytery.

- 5.30** The Presbytery fiscal year shall be the same as the calendar year.
- 5.40** Organizations supported by the Presbytery of Central Nebraska (e.g. Hastings College, United Ministries in Higher Education, Interchurch Ministries of Nebraska, etc.) may solicit funds directly from individuals and churches of the Presbytery, keeping the Business-Budget Committee apprised of their activity. A committee of the Presbytery may seek additional funding from churches and individuals with the Presbytery after receiving approval from the Business-Budget Committee. Committees of the Presbytery may apply for grants to the Presbyterian Church (U.S.A.) or outside sources upon receiving permission from the Business-Budget Committee.
- 5.50** Presbytery funds may be commingled in deposit in order to earn maximum interest and give the greatest convenience for payments. The Business-Budget Committee shall direct the investment of monies not needed for cash flow. The total amount deposited in any one institution shall not exceed the Federal Deposit Insurance Corporation or Federal Savings and Loan Insurance Corporation insured limits. The Business-Budget Committee shall consider church-wide policies and recommendations on mission responsibility through investment.
- 5.60** The insurance policy of the Presbytery shall include the bonding of all persons who handle its money; property and vehicle coverage; and liability, in amounts deemed adequate by the Business-Budget Committee. Presbytery shall also provide Workers Compensation in accordance with state law.
- 5.70** Presbytery checks should be cashed within 30 days; after 90 days the recipient will be notified. Payment will be stopped on checks not cashed after one year.



# **FRAUD PREVENTION AND RESPONSE POLICY**

## **INTRODUCTION**

Fraud, embezzlement, or theft is not something that we want to associate with our churches. Unfortunately, a number of churches fall victim to these each year. We may never be able to completely prevent these from happening, but we can take steps to minimize the risk to our churches and to be prepared for action should it happen.

The most important step in fraud prevention is to put into practice steps to minimize the opportunities and to maximize the probability that a perpetrator will be caught. The next most important step is to publicize these practices so that everyone connected with church finances knows that we are serious about preventing fraud and serious about detecting it early if it does happen.

One of the problems that some churches have with instituting strict guidelines and enforcing them is they are afraid of offending people by implying that the church suspects them or doesn't trust them. Try to explain to all concerned that it's not a matter of trust, but we must follow practices so that no one has the opportunity to accuse them of wrongdoing. Even the apostle Paul touched on the importance of good church money management in 2 Corinthians 8:20-21: "Naturally we want to avoid the slightest breath of criticism in the distribution of their gifts, and to be absolutely above-board not only in the sight of God but in the eyes of men."

None of us wants to think of our members stealing. By having safeguards in place, we might prevent temptation from getting the better of a member, as well as defend against an allegation of impropriety. Such practices not only protect finances, but the people of our churches, allowing us to continue in faithful ministry.

## **POLICY**

**Taking collections**—once the collection is received, there will be at least two people in the presence of those receipts (preferably unrelated) at all times. Whenever the collections are taken from the sanctuary, whether immediately after a prayer or after the service is over, two people shall take the collections to a safe area and count it.

**Counting**—Two unrelated people shall be in charge of counting the receipts and making a list of those receipts. These records will be cross checked with the deposit record.

**Deposit**—The deposit will be placed behind two locks (a locked safe inside a locked office) until the deposit can be made at the bank.

Division of duties—The persons who count the offerings will not be the same person who makes the deposit. The person who makes the deposit will not be the same person who writes checks.

Disbursements—Two people will sign checks over \$1,000.

Writing checks—blank check stock will always be locked up. No checks will be issued without appropriate documentation. The Business Budget committee will authorize check signers.

Approval of payments—all payments will require an approval from someone other than the treasurer that writes and/or signs the checks. Approval of some regularly paid items (e.g. loan payments, payroll) will be in the form of an action by the Business-Budget committee. Everything else will be approved by someone unrelated to the check signer. This will be the committee chairperson, the General Presbyter, or the office manager, depending on the nature of the expense.

Account reconciliations—all bank accounts will be set up with our bank for statements based on the calendar month. Each bank statement will be opened by the office manager. This person will inspect the statement and check copies for anything that looks irregular. Each bank statement will be reconciled to the accounting records by the accountant within 30 days.

Backup copies—Backup copies of electronic files will be kept off site by the synod and the presbytery.

Petty cash—will be minimized to \$100 and will be reconciled to receipts monthly.

Audit—An annual audit/review of all financial records will be arranged for by the Business-Budget committee.

## **FRAUD RESPONSE POLICY**

Upon the allegation of theft or embezzlement—the presbytery through the chair of council, the general presbyter and the chair of business-budget appoint an investigating committee to:

- Gather evidence.
- Confront the suspect and inform that person that the church has evidence indicating he or she has embezzled church funds.
- Have a CPA conduct an audit.
- Contact the police or local prosecutor. This will be the case even if there is a confession to avoid such an action.

*Adopted June 27, 2009*

# INVESTMENT OF CASH ASSETS AND SPENDING POLICY

*The Presbytery of Central Nebraska*  
*June 27, 2015*

**Purpose:** The purpose of this policy statement is to provide guidelines on the investment of financial assets of the Presbytery. This policy shall not apply to funds that have been set up as a permanent fund at the Presbyterian Church (U.S.A.) Foundation.

**Objective:** Investment of long-term funds shall be in such a manner as to stress long-term total return (income and capital gains) that is consistent with a moderate amount of short-term risk of principal.

## POLICY

**Classification of Funds:** It is the responsibility of Presbytery Council, ordinarily upon recommendation from the Business and Budget Committee, to classify each fund as either short-term or long-term:

- Short-term funds are ordinarily of a nature that the principal amount is intended to be spent, along with any earnings that accumulate.
- Long-term funds are ordinarily of a nature that the principal amount is intended to be maintained at least five years and either only earnings will be spent or the earnings will accumulate for some purpose that is in the unforeseeable future. This is all of the New Covenant Fund investments.

## Classification of Funds:

- **Peacemaking Fund:** This fund is made up of a portion of the donations that are nationally promoted as the Peace and Global Witness Offering that are designated to be used within the Presbytery toward peacemaking ministries, e.g., conflict mediation and boundaries training. The funds, including principal, are intended to be spent. The Business & Budget committee will manage the disbursement of this fund.
- **Leadership Development Fund:** Each year up to 5% of this fund will be budgeted to provide assistance to the Presbytery of Central Nebraska (PCN) minister members, PCN inquirers, PCN candidates, employees of PCN, and personnel that are employed by a church of Presbytery of Central Nebraska. These funds can be used for individual leadership and professional growth, seminary assistance, and leadership events sanctioned by the Presbytery of Central Nebraska. Expenditures will be reviewed and recommended by either the Committee on Ministry or the Committee on Preparation for Ministry, or Council to Business & Budget for final authorization within budgeted guidelines. Additional funds may be allocated upon application to the presbytery. An application is required to apply for this fund.

- **Mission and Ministry Fund:** Each year up to 5% of this fund will be budgeted to provide assistance in developing new and/or redeveloping the ministries and missions of existing churches within the Presbytery of Central Nebraska, e.g., racial, technology, or outreach. These are only examples and this fund is not limited to them. Business & Budget will be authorized to approve requests up to \$2000. Additional funds may be allocated upon application to the presbytery. An application is required to apply for this fund.
- **Stuckey/Next Generation Fund:** Each year up to 5% of this fund will be budgeted for camp scholarships, youth retreats, leadership training, youth mission trips and national youth events, e.g., Youth Triennium. The purpose of this fund is to provide financial assistance to help develop and implement new ministry in the Presbytery of Central Nebraska. Business & Budget will be authorized to approve requests. Additional funds may be allocated upon application to the presbytery. An application is required to apply for this fund.

**Investment of Short-term funds:** The General Presbyter, in consultation with the chairperson of the Business and Budget Committee, may invest short-term cash assets in checking account(s), money market account(s), and/or certificates of deposit in national and state banks whose deposits are insured by the Federal Deposit Insurance Corporation (FDIC), savings and loan associations whose deposits are insured by the Saving Association Insurance Fund (SAIF), government (U.S. and/or state and municipal) securities, government agencies, high-grade government securities-based mutual funds, commercial paper (rated A-1 by Standard and Poor's and/or P-1 by Moody's), or the Presbyterian Church (U.S.A.) Investment and Loan Program, Inc.

**Investment of Long-term funds:** Long-term funds will be invested in the Presbyterian Church (U.S.A.) Foundation as authorized by the Presbytery Council's Business-Budget Committee. The Presbytery shall make every effort to follow the policies of the General Assembly regarding social responsibilities.

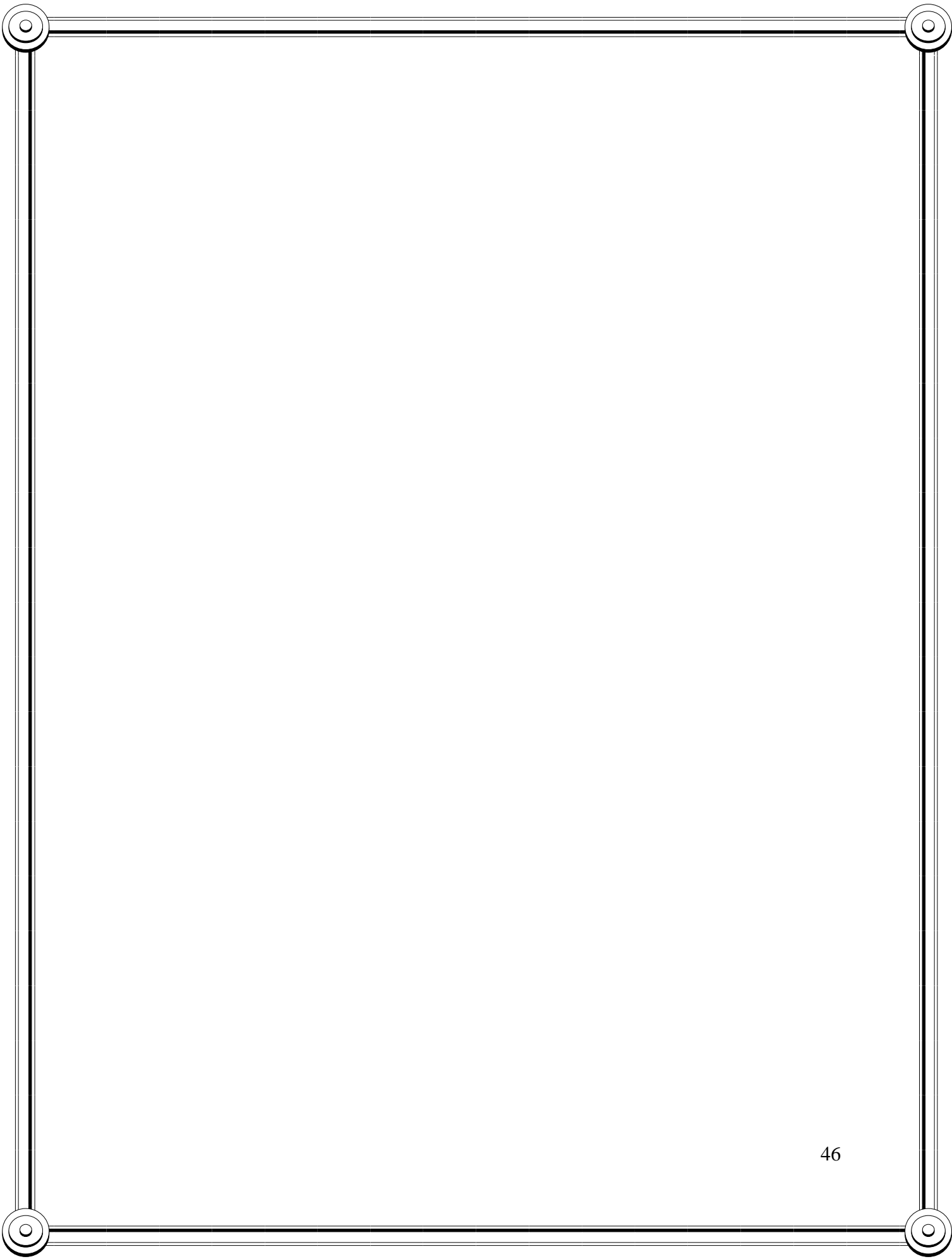
**Earnings – Short-term funds:** Interest earnings from short-term funds shall be allocated to the operating budget.

**Earnings – Long-term funds:** Dividends, interest, and/or capital gains for long-term funds shall be accumulated unless granted through the process provided.

**Spending formula:** Income and capital appreciation from long-term funds that intend to spend earnings may be used for the intended purposes at the rate of five percent annually of their average market value over the eight quarters immediately preceding the current year. The Bookkeeper, and/or the General Presbyter will report (as soon as practical after the beginning of the year) to the Business and Budget Committee. Business and Budget will notify the committee chairs funds that are available for use.

**Investment Review:** The investments will be reviewed every year by the Business & Budget committee at their first meeting. This review is to determine how and if funds are being used and invested wisely. This review will also determine if percentages and/or dollars need to be reallocated or investments need to change in order to continue the practice of being good stewards of presbytery dollars. A recommendation for any changes or for confirmation without changes will be made to the Presbytery Council and reported to the presbytery at its next regular meeting.

**Policy Review:** The Business and Budget Committee will review this policy at their first meeting of every even-numbered year. A recommendation for any changes or for confirmation of the policy without changes will be made to the Presbytery Council and reported to the presbytery at its next regular meeting.



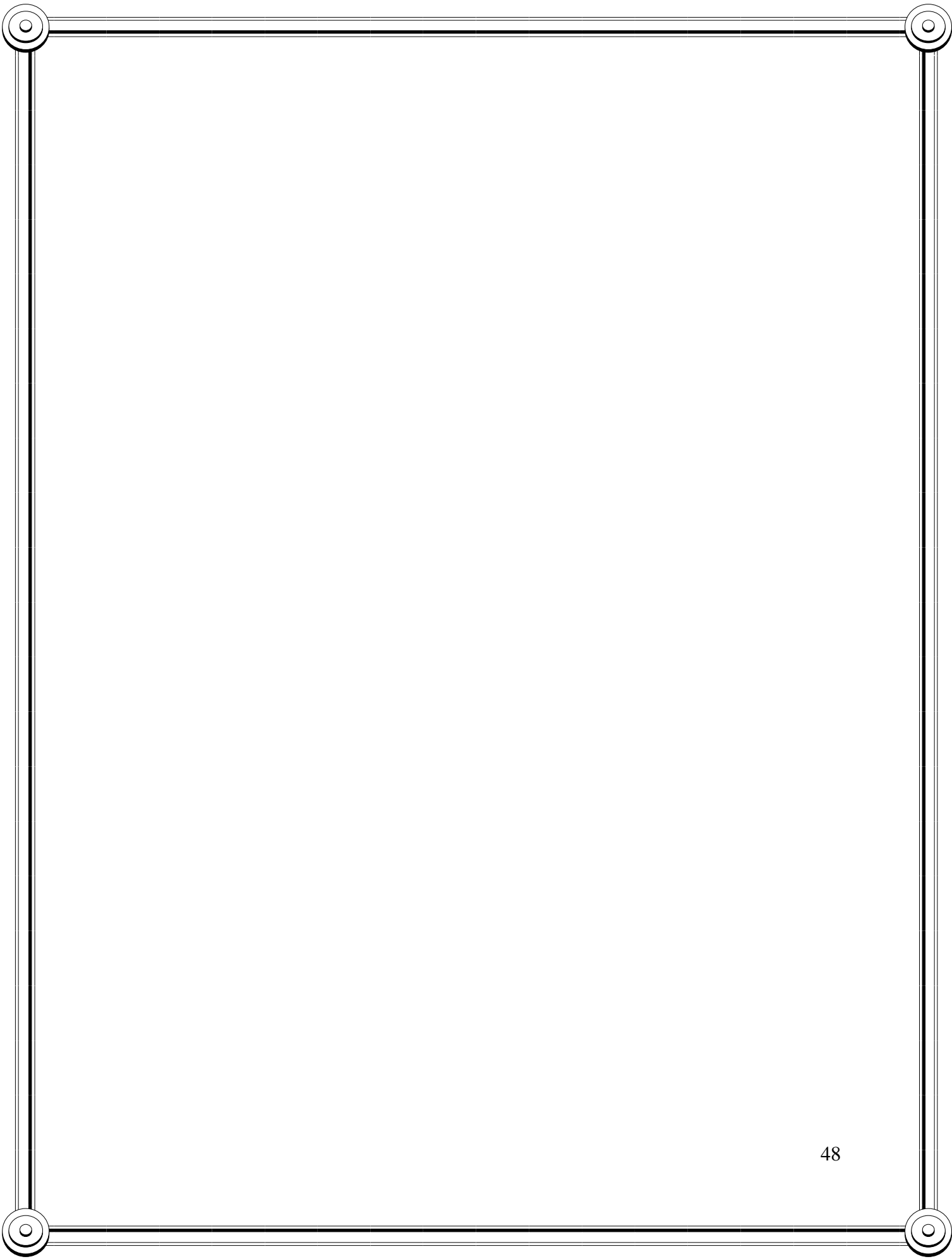


## **SECTION 6**

### **COMMITTEE ON MINISTRY**

- *Committee Organization*
- *Pastoral Ethics*
- *Churches in Conflict*
- *Temporary Pastoral Relationships Defined*
- *Interim Pastors*
- *Temporary Supply Pastors*
- *Stated Supply Pastors*
- *Lay Pastors*
- *Designated Pastors*
- *Parish Associate*
- *The Church During a Vacancy*
- *Pulpit Supply Guidelines*
- *Steps for the Call Process*
- *Welcoming New Pastors*
- *Triennial Visit Agenda*
- *Guidelines for Dissolving Congregations*
- *Guidelines for Dismissing Congregations*
- *Minister's Emergency Relief Fund*

## **MANUAL OF ADMINISTRATIVE OPERATIONS**





## **CANS AND CAN'TS**

### ***COMMITTEE ON MINISTRY***

#### **Preach**

- ❖ Minister of the church
- ❖ Church members invited by the session
- ❖ Lay pastors invited by the session
- ❖ People from the presbytery approved pulpit supply list
- ❖ Ministers and lay people of other denominations if they are approved by the presbytery - If they are to preach more than once a quarter they need to be interviewed by the Committee on Ministry if they are not already approved by the presbytery

#### **Moderate session and congregation**

- ❖ Minister of the church
- ❖ Lay pastor commissioned to the church
- ❖ Minister or Committee on Ministry member appointed by Committee on Ministry
- ❖ An elder member of session appointed by the minister

#### **Sacraments – baptism and the Lord's Supper**

- ❖ Minister of the church
- ❖ Lay pastor commissioned to the church
- ❖ Minister of the presbytery invited by the session
- ❖ Minister of another recognized denomination invited by the session
- ❖ An elder of the church trained and authorized to preside at the Lord's Table – the Lord's Supper only

#### **Weddings**

- ❖ Minister of the church
- ❖ Lay pastor commissioned to the church
- ❖ Minister of the presbytery invited by the session and pastor (if there is one)
- ❖ Minister recognized by the state invited by the session and pastor (if there is one)

#### **Funerals**

Anyone

# **COMMITTEE ORGANIZATION**

## *GUIDELINES FOR THE COMMITTEE ON MINISTRY*

### **ADMINISTRATIVE COMMITTEE**

Membership shall be the moderator, vice-moderator and secretary with the General Presbyter ex-officio.

#### **Duties**

- recommend moderator appointments in consultation with liaisons
- keep triennial visit and exit interview accountability records
- plan and prepare committee reports for presbytery
- propose annual minimum salary recommendations
- make changes in terms of call report in consultation with the General Presbyter
- make membership recommendations for non-parish ministers
- serve as the long range planning committee of the committee on ministry
- serve as keeper of the manual of operations

### **LIAISON JOB DESCRIPTION**

- ✓ Make a monthly call to each church or pastor assigned to them.
- ✓ Conduct Triennial Visits on a regularly scheduled basis
- ✓ Lead PNC's through the Call Process
- ✓ Conduct the One Year visit with new pastors
- ✓ Review and renew the commissioning of CLPs as prescribed in the Manual of Administrative Operations
- ✓ Help plan the commissioning service of the CLP in the local church
- ✓ Recruit the moderators for any vacant churches assigned to them
- ✓ Provide pastoral care for ministers in crisis in the churches assigned to them plus let the chairperson of COM and the Executive Presbyter know
- ✓ Review and approve Church Information Forms (chairs sign off)
- ✓ Be present for the pastor's annual compensation review
- ✓ Do the exit interview with the pastor when departing
- ✓ Do the exit interview with the session when the pastor departs
- ✓ Assist the session with the search for an interim pastor if desired
- ✓ Make conflict interventions as prescribed in the Manual of Administrative Operations
- ✓ Send a card to the pastors under their care for health, birthday, anniversary etc.

## Committee Standards

- We notify the chairperson when we cannot attend a meeting.
- We contact the pastor(s) or clerk of session of each church where we serve as liaison at least monthly alternating pastor(s) one month and clerk the next. It would be appropriate to let the pastor(s) know of COM procedures for continuing contact.
- We excuse ourselves from the meeting when we or the church where we belong becomes the business of the meeting.
- We always allow a member of the committee to speak before they excuse themselves from the meeting.
- As much as is practical and possible, we will not represent the presbytery with churches where we serve as pastor, are members, where we have strong family ties, or where the Lay Pastor of the church is a member of your church.
- As much as possible, parties or the designated representatives affected by decisions of the committee will be permitted to speak to the committee about the issues before the decision is made.
- No one will be expected to do committee work with churches without training or coaching being offered. Visitations should always be made with a partner.
- Don't assume that someone else has thought of it or is doing it. CALL.
- When we get a call about a church, we will always make sure they have talked to the liaison of the church first.
  - Procedure:
    - a. Ask the caller if they are a member of the session.
    - b. *Ask the caller if they have spoken to the offending party* (this was a procedural step added in 2008 that was not included when we met as a COM on Jan. 13 – if you dislike the inclusion of this step for 2009, please contact Matt Coplen)
    - c. Ask the caller if they have talked to the session and/or personnel.
    - d. Ask the caller if they have spoken with the COM liaison.
- We will notify the chairperson/s before the meeting of the committee when bringing business to the committee for action.

- When interviewing, remain considerate and non-confrontational. Respect differences in theology during the interview as long as the interviewee is within the Reformed tradition.
- If you know that one of your churches is having a special celebration, as liaison try to attend the function. If you plan on attending regular worship services, let the pastor know you are planning to be there.
- Speak and hear the truth in love.

# **PASTORAL ETHICS**

## ***A CODE OF ETHICS FOR MINISTERS OF THE PRESBYTERY OF CENTRAL NEBRASKA***

### **PREAMBLE**

All teaching elders and lay pastors have the responsibility assumed in their ordination vows or commission, to trust Jesus Christ as Savior, to acknowledge him Lord of all and Head of the Church, and to believe in one God, Father, Son, and Holy Spirit. They are further committed to obedience to Christ, under the authority of Scripture and guided by the Book of Order and Book of Confessions of the Presbyterian Church (U.S.A.). In their personal lives all teaching elders and lay pastors, acting as God's servants, follow the Lord Jesus Christ, love their neighbors, and work for the reconciliation of the world. In both their personal and professional lives they strive to further the peace, unity and purity of the Church, and serve society with honesty.

### **FUNDAMENTAL PRINCIPLES**

1. In all professional matters teaching elders and lay pastors shall maintain practices that give glory to Christ, advance the goals of the Church, and nurture, challenge and protect the welfare of church members, parishioners, clients and the public.
2. Teaching elders and lay pastors shall act in such a manner as to uphold and enhance the honor, integrity, morality and dignity of the profession.
3. Teaching elders and lay pastors shall limit their practice to those positions and responsibilities for which they are qualified.
4. Teaching elders and lay pastors shall conduct all professional matters in a manner that assures security and confidentiality and avoids conflicts of interest.
5. Teaching elders and lay pastors shall demonstrate respect, honesty and fairness when interacting with clergy colleagues and person in related professions.
6. Teaching elders and lay pastors shall maintain professional competency throughout their careers.
7. In personal as well as professional relationships teaching elders and lay pastors shall have honest and sincere motives, upholding the peace, unity and purity of the church and sharing faith, hope and love with all people.

## **GUIDELINES FOR ETHICS/BOUNDARIES TRAINING**

All teaching elders and lay pastors are required to present proof of participation in an ethics/boundaries event at least once every three years. If such proof is not provided that information will be shared with references calling to check on a candidate's suitability for a call. The presbytery's committee on ministry commits to providing such an event at least once every three years and will accept participation in an event sponsored by other entities.

## **GUIDELINES FOR THE APPLICATION OF THE TEACHING ELDERS AND LAY PASTORS CODE OF ETHICS**

The maintenance of high standards of professional competence is an ethical concern and is a responsibility shared by all teaching elders and lay pastors to give glory to Christ, advance the goals of the church and nurture, challenge and protect church members, parishioners and clients. Their practice of the profession will also seek to advance the profession itself.

- A. Teaching elders and lay pastors accurately represent their professional qualifications, education, training and experience in all contracts with the church and the public. Teaching elders and lay pastors are themselves responsible for correcting any misrepresentation.
- B. Teaching elders and lay pastors use their knowledge, skill, experience and their professional connections, for the benefit of the people and the institutions they serve and not secure unfair personal advantage. At no time should pastors use these connections for their personal financial advantage.
- C. Members of the profession limit their practice to those positions and responsibilities for which they are qualified and know when to make referrals if this is indicated in a particular case.
- D. Teaching elders and lay pastors avoid the disparagement of any person, and particularly of colleagues and other professionals.
- E. No teaching elder or lay pastor should accept any gift, favor or service from persons or businesses which seek to profit from the church, its committees or offices.
- F. Family members of the teaching elder or lay pastor should not normally serve in positions which evaluate the work, establish salary for, or supervise the work of the teaching elder or lay pastor.

## **PASTOR/CLIENT-PARISHIONER RELATIONSHIPS**

Teaching elders and lay pastors respect the integrity and protect the welfare of persons or groups with whom they are working, and have an obligation to safeguard information about them that has been obtained in the course of the counseling process.

- A. It is the duty of a teaching elder or lay pastor/pastoral counselor during the counseling process to maintain the relationship with the client on a professional basis.
- B. Teaching elder and lay pastor/pastoral counselors shall not engage in sexual misconduct, mental or physical abuse with their clients or any other persons.
- C. All personal communication from clients or parishioners is treated with professional confidence and confidentiality.

## **COLLEAGUE RELATIONSHIPS**

Teaching elders and lay pastors maintain a vital association with their profession colleagues and other colleagues in related professions – healthcare, social services, legal services and the like.

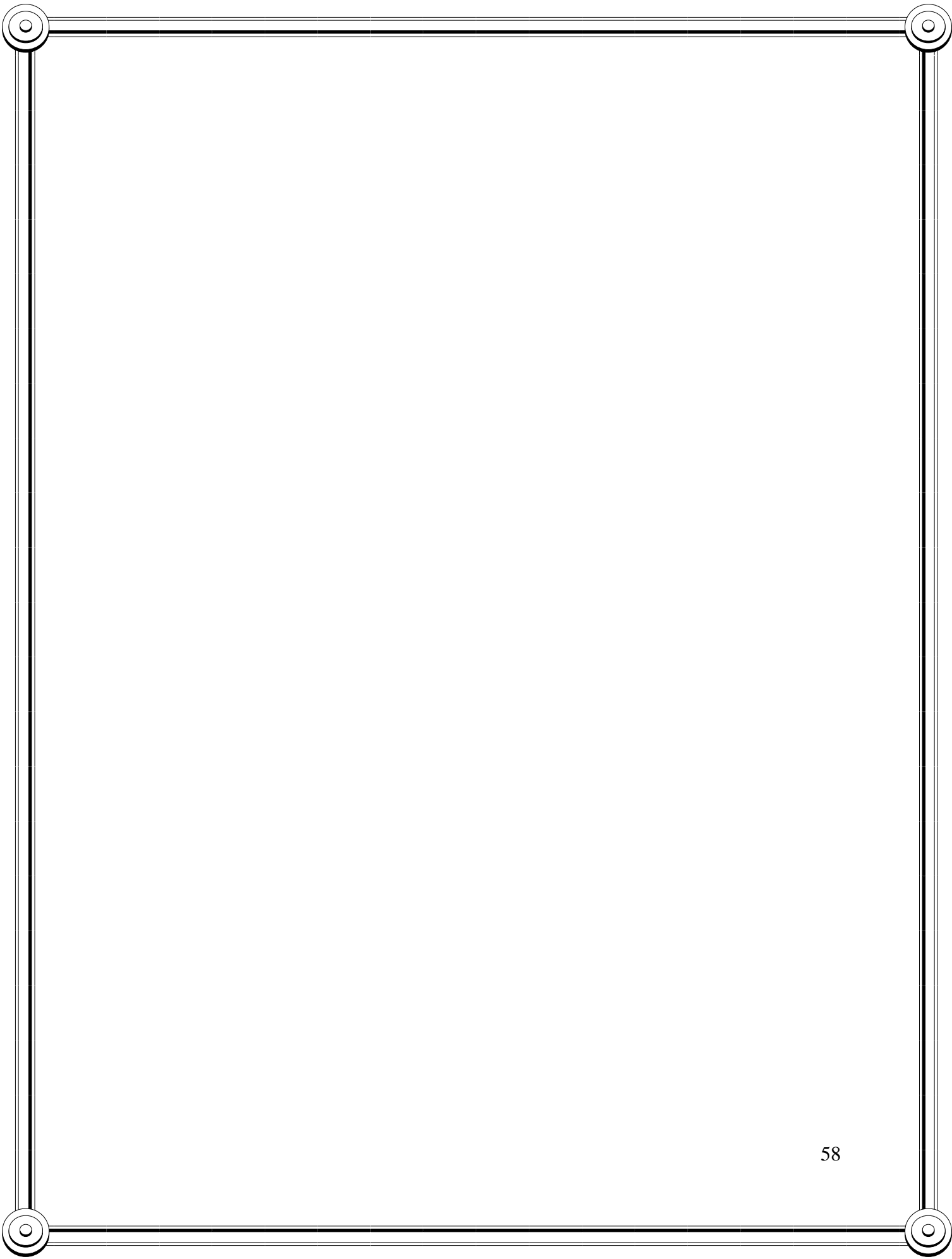
- A. In staff relationships, as in intra-church relationships, the objective is to work together with a spirit of cooperation in building up the whole church. Specific position descriptions are prepared to describe the responsibilities, accountabilities and interrelationships of all church staff. Teaching elders and lay pastors are to act with understanding toward one another, accept each other as persons, know and honor each other's position descriptions, respect the competencies of each other, offer constructive suggestions to one another, forgive misunderstandings and be tolerant of differences of opinion and style of operation.
- B. In pastoral calling and other home or hospital visiting, seeing one's own parishioners is the minister's responsibility. Ordinarily the teaching elder or lay pastor should not visit someone who is a member of another church unless some initiative comes from that person or from that person's minister. Professional courtesy suggests that if a minister does visit a parishioner from another church, the parishioner's own minister should be notified.
- C. When a teaching elder or lay pastor is called upon to officiate at a wedding, funeral or baptism for families who are not members of the minister's own congregation, the teaching elder or lay pastor should determine whether they are members of another church. If so, they should be urged to secure the services of their own minister. If that fails, the minister should seek to inform

their minister of the circumstances. In administering the sacraments, the minister will know and honor the provision of the Directory for Worship and the Form of Government as found in the Book of Order.

- D. When the relationship between a teaching elder or lay pastor and a congregation is dissolved, the teaching elder or lay pastor should announce publicly what that means, calling attention to the fact there will be another teaching elder or lay pastor to whom the people should give their loyalty and stating clearly that the departing teaching elder or lay pastor should not be called upon for pastoral services or ceremonies. Teaching elders who are elected as pastors emeritus or emerita should recognize that this is an honorary title only and carries no responsibilities or special privileges unless they are expressly stated by the session and approved by the presbytery (G-14.0605).
- E. The purpose of an interim pastor is to prepare a particular congregation for the coming of a new pastor. To this end, he/she will not seek to glorify him/herself or to mold loyalties to him/her, but rather to the church, which is Christ's body on earth. The interim pastor will not normally be a candidate for the pulpit which he/she serves as an interim supply pastor.
- F. When a teaching elder or lay pastor is called to another parish or retires, due care should be exercised not to influence, by direction or indirection, by spoken or written word, the selection of any successor or the policies of the successor. In addition, the departing pastor should avoid influencing the choice of the next moderator of the session or an interim supply pastor or the election of the Pastor Nominating Committee or its work. The pastor should be especially discreet when and if visiting in a former parish. In such cases, it would be proper to pay personal respects to the successor. Frequent visits to one's former parish should be avoided. If there is no supply pastor or no stated or temporary supply, the former pastor may serve as called upon and approved by the session and/or Committee on Ministry. At the coming of the new pastor, all professional relationships should be dissolved.
- G. An installed pastor or a supply pastor has the responsibility to be courteous to any predecessor. The years may have built up loyalties that are strong, and through the preceding minister may do everything possible to discourage a former parishioner from seeking his/her services, that parishioner may be quite persistent. If this happens, the former pastor should simply and courteously refuse the request and urge the parishioner to seek the current pastor's services. If, in unusual circumstances, the current minister chooses to invite a former minister to participate in some service, this should be completely on the initiative of the current pastor. Some careful flexibility in such matters may do more to move a congregation to accept a new pastor as their own than would "standing up for one's rights" as the installed teaching elder or commissioned lay pastor.



- H. The Committee on Ministry shall take appropriate steps to resolve any questions that may arise in these areas. The committee shall be open to communication at all times with the pastor, elders who are members of session and sessions of presbytery.



## Certificate of Completion

This is to certify that

Name of Participant

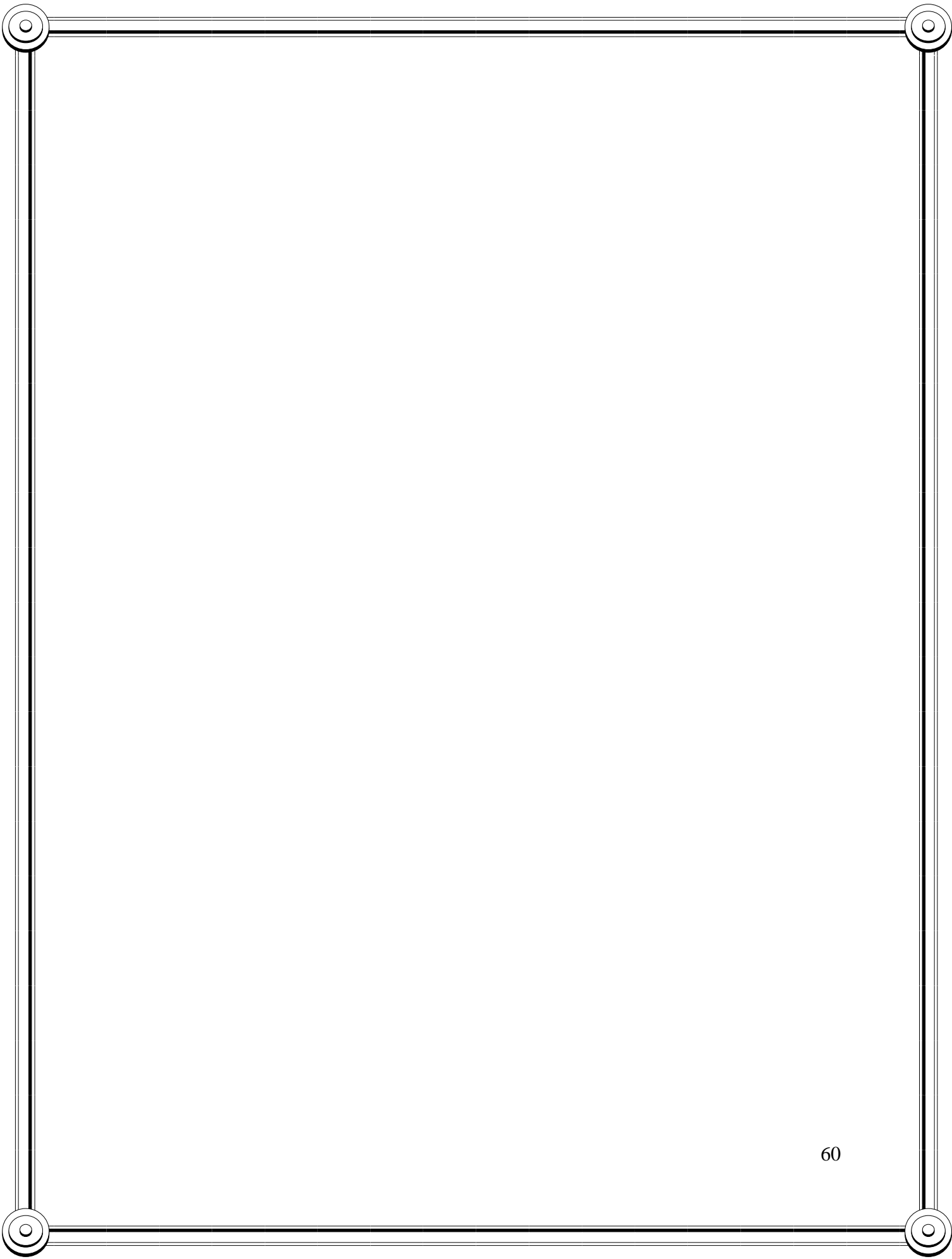
successfully completed the

### **ETHICS/BOUNDARIES EVENT**

Date

---

– General Presbyter



# **CHURCHES IN CONFLICT**

## ***GUIDELINES FOR THE COMMITTEE ON MINISTRY***

The Presbytery of Central Nebraska cares deeply about the welfare of its ministers and congregations. The Committee on Ministry's goal is to support the congregations of the presbytery in doing the work of Christ effectively.

From time to time the Committee on Ministry is made aware of difficulties in congregations. When requested by a pastor or elders of the congregation, the Committee on Ministry will work with all parties in the following manner:

- ❖ Within one week of having received a written invitation from the pastor(s) or any elder of the congregation in active service, the Committee on Ministry through its liaison, will contact the pastor or clerk of session. When there is a Personnel Committee, the Committee on Ministry liaison may choose to make the initial contact through that committee.

If it is deemed necessary the Committee on Ministry will invite members of the presbytery's trained mediation team to make an intervention using the procedure that follows.

### **COMMITTEE ON MINISTRY LISTENING PROCEDURE**

Two teams of two people are appointed by the committee on ministry to conduct listening sessions with members of the church and other appropriate parties. Listening sessions are then scheduled to meet with as many people as possible.

### **THE LISTENING SESSION**

People are encouraged to share the following with the team.

- What are the things they felt the church was doing well?
- What are the concerns they had for the church?
- What has their experience been with the pastor?
- What would you suggest as a solution to the problem?

Responses are recorded and collated by the two teams and they begin to brainstorm further interventions for the good of the church and the pastor.

Recommendations are created for the pastor. The teams then meet with the pastor to go over the concerns and share the recommendations.

Recommendations are created for the session. The teams meet with the session to report the concerns and share the recommendations. Such recommendations and their actions by the session should be communicated with the congregation. If there is a recommendation concerning dissolution of the pastoral relationship the session should take action to call a congregational meeting for such purpose.

## **CONFIDENTIALITY AND DISCLOSURE**

The Committee on Ministry representatives will as much as possible attempt to keep confidential the information shared with them as well as the names of those who shared it. There may, however, be circumstances that require the sharing of information. It is important to remember that the Committee on Ministry is directed by the Constitution of the Presbyterian Church (USA) to seek the good of the greater church. Therefore, if it is required by the laws of the State of Nebraska or if it is determined to be for the greater good of the church, information may need to be shared. Even when information is shared the representatives of the Committee on Ministry will attempt to hold in confidence the name(s) of those who have shared the information.

## **TERMINATION PROCESS**

A. If the pastor and the session decide that it is in the best interest of all parties to terminate the pastoral relationship, the session, including the pastor and representatives of the Committee on Ministry or its appointed Listening Team will begin working on a dissolution package agreeable to all parties. If an agreement cannot be reached, a second meeting will be held within one week to finalize the package. If an agreement still cannot be reached, the pastor, members of session, and representatives from the Committee on Ministry shall attend a called meeting of the Committee on Ministry. If an agreement can still not be reached, the Committee on Ministry will recommend a dissolution agreement with rationale to the presbytery.

## **MINIMUM DISSOLUTION PACKAGE**

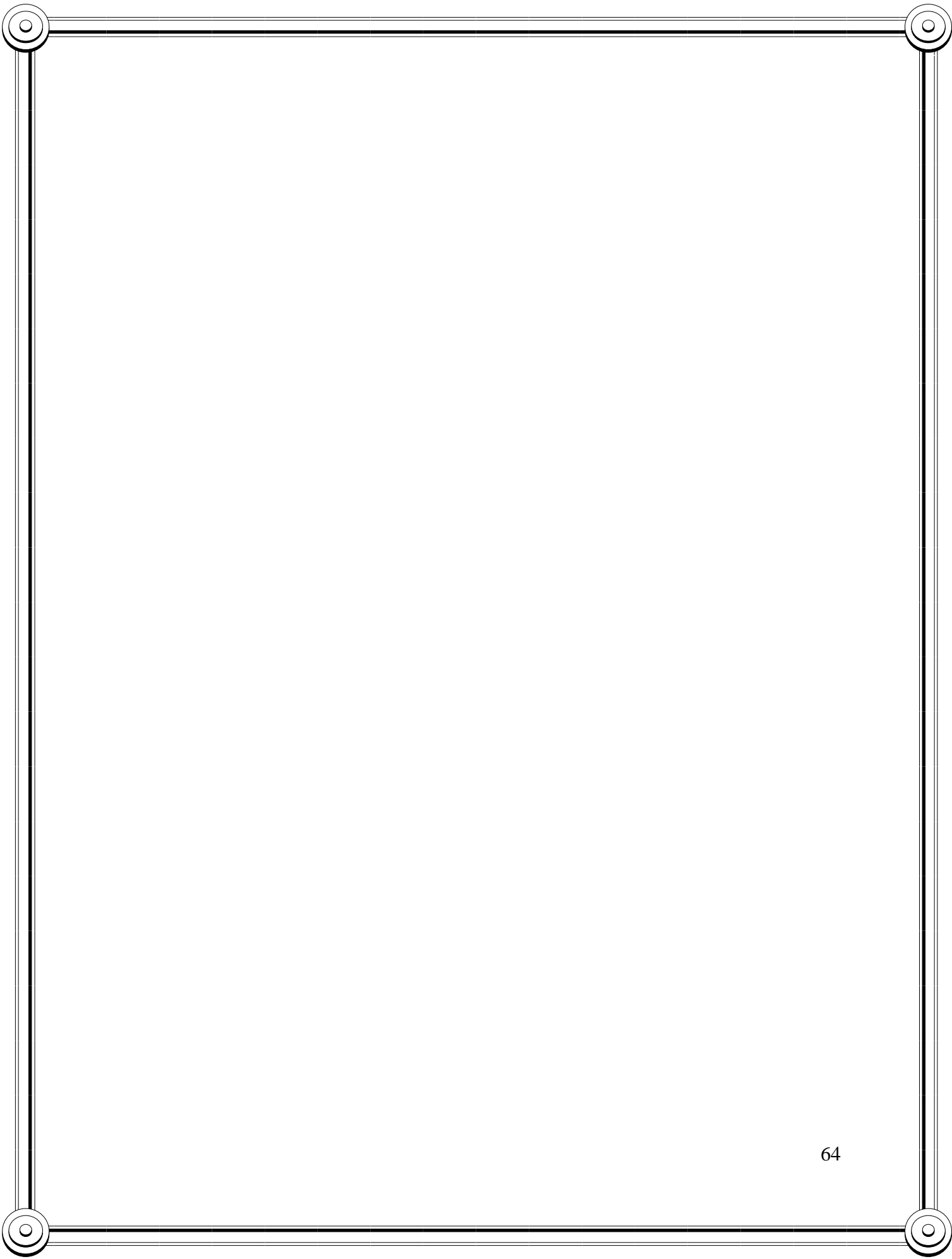
1. Three (3) months salary. Since ministers do not qualify for unemployment compensation, this agreement will allow for a continuation of salary, housing and Pension Fund payments for a period of at least three (3) months and not more than a year with a normal package being six (6) months.
2. Three (3) months continuation of current housing arrangement or comparable alternative.
3. Full Pension.

## **OTHER PROVISIONS OF THE AGREEMENT**

4. The church does not reimburse professional expenses.
5. The pastor pays for long distance calls.
6. During this three (3) month period the pastor does not perform pastoral duties.
7. Financial payments and housing arrangements are discontinued, if the pastor receives a call to a new full-time church position or finds other suitable full-time employment.

\* An outline of an appropriate dissolution agreement can be found at the end of this document.

- B. At the session meeting where an agreement on the dissolution package is reached, the session will call a special meeting of the congregation for the purpose of taking action on the agreement. This meeting should not take place earlier than two (2) weeks after the session meeting (see Book of Order).
- C. The congregation votes on the dissolution agreement.
- D. After the vote of the congregation, the Committee on Ministry makes a recommendation to the presbytery at its next Stated Meeting, or for purposes of timeliness a special meeting of presbytery may be called, concerning the suitability of the dissolution agreement.
- E. The dissolution agreement begins becomes effective the day of the month agreed to in the dissolution agreement.
- F. The Committee on Ministry will continue to work with the congregation and the pastor to bring wholeness and healing.





# TERMS OF DISSOLUTION BETWEEN

\_\_\_\_\_  
(minister)

\_\_\_\_\_  
*PRESBYTERIAN CHURCH of*

\_\_\_\_\_, *NEBRASKA*

*and THE PRESBYTERY OF CENTRAL NEBRASKA*

We, the members of the session of the \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_, Nebraska, agree to request dissolution of the pastoral relationship with the Rev. \_\_\_\_\_.

## 1. Terms of Dissolution by the Congregation

- A. Salary - \_\_\_\_\_ months at an annual rate of \$ \_\_\_\_\_
- B. Free use of the Manse for \_\_\_\_\_ months or  
Housing Allowance - \_\_\_\_\_ months at an annual rate of \$ \_\_\_\_\_
- C. Utilities to be paid
- D. Full Pension on the above
- E. Any special financial arrangements to be paid in a lump sum or over a period of time.

## 2. Terms of Dissolution by the Pastor

- A. It shall be the responsibility of the Pastor to make full payment for all loans with the church or presbytery.
- B. It shall be the responsibility of the Pastor to pay in full outstanding bills incurred while serving the church.

## 3. Time and Date of Dissolution

- A. The pastoral relationship shall end on \_\_\_\_/\_\_\_\_/\_\_\_\_. This date will be set by action of the congregation and approved by the presbytery.

## 4. Other Terms of this Agreement

- A. It is understood that all benefits for \_\_\_\_\_ will be discontinued at any time before the date of dissolution, should he/she receive another call for full-time employment.

We the undersigned have negotiated this agreement in good faith and have every intention of being faithful in fulfilling it.

Clerk of Session (signature)\_\_\_\_\_Date\_\_\_\_\_

Pastor (signature)\_\_\_\_\_Date\_\_\_\_\_

COM Chairperson (signature)\_\_\_\_\_Date\_\_\_\_\_

# TEMPORARY PASTORAL RELATIONS

## Temporary Pastoral Relations

When a church does not have a pastor, or while the pastor is unable to perform her or his duties, the session should obtain the services of a minister approved by the Committee on Ministry in a temporary pastoral relation. When a congregation employs more than one pastor, or a pastor and one or more associate pastors, and there is a vacancy in one of these positions, it may obtain the services of a minister in a temporary pastoral relation. No formal call shall be issued by the congregation and no formal installation shall take place. Temporary pastoral relations are those of stated supply, interim pastor, interim co-pastor, interim associate pastor, temporary supply, or organizing pastor:

- a. A **STATED SUPPLY** is a teaching elder appointed by the presbytery, after consultation with the session, to perform the functions of a pastor in a church which is not seeking an installed pastor. The relation shall be established only by the presbytery and shall extend for a period not to exceed twelve months at a time. A stated supply shall not be reappointed until the presbytery, through its committee on ministry, has reviewed her or his effectiveness. A stated supply may, with presbytery's approval, serve as moderator of the session.
- b. An **INTERIM PASTOR** is a teaching elder invited by the session of a church without an installed pastor to preach the Word, administer the Sacraments, and fulfill pastoral duties for a specified period not to exceed twelve months at a time, while the church is seeking a pastor. An **INTERIM CO-PASTOR** is a minister invited by the session of a church without an installed co-pastor which had a co-pastor model which was in effect for at least three years and where the congregation desires to continue such a model of permanent ministerial relationship, to preach the Word, administer the Sacraments, and fulfill pastoral duties for a specified period not to exceed twelve months at a time, while the church is seeking a co-pastor. The session may not secure or dissolve a relationship with an interim pastor or interim co-pastor without the concurrence of the presbytery through its committee on ministry. A teaching elder will normally not be called to be the next installed pastor, co-pastor, or associate pastor of a church serves as interim pastor or interim co-pastor.
- c. An **INTERIM ASSOCIATE PASTOR** is a teaching elder invited by the session to serve in this position while the church is seeking a new associate pastor or is seeking a pastor to serve as co-pastor in accord with G-6.0202. The session may not secure or dissolve a relationship with an interim associate pastor without the concurrence of the presbytery through its committee on ministry. An interim associate pastor shall serve for a specified period not to exceed twelve months at a time and will normally not be called to be the next installed pastor or associate pastor of a church served as interim associate pastor. Such a call can happen only by a three-fourths vote of the presbytery.

- d. A **TEMPORARY SUPPLY** may be a teaching elder, a candidate, a commissioned lay pastor, or an elder secured by the session to conduct services when there is no pastor or the pastor is unable to perform pastoral duties. The session shall seek the counsel of presbytery through its committee on ministry before securing a temporary supply. A temporary supply will normally not be called to be a pastor or associate pastor of a church served as temporary supply, except by a three fourths vote of presbytery. A presbytery may choose to shorten or cancel the six-month interval if it is determined to be in the best interest of the congregation.
- e. When a church is without a pastor or when the pastor is unable to perform pastoral duties, the session, after obtaining the approval of the presbytery having jurisdiction over the church through its committee on ministry, may secure the services of an inquirer or candidate to serve as temporary supply. Appropriate guidance and supervision for such an inquirer or candidate serving as temporary supply must be assured by the presbytery having jurisdiction over the church and approved by the inquirer's or candidate's committee on preparation for ministry.

## **MINISTERS OF OTHER CHURCHES**

Ordained ministers of other Christian churches may be employed by the session of a particular church in a temporary pastoral relationship, provided that such ministers present to the presbytery credentials of good standing in the ecclesiastical body to which they belong, and provided that presbytery gives its approval to the temporary pastoral relationship.

## **DISSOLUTION OF PASTORAL RELATIONS**

The pastoral relationship between a pastor, associate pastor, and a church may be dissolved only by presbytery.

## **REQUEST BY MINISTER**

The minister may request the presbytery to dissolve the pastoral relationship. The minister must also state her or his intention to the session. In the case of a pastor or associate pastor, the session shall call a congregational meeting to act upon the request and to make recommendations to presbytery. The presbytery may grant authority to its committee on ministry to dissolve the pastoral relationship and to inform the presbytery in cases in which the congregation and the pastor concur. If the congregation does not concur, the presbytery shall hear from the church, through the congregation's elected commissioners, the reasons why the presbytery should not dissolve the pastoral relationship. If the church fails to appear, or if its reasons for retaining are judged

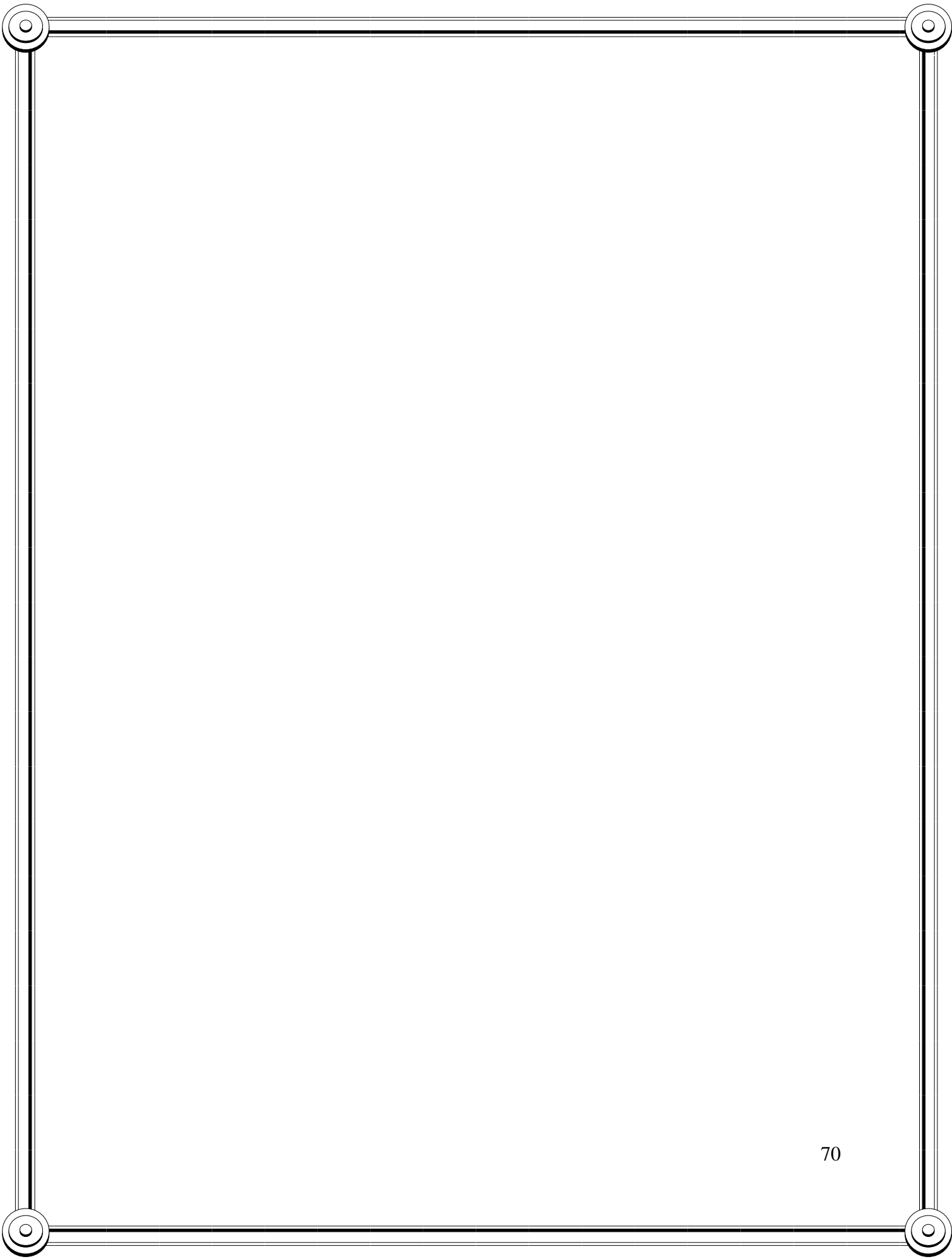
insufficient, the request of the minister may be granted and the pastoral relationship dissolved.

### **REQUEST BY CONGREGATION**

If any church desires the pastoral relationship to be dissolved, a similar procedure shall be observed. A congregation, after a duly called congregational meeting, may request presbytery to dissolve its relationship with a pastor. The pastor shall moderate the congregational meeting unless he or she deems it to be impractical. The presbytery may grant authority to its committee on ministry to dissolve the relationship and to inform the presbytery in cases in which the pastor and the congregation concur. If the pastor does not concur, the presbytery shall hear from him or her reasons why the presbytery should not dissolve the relationship. If the pastor fails to appear, or if the reasons for maintaining the relationship are judged insufficient, the relationship may be dissolved.

### **OFFICIATE BY INVITATION ONLY**

Former pastors and associate pastors may officiate at services for members of a particular church, or at services within its properties, only upon invitation from the moderator of the session or, in case of the inability to contact the moderator, from the clerk of session.



# INTERIM PASTORS

An **INTERIM PASTOR** is a minister invited by the session of a church without an installed pastor to preach the Word, administer the Sacraments, and fulfill pastoral duties for a specified period not to exceed twelve months at a time, while the church is seeking a pastor. The session may not secure or dissolve a relationship with an interim pastor without the concurrence of the presbytery through its committee on ministry. A minister may not be called to be the next installed pastor, co-pastor, or associate pastor of a church served as interim pastor.

## STEPS FOR INTERIM PASTOR SEARCH

1. Session determines it wishes to search for an interim pastor
2. Session appoints an interim pastor search committee
3. Interim pastor search committee creates job description, goals and establishes salary range for the interim pastor
4. Interim pastor search committee advertises for the position
  - Association of Presbyterian Interims
  - Neighboring presbyteries
  - Church Leadership Connection
  - Names from Congregation members
  - In the Presbytery of Central Nebraska and neighboring presbyteries by calling the Executive of those presbyteries
5. Reference checks for potential candidates (see manual page    )
  - See reference process attached
  - Secondary references
  - Executive Presbyter and Committee on Ministry reference calls are made prior to the COM interview
6. Potential Candidates are interviewed
  - See interview guidelines attached
  - When final candidate of the committee is selected schedule COM
7. Committee on Ministry interviews interim candidate
  - If the interim candidate is not a member of the presbytery a criminal background check will be conducted before the Committee on Ministry approves the covenant
  - Executive Presbyter and Committee on Ministry reference calls are made prior to the COM interview
8. Session interviews interim candidate and votes to hire

If the interim candidate is not a member of the presbytery the committee needs to clarify the intention of the candidate to either transfer their membership or labor within the bounds

9. Session and candidate sign contract (see manual page 88)  
Form is available on the presbytery website



# THE PRESBYTERY OF CENTRAL NEBRASKA INTERIM PASTOR COVENANT

## BETWEEN

\_\_\_\_\_ and \_\_\_\_\_  
(church) (minister)

### I. Length of relationship

With the concurrence of the Committee on Ministry employment begins on \_\_\_\_/\_\_\_\_/\_\_\_\_ and ends on \_\_\_\_/\_\_\_\_/\_\_\_\_. The terms of the covenant with the concurrence of the Committee on Ministry may be extended if mutually agreeable to both parties. The term of the covenant will not exceed twelve months at a time.

### II. Interim pastor's responsibilities

By mutual agreement between the interim pastor and the session with the concurrence of the Committee on Ministry the interim pastor will assume the following responsibilities:

	Priority Rank
A. Worship preparation and leadership	_____
B. Pastoral care and visitation	_____
C. Developmental Needs of Congregation	_____
D. Administration	_____
E. Education Ministry	_____
F. Special Ministries (identify)	_____

### III. Session's responsibilities

A. Compensation: The compensation of an Interim Pastor is a matter of agreement among the session, the Interim Pastor, and the presbytery's Committee on Ministry. A full-time Interim Pastor should be paid what his/her predecessor was paid. Compensation for a less-than-full-time position should be prorated. Medical/pension dues are paid by the church. Should there be a move to the field involved, the church should pay moving expenses in full. The session agrees to the following terms:

Cash Salary (annual)	\$_____
Manse or Housing (annual)	\$_____

Travel (vouchered) \$ \_\_\_\_\_

Pension/Medical Benefits \$ \_\_\_\_\_

Continuing Education \$ \_\_\_\_\_

Other (identify) \$ \_\_\_\_\_

Study leave should be granted at one week per six months with emphasis on attending Interim Ministry seminars if not previously attended.

Vacation accumulates at the rate of 2 ½ days per month.

B. Prayer: Session members agree to pray for the Interim Pastor regularly and to encourage the congregation to do likewise.

C. The session shall continue to fulfill all duties assigned it by the Book of Order.

D. The Interim Pastor and the session shall work toward: 1) coming to terms with the history of the congregation; 2) discovering a new identity for the congregation; 3) re-thinking denominational ties; 4) facilitating shifts of power in the congregation; and 5) committing to new leadership and future.

#### **IV. Review, amendment and cancellation**

By mutual agreement, this contract may be extended beyond the dates described after a review by the session, or its personnel committee, the Committee on Ministry liaison and the Interim Pastor. A new covenant is to be approved by the Committee on Ministry.

Either party to this covenant promises to provide the other at least 30 days written notice of dissolution of the relationship. The approval of a call to a candidate to be installed by the presbytery shall also constitute written notice. In the event of cancellation by the session, the session agrees to pay salary and pension and medical dues until the Interim Pastor commences another call, or for 60 (can be negotiated) days, whichever comes first.

In the event of termination of this covenant by either party the unpaid balance of this contract shall not be paid or owed by the church except as stipulated above.

#### **V. Search and Call of a Pastor**

The parties to this covenant acknowledge that the Interim Pastor is normally not a candidate for the position of Pastor and the Congregation through its Pastor Nominating Committee assumes complete responsibility for the search for and calling of a Pastor. The Interim Pastor may, upon request, provide counsel to the process for the Pastor Nominating Committee, but shall not recommend persons for consideration or make an evaluation of candidates. The Interim Pastor may upon request be a mission study

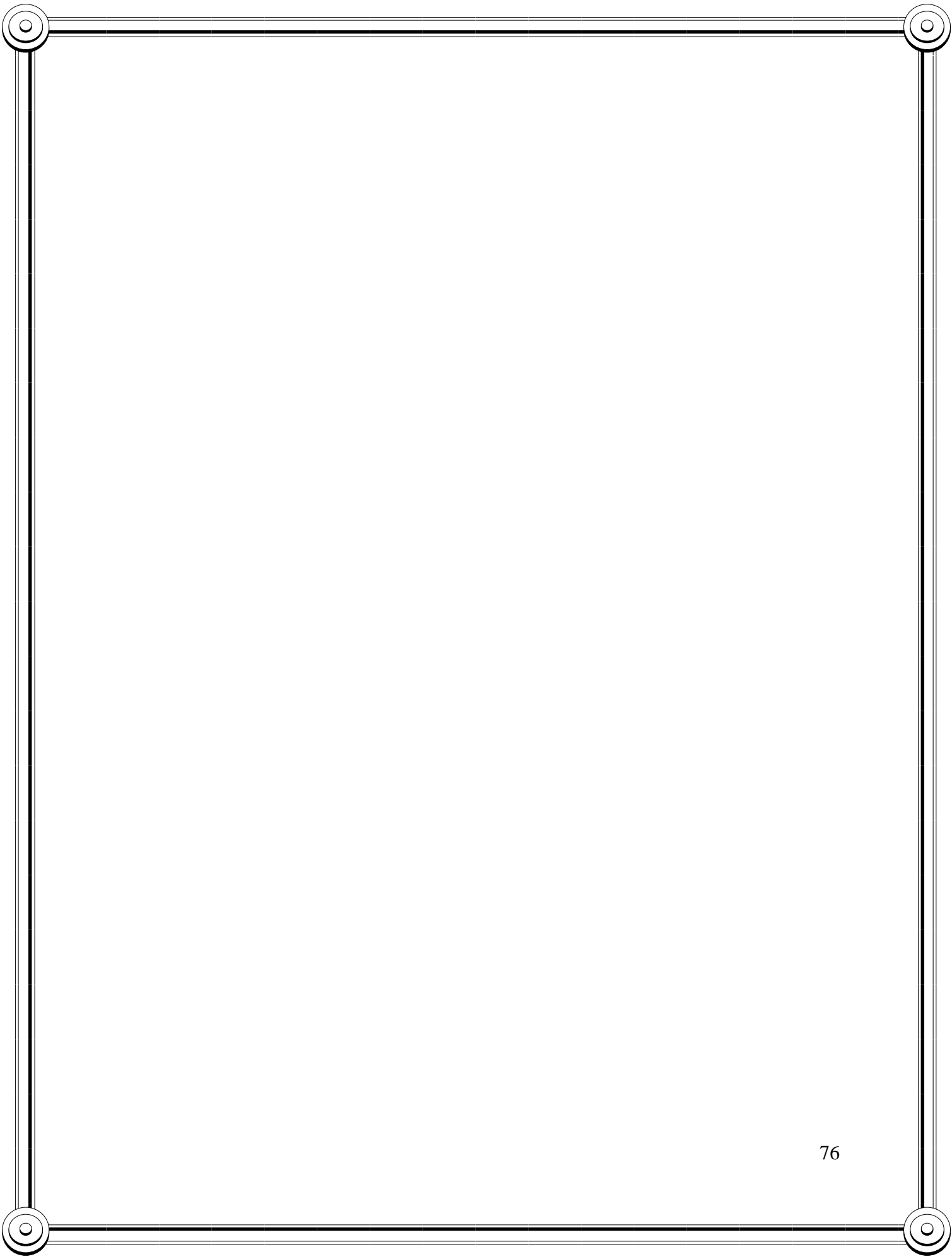
consultant and serve as a consultant in preparation of the Church Information Form. The Interim Pastor will make arrangements with the Pastor Nominating Committee chairperson to report to the session and congregation.

**VI. Signatures**

Interim Pastor (signature)\_\_\_\_\_date\_\_\_\_\_

Clerk of Session (signature)\_\_\_\_\_date\_\_\_\_\_

COM chairperson (signature)\_\_\_\_\_date\_\_\_\_\_



## LITANY OF WELCOME FOR INTERIM

A church family is constantly changing. Loved ones come to the end of their lives. Individuals come and go in our church life. It is important and right that we recognize these times of passage, of endings and beginnings. Today we share the time of welcome with Pastor \_\_\_\_\_ whose time as our interim pastor/transition specialist begins.

Leader: Pastor \_\_\_\_\_, in the presence of this congregation will you commit yourself to this new trust and responsibility, and promise to discharge your duties in harmony with the constitutions of the church?

Pastor: I will, and I ask God to help me.

Leader: Will you love, serve and pray for these people of God, nourishing them with the Word and Holy Sacraments and lead them forward during this important time of change?

Pastor: I will, and I ask God to help me.

Leader: Will you lead this people of God in giving faithful witness to the word and making known the love of God through loving service among themselves and in this community?

Pastor: I will, and I ask God to help me.

Leader: Almighty God, who has given you the will to do these things, give you the power of his Spirit so that you may perform them with strength and compassion.

Congregation: Amen.

Leader: I ask all of you, now, people of this congregation, will you receive this messenger of Christ, Pastor \_\_\_\_\_, who continues the work of bringing the Gospel of hope and salvation? Will you regard him/her as a fellow servant of Christ and work with him/her in the ministry of this congregation?

Congregation: We will.

Leader: Will you pray for him/her and honor him/her for his/her work's sake and in all things strive to live together in the peace and unity of Christ?

Congregation: We will.

Leader: By your statements of commitment and the affirmation of this congregation, we welcome you as interim pastor/ transition specialist of this congregation in the name of the Father and of the Son and of the Holy Spirit. Amen.

## LITANY OF FAREWELL FOR END OF INTERIM

Leader: A church family is constantly changing. Loved ones come to the end of their lives. Individuals and families come and go in our church life. It is important and right that we recognize these times of passage, of endings and beginnings. Today we say farewell to Pastor \_\_\_\_\_, whose time as our interim pastor has come to an end.

Pastor: I thank \_\_\_\_\_ Church, its members and friends, for the love, kindness, and support shown me these last \_\_\_\_\_ months. I thank you for accepting my leadership. I recall with joy the many things we have been able to accomplish together and with sadness the things we were not able to do. I ask your understanding and forgiveness for the mistakes I made and for the times I let you down.

Congregation: We receive your thankfulness, and we offer our forgiveness for any failures. We accept that you now leave us to minister elsewhere. Your influence on us will not leave us, even though you depart from us. We express gratitude for your time among us and ask for forgiveness for our shortcomings and sometimes flagging faith.

Pastor: I forgive you your failures and accept your gratitude, trusting that our time together and our parting are pleasing to the Christ we are called to serve.

Leader: Do you, the members and friends of \_\_\_\_\_ Church, now release Pastor \_\_\_\_\_ from the duties of interim pastor?

Congregation: We do, with the help of God

Leader: Do you, Pastor \_\_\_\_\_, release \_\_\_\_\_ Church from turning to you and depending on you?

Pastor: I do, with the help of God.

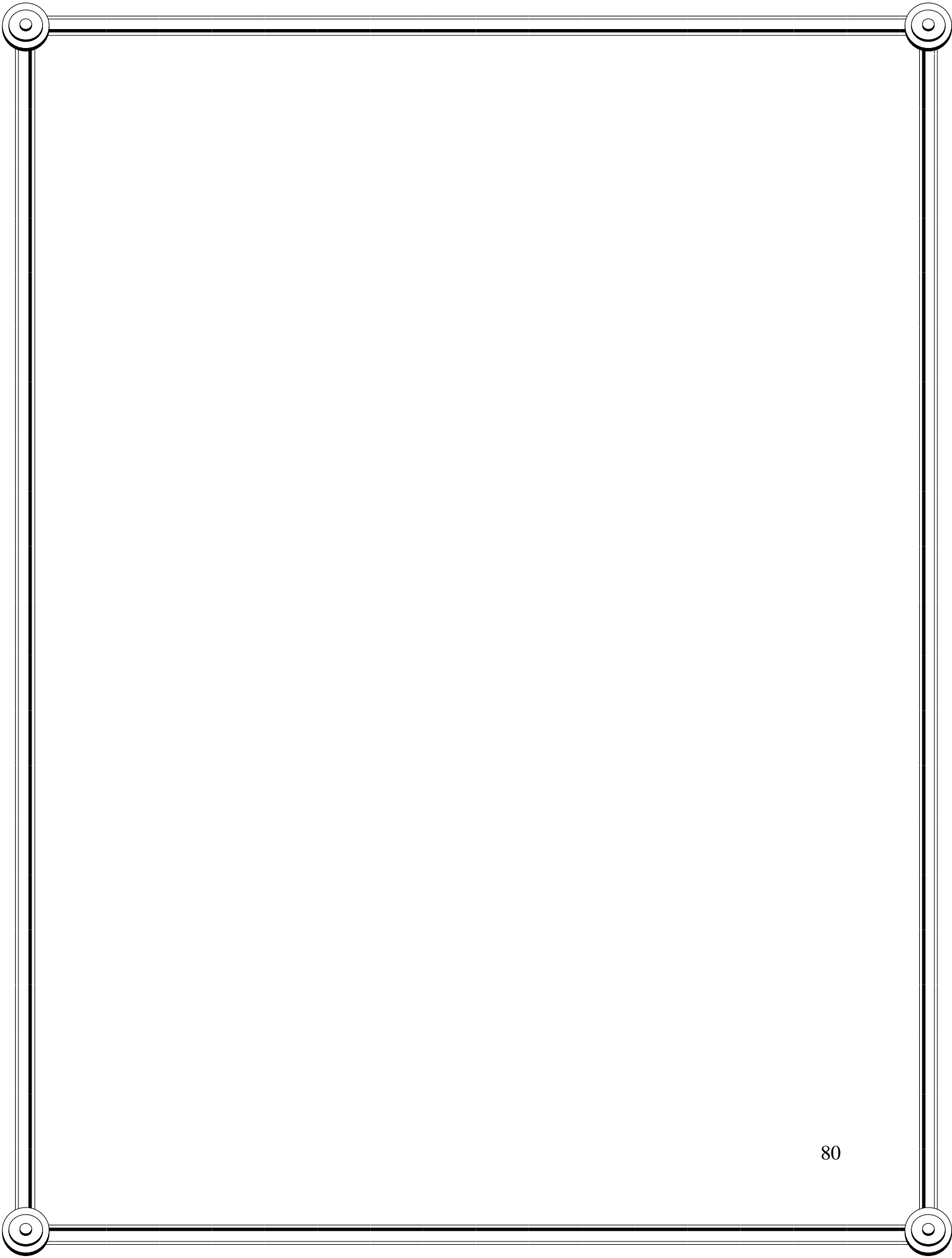
Leader: Do you offer your encouragement for the continued ministry here at \_\_\_\_\_ Church?

Pastor: I do, with the help of God.

Leader: Let us pray.

Congregation: God, whose everlasting love for all is trustworthy, help each of us to trust the future, which rests in your care. During our time together, we have experienced laughter and tears, hopes and disappointments. Guide us as we carry these cherished memories with us in new directions until the time when we are completely one with you and one another. In the name of Jesus Christ, we pray. Amen.

Leader: Go, now, Pastor \_\_\_\_\_, surrounded by our love and led by the promises of God, the presence of Jesus Christ, and the guidance of the Holy Spirit. Amen.



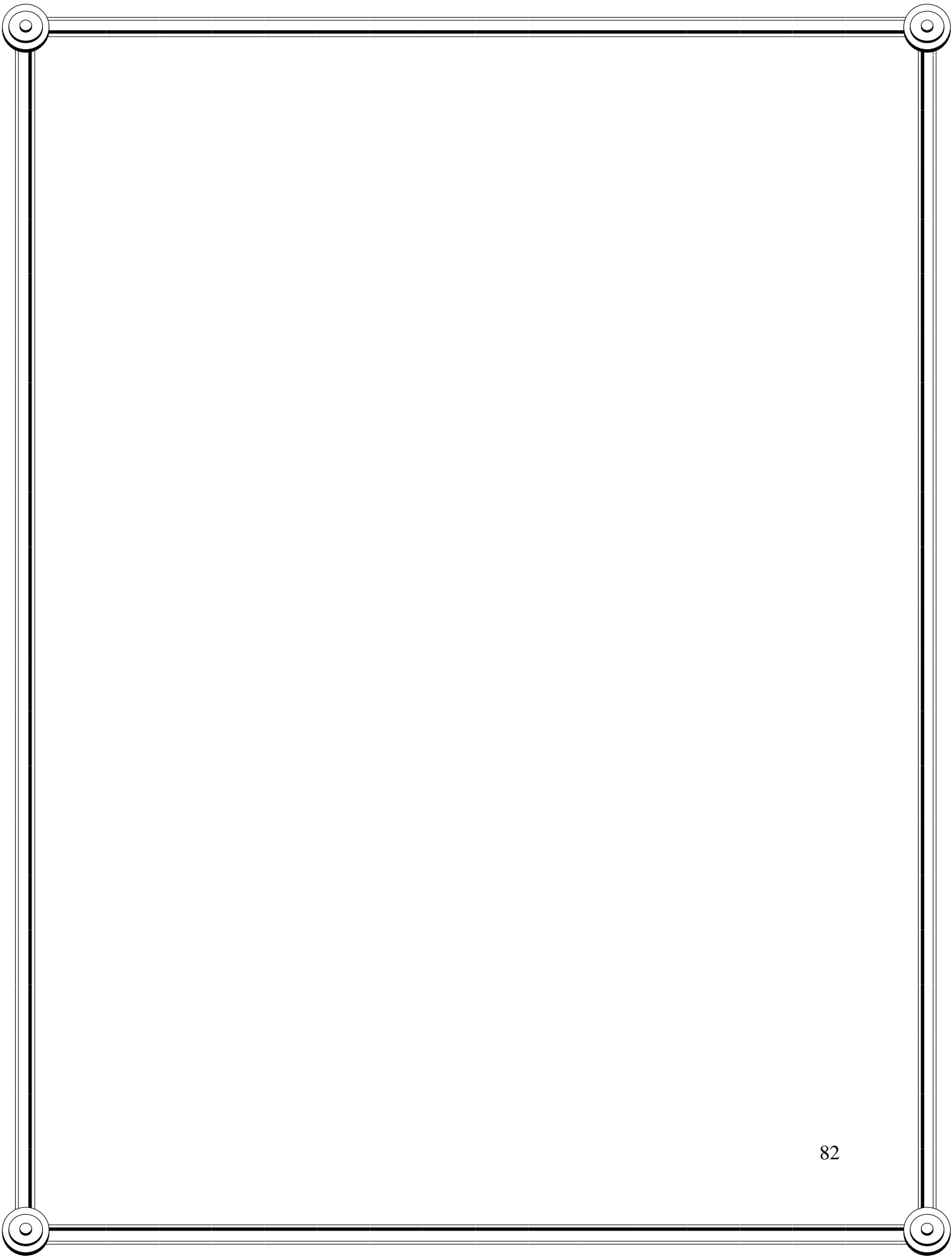


## TEMPORARY SUPPLY

A **TEMPORARY SUPPLY** may be a teaching elder, a candidate, a commissioned lay pastor, or an elder secured by the session to conduct services when there is no pastor or the pastor is unable to perform pastoral duties. The session shall seek the counsel of presbytery through its committee on ministry before securing a temporary supply. A temporary supply will normally not be called to be a pastor or associate pastor of a church served as temporary supply, except by a three-fourths vote of presbytery. A presbytery may choose to shorten or cancel the six-month interval if it is determined to be in the best interest of the congregation.

### STEPS FOR TEMPORARY SUPPLY PASTOR SEARCH

1. Session determines it wishes to search for a temporary supply pastor
2. Session appoints the temporary supply pastor search committee
3. The temporary supply pastor search committee creates job description, goals and establishes salary range for the temporary supply pastor
4. The temporary supply pastor search committee advertises for the position
  - From the list of those available in the presbytery
  - In neighboring presbyteries
5. Potential Candidates are interviewed (see manual page )
  - See interview guidelines attached
  - When final candidate of the committee is selected they interview with the session
  - If the candidate is not a member of the Presbytery of Central Nebraska they will meet with the committee on ministry
  - The session votes to hire
6. Committee on Ministry interviews temporary supply candidate
  - If the temporary supply candidate is not a member of the presbytery a criminal background check shall be conducted by the presbytery before the COM votes to concur
  - The committee votes to concur with the session action unless the candidate is not a member of the presbytery which requires COM approval before the session action
7. Session, Committee on Ministry and candidate sign covenant
  - Form is available on the presbytery website



# THE PRESBYTERY OF CENTRAL NEBRASKA TEMPORARY SUPPLY COVENANT

## BETWEEN

\_\_\_\_\_ and \_\_\_\_\_  
(Church) (Minister)

### **I. Length of Relationship**

With concurrence of the Committee on Ministry the Temporary Supply relationship will begin on \_\_\_\_/\_\_\_\_/\_\_\_\_ and end on \_\_\_\_/\_\_\_\_/\_\_\_\_. Session or the Minister may terminate this relationship upon thirty days written notice to all concerned.

### **II. Pastor's Hours and Responsibilities**

During the above time period, the Minister and the Session have agreed to the following responsibilities by priority rank.

	Priority Rank
A. Worship preparation and leadership	_____
B. Pastoral care and visitation	_____
____hospital visitation	
____shut-in communion	
____visitation of prospective members	
____general visitation	
C. Administration	_____
____session meeting	
____committee meetings	
____congregational meetings	
D. Other pastoral duties	_____
____Christian Education	
____confirmation class	
____officer training	
____other (identify)	

### **III. Session responsibilities and support of pastor**

#### **A. Compensation**

The salary of a minister serving as Temporary Supply is to be prorated by the number of hours worked. Health and pension benefits may be paid by the church if mutually agreeable. (20 hours per week is required in order to pay health and pension benefits with the Board of Pensions0.

During the above time period the Session of the church agrees to pay the following sums:

Salary (monthly) \$\_\_\_\_\_

Housing (monthly) \$\_\_\_\_\_

Travel (vouchered) \$\_\_\_\_\_

Other \$\_\_\_\_\_

Vacation 4 weeks per year or as negotiated

B. Prayer: session members agree to remember the pastor in prayer regularly and to encourage the congregation to do likewise.

C. The session shall continue to fulfill all duties assigned it in the Book of Order.

D. Vacation accrues at the rate of 2 ½ days per month.

### **III. Review, amendment and cancellation**

By mutual agreement, this contract may be extended beyond the dates described after a review by the session, or its personnel committee, the Committee on Ministry liaison and the Temporary Supply Pastor. Each new covenant is to be approved by the Committee on Ministry.

**IV.** If the Temporary Supply is not a member of the Presbytery of Central Nebraska they agree to interview with the Committee on Ministry or its representatives before the Committee on Ministry concurs with the covenant agreement.

### **V. Signatures**

This Temporary Supply Covenant is made by the following parties:

Minister (signature) \_\_\_\_\_ date \_\_\_\_\_

Clerk of Session (signature) \_\_\_\_\_ date \_\_\_\_\_

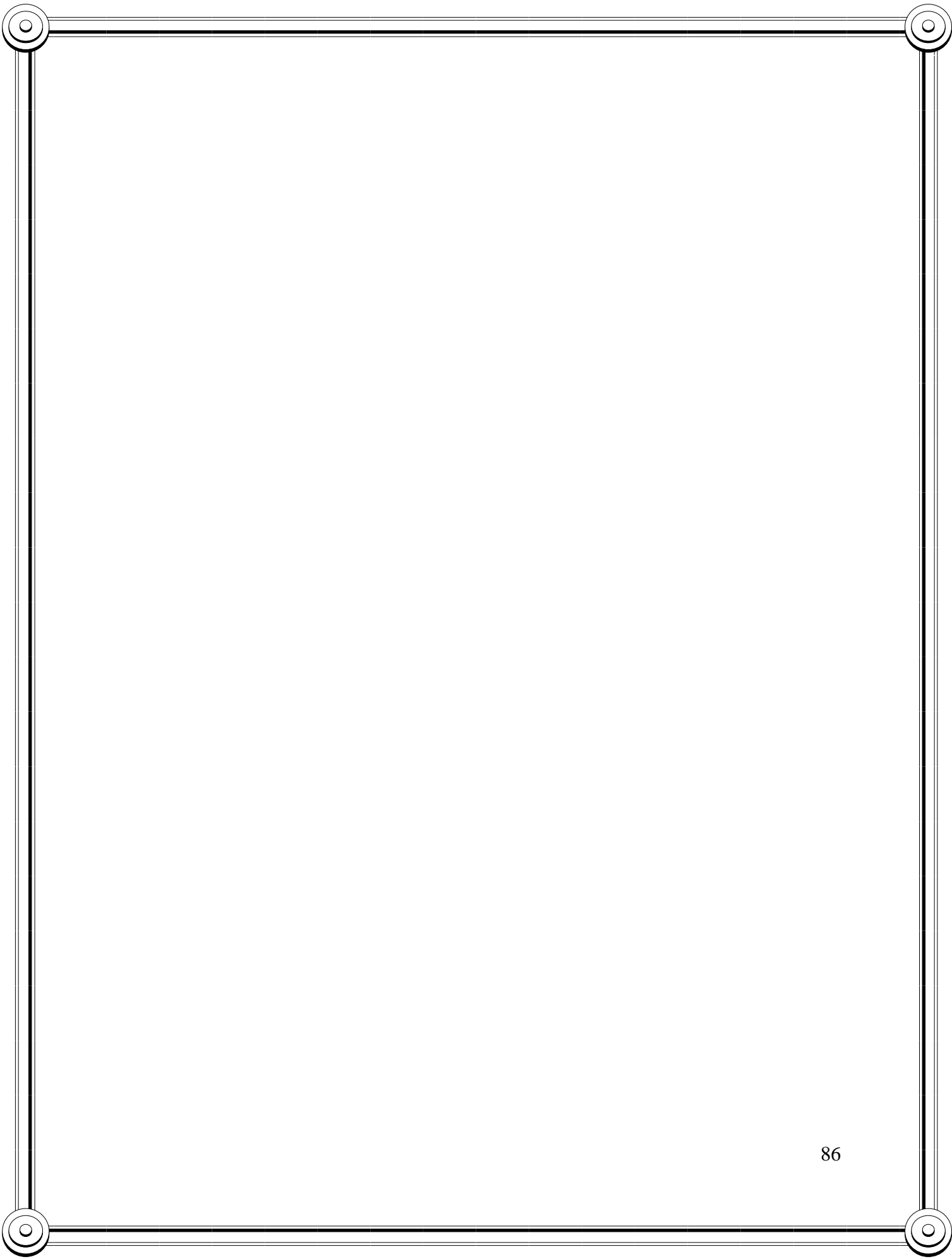
COM chairperson(signature) \_\_\_\_\_ date \_\_\_\_\_

## STATED SUPPLY

A **STATED SUPPLY** is a minister appointed by the presbytery, after consultation with the session, to perform the functions of a pastor in a church which is not seeking an installed pastor. The relation shall be established only by the presbytery and shall extend for a period not to exceed twelve months at a time. A stated supply shall not be reappointed until the presbytery, through its committee on ministry, has reviewed her or his effectiveness. A stated supply may, with presbytery's approval, serve as moderator of the session.

### STEPS FOR STATED SUPPLY PASTOR SEARCH

1. Session determines it wishes to search for a stated supply pastor
2. Session serves as or appoints the stated supply pastor search committee
3. The stated supply pastor search committee creates job description, goals and establishes salary range for the temporary supply pastor
4. The stated supply pastor search committee advertises for the position
  - From the list of those available in the presbytery
  - In neighboring presbyteries
5. Potential Candidates are interviewed
  - See interview guidelines attached
  - When final candidate of the committee is selected they interview with the session
    - If the candidate is not a member of the Presbytery of Central Nebraska
    - they will meet with the committee on ministry
  - The session votes to hire
6. Committee on Ministry interviews stated supply candidate
  - If the stated supply candidate is not already a member of the presbytery a criminal background check shall be conducted by the presbytery before approval
  - The committee votes to concur with the session action unless the candidate is not a member of the presbytery which requires COM approval before the session action
7. Session, Committee on Ministry and candidate sign covenant
  - Form is available on the presbytery website



**THE PRESBYTERY OF CENTRAL NEBRASKA  
STATED SUPPLY COVENANT**

**BETWEEN**

\_\_\_\_\_AND\_\_\_\_\_

(Church) (Minister)

**I. Length of relationship**

With the concurrence of the Committee on Ministry the Stated Supply relationship will begin on \_\_\_\_/\_\_\_\_/\_\_\_\_ and end on \_\_\_\_/\_\_\_\_/\_\_\_\_. The session and minister may terminate this relationship upon thirty days written notice to all concerned.

**II. Pastor's hours and responsibilities**

During the designated period of this covenant, the Reverend \_\_\_\_\_ and the session has agreed on the following responsibilities by priority rank:

	Priority Rank
A. Worship preparation and leadership	_____
B. Pastoral care and visitation	_____
____hospital visitation	
____shut-in communion	
____visitation of prospective members	
____general visitation	
C. Administration	_____
____session meetings	
____committee meetings	
____congregational meetings	
D. Other pastoral duties	_____
____Christian Education	
____confirmation class	
____officer training	
____other (identify)	

### III. Session's responsibilities and support of pastor

A. Compensation: The salary of a minister serving as stated supply is to be prorated by the number of hours worked. Health and annuity benefits are based on the basic salary figure. 20 hours per week are required for coverage with the Board of Pensions.

Salary (monthly) \$ \_\_\_\_\_

Housing (monthly) \$ \_\_\_\_\_

Continuing Education \$ \_\_\_\_\_

Travel (vouchered) \$ \_\_\_\_\_

Health and annuity benefits will be paid by ( ) Church ( ) Minister.

Vacation shall accrue at the rate of 21/2 days per month

B. Prayer: session members agree to remember the pastor in prayer regularly and to encourage the congregation to do likewise.

C. The session will continue to fulfill all duties assigned it under the Book of Order.

D. Annual Review: The effectiveness of this relationship will be reviewed each year by the Committee on Ministry in conversation with both the session and stated supply.

**IV.** If the Stated Supply is not a member of the Presbytery of Central Nebraska they agree to interview with the Committee on Ministry or its representatives before COM concurs with this covenant.

### V. Signatures

Minister (signature) \_\_\_\_\_ date \_\_\_\_\_

Clerk of Session (signature) \_\_\_\_\_ date \_\_\_\_\_

COM chairperson (signature) \_\_\_\_\_ date \_\_\_\_\_



# LAY PASTORS

A **COMMISSIONED LAY PASTOR** is a Licensed Lay Pastor 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. The rights and responsibilities related to the duties assigned to a Commissioned Lay Pastor are regulated by the Book of Order, determined by the presbytery, the COM, and the local commission, and may be performed only within the bounds of a particular commission. The commission shall be valid for a period up to three years as determined by the presbytery.

**THE RIGHTS AND RESPONSIBILITIES** of Commissioned Lay Pastors are limited, and determined by the presbytery at the time of commissioning. When the presbytery “determines that its strategy for mission in a local church requires it, the presbytery upon receiving a recommendation from the COM and the session of a local church, may authorize a Commissioned Lay Pastor who has received the instruction and training necessary, to perform any or all of the functions – administer the Lord’s Supper, administer the Sacrament of Baptism, moderate the session, perform a service of Christian marriage when invited by the session or other responsible committee and allowed by the state, have voice and voted at presbytery meetings - authorized by the Book of Order.

## STEPS FOR LAY PASTOR SEARCH

1. Session determines it wishes to search for a lay pastor
2. Session serves as or appoints the lay pastor search committee
3. The lay pastor search committee creates job description, goals and establishes salary range for the lay pastor
4. The lay pastor search committee advertises for the position  
From the list of those available in the Presbytery of Central Nebraska  
If the lay pastor search finds a candidate that isn’t a Presbyterian Church (USA) validated candidate of the Presbytery of Central Nebraska the Committee on Ministry and perhaps the Committee on Preparation for Ministry need to be consulted and a special plan will be determined.
5. Potential Candidates are interviewed (see manual page )  
See interview guidelines attached  
When final candidate of the committee is selected they interview with the session  
The session votes to hire
7. Committee on Ministry interviews the lay pastor candidate

A criminal background check will be conducted by the presbytery before a commission is approved

The committee votes to concur with the session action

8. Session and candidate sign covenant

Form is available on the presbytery website

9. The Committee on Ministry and local session plan for a commissioning service for the Commissioned Lay Pastor

# THE PRESBYTERY OF CENTRAL NEBRASKA COMMISSIONED LAY PASTOR COVENANT

## BETWEEN

\_\_\_\_\_ and \_\_\_\_\_  
(church) (lay pastor)

### I. Length of relationship

With the concurrence of the Committee on Ministry and commissioning by the presbytery the Commissioned Lay Pastor relationship will begin on \_\_\_\_/\_\_\_\_/\_\_\_\_ and end on \_\_\_\_/\_\_\_\_/\_\_\_\_. Session or the Commissioned Lay Pastor may terminate this relationship upon thirty days written notice to all concerned.

### II. Commissioned Lay Pastor's hours and responsibilities

During the designated period of this covenant, the Lay Pastor and the session have agreed on the following responsibilities and approximate hours per week.

	Priority Rank
A. Worship preparation and leadership	_____
B. Pastoral care and visitation	_____
____ hospital visitation	
____ shut-in communion	
____ visitation of prospective members	
____ general visitation	
C. Administration	_____
____ session meetings	
____ committee meeting	
____ congregational meetings	
D. Other pastoral duties	_____
____ Christian Education	
____ confirmation class	
____ officer training	
____ other (identify)	

### III. Rights and Responsibilities extended by Presbytery

\_\_\_\_ Administration of the Sacrament of the Lord's Supper

- \_\_\_ Administration of the Sacrament of Baptism
- \_\_\_ Moderate Session
- \_\_\_ Voice in Meetings of Presbytery
- \_\_\_ Vote in Meetings of Presbytery
- \_\_\_ Officiate at a service of Christian Marriage when invited by Session

#### **IV. Session responsibilities and support of Lay Pastor**

- A. Compensation: The salary of a Lay Pastor is to be prorated by the number of hours worked. Health and annuity benefits may be based on the basic salary figure if the Lay Pastor serves at least 20 hours per week.

Salary (annual)	\$ _____
Housing (annual)	\$ _____
Continuing Education	\$ _____
(COM approved)	
Travel (vouchered)	\$ _____
Other (identify)	\$ _____

Health and annuity benefits will be paid by ( ) Church ( ) Commissioned Lay Pastor.

Vacation shall accrue at the rate of 2 ½ days per month.

- B. Prayer: Session members agree to remember the pastor in prayer regularly and to encourage the congregation to do likewise.
- C. The session shall continue to fulfill all duties assigned it by the Book of Order.
- D. Annual Review: The effectiveness of this relationship will be reviewed each year by the Committee on Ministry in conversation with both session and lay pastor. In light of the annual review, the Committee on Ministry may or may not recommend renewal of the relationship. Every three years a comprehensive review will be conducted as a part of the Committee on Ministry triennial review process.

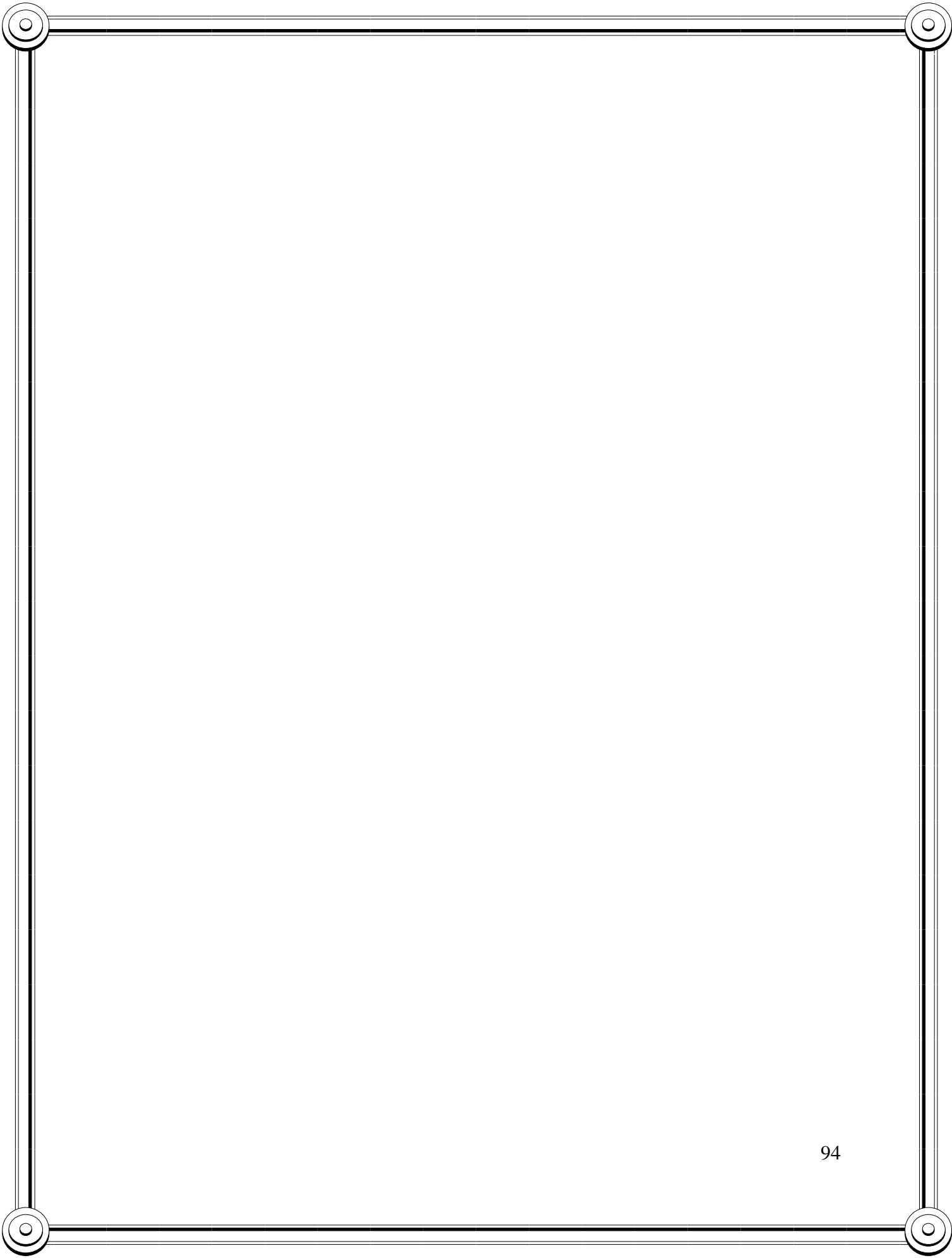
**V. All Lay Pastors seeking commissioning will interview with the Committee on Ministry before a commission can be recommended to the presbytery.**

## **VI. Signatures**

Lay Pastor(signature)\_\_\_\_\_date\_\_\_\_\_

Clerk of Session (signature)\_\_\_\_\_date\_\_\_\_\_

COM chairperson (signature)\_\_\_\_\_date\_\_\_\_\_



## **COMMISSIONING TO MINISTRY IN A CONGREGATION**

THE GREETING

THE CALL TO WORSHIP

HYMN OF PRAISE, PSALM OR SPIRITUAL

THE CALL TO CONFESSION

THE PRAYER OF CONFESSION

THE ASSURANCE OF PARDON

THE GLORIA PATRI OR KYRIE ELEISON OR SUITABLE HYMN

THE PASSING OF THE PEACE

PRAYER FOR ILLUMINATION

THE FIRST READING

THE PSALM

THE SECOND READING

HYMN, PSALM OR SPIRITUAL

THE GOSPEL READING

SERMON

### **THE SERVICE OF COMMISSIONING**

(A minister or representative of the Committee on Ministry shall say)

As many of you as were baptized into Christ have clothes yourselves with Christ. There is no longer Jew or Greek, there is no longer slave or free, there is no longer male and female; for all of you are one in Christ Jesus. Lead a life worthy of the calling to which you have been called, making every effort to maintain the unity of the Spirit in the bond of peace. There is one body and one Spirit, just as we were called to the one hope of our calling, one Lord, one faith, one baptism, one God and Father of all, who is above all and through all and in all.

We are called by God to be the church of Jesus Christ, a sign in the world today of what God intends for all humankind.

(people)

The great ends of the church are the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and exhibition of the Kingdom of Heaven to the world.

(leader)

The call of Christ is to willing, dedicated discipleship. Our discipleship is a manifestation of the new life we enter through baptism. Discipleship is both a gift and a commitment, and offering and responsibility.

(the forms of service for the one commissioned shall be stated here)

N., the grace bestowed on you in baptism is sufficient for your calling because it is God's grace. By God's grace we are saved, and enabled to grow in the faith and to commit our lives in ways that serve Christ. God has called you to particular service. Show your purpose by answering these questions.

Who is your Lord and Savior?

Commissioned – Jesus Christ is my Lord and Savior.

Will you be Christ's faithful disciple, obeying his Word and showing his love?

Commissioned – I will, with God's help.

Do you welcome the responsibility of this service because you are determined to follow the Lord Jesus, to love neighbors, and to work for the reconciling of the world?

Commissioned – I do.

Will you serve the people with energy, intelligence, imagination, and love, relying on God's mercy and rejoicing in the power of the Holy Spirit?

Commissioned – I will, with God's help.

(to the congregation)

Do you, members of N. church, confirm the call of God to our brother/sister N. as Lay Pastor in the service of Jesus Christ?

Congregation – We do.

Will you support and encourage him/her in this ministry?

Congregation – We will.

#### COMMISSIONING PRAYER

Faithful God, in baptism you claimed us; and by your Holy Spirit you are working in our lives, empowering us to live a life worthy of our calling. We thank you for leading N. to this time and place. Establish her/him in your truth, and guide him/her by your



Holy Spirit, that in your service they may grow in faith, hope, and love, and be a faithful disciple of Jesus Christ, to whom, with you and the Holy Spirit, be honor and glory, now and forever. Almighty God, in Jesus Christ you called disciples and, by the Holy Spirit, made them one church to serve you. Let your Spirit rule your church, so that we may be joined in love and serviced to Jesus Christ, who, having gone before us, is coming to meet us in the promise of your kingdom. Amen.

#### CHARGE

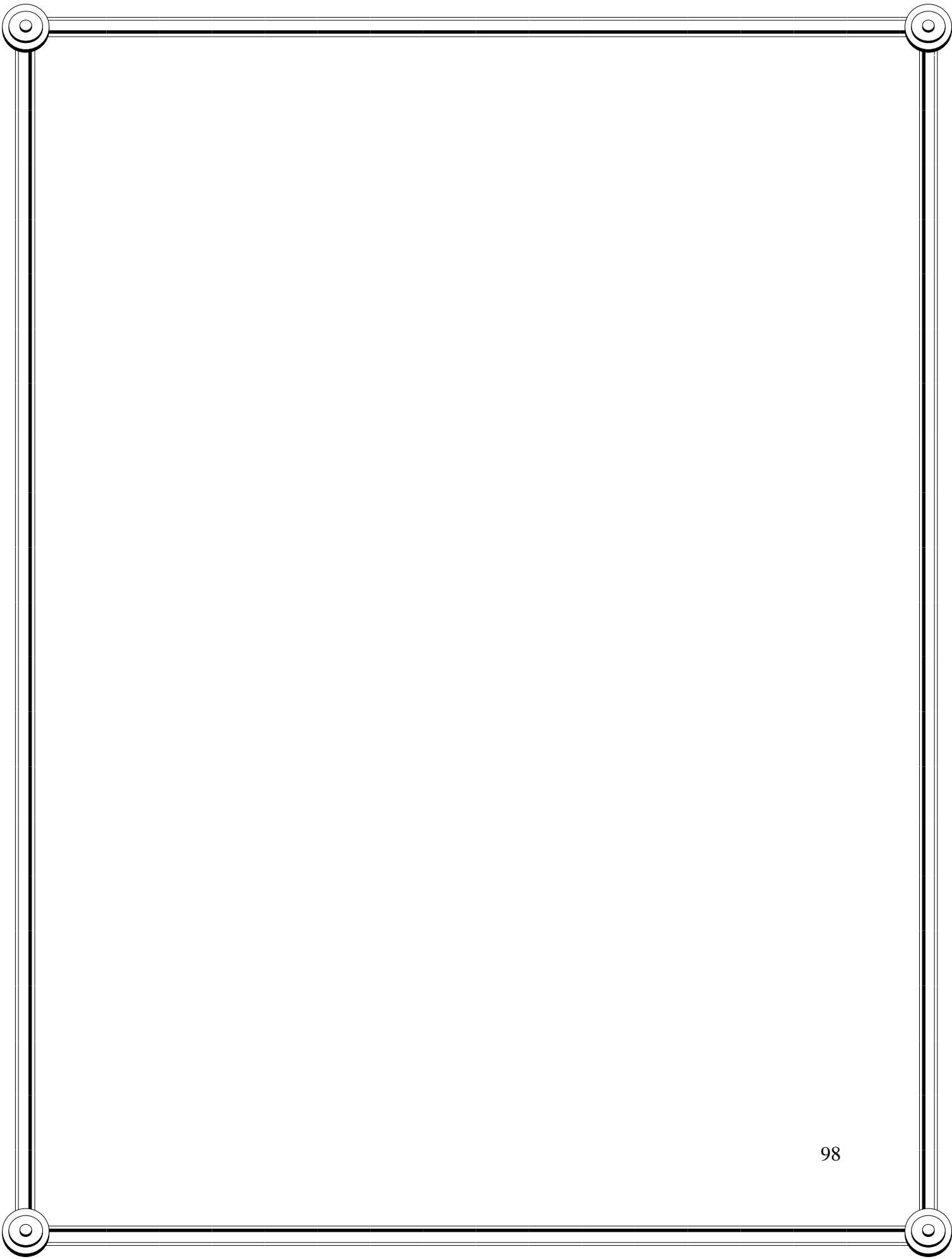
N., you are commissioned to service as Lay Pastor in this congregation. Whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God through him.

#### HYMN

#### OFFERING

- (an offering will be received for the Johnson Scholarship Fund) **the Johnson/Crawford Scholarship Fund** is expended by the Committee on Preparation for Ministry and given to inquirers or candidates of the presbytery actively working toward a seminary degree.

#### SENDING, BLESSING, BENEDICTION



## **MENTOR GUIDELINES FOR LAY PASTORS WITH COMMISSION**

Mentoring is a form of friendship, but friendship with a particular end in mind: the mentor companions and supports the mentored person in discovering and claiming his or her authentic self. Mentors embody and inspire the possibility of committed and meaningful life within a particular profession, or through a particular era of life. The mentor shall be a teaching elder in the Presbyterian Church (U.S.A.) and an active member of the Presbytery of Central Nebraska, but not the pastor of the CLP congregation.

### **Qualities**

- Possesses obvious spiritual maturity, humility, and wisdom;
- Can be “transparent” with the CLP, is willing to be vulnerable
- Possesses a high level of integrity
- The mentor is ready for the wonder of reciprocity
- Possesses a servant orientation
- The mentor is aware that they themselves are still a work-in-progress.
- Mentors are good listeners, not afraid to ask hard questions and never force their answers on the mentored, share stories of their own lives, are honest about their struggles and their hopes are present: they show up, make time and are intentional in their commitment.
- The mentor shall have knowledge of and a supportive attitude toward the CLP Training Program
- The mentor shall be available to meet with the applicant on a regular basis during the year, hopefully once a quarter – by phone, electronically, or face-to-face – or more frequently if the CLP desires.

### **Responsibilities**

- Meet to develop relationship
- Keep the sharing in this process confidential
- Set comprehensive goals, objectives and priorities
- Assist the lay pastor in reflecting on lay ministry spiritually, theologically, faithfully, biblically, and practical ministry as requested
- Engage in specific actions and discussions
- Support and challenge to help them discover their vocation and grow in their calling
- Shall help the commissioned lay pastor get acquainted with the presbytery, its teaching elders, other lay pastors and committee structure
- Assist the lay pastor in new ministry situations as requested
  - a. Officiating a funeral
  - b. Officiating a wedding

- c. Celebrating sacraments
- d. Making hospital visits
- e. Conducting grief counseling

## **MENTOR GUIDELINES FOR LAY PASTORS WITHOUT COMMISSION**

Mentoring is a form of friendship, but friendship with a particular end in mind: the mentor companions and supports the protégé in discovering and claiming his or her authentic self. Mentors embody and inspire the possibility of committed and meaningful life within a particular profession, or through a particular era of life.

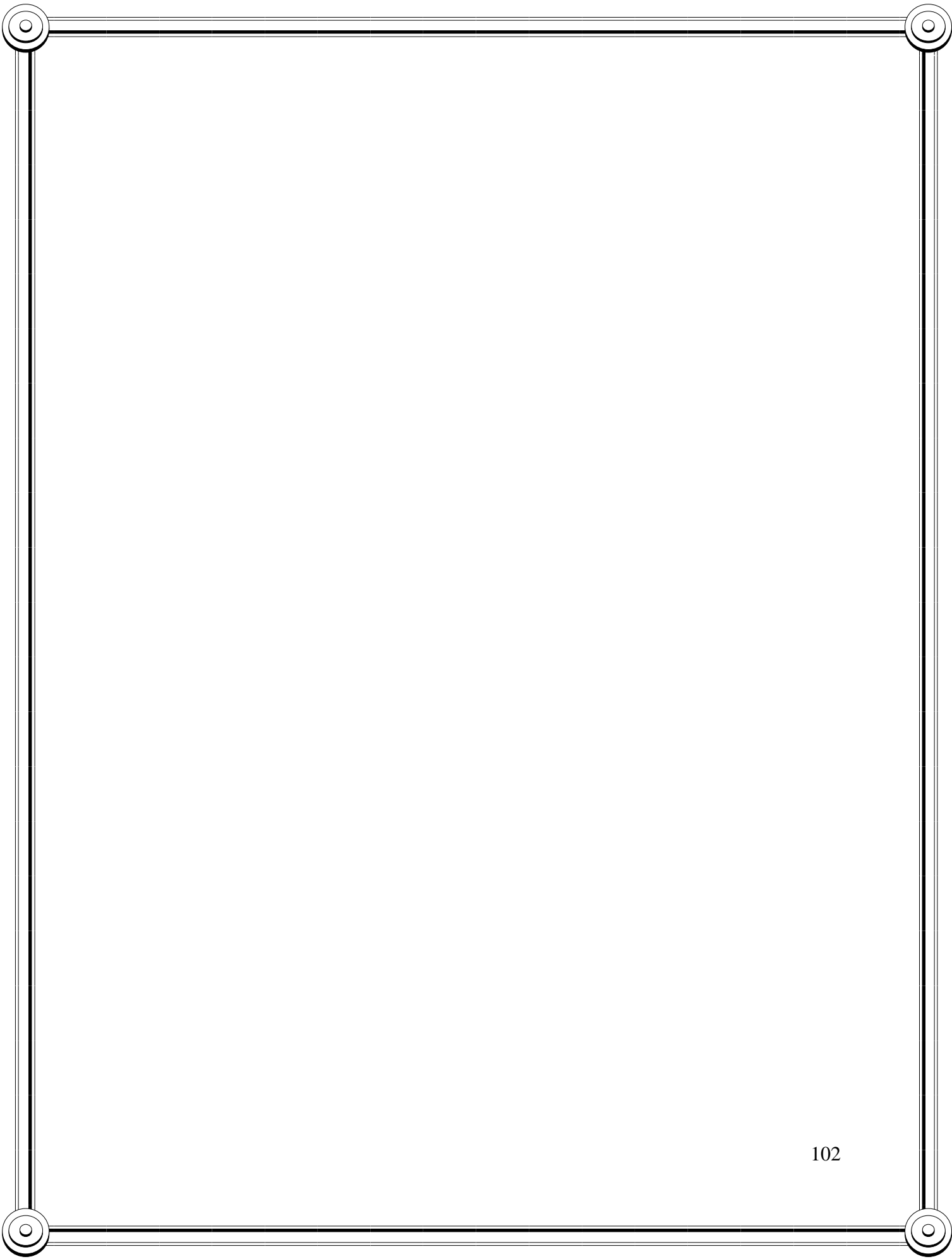
### **Qualities**

- The mentor is ready for the blessing of learning that is mutual.
- The mentor is aware that they themselves are still a work-in-progress.
- Mentors are good listeners, not afraid to ask hard questions and never force their answers on the mentored, share stories of their own lives, are honest about their struggles and their hopes, are present: they show up, make time and are intentional in their commitment.
- Meet to develop relationship
- Engage in a confidential, independent process
- Set comprehensive goals, objectives and priorities
- Engage in specific actions and discussions
- Support and challenge to help them discover their vocation
- In addition to participating in a formal Training Program and events, CLP Applicants will be assigned a mentor by the CPM or its sub-committee, in collaboration with the Committee on Ministry within the first six months of training.

### **From the Presbytery Manual of Operations**

#### **The mentor:**

- Shall be a Minister of Word and Sacrament in the Presbyterian Church (U.S.A.) or experienced Commissioned Lay Pastor and an active member of the Presbytery of Central Nebraska, but not the pastor of the CLP Applicant's congregation.
- Shall have knowledge of and a supportive attitude toward a CLP Training Program.
- May provide or recommend resources and people who have expertise in particular areas of study to supplement a CLP Training Program.
- Shall be available to meet with the applicant on a regular basis during the Training Program, generally once a month, and provide annual written reports to the CPM regarding the progress of the CLP Applicant. Following the Training Program, the mentor will be available to meet with the CLP for support and nurturing.



## LAY PASTOR ANNUAL REPORT FORM

Name \_\_\_\_\_

Date \_\_\_\_\_

1. a. If you are commissioned please name the church(es) to which you are commissioned.  
  
b. Please list the different churches that you have preached in during the past year with the approximate number of times you may have preached.
2. List other activities you may have performed for churches other than your own (include those that aren't Presbyterian) and for the Presbytery of Central Nebraska during the past year.
3. What continuing education have you participated in during the past year? List the event name (with dates) and event leadership.
4. Tell us how you have been involved in the life of your own church during the past year.
5. How does your church of membership support you and your ministry?

6. If you are not commissioned do you wish to continue your name on the presbytery pulpit supply list?
7. Do you wish to continue as a certified lay pastor in the Presbytery of Central Nebraska?

Signed \_\_\_\_\_  
Lay Pastor

Signed \_\_\_\_\_  
Clerk or moderator of the session of your church membership

Please use extra space as necessary.



## DESIGNATED PASTORS

A designated pastoral relationship is a call to a teaching elder established by the presbytery for a term of not less than two nor more than four years. The congregation and the teaching elder must both have agreed to be considered for a designated relationship. The congregation's pastor nominating committee shall nominate to the congregation for its consideration and vote, only from among those ministers designated to it by the presbytery's committee on ministry. The call approved by the presbytery is renewable anytime during the last six months of the term, and cannot be changed or dissolved except by consent of the presbytery, at the request of the pastor or the church by action of the congregation. After at least two years of the designated pastor relationship, upon the concurrence of the committee on ministry, the designated pastor, and the session, acting in place of the pastor nominating committee for the single purpose of calling the designated pastor as pastor, a congregational meeting may be held to call the designated pastor as pastor.

### STEPS FOR DESIGNATED PASTOR SEARCH

1. Session determines it wishes to search for a designated pastor
2. Congregation votes to pursue a designated pastor search
3. The Committee on Ministry and Session create a Church Information Form. This will include a job description, goals and salary range for the position
4. The Congregation elects a Pastor Nominating Committee
5. The Committee on Ministry presents the PNC with candidates to be considered for election as designated pastor
  - The committee will endeavor to present no fewer than 3 nor more than 9 candidates for PNC consideration
  - The committee will ascertain the availability of the candidates before submitting their PIF's for PNC consideration
  - If the Committee on Ministry deems it appropriate a second match of 3-9 can be provided to the PNC for consideration
6. The Pastor Nominating Committee will review Pastor Information Forms and make reference calls.
  - See reference process attached (see manual page\_\_)
  - Secondary references
  - General Presbyter and Committee on Ministry reference calls will be made before the candidate is interviewed by the Committee on Ministry

7. Potential Candidates are interviewed

See interview guidelines attached

When final candidate(s) of the committee is selected COM will be scheduled to interview the candidate when the PNC onsite interview is conducted

8. Committee on Ministry interviews designated pastor candidate

Criminal background checks will be made by the presbytery before an interim candidate is approved by the Committee on Ministry if not already a member of presbytery.

General Presbyter and Committee on Ministry reference calls will be made before the candidate is interviewed by the Committee on Ministry

9. Session the calls a meeting of the congregation to elect the designated pastor

10. A service of installation will be planned jointly by the Committee on Ministry Liaison, the Pastor Nominating Committee and the Designated Pastor.

# THE PRESBYTERY OF CENTRAL NEBRASKA PARISH ASSOCIATE COVENANT

## BETWEEN

\_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_  
(Church) (Pastor) (Parish associate)

### Definition

A parish associate is a minister who serves in some validated ministry other than the local parish, or is a member-at-large, or is retired, but who wishes to maintain a relationship with a particular church or churches in keeping with ordination to the ministry of the Word and Sacrament. Such persons, already qualified as continuing members of presbytery, may serve as parish associates. The relations 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. A parish associate may not be called to be the next installed pastor or associate pastor of a church served as parish associate, unless at least six months have elapsed since the end of the parish associate relationship. The agreement between the session, the parish associate and the presbytery shall terminate when the call to the installed pastor is dissolved. The presbytery may dissolve the relationship with the parish associate upon the recommendation of the committee on ministry.

### I. Length of relationship

With the concurrence of the Presbytery of Central Nebraska the parish associate relationship will begin on \_\_\_\_/\_\_\_\_/\_\_\_\_. This relationship automatically expires upon the departure of the pastor. Provision may be made for an annual renewal or review.

### II. Parish Associate responsibilities

During the designated period of this covenant, the Parish Associate, pastor and the session has agreed on the following responsibilities.

- A. Worship preparation and leadership \_\_\_\_\_
- B. Pastoral care and visitation \_\_\_\_\_
  - \_\_\_\_\_hospital visitation
  - \_\_\_\_\_shut-in communion
  - \_\_\_\_\_visitation of prospective members
  - \_\_\_\_\_general visitation
- C. Administration \_\_\_\_\_
  - \_\_\_\_\_session meetings

\_\_\_\_committee meeting (identify specific committees)  
\_\_\_\_congregational meetings

D. Other pastoral duties (be as specific as possible) \_\_\_\_\_

\_\_\_\_Christian Education  
\_\_\_\_confirmation class  
\_\_\_\_officer training  
\_\_\_\_other (identify)

### **III. Session responsibilities and support of Parish Associate**

This agreement may be with or without compensation. If there is to be compensation please complete the following.

A. Compensation: The salary of a Parish Associate is to be. Health and annuity benefits may be based on the basic salary figure if the Parish Associate serves at least 20 hours per week.

Salary (annual) \$\_\_\_\_\_

Housing (annual) \$\_\_\_\_\_

Continuing Education \$\_\_\_\_\_

Travel (vouched) \$\_\_\_\_\_

Other (identify) \$\_\_\_\_\_

Paid vacation days will be negotiated between the parish associate, pastor and session.

### **IV. Signatures**

Parish Associate(signature)\_\_\_\_\_date\_\_\_\_\_

Clerk of Session (signature)\_\_\_\_\_date\_\_\_\_\_

Stated Clerk (signature)\_\_\_\_\_date\_\_\_\_\_

# VACANT CHURCHES

## CLERK OF SESSION

Your Committee on Ministry Liaison is\_\_\_\_\_.

The pulpit supply list approved by the committee can be found on the presbytery website at [www.centralnepresby.org](http://www.centralnepresby.org). One is enclosed for you as well. The fee for pulpit supply is \$75.00 plus mileage reimbursement at the IRS rate or \$100.00 plus mileage reimbursement at the IRS rate for churches with two services.

If the church uses someone that is not a Presbyterian and does not appear on the pulpit supply list the Liaison should be notified so the Committee on Ministry can interview them for suitability.

To administer the sacraments the minister must be a PC (USA) minister unless authorized by the session and the Committee on Ministry if they do not already appear on the presbytery approved list. If the pulpit supply doesn't appear on the presbytery's approved list and is asked to preach more than once per quarter the Committee on Ministry shall interview the pulpit supply. If you would like to suggest someone for the presbytery approved pulpit supply list contact the Committee on Ministry or have the potential supply make that contact

Your presbytery appointed moderator is\_\_\_\_\_. Your moderator should be paid \$35.00 plus mileage at the current IRS rate for every meeting of the session and/or congregation they moderate. Your moderator is responsible only for moderating these meetings. If other services of the moderator are desired they should be negotiated with the moderator and suitable reimbursement should be made.

The session and congregation cannot meet without the presbytery appointed moderator. If emergencies arise it is possible for the moderator to ask another minister of the presbytery, a lay member of the Committee on Ministry or an acting elder of the church to moderate. The session cannot meet without a moderator. If your appointed moderator cannot meet with you it is not legal for the session to recruit its own substitute moderator. Your presbytery appointed moderator appoints their replacement.

Vacancy dues for the Board of Pensions should be 12 % of the previous pastor's salary and housing for a period of one year. After that time no dues are required until a pastor is called. If an interim or stated supply is hired dues will be paid on the interim's salary and housing. When using a retired PC (USA) pastor post retirement dues must be paid if they are working more than 19 hours per week.

The session will be asked to approve an AAEEEO statement for the Church Information Form as well as the terms of call for the CIF.

## **MODERATOR OF SESSION**

The Committee on Ministry Liaison for the church is \_\_\_\_\_.

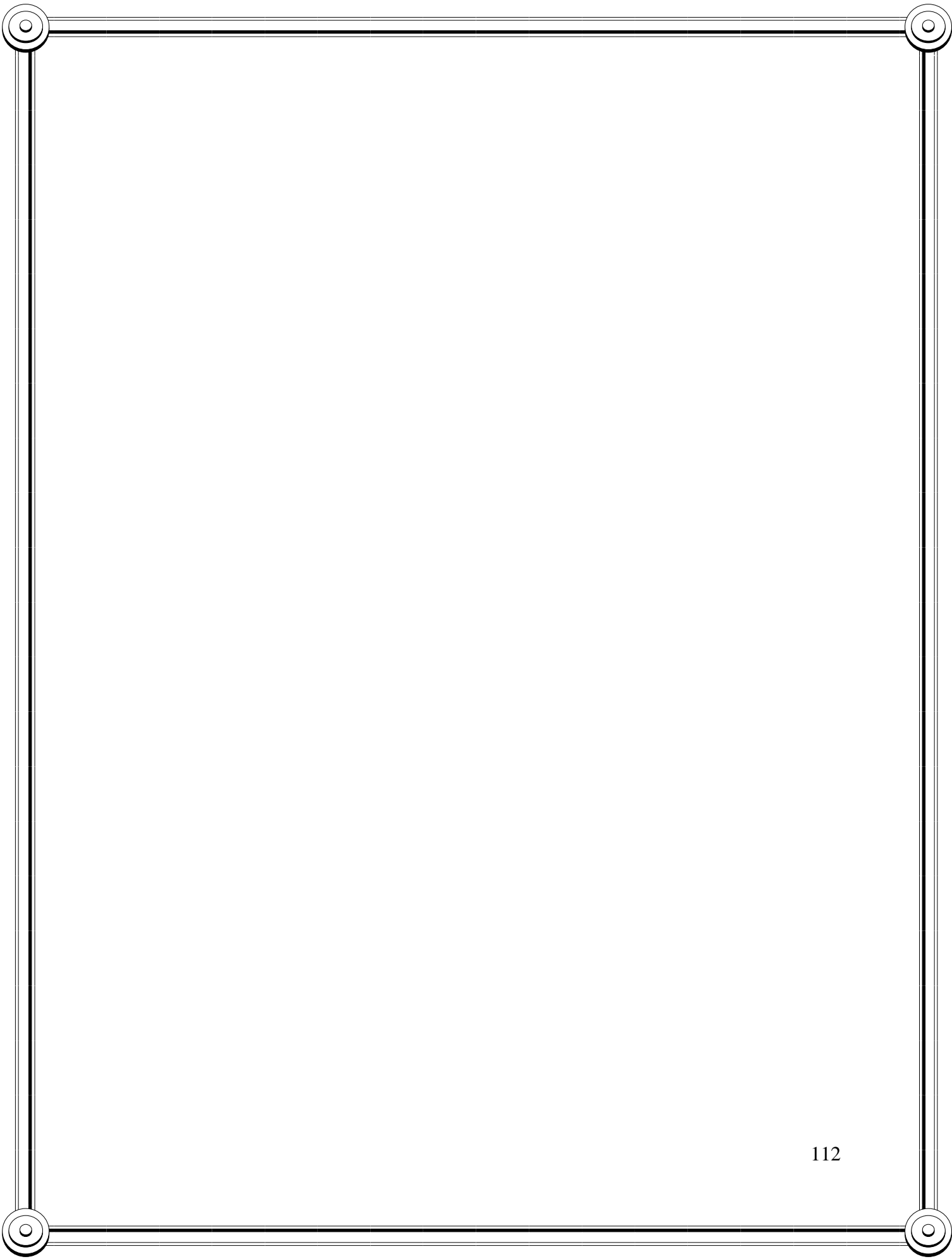
The only expectation as moderator of session for the vacant church is that you will moderate session meetings and congregational meetings. The fee schedule of \$35.00 per meeting plus mileage reimbursement at the IRS rate has been shared with the clerk of session. You will need to submit your mileage to the clerk or the treasurer of the church.

Please be sure that the session meets at least quarterly as per the Book of Order and schedules communion at least quarterly. Be sure the session votes the AAEEEO statement for the Church Information Form as well as approves the terms of call in that document before it is filed with Louisville. Please refer to the session minute checklist for items that you need to help the session track.

If for some reason you cannot be present to moderate a meeting of the session or congregation you can ask another pastor of the presbytery, a lay member of the committee on ministry or a member of the session to moderate in your absence.

If the church should request other duties of you please understand these are not regular expectations of your serving as moderator and you should negotiate payment and expense reimbursement with them before you agree to perform the service.

You have no responsibilities for working with the Pastor Nominating Committee or doing mission studies other than leading the session as they take the actions necessary to approve the Church Information Form. If questions of such a nature come to you please ask them to be directed to the Committee on Ministry Liaison.





## **EXIT INTERVIEW AGENDA** with Sessions

- Because of the amount of material to be covered this should normally be a special session meeting with only this agenda
- 1. Get acquainted
  - a. Tell the session who you are and your role with COM
  - b. Learn about who they are
  - c. Ask for the questions they wish to get answered
- 2. Get the following information
  - a. What went best during the ending(ed) pastorate?
  - b. What does the church need to focus on as it moves into the future?
  - c. What strengths in a new pastor would be helpful?
- 3. Important information
  - a. Does the session have a preference for their moderator of session?
    - i. The presbytery appoints this person
  - b. Board of Pension items – [www.pensions.org](http://www.pensions.org)
    - i. Forms need to be filed with the board of Pensions
      - 1. Salary change form
      - 2. End of service
      - 3. Vacancy dues of 12% of the last pastor's salary will be required for one year
  - c. Pulpit Supply and Moderator
    - i. The pulpit supply list is found on the presbytery website – [www.centralnepresby.org](http://www.centralnepresby.org). If the pulpit supply doesn't appear on the presbytery's approved list and is asked to preach more than once per quarter the Committee on Ministry shall interview the pulpit supply.
    - ii. The presbytery guideline for pulpit supply fee of \$75 per Sunday or \$100 for two services and mileage at the IRS rate. – understand that some people or churches may wish to negotiate a different fee.
    - iii. The presbytery guideline for moderator fee is \$35 plus IRS rate mileage both ways for moderating session meetings and congregational meetings
  - d. Leadership options
    - i. Options for the in-between time
      - 1. Interim
      - 2. Temporary supply
      - 3. Commissioned lay interim

ii. Options for the long term

1. These should be considered on those cases where necessary with a process of input from the congregation
2. Other questions
3. Adjourn

# **PULPIT SUPPLY**

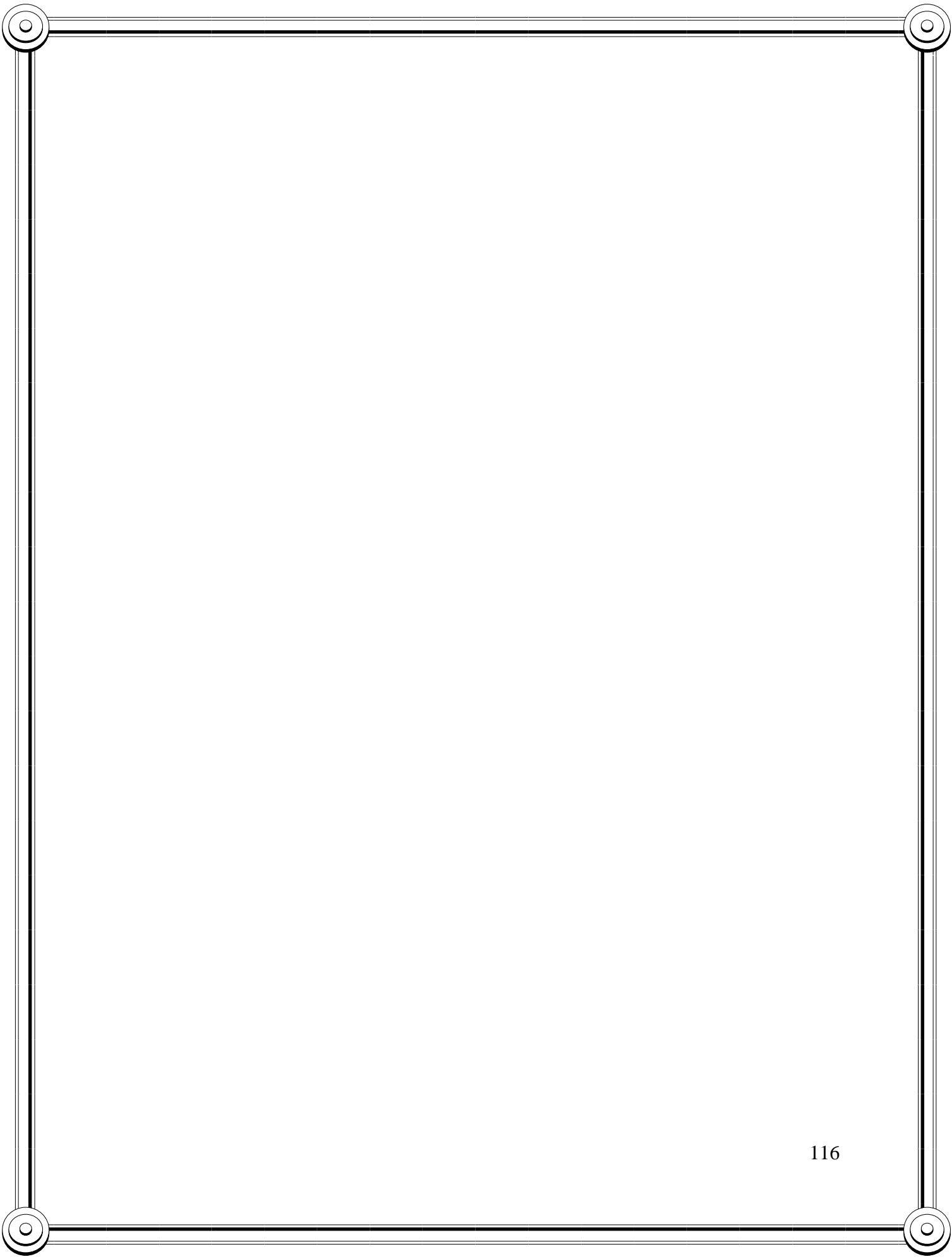
## **PULPIT SUPPLY GUIDELINES**

To administer the sacraments the minister must be a PC (USA) minister unless authorized by the session and the Committee on Ministry

The recommended pulpit supply fee is \$75 per Sunday unless there are two services and then it is \$100. This fee can be negotiated in either direction. The important thing is to be clear about the fee when the pulpit supply is scheduled. Mileage should be paid at the IRS rate for mileage both ways for the pulpit supply.

If the pulpit supply doesn't appear on the presbytery's approved list and is asked to preach more than once per quarter the Committee on Ministry shall interview the pulpit supply.

If you would like to suggest someone for the presbytery approved pulpit supply list contact the Committee on Ministry or have the potential supply make that contact



# THE CALL PROCESS

## STEPS FOR THE CALL PROCESS

1. Exit Interview with Pastor and Session by the Committee on Ministry
2. The Church Officer nominating committee will nominate members to serve on the Pastor Nominating Committee. The number of nominees will be determined by the session.
3. The Congregation elects of the Pastor Nominating Committee.
4. Orientation of the Pastor Nominating Committee by the Committee on Ministry Liaison and/or General Presbyter
5. Unless otherwise determined by the Committee on Ministry the Mission Study will be conducted including the creation of a mission statement.
6. Prepare the Church Information Form
7. Session approves the Church Information form with terms of call and AAEEEO sign off
8. File the Church Information Form with the Church Leadership Connection  
The Committee on Ministry Chairperson provides the password for access to the online submitting of the CIF with the Church Leadership Connection
9. Receive and Review Pastor Information Forms
10. Do Reference Checks of Pastor Information Forms – see manual page
11. Preliminary interviews with potential candidates. See manual page  
Telephone and skype are new technological methods for doing these interviews
12. Committee on Ministry and General Presbyter make reference checks for candidate the Pastor Nominating Committee wishes to interview onsite
13. Interview potential candidate with possible neutral pulpit (Committee on Ministry will try to interview during the same visit)  
Terms of Call should be discussed during this visit and if possible agreed to
14. Schedule the candidating Sunday with congregation meeting with the candidate present and preaching

15. Presbytery approves the terms of call

These terms are often approved when the interview is conducted with the candidate

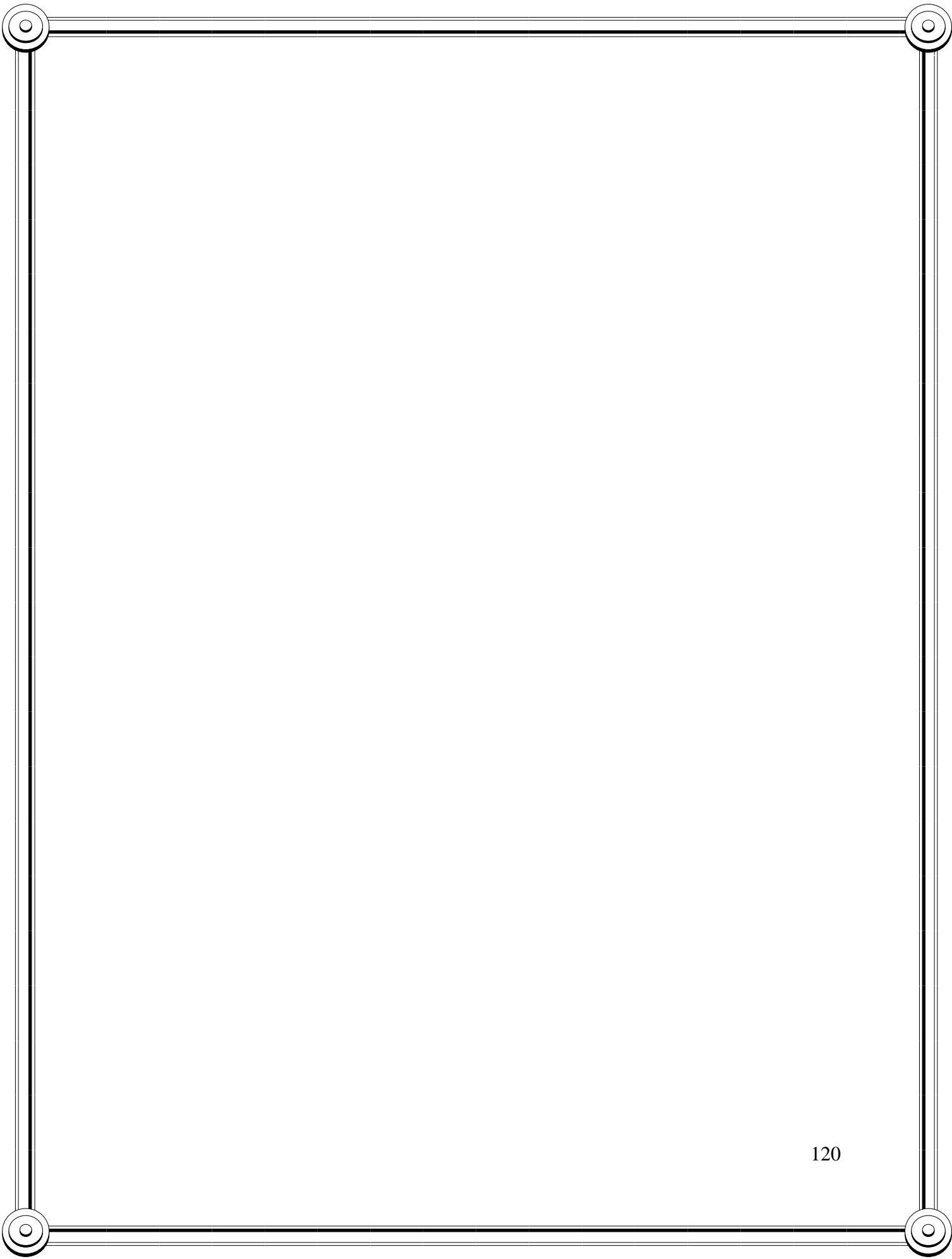
Present the AAEEEO interview report form to COM

16. Plans for Installation of the new pastor are made jointly between the COM Liaison, the Pastor Nominating Committee, and the candidate

17. The Pastor Nominating Committee, Committee on Ministry Liaison and session should work jointly to create a transition team to assist the new pastor's integration into the life and ministry of the congregation. This team should serve for six to twelve months. Dissolving the team should be a joint decision made by the pastor and the team.

## **PRESBYTERY CALL PROCESS FLOWCHART**

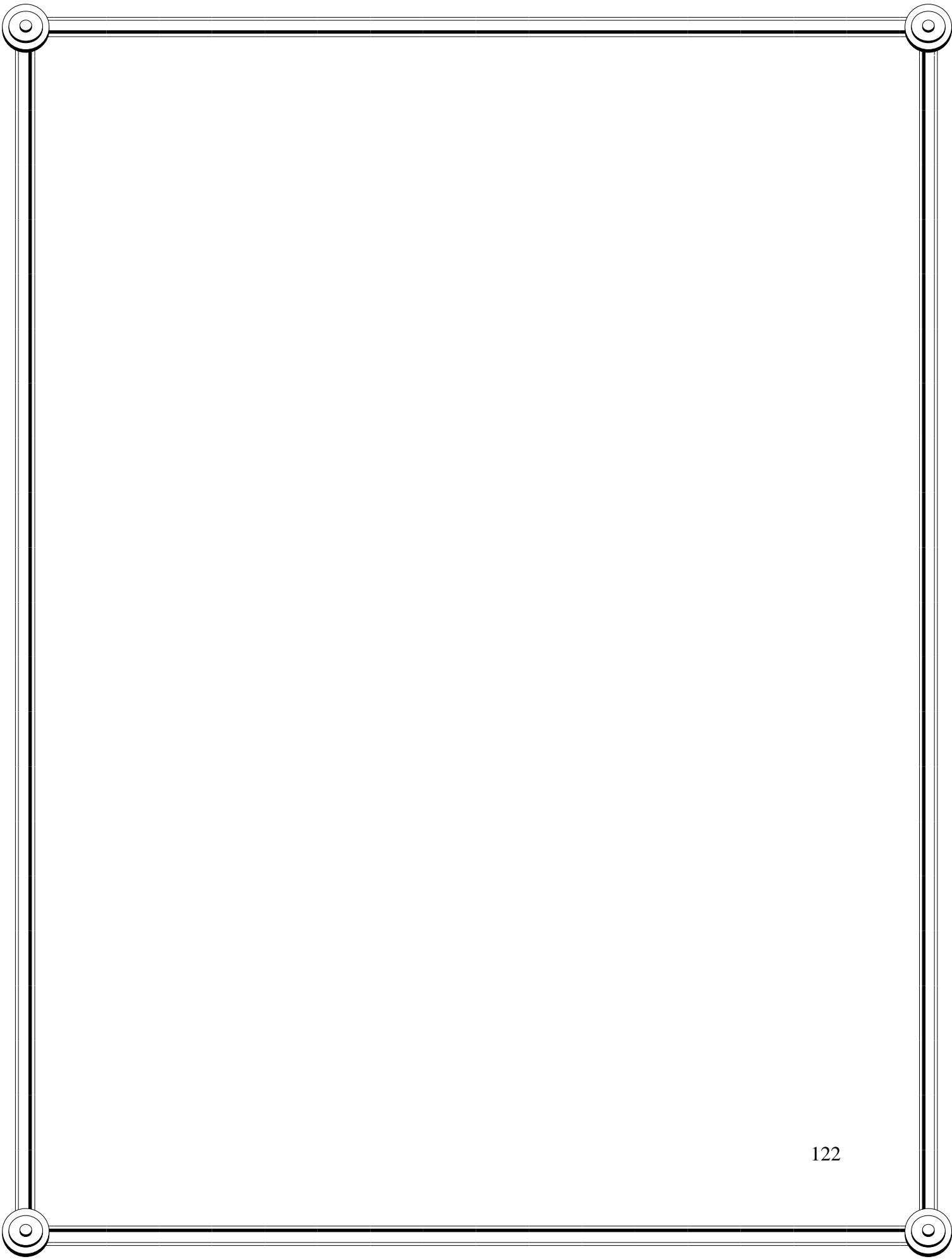
- \_\_\_ Pastor announces dissolution of call
- \_\_\_ Committee on Ministry does exit interviews
- \_\_\_ Committee on Ministry gives session permission to elect pastor nominating comm.
- \_\_\_ Orientation meeting of the Pastor Nominating Committee (PNC)
- \_\_\_ PNC gets session to approve AA/EEO policy paper
- \_\_\_ Mission Study is completed
- \_\_\_ Church Information Form (CIF) is completed
  - \_\_\_ session approves and clerk signs off
  - \_\_\_ liaison approves and COM chair signs off
  - \_\_\_ CIF is filed with Louisville
- \_\_\_ Liaison reviews with the PNC the orientation for reading Personal Information Forms (PIF's)
- \_\_\_ receipt and reading of PIF's
- \_\_\_ Background reference checks are performed by PNC
  - \_\_\_ request of candidate is made for secondary reference process
- \_\_\_ Candidate is interviewed (preferably by COM before PNC)
  - \_\_\_ General Presbyter does GP reference check prior to interview
- \_\_\_ Terms of Call are negotiated by candidate and PNC
- \_\_\_ Session calls a meeting of the congregation to elect candidate
- \_\_\_ Congregations calls
- \_\_\_ Liaison, PNC, and candidate plan for installation service
  - \_\_\_ name 2 elders, 2 ministers and moderator to commission
  - \_\_\_ set date for installation
  - \_\_\_ send invitations to the presbytery
  - \_\_\_ plan the worship service of installation





## **REFERENCE CHECK PROCESS**

1. Call candidates before calling references. You might ask the following questions.
  - a. Are you still interested in our position?
  - b. May we call anyone whose name is given us by those references listed in your Personal Information Form (PIF)? This information needs to be received in writing. See the Secondary Release Form.
  - c. Are there people you do not want us to contact?
2. When calling references:
  - a. Begin by explaining who you are and why you are calling;
  - b. Ask all of the pre-decided reference questions for each reference called;
  - c. Conclude by asking if there is anyone else you may talk with about the candidate (this can only be done with written permission). Tell the person that the candidate has given written permission to ask for these names.
  - d. When calling secondary references ask the same questions as of the primary references. You may need to mention that they may not know that the candidate is considering a move and this should be kept confidential.
3. Once the Pastor Nominating Committee decided they have a candidate they would like to interview they should contact the Committee on Ministry Liaison so that the Executive Presbyter and COM chairperson can make their reference calls.
4. All reference material for candidates needs to be destroyed once the call process is completed.



## SECONDARY REFERENCE RELEASE FORM

Date \_\_\_\_\_

I understand that the Pastor Nominating Committee of \_\_\_\_\_  
\_\_\_\_\_ Church may be contacting secondary references not listed on  
my Personal Information Form.

You have my permission to:

- a. Contact any and all references you think necessary. \_\_\_\_\_  
(please initial)
- b. Contact only the following secondary references (list names, addresses and  
phone numbers on the back of this sheet). \_\_\_\_\_  
(please initial)
- c. Contact any and all references except the following (list names or groups on the  
back of this sheet). \_\_\_\_\_  
(please initial)

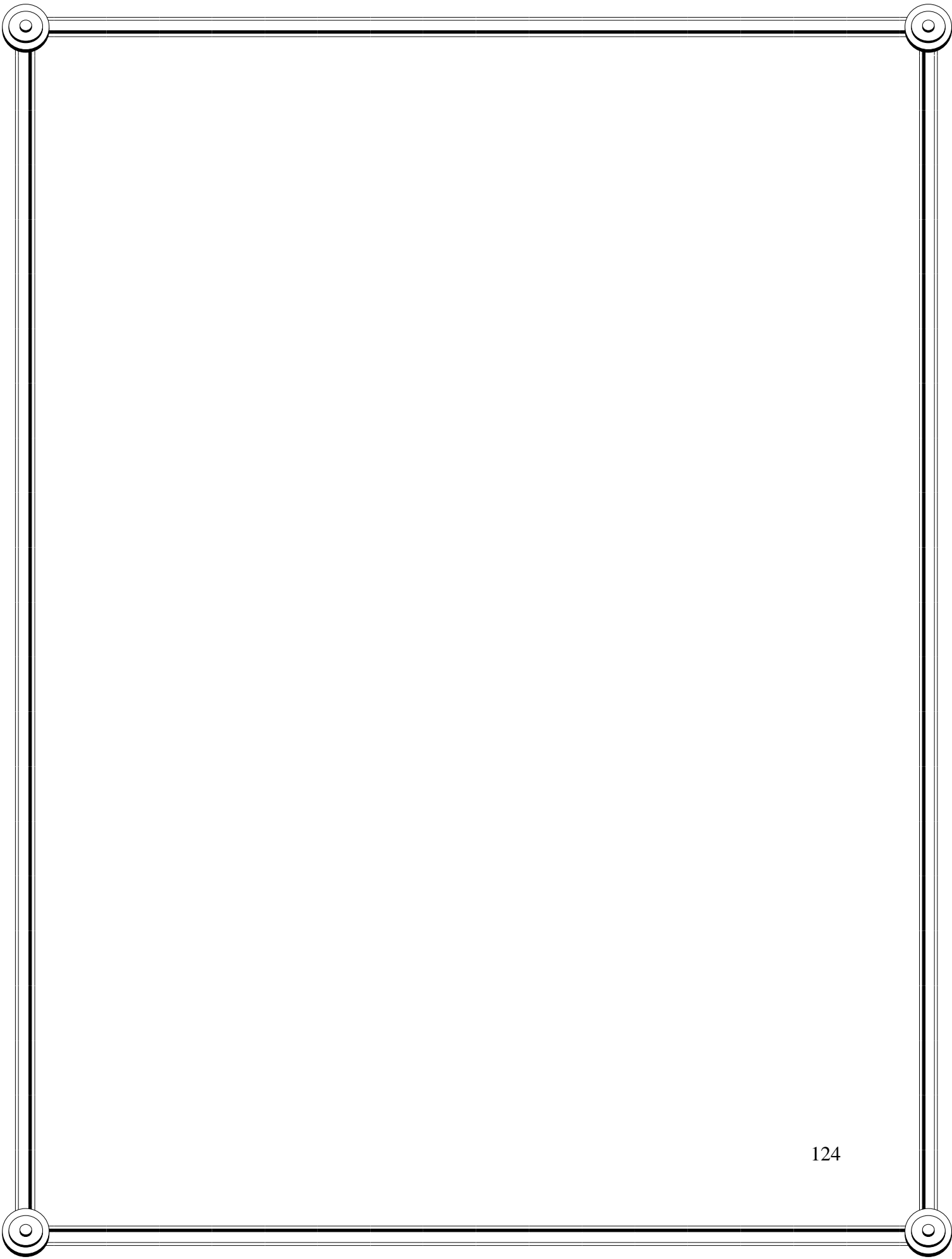
Would you be willing to visit with us about your reasons for exclusion?

Yes \_\_\_\_\_ No \_\_\_\_\_

Signed \_\_\_\_\_

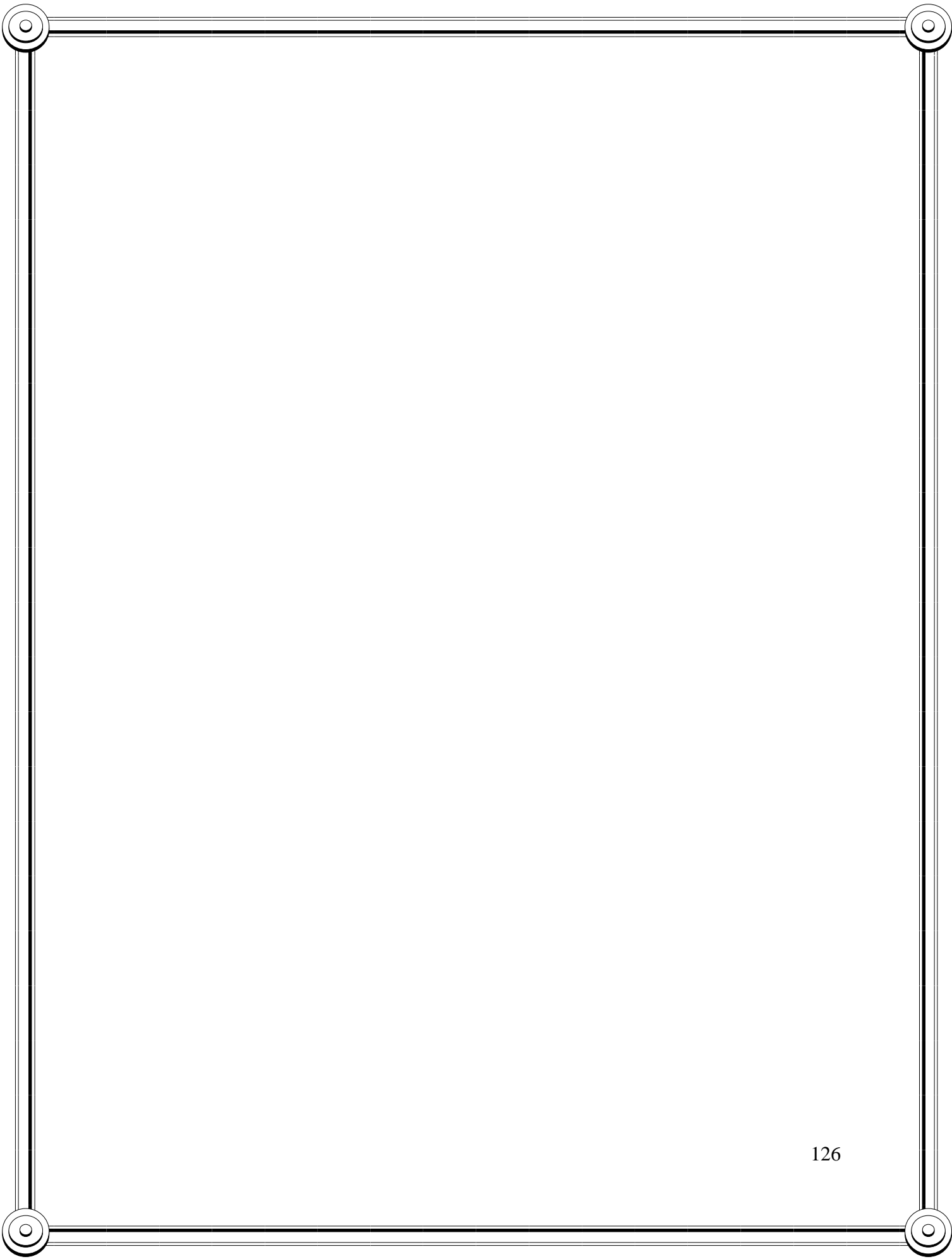
Using the enclosed envelope, please return by \_\_\_\_\_

THANK YOU!



## **BACKGROUND CHECK GUIDELINES**

For all incoming teaching elders and new lay pastors the presbytery will conduct a criminal and credit background check. The information will be shared first and only with the General Presbyter. If the General Presbyter determines there is information the Committee on Ministry needs to know it will then be shared with them. The major points of interest in the criminal background check will be credit and malfeasance issues. Such information will not be used to exclude but is intended to open dialogue with the candidate if the General Presbyter deems it necessary.



## BACKGROUND CHECK RELEASE

I hereby authorize \_\_\_\_\_ to release any information which pertains to any record of convictions contained in any criminal file maintained on me whether local, state, and national to the Presbytery of Central Nebraska. I hereby release said company from any and all liability resulting from such a disclosure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print maiden name if applicable

\_\_\_\_\_  
Print all aliases

\_\_\_\_\_  
Date of birth

\_\_\_\_\_  
Place of birth

\_\_\_\_\_  
Social Security Number

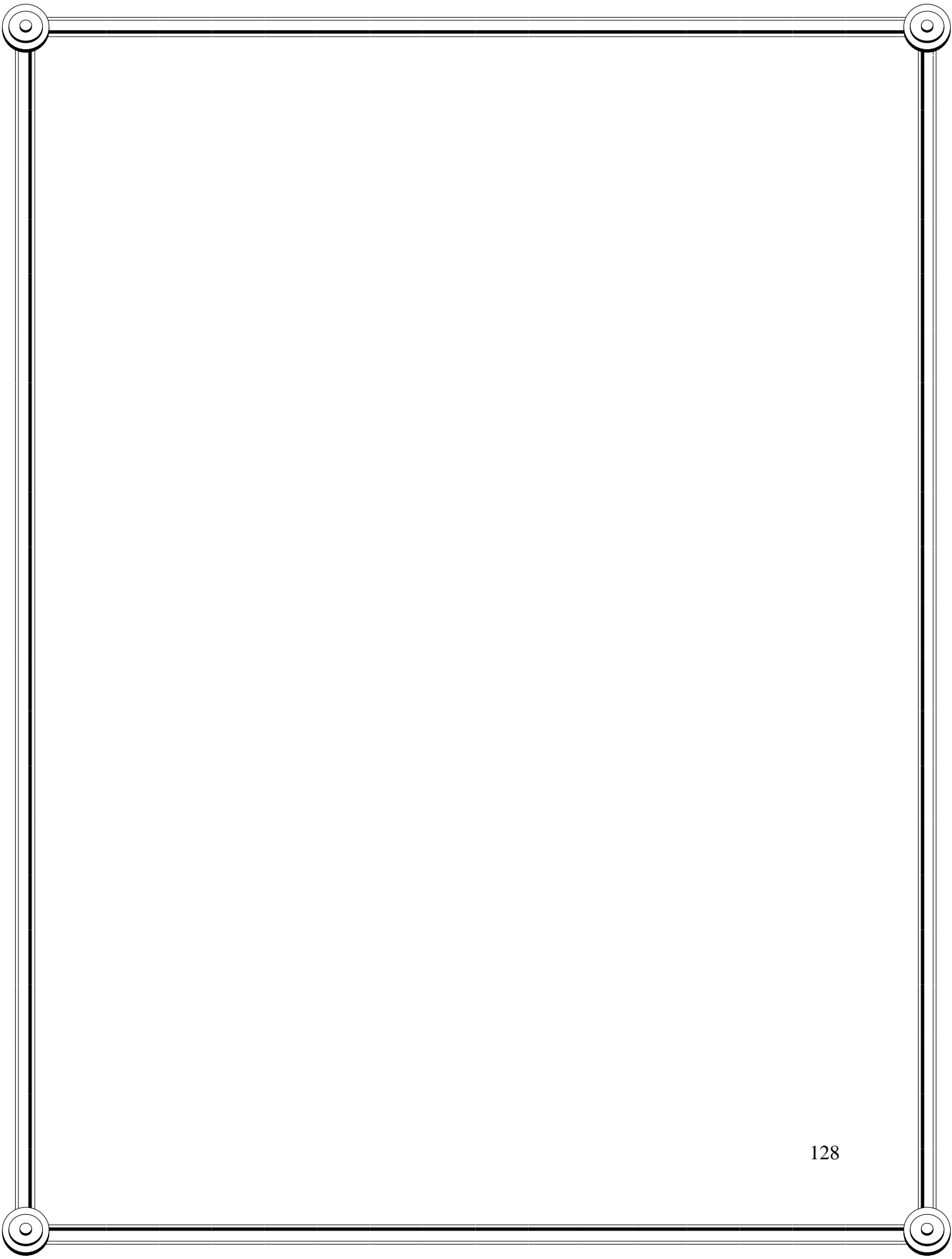
\_\_\_\_\_  
Today's date

Record to be sent to

Presbytery of Central Nebraska

4111 4<sup>th</sup> Ave Ste. 28

Kearney, NE 68845





## INAPPROPRIATE REFERENCE QUESTIONS

1. Marital status, spouse's name, original name of applicant, whose name has been changed by court order, including inquiring of maiden name of married women.
2. Inquiry into applicant's lineage, ancestry, national origin, descent, parentage or nationality, sex, or maiden name
3. Birthplace, birthplace of applicant's parents, spouse or other relative.
4. Whether applicant's parents or spouse are naturalized or native-born citizens of the U.S.; the date when such parents or spouse acquired citizenship.
5. What is your native language or first language or language spoken at home?
6. Inquiries into how applicant acquired the ability to read, write, or speak a foreign language.
7. Names, addresses, ages, number or other information concerning applicant's spouse, children, or other relatives not employed by company, where does your spouse work?
8. Do you rent or own your home? Names and addresses of persons to be notified in case of accident or emergency.
9. Are you married? Single? Divorced? Separated? Do you wish to be addressed as Mrs., Mrs., Miss, Ms.?
10. Do you have children? Do you plan to have children? Are you pregnant? What are the ages of your children?
11. Comments reflecting age preferences, inquiry as to age, date of birth?
12. Do you have any physical disabilities?
13. Have you ever been arrested?
14. Inquiry into applicant's general military experiences.
15. List all clubs, societies, and lodges to which you belong.
16. Questions about sexual preference.

## **GUIDELINES FOR INTERVIEWS CONDUCTED BY THE PASTOR NOMINATING COMMITTEE**

### **Purpose of the Interview**

The purpose of the interview is two-fold:

1. It provides an opportunity to meet and talk with prospective candidates for your position to identify their skills, abilities, experience, educational background and spiritual motivation.
2. It is also an opportunity for your committee to describe your church, its environment, history, traditions, and mission goals – thus challenging prospective candidates to consider this opportunity for service.

### **Know the Candidate**

Study the Personal Information Forms, identifying specific points of interest.

Identify skills, experiences and abilities, which would be of special help to your congregation.

## **CREATING GOOD INTERVIEW QUESTIONS**

The Pastor Nominating Committee needs to be clear about what it is seeking to learn. It is important to remember the skills list the committee prepared when creating the Church Information Form. That and issues in the congregation may help determine the most important questions to ask.

Ask each person to write an interview question and then share it with the group. The group would then consider how to improve the question.

Questions should be:

Open Ended

Story questions

Tie the questions to the mission study goals and church information form

Test or measure interpersonal skills

Balance your questions

Polity

Program

Mission

Theology

Leadership

Worship

Faith journey

Life journey

The same person should ask the same question to each candidate

Interview questions for references should be determined as well as for candidates.

## **SUGGESTED INTERVIEW QUESTIONS FOR PNC'S TO CONSIDER**

The PNC should limit the number of questions to about five but be sure and ask the same five questions of all candidates interviewed.

1. Please tell us about your personal faith journey.
2. In what ways is the Bible a resource in your journey?
3. Tell us your story of being called to ministry.
4. What are some of the things you feel most confident doing?
5. How would you help a congregation grow spiritually?
6. What has given you the most satisfaction in your ministry?
7. How do you divide your time with respect to study, calling, administration, unexpected interruptions, etc.?
8. Give us some guidelines that you think would help a pastor and members of session work together.
9. What do you see as some of the most difficult tasks our next pastor will have to do?
10. What responsibility does the session/parish council have toward the pastor?
11. How do you nourish your personal spiritual life?
12. What are some ministry skills that you would like to strengthen or improve upon?
13. What are your goals as a minister?
14. How do you deal with conflict and dissent?
15. How would you help a congregation increase membership?
16. What is your thinking on pastoral calling?
17. What is the pastor's role in developing church program?
18. What are some of the factors in our situation, which are attractive to you?
19. What are the aspects of our situation that are unclear to you?
20. How do you maintain a balance between work and personal life?
21. Do you have any questions of us?

If more than one candidate is to be interviewed, each candidate should be asked the same questions.

## **GUIDELINES FOR SCHEDULING A NEUTRAL PULPIT**

A neutral pulpit may be arranged by either the chairperson of the Pastor Nominating Committee or Committee on Ministry Liaison. The neutral pulpit should be arranged with a church far enough away from the vacant pulpit so as not to invite members of that congregation to become a part of the process.

The Liaison or PNC Chairperson shall make the arrangements by contacting the pastor or clerk of session (in cases of vacant churches) of the church providing the neutral pulpit to make arrangements for the service. Normally the potential candidate will only be asked to read the scripture and preach the sermon unless the Pastor Nominating Committee wants to hear the potential candidate provide other worship leadership. If this is the case that **MUST** be negotiated with the pastor or clerk of session at the time the neutral pulpit is arranged.

The Pastor Nominating Committee chairperson will be responsible for clarifying with the potential candidate their responsibilities for the worship service. The congregation of the vacant church shall be responsible for all expenses related to the potential candidate's preaching at a neutral site. Pulpit supply fees will not be expected of the church providing the neutral pulpit even if that pulpit is vacant.

## GUIDELINES FOR PASTORAL COMPENSATION

### I. COMPENSATION

- A. Compensation is in three forms: effective salary, allowances for professional expenses and pension dues.
1. Effective salary includes: cash salary to be paid monthly or semi-monthly; health care/dependent care flexible spending account of Section 125 Plan Housing; either free use of the manse or a housing allowance; utilities, either paid directly by the church or paid as an allowance; appurtenances (by voucher); Social Security set aside; life insurance premiums, tax deferred annuity premiums, or a contribution to a retirement savings plan.
  2. Professional expenses include: business mileage reimbursement (by voucher), continuing education (by voucher), and other allowable professional expenses.
  3. Pension Dues are established by the Board of Pensions.
    - a. **Presbytery of Central Nebraska Policy for Medical Dues 2015**  
Presbytery of Central Nebraska adopts a policy requiring employing organizations to pay the full healthcare and pension dues for minister members and all their dependents giving the Committee on Ministry the authority to grant exceptions in extenuating circumstances. *This policy is to be reviewed annually by the Committee on Ministry to evaluate changes in circumstances both in the presbytery and at the Board of Pensions.*
- B. The presbytery minimum effective salary for each year is set by the Presbytery upon the recommendation of the Committee on Ministry at its May meeting each year.

### II. EXPLANATION OF TERMS – refer to the Board of Pensions booklet explaining Effective Salary

*Manse* -For the purposes of establishing the effective salary total, the manse is Valued at fair rental value furnished, plus utilities if paid by the church. For the purpose of determining pension dues, free use of a church owned manse is valued 30% of the total cash salary, the amount of any Flexible Spending Plan, any utilities allowance, and any deferred income or appurtenances allowed. If a church pays the utilities directly that amount is not included in the calculation of pension dues.

*Social Security Set Aside* – Churches may pay the employer's portion of the Social Security Tax to the pastor as part of the salary package. This is taxable income; however, no pension dues are paid on the Social Security Set Aside except when an excess of 50% is being paid. The Social Security Set Aside is normally paid along with the cash salary to the

pastor each month. It is reported as part of wages, tips, and other compensation on the pastor's W-2.

*Business Mileage Reimbursement* – This is to be vouchered at no more than the IRS approved rate. Churches may provide an automobile allowance. An automobile allowance is then included in the calculation of the pension dues Plan for eligible persons. An annual information return required by Section 125 and is reported as part of wages, tips and other compensation on the pastor's W-2.

*Continuing Education* – Presbytery requires two (2) weeks per year in every call to a pastor. Arrangements may be made so that this can accumulate up to six (6) weeks over three years. The recommended minimum continuing education allowance for churches in the Presbytery of Central Nebraska is \$500. The pastor should consult with the session for the approval of specific continuing education plans, voucher all expenses, and report on the experiences.

*Other Professional Expenses* – Some churches provide allowances for books, professional expenses to attend conferences or General Assembly, or memberships to professional organizations. These expenses should be vouched.

### III. THE COMPENSATION REVIEW

- A. Each session is required to consult every year with the pastor about compensation before the budget is adopted. Both the congregation and the presbytery must approve the new terms of call.
- B. These factors should be considered in the compensation review.
  - 1. A cost of living increase should be the minimum consideration each year. This prevents the pastor's salary from being diminished by inflation.
  - 2. The amount of time and effort required for the position; the degree of competence demonstrated in the pastor's performance; years of experience; years in the current pastorate; advanced degrees; special skills; and exceptional service.
  - 3. A minister is considered self-employed for the purpose of remitting the Social Security Tax. The pastor must pay both the employee and employer's portion Of the Social Security Tax on the cash salary, housing (either fair rental value of the manse furnished or the housing allowance), utility allowance, appurtenances, Social Security set aside, and insurance premiums paid by the church. The current rate for the Social Security Tax is 15.3%. Although the church cannot pay the tax for the pastor, it can

include an amount equivalent to the employer's portion (7.65%), or a part thereof, in the compensation package. No pension dues would be paid on this amount. The Internal Revenue Service however requires a W-2 form be filed for all teaching elders.

C. In summary, the pastor's salary should reflect and enable a reasonable standard of living for the pastor. The salary review is not a time to deal with grievances. Unhappiness with a pastor's performance should be handled by the personnel Committee.

1. Pastors are not paid for the work, rather "compensated to be free from worldly cares and avocations". This means they need to be financially independent enough to provide for their economic needs. Those needs vary according to family conditions.

## Pastoral Call Form

Presbytery of Central Nebraska, Presbyterian Church (U.S.A.)

*The \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_ (City, State), being well satisfied with your qualifications for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you, \_\_\_\_\_ to undertake the office of \_\_\_\_\_ (pastor, associate pastor) of this congregation, beginning \_\_\_\_\_ promising you in the discharge of your duty all proper support, encouragement and allegiance in the Lord.*

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

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

Housing (manse and/or amt. of housing allowance)	\$ _____
Utilities Allowance	\$ _____
Full medical, pension, disability, and death benefit coverage under the Board of Pensions	
Other benefits:	
Deferred Compensation	\$ _____
Medical/Dental Reimbursement Allowance	\$ _____
Paid vacation leave of four weeks annually	

Paid continuing education leave of two weeks annually (cumulative up to six weeks)

Moving expenses	\$ _____
-----------------	----------

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

Travel expense at \$____ per mile (IRS allowable rate is recommended)	\$ _____
Continuing Education Reimbursement allowance	\$ _____

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

*In testimony whereof we have subscribed our names this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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

(Signed) \_\_\_\_\_, Moderator of the Congregational Meeting

### **Certification of Call**

#### **By Presbytery of Call**

By the Presbytery of \_\_\_\_\_

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

\_\_\_\_\_  
Date of Action

\_\_\_\_\_  
Signed - COM Moderator

This call was approved by the Presbytery of \_\_\_\_\_, through action taken by its committee as authorized by G-11.0502h.

\_\_\_\_\_  
Date of Action

\_\_\_\_\_  
Signed - Stated Clerk

#### **By Presbytery of Care or Present Call**

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

\_\_\_\_\_  
Date of Action

\_\_\_\_\_  
Signed - Committee Moderator

The Presbytery of \_\_\_\_\_ hereby finds it expedient to release \_\_\_\_\_ to accept this call and therefore has placed this call in the minister's/candidate's hands.

\_\_\_\_\_  
Date of Action

\_\_\_\_\_  
Signed - Stated Clerk

#### **By Candidate**

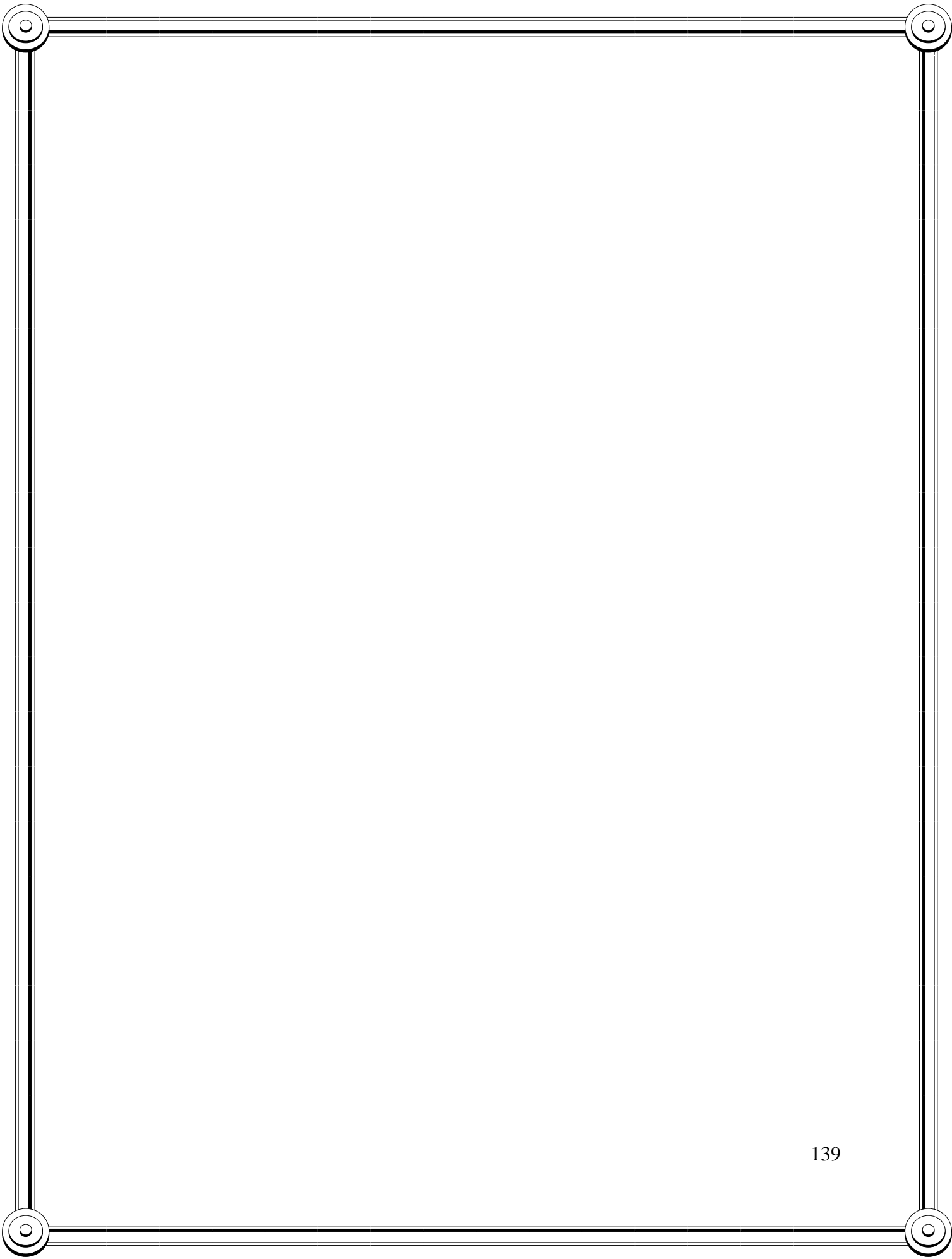
This is to certify that I have received and accepted the call.

\_\_\_\_\_  
Date of Acceptance

\_\_\_\_\_  
Signature

## **GUIDELINES FOR SCHEDULING A CANDIDATE**

The session of a vacant church may call a congregational meeting to vote on a candidate only after the Committee on Ministry has interviewed said candidate and given clearance for them to preach the candidating sermon. It will be the practice of the Presbytery of Central Nebraska that all candidates will be present for the worship service to preach and the congregational meeting to briefly answer questions when candidating.



## NEWLY CALLED PASTOR

Your Committee on Ministry Liaison is \_\_\_\_\_.

Now that you have been called as pastor there is probably a sense of relief that this long involved process is finally complete. Unfortunately this note is to let you know there are still some things that need to be done.

One of the presbytery's first expectations is that you will work with the Pastor Nominating Committee and Committee on Ministry Liaison to form an installation commission. This should have at least five members divided three and two ministers and elders as per the Book of Order. One of the members should be the moderator of the presbytery or their designee to propose the constitutional questions to you at that service.

Sample orders of service etc. are available at the presbytery website [www.centralnepresby.org](http://www.centralnepresby.org). Since this is a presbytery event we encourage all churches of the presbytery and its ministers be invited to attend. A sample invitation is enclosed with this envelope.

This is a presbytery that never has enough ministers. Therefore we urge you to attend presbytery meetings faithfully and prayerfully consider service on one of its committees when you are asked.

We would expect you to focus your attention initially on entry into your pastorate and all that involves. The General Presbyter will try to visit with you early after your arrival to welcome you and acquaint you with the presbytery and the church.

We hope you enter this pastorate with the intention of being here a long time. We believe that longer pastorates are more effective in bringing about lasting development and change.

We also recognize that pastoral ministry is not easy anywhere. We expect you to use your time and allowances for vacation and continuing education to enhance your ministry.

## **MENTOR GUIDELINES FOR NEW TEACHING ELDERS**

Mentoring is a form of friendship, but friendship with a particular end in mind: the mentor companions and supports the protégé in discovering and claiming his or her authentic self. Mentors embody and inspire the possibility of committed and meaningful life within a particular profession, or through a particular era of life.

THE MENTOR shall be a TEACHING ELDER in the Presbyterian Church (U.S.A.) or experienced Commissioned Lay Pastor and an active member of the Presbytery of Central Nebraska

### **QUALITIES**

- Possesses obvious spiritual maturity, humility, and wisdom;
- Can be “transparent” with you, is willing to be vulnerable
- Possesses a high level of integrity
- The mentor is ready for the wonder of reciprocity
- Possesses a servant orientation
- The mentor is aware that they themselves are still a work-in-progress.
- Mentors are good listeners, not afraid to ask hard questions and never force their answers on the mentored person, share stories of their own lives, are honest about their struggles and their hopes present: they show up, make time and are intentional in their commitment.
- The mentor shall be available to meet with the applicant on a regular basis

### **RESPONSIBILITIES**

- Meet to develop relationship
- Engage in a confidential, independent process
- Set comprehensive goals, objectives and priorities
- Engage in specific actions and discussions
- Support and challenge to help them discover their vocation
- Shall help the new teaching elder get acquainted with the presbytery, its teaching elders and committee structure
- After a time of six months the mentor and mentored will decide if the relationship should/could be ended or if they wish to continue

## TRANSITION TEAM GUIDELINES

At the beginning of every new call a transition team should be appointed to assist the pastor and congregation in making their transition into the new relationship. It would seem appropriate for a member(s) of the search committee to be a part of the team but not necessarily make up the entire team.

Tasks for this team could include:

- Helping the pastor plan the ordination/installation service
  - The commission will consist of the moderator of presbytery or their designee, two elders from different churches and two ministers from different churches
- Helping the pastor find the hospitals where congregation member usually are patients
- Helping the pastor make the first visits to residents of the nursing homes
- Introducing the pastor to the local ministerial association
- Help the pastor get acquainted with the church staff team
- Help the pastor get acquainted with the church session, community and community services
  - Doctors, lawyers, accountants, counselors to refer people to, etc.
- Help the pastor get acquainted with the church's members by hosting group gatherings in the homes of session members or some other organizational plan
  - Perhaps look through the church directory with the pastor
- Being available to respond to questions raised by the pastor
- Helping the pastor learn the unwritten rules and tacit power structure that exist in the congregation
  - There might also be community power structures and unwritten rules to be made aware of.
- Fielding concerns expressed by members of the congregation

## **SAMPLE INSTALLATION INVITATION**

For the service of installation all churches and pastors should be invited to attend.

### **The Invitation**

Just as the local church installs elders and deacons to serve the church a new pastor is installed into her/his position by the Presbytery. Unlike elders or deacons the pastor is a member of the Presbytery, not the church to which he/she is called. This is why the pastor is installed by a commission of the presbytery. This is a celebration of the church, the pastor and the presbytery so we hope you will come and celebrate with us on day, month, and date as name of pastor is installed as our new pastor.

The Presbytery of Central Nebraska  
Cordially invites you to  
A Service of Installation  
For  
The Rev. \_\_\_\_\_  
As pastor of  
Church  
Day, month, date, and time

## **ORDER OF INSTALLATION SERVICE FOR MINISTER**

### **THE PRELUDE**

### **THE GREETING**

L - The Lord be with you.

P – And also with you.

### **THE CALL TO WORSHIP**

L – Let us worship God.

Clap you hands, all you peoples;

P – shout to God with loud songs of joy.

L – For the Most High is awesome,

P – a great sovereign over all the earth.

L – It is good to give thanks to the Lord,

P – to sing praises to your name, O Most High.

### **PRAYER OF THE DAY**

Almighty and eternal God, by your grace you have called us in this time and place to be your servant people as we follow our servant Lord. Make your Holy Spirit move within and among us, that together we may live a new life in the crucified and risen Christ. Bind us together in faith, so that as we receive all spiritual gifts needed to fulfill our calling, we may support one another in common ministry; through Jesus Christ our Savior and Lord. Amen.

### **HYMN OF PRAISE, PSALM, OR SPIRITUAL**

### **CONFESSION AND PARDON**

The Call to Confession – I John 1:8,9

### **THE PRAYER OF CONFESSION**

Almighty God, by water and your Holy Spirit you baptized us to be your own and called the church into being. We confess that we hold back the love of your Spirit among us. We do not listen for your word of grace, speak the good news of your love, or live as a people made one in Christ.

(silent prayers of confession may be offered)

Have mercy on us, O God. Transform our lives by the power of your Holy Spirit and make strong our common witness to the one Lord, our Savior, Jesus Christ. Amen.

### **THE ASSURANCE OF PARDON**

God who is rich in mercy, out of the great love with which God loved us, even when we were dead through our sin, made us alive together with Christ and raised us up with him. For by grace you have been saved through faith, and this is not your own doing; it is the gift of God. Amen.



THE GLORIA PATRI OR KYRIE ELEISON OR SUITABLE HYMN

THE PASSING OF THE PEACE

HYMN, SPIRITUAL OR SPECIAL MUSIC

### THE WORD

PRAYER FOR ILLUMINATION

Let us pray.

Overwhelm us with your Holy Spirit, O God, that the words we hear will speak to our hearts as your Word, made known to us in Jesus Christ the Lord. Amen

FIRST READING

PSALM

SECOND READING

HYMN, ANTHEM, PSALM OR SPIRITUAL

GOSPEL READING

SERMON

HYMN, PSALM OR SPIRITUAL

### THE SERVICE OF INSTALLATION

The moderator addresses all present:

As in one body we have many members, and not all the members have the same function, so we, who are many, are one body in Christ, and individually we are members one of another. We have gifts that differ according to the grace given to us: prophecy, in proportion to faith; ministry, in ministering; the teacher, in teaching; the exhorter, in exhortation; the giver, in generosity; the leader, in diligence; the compassionate, in cheerfulness. Let us not lag in zeal, but be ardent in spirit, serving the Lord.

#### A LITANY OF GIFTS

L – As in one body we have many parts and each part has its own function, so all of us together with Christ are one body, and we all belong to each other.

P – We have different gifts according to the grace God has given us.

L – If your gift is to hear God's Word,

P – speak it out in faith.

L – If your gift is service,

P – live to serve others.

L – If your gift is the heart of a teacher,

P – teach what is true.

L – Let preachers preach with conviction, and givers give freely;

P – let officers work diligently for the people, and let those who serve the poor, serve gladly.

L – Let us not lack for enthusiasm, but be ardent in spirit,

P – serving the Lord, rejoicing in hope, patient in suffering, constant in prayer, supporting one another, and welcoming all.

#### STATEMENT ON THE MINISTRY OF THE CHURCH

The following or similar interpretation of ministry shall be given:

We are called out by God to be the Church of Jesus Christ, a sign in the world today of the new life that God intends for all. In our life together we are to display the new reality that sin is forgiven, reconciliation accomplished, and the dividing walls of hostility torn down.

As the living body of Christ, the church is called to proclaim the good news of salvation, to present the claims of the gospel on people's lives, and to demonstrate Christ love in service to the world. We are called to undertake this mission even at the risk of life, trusting God in all things. In faith we embrace a new openness to what God is doing in our time, a renewed obedience to our Lord Jesus Christ, and a new joy in our common worship and work. Based on Book of Order G-3.0200-.0401

Today we reclaim our historic calling and remember the great ends of the church:

(Unison)

The proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the worlds.

(the moderator continues)

The ministry of the church is shared by pastor and people, so that all together may fulfill the mission to which we are called in Jesus Christ. The particular responsibility of the ministry of Word and Sacrament is to build up the church and serve the people of God, so that the Word may be rightly proclaimed and sacraments rightly celebrated. The call to this ministry has been extended by the congregation, accepted by the candidate, and approved by the presbyter. Therefore the Presbytery of Central Nebraska, by means of this commission, now installs N. as pastor of N. Church.

In his/her baptism, N. was clothed with Christ. He/she was ordained to the ministry of Word and Sacrament by the Presbytery of N., and is now called by God through the voice of the church to serve as pastor of this congregation.

We remember with joy our common calling to serve Christ, and we celebrate God's call to our brother/sister, to serve among us as pastor.

#### CONSTITUTIONAL QUESTIONS – Book of Order

PRAYER OF INSTALLATION (options available in the Book of Occasional Services)

#### DECLARATION OF INSTALLATION

n., AS A MINISTER OF THE Word and Sacrament in the church of Jesus Christ, you are now installed as pastor/associate pastor/co-pastor of this congregation. Be faithful and true in your ministry so that your whole life will bear witness to the crucified and risen Christ.

#### WELCOME

(Members of the presbytery and others as appropriate welcome the newly installed pastor)

#### CHARGE TO THE NEWLY INSTALLED PASTOR

#### CHARGE TO THE CONGREGATION

#### HYMN, PSALM, OR SPIRITUAL

#### THE EUCHARIST

#### OFFERING

- (an offering will be received for the Johnson Scholarship Fund) **the Johnson/Crawford Scholarship Fund** is expended by the Committee on Preparation for Ministry and given to inquirers or candidates of the presbytery actively working toward a seminary degree.

#### SENDING, BLESSING, BENEDICTION

## **SIX MONTH INTERVIEW QUESTIONS**

Conducted by the COM liaison with the pastor and those responsible for personnel

1. What do you consider to be accomplishments during the first year with your new pastor?
2. What adjectives would you use to describe your pastor/your congregation?
3. Have expectations of your new pastor met with what you had hoped for pastoral leadership for your congregation?
4. What surprises have you encountered?
5. Do you have any present concerns that Presbytery might help you address?
6. Has your new pastor integrated well into the life of your congregation, your community?
7. Has your pastor been able to connect your congregation with its role in the community and assist you in identifying new ways in which you can become a more proactive and visible presence?
8. What most excites you about your church's life and work?

## **GUIDELINES FOR MINISTERS' CONTINUING EDUCATION**

Planned continuing education is of great value in helping ministers maintain and improve skills required for ministry. The presbytery expects its ministers to use their continuing education and participate in planned continuing education each year as provided by terms of their call.

The committee on ministry (COM) has adopted the following guidelines for use by pastors and churches in providing annual continuing education.

- a. Continuing education time and expenses may be used annually or may be accumulated in accordance with the terms of call. The money and time budgeted for continuing education shall be used only for continuing education as defined in the terms of call.
- b. In addition to continuing education as provided in the terms of call, the local church continues the pastor's salary, will cover any cost of pulpit supply (one Sunday for each week of education time), and meets the expense of other necessary pastoral services during the continuing education time.
- c. Continuing education time may not be used for vacation purposes. It should also not be used for regular work at the church such as preparing preaching schedules.
- d. Travel, food, lodging, registration, and related expenses incurred during continuing education are reimbursable expenses to be charged against continuing education or other appropriate budget line as outlined in the terms of call.
- e. The course of study should be approved by the session with the concurrence of the pastor. At the next scheduled session meeting after the education time, the pastor should provide a report to the session or personnel committee.
- f. Continuing education credit (time) accrues to an individual pastor in relation to the call to a particular congregation. Should the pastor accept a call to another field, whatever education credit has been earned in the congregation he/she is leaving shall be forfeited and will have no cash surrender value.

## **GUIDELINES FOR MINISTERS' PROFESSIONAL USE OF THE AUTOMOBILE**

A minister's use of her/his auto in carrying out the church's business is a professional expense which through a voucher reimbursement system should be requested from the local church. Ministers should not seek reimbursement for mileage or travel expenses for activities which are not directly related to providing services to the church. Attendance at presbytery meetings can properly be included as a professional expense incurred on behalf of the local church. Driving to and from the church office is not normally a reimbursable expense.

Certain uses of the auto are not to be construed as expenses of the local church without prior mutual agreement that such expense will be reimbursed – examples are a) attending committee meetings of presbytery, synod or the General Assembly b) continuing education (these are usually reimbursed through the continuing education line) c) anything related to seeking a call or other employment.

For further information, refer to IRS guidelines.

It is in the pastor's best interest to have all business expenses reimbursed by directly accounting to the church with written receipts the amount, date and "business nature" of all professional expenses.

Ministers should have their "personal compensation" and "profession reimbursement of business expenses" separated in the church's line item budget. The Tax Reform Act of 1986 and subsequent rulings by the IRS make it desirable to have the employer either pay minister business costs directly, or through an "accountable plan" as defined by the IRS on December 14, 1990.

## **WELCOMING NEW TEACHING ELDERS**

1. Provide each new minister with a mentor/transition facilitator
2. Give them 2 minutes at the next presbytery meeting to introduce themselves
  - a. Tell about their life and faith journey
  - b. Tell about what they look forward to in the new call
3. Work with the local church to create a transition team.
4. Be faithful about doing the 6 or 12 month review

# **PRESBYTERY OF CENTRAL NEBRASKA**

Committee on Ministry

## **TRIENNIAL VISIT**

### **Suggested Agenda**

The Committee on Ministry team will take the pastor/spouse to dinner to visit about what the conversation will include especially noting the questions in number two.

1. Get Acquainted/Introductions
  - a. Team Members first to model with brief personal intro.
  - b. Session share such information such as;
    1. How long a member of the church?
    2. How long or how many terms as an elder?
    3. What other ways have you served the church?
2. Team Members share something of the new vision of the triennial visit. The visit serves as a review of the ministry and mission of the church over the past three years and serves as a stepping stone to planning for the next three years of ministry.
  - a. What do you consider to be accomplishments during the last three years with your pastor?
  - b. What adjectives would you use to describe your pastor/your congregation?
  - c. Have expectations of your pastor met with what your congregation has needed for the past three years?
  - d. What surprises have you encountered?
3. Ask the session to show you through their building sharing what ministry is practiced in various parts of the building.
4. How can the presbytery assist/resource you as you prepare for the next three years of ministry.
5. Depart with prayer and thank you.



# **GUIDELINES FOR DISSOLVING A CONGREGATION OF THE PRESBYTERY OF CENTRAL NEBRASKA**

## **I. Introduction**

The Presbytery of Central Nebraska affirms that remaining part of the Presbyterian Church (U.S.A.) is the best way to carry out our commitment to Christ and our commitment and vows to the PCUSA. We affirm that property of particular churches is held in trust for the whole denomination in accordance with the Book of Order and with the applicable portions of the State of Nebraska Religious Corporation Law. We affirm the Presbytery's responsibility to preserve the witness and resources of the Presbyterian presence of the past and the future. We affirm that we are all responsible for each other's well-being and that the primary approach to the congregations within our Presbytery's bounds should be positive, pastoral, and spiritual to strengthen the relationships one to another.

## **II. Response**

- A. Upon a request from the Session of a particular church within the bounds of the Presbytery that may be contemplating whether to be dissolved, the General Presbyter and Chair of the Committee on Ministry may form a response team to meet with and counsel that congregation and Session. The Response Team after visiting with the congregation and session will make recommendations to the Committee on Ministry regarding the creations of an Administrative Commission to dissolve the congregation.
- B. The Administrative Commission will be named in accordance with the by-laws and manual of operations of the Presbytery of Central Nebraska. The task of the administrative commission is:
  - i. To meet with the Session of a congregation contemplating dissolution to provide pastoral care and assure the congregation and Session of Presbytery's ongoing care and commitment,
  - ii. To gather information and learn the congregation's perspective, to share the Presbytery's process and perspective,
  - iii. To discuss ecclesiastical and legal considerations, including the issue of the particular church's property, and
  - iv. To relay the results of such meetings to the Committee on Ministry and Presbytery.

Such a commission will normally be granted the full authorities to act on the behalf of the Presbytery of Central Nebraska.

The responsibilities of the Administrative Commission shall include:

- i. Meet with members of the congregation to determine appropriate financial and/or property disposition in light of the needs of the Congregation and the overall mission of the Presbytery.
- ii. Help members of the congregation find membership in a congregation of their choice.
- iii. Tend to any legal issues involved in dismissal including dissolving the congregation's Nebraska State religious corporation status.
- iv. Take custody of all Session records and transfer them to the Presbytery of Central Nebraska.

The commission shall keep accurate records of all actions and report to the next scheduled meeting of the Presbytery of Central Nebraska. The minutes of the administrative commission shall become a part of the permanent record of the Presbytery of Central Nebraska.

### III. Policy Statements:

- A. Regulations for Religious Corporations imposed by State of Nebraska shall be adhered to by the Presbytery and its congregations.
- B. Individual members, including officers (deacons, elders and ministers) may, at any time, unite with other Presbytery will hold these records until all necessary actions are finalized.

### IV. Procedures to Dissolve a Congregation.

A congregation which is dissolved by a Presbytery of the PCUSA is "closed" and no longer exists as a congregation in any form. Furthermore, the religious corporation of that congregation is also dissolved with the State of Nebraska. The Session of a congregation considering closing/being dissolved as a church should contact the General Presbyter or the chairperson of the Committee on Ministry as soon as the possibility arises so that the Presbytery through its Committee on Ministry can be in conversation with the Session.

- A. The Session shall call a **Congregational meeting for the purpose of acting on the question of "Shall the \_\_\_\_ Presbyterian Church be dissolved?"**
- B. Due notice shall be given orally from the pulpit at regular church services on two successive Sundays, the first of which shall be at least ten days prior to the

meeting.

- C. Prior notice shall also be given in the congregation's newsletter or bulletin.
- D. Representatives appointed by Presbytery including Presbytery staff acting on its behalf shall be present throughout and shall have the right to speak.
- E. If three-quarters of those Active Members present and voting vote to request that the church be dissolved, the request shall go to Presbytery for its consideration. If the motion carries, the congregation will be notified that after Presbytery gives approval of their request, the Administrative Commission will then enter into conversation with the Session and Congregation regarding the disposition of its property and financial assets.

## **LITANY OF PRAISE**

L – Eternal God, whom the highest heaven cannot contain, much less a building made by human hands,

P – **hear our prayer.**

L – for the Church universal, of which this building has been a symbol,

P – **we praise you, O God.**

L – For all the saints who, in times past and present, have formed a congregation of your people and have met in this place to offer their prayers and praise to you,

P – **we praise you, O God.**

L – For those who have been made your children by adoption and grace, who in this place were cleansed of sin, buried with Christ in the waters of baptism, and raised to new and eternal life,

P – **we praise you, O God.**

L – For your presence whenever your Word has been proclaimed and your sacramental gifts of bread and wine received,

P – **we praise you, O God.**

L – For your blessing upon each of your children, welcomed and nurtured here,

P – **we praise you, O God.**

L – For all who came to ask your blessing in marriage, seeking to love with your love,

P – **we praise you, O God.**

L – For faithful stewards who have lived for others, serving you by loving neighbors,

P – **we praise you, O God.**

L – for the knowledge that your church and your ministry among us will continue today, tomorrow, and forever,

P – **we praise you, O God, through Jesus Christ our Lord, by the power of the Holy Spirit. Amen.**

# **Guidelines for Dismissing a Congregation** of the Presbytery of Central Nebraska

## **I. Introduction**

The Presbytery of Central Nebraska affirms that remaining part of the Presbyterian Church (U.S.A.) is the best way to carry out our commitment to Christ and our commitment and vows to the PCUSA. We affirm that property of particular churches is held in trust for the whole denomination in accordance with the Book of Order and with the applicable portions of the State of Nebraska Religious Corporation Law. We affirm the Presbytery's responsibility to preserve the witness and resources of the Presbyterian presence of the past and the future. We affirm our abiding commitment to reconciliation and continued healthy relationships between the Presbytery and our congregations. We affirm that we are all responsible for each other's well-being and that the primary approach to the congregations within our Presbytery's bounds should be positive, pastoral, and spiritual to strengthen the relationships one to another.

Yet, despite our communal prayer for unity and mutual support, there may come instances where a particular church may petition the Presbytery to be dismissed in accordance with this policy and these procedures.

## **II. Response**

Upon a request from the Session of a particular church within the bounds of the Presbytery or upon a report from another party that a congregation may be contemplating whether to seek to be dismissed, the presbytery will create an administrative commission to meet with and counsel that congregation and session. This report will be made to the presbytery.

The administrative commission will be named in accordance with the presbytery by-laws and manual of operations. The administrative commission will have five members in accordance with the presbytery by-laws and manual of operations, so long as one person is from the Committee on Ministry and one is from the Council.

The task of the administrative commission is:

- A. to meet with the Session of a congregation contemplating whether to seek to be dismissed to provide pastoral care and assure the congregation and Session of Presbytery's ongoing care and commitment,
- B. to gather information and learn the congregation's perspective, to share the Presbytery's process and perspective,

C. to discuss ecclesiastical and legal considerations, including the separate issue of the particular church's property, and

D. to relay the results of such meetings to the congregation and presbytery.

The administrative commission should provide ample opportunity for persons with different views upon the subject to express themselves, and should not rush the proceedings but take enough time to explore opinions and options. The administrative commission may offer suggestions and will report back to the Presbytery. The administrative commission is not empowered to take any actions on behalf of the Presbytery.

The church's property and/or financial assets are a separate issue that would only be discussed by the Session and/or congregation with an Administrative Commission elected by the Presbytery should the Presbytery approve dismissal.

### III. Policy Statements:

- A. The Presbytery of Central Nebraska believes strongly that remaining loyal to the Presbyterian Church (U.S.A.) [PCUSA] is the best way to carry out our calling and commitment to Christ, as well as our commitment and vows to the PCUSA.
- B. Regulations for Religious Corporations imposed by State of Nebraska shall be adhered to by the Presbytery and its congregations.
- C. The Presbytery will only consider dismissing congregations to other Reformed denominations.

### V. Procedures to Dismiss a Congregation

*Definition:* A congregation which is dismissed by a Presbytery of the PCUSA becomes a member of another denomination which is recognized by the Presbytery of Central Nebraska. The religious corporation for the PCUSA congregation is dissolved with the State of Nebraska and a new corporation must be applied for following dismissal from the PCUSA.

Upon recommendation of the Administrative Commission, the Session shall call a **Congregational gathering for the purpose of discussing "Shall the \_\_\_\_\_ Presbyterian Church request dismissal to \_\_\_\_\_ Reformed body?"** Due notice shall be given orally from the pulpit at regular church services on two successive Sundays, the first of which shall be at least ten days prior to the meeting. Prior notice shall also be given in the congregation's newsletter, bulletin or other appropriate means. Representatives of the Administrative Commission shall be present throughout and shall have the right to speak. Ample time shall be provided for speakers wanting dismissal and those wanting to stay with the PCUSA.

No type of vote for any purpose shall be taken at this meeting.

**The Session – no sooner than three months, and no later than six months after the first meeting described above may call a congregational meeting request that the Presbytery Dismiss it to the Reformed body.**

**At the meeting of Presbytery to consider the request for dismissal, the Presbytery shall:**

Hear from the administrative commission representatives who were present at the Congregational meeting, and who may present a recommend to Presbytery for action.

Be informed of any financial contributions from this Congregation to the Presbytery, Synod or General Assembly and to this Congregation by the Presbytery, Synod or General Assembly within at least the last ten years.

Be informed what provisions will be made for those members who wish to remain in the PCUSA and for any Teaching Elders, Christian Educators or Lay Pastors associated with the Congregation.

Be informed how the Congregation's dismissal would affect the mission and ministry of the Church in this Presbytery.

After discussion and prayer, the Presbytery shall vote by written ballot on this question, "*Shall the \_\_Presbyterian Church be dismissed to \_\_denomination,*" the only choices being "Yes" or "No."

If three-quarters of those commissioners present and voting vote in favor of dismissal, that shall be the action of Presbytery.

If the motion carries, the Presbytery's Administrative Commission shall be empowered to:

- 1). Transfer members of the congregation who wish to become members of a PCUSA congregation.
- 2). Refer pastor(s) seeking transfer to the Reformed body with the congregation to the PCUSA Board of Pensions so that he/she/they may be fully apprised of any consequences of such action.
- 3). Tend to any legal issues involved in dismissal including dissolving the congregation's Nebraska State religious corporation status.
- 4). Taking custody of all Session records and transferring them to the Presbytery of Central Nebraska.

It shall be the responsibility of the Congregation to pay for all such financial, legal, and/or other experts that the Congregation or the Presbytery engages to assist the

Congregation or the Presbytery in carrying out the dismissal.

**If the Presbytery approves dismissing a Congregation to another denomination recognized by the Presbytery of Central Nebraska, that Session may also petition Presbytery to dismiss it with all or some of its property and/or assets. If so requested, Presbytery shall:**

A. Determine a date at which it will consider the request at a subsequent meeting which is to be no later than the next called meeting of Presbytery but may be at a special meeting of Presbytery called at a time between this meeting and the next one scheduled and

B. Direct its elected Administrative Commission to:

1. Meet with members of the congregation to determine appropriate financial and/or property disposition and/or property compensation terms in light of the needs of the Congregation, of those wishing to continue in the PCUSA, and the overall mission of the Presbytery.
2. Consult with persons with legal and financial expertise and/or other professionals as may seem prudent to develop a recommendation. It shall be the responsibility of the Congregation to pay for all such financial, legal, and/or other experts that the Presbytery engages to assist it in assessing the congregation's request.
3. Once it has determined the recommendation it will make, to have one or more members of the Commission inform the Session of the terms of the recommendation(s).

**At the Presbytery meeting appointed to consider the session's request to be dismissed with all or some of its property and/or assets, the Presbytery shall:**

- Receive a recommended decision [which can be debated and amended] from the Administrative Commission detailing appropriate financial and/or property disposition and/or property compensation terms in the light of the needs of the Congregation, those wishing to continue in the PCUSA, and the overall mission of Presbytery. Sometime prior to this Presbytery meeting, a representative of the Administrative Commission shall inform the Session of the Congregation in question of the terms of the recommendation.  
After discussion and prayer, the Presbytery shall vote by written ballot on this question: *"Shall the \_\_\_\_\_ Presbyterian Church be dismissed to \_\_\_\_\_ denomination with these financial arrangements for its property and/or assets?"*  
The only choices shall be "Yes" or "No."
- If a majority of those present and voting vote in favor, the Congregation shall be dismissed with the approved arrangements for finances and/or property disposition and/or property compensation, provided that if the Congregation is not



still a member of the specified or another Reformed body at any time within ten years, the dismissed property shall revert back to the Presbytery of Central Nebraska.

- The General Presbyter of the Presbytery of Central Nebraska will inform the receiving denomination that the Presbytery has approved dismissal to that body and outline the approved terms for dismissal.
- Dismissal of the Congregation to the other denomination will become effective when the receiving body notifies the Presbytery of Central Nebraska that it has taken action to receive the Congregation AND when notification is received from the State of Nebraska that the religious corporation for that PCUSA congregation has been dissolved.

## **COMMITTEE ON MINISTRY EMERGENCY FUND**

The policy for the use of the fund shall be to meet emergency financial needs of ministers through grants. A need is an emergency that affects adversely the personal welfare, well-being or ministry of the person involved and cannot be reasonably met in any other way, including a privately made commercial or personal loan.

The Executive Presbyter and chairperson of the Committee on Ministry shall approve and establish the amount of any single grant from the emergency fund. No grant shall exceed \$3,000 in any calendar year. For purposes of confidentiality grants will not be reported to the committee by name of grantee. A report of each grant made shall be made to the committee at the meeting following approval.

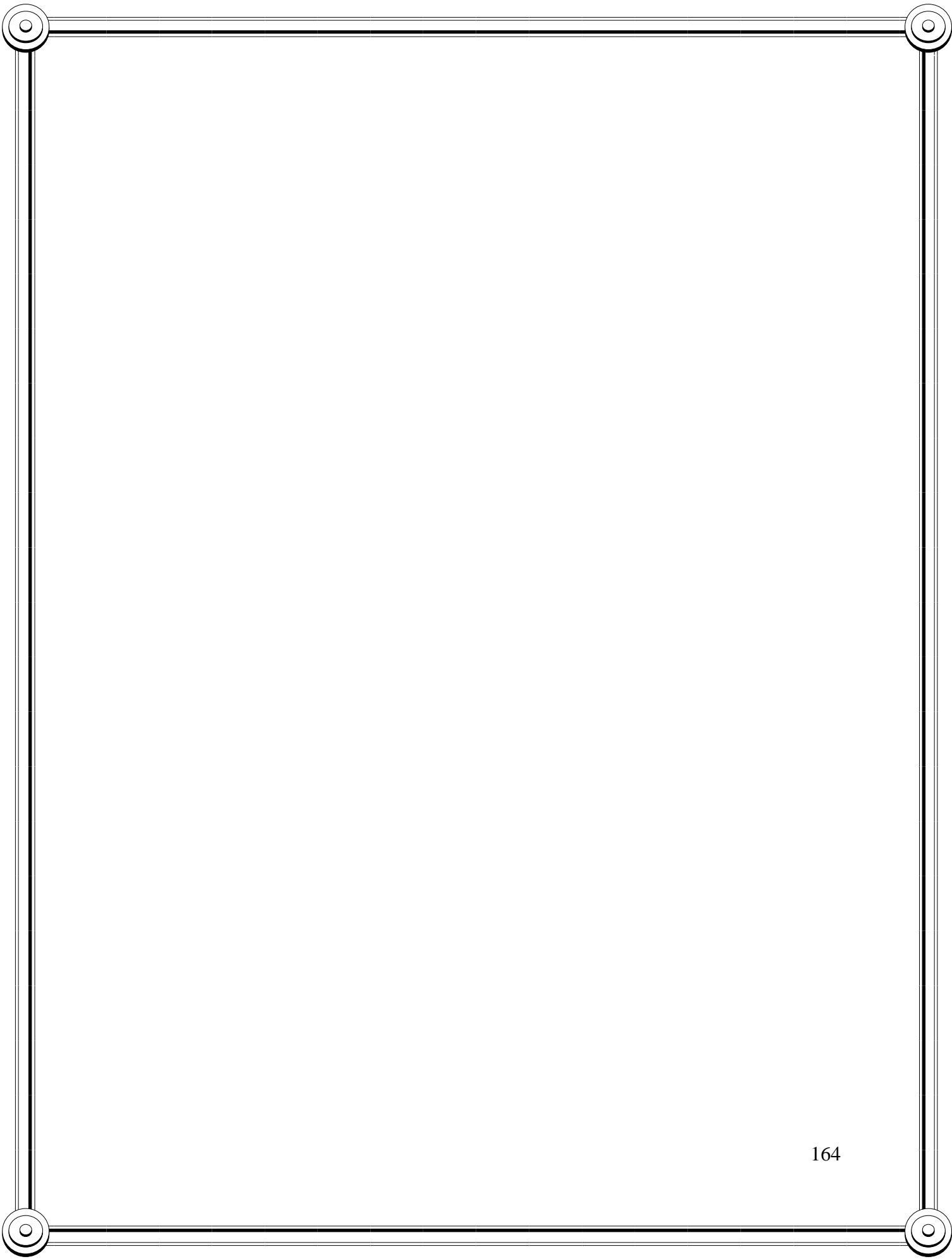


## **SECTION 7**

### **COMMISSIONED LAY PASTORS POLICY**

- *Commissioned Lay Pastor Comprehensive Review*

***MANUAL OF ADMINISTRATIVE OPERATIONS***



# **PASTOR PROCEDURES, PROGRAM AND POLICIES**

The purpose of the Pastor Program is: to train, educate, prepare and equip elders of the Presbyterian Church (U.S.A.) to lead worship; preach the Gospel; watch over the people, provide for their nurture and service; and perform duties assigned to them in conjunction with designated local commissions; to establish minimum requirements for certification/commissioning; and to provide for supervision and continuing education after certification/commissioning (G-14.0800).

## **I. DEFINITION OF TERMS**

- A. The Committees on Preparation for Ministry shall be ministers, elders, deacons, or active members. CPM serves as the Presbytery's Committee on care, guidance, and oversight of Inquirers and Candidates for Ministry of Word and Sacrament, in accordance with G-14.0200; to dismiss candidates in accordance with G-11.0103v, with the provision that all such actions be reported to the next Stated Meeting of the Presbytery; to supervise training for and examination of Commissioned Lay Pastors (G-14.0891a); nominating to Presbytery readers of cooperative examinations of candidates in accordance with G-11.0103m.
- B. The Presbytery shall elect a moderator and thirteen members to be its Committee on Ministry, of whom seven shall be ministers and seven elders. The Executive Presbyter and the Stated Clerk shall serve as resources for the committee, both without vote. The quorum of the committee shall be 51% of its voting members. The Committee shall elect a vice-moderator, or co-moderators, as they see appropriate. The committee shall have these responsibilities.
- C. A LICENSED LAY PASTOR is an elder of the Presbyterian Church (U.S.A.) who has received the endorsement of the session of the church where he/she is a member, been selected by the presbytery and has successfully completed the required training program, been under the supervision of a LP Program for a minimum of one full year, been examined by the Committee on Preparation for Ministry (CPM) and received its endorsement with regard to the person's readiness to serve as a Commissioned Lay Pastor within the presbytery if invited by a particular church or churches, and so recommended to the presbytery by the Committee on Ministry (COM).
- D. A COMMISSIONED LAY PASTOR is a Licensed Lay Pastor 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. The rights and responsibilities related to the duties assigned to a Commissioned Lay Pastor are regulated by the Book of Order (G-14.0800), determined by the presbytery, the

COM, and the local commission, and may be performed only within the bounds of a particular commission.

- E. A LOCAL COMMISSION is an agreement between a particular church or churches, a Licensed Lay Pastor and the presbytery. It is similar to a “call” for Ministers of the Word and Sacrament, but does not carry any rights, responsibilities, or privileges outside of the local commission. The commission shall be valid for up to three years as determined by the presbytery and shall be reviewed annually by COM. It may be renewed at expiration or terminated at any time at the discretion of the presbytery.
- F. THE RIGHTS AND RESPONSIBILITIES of Commissioned Lay Pastors are limited, and determined by the presbytery at the time of commissioning. When the presbytery “determines that its strategy for mission in a local church requires it” (G-14.0801c), the presbytery upon receiving a recommendation from the COM and the session of a local church, may authorize a Commissioned Lay Pastor who has received the instruction and training necessary, to perform any or all of the functions authorized by the Book of Order.
- G. SUPERVISION OVERSIGHT for Commissioned Lay Pastors will be provided by the Committee on Ministry. Supervision Oversight for Licensed Lay Pastors, before and/or after they serve particular “commissions,” will also be provided by the Committee on Ministry. Supervision Oversight shall include responsibilities for ongoing training, evaluation and support.
- H. A LP APPLICANT is an elder who has been endorsed by her/his local session and the presbytery, through the CPM, to enter the LP Training Program. A person remains an “applicant” until licensed or commissioned.
- I. A LP TRAINING PROGRAM is any program authorized by the CPM and designed to offer the required training for LP Applicants in the areas required by the Book of Order. A LP Training Program normally requires a minimum of one full year of preparation.

## **II. REQUIREMENTS FOR CLP APPLICANTS AND APPLICATION PROCESS**

- A. LP applicants are required to be ordained elders of the Presbyterian Church (U.S.A.) and are required to have been active within the life of a particular congregation within the bound of the Presbytery of Central Nebraska for a period of at least six full months prior to seeking to enter a LP Training Program.
- B. LP Applicants must complete a presbytery application form and receive endorsement from the session of the local church where the applicant is a member. The session of a local church will also be asked to support LP Applicants throughout the training process and service to the Church.

1. Endorsement by the session means that the session has reviewed the LP Applicant's application form, examined the person with regard to her/his sense of call in this ministry, and has been made fully aware that the person intends to enroll in a LP Training Program and seek commission as a CLP.
  2. The session, in its endorsement, agrees to be supportive of the person's application and agrees to support the applicant's ministry as a CLP. No LP Applicant may seek certification/commissioning without the endorsement of the session of the church where the LP Applicant is a member. Support may include praying regularly for the person and/or providing financial assistance for costs incurred in a LP Training Program (books, travel, etc.). Session shall meet at least annually with the person for regular assessments.
- C. When the LP Applicant has completed the application form and received the endorsement of his/her session, the application and endorsement are forwarded to the CPM. An interview between the CPM and the LP Applicant is scheduled, and the CPM will determine, as a representative of the presbytery, the persons who are to be enrolled in a LP Training Program.
- D. Within the first six months of training, the LP Applicant, with the approval of the CPM, shall participate in a professional/psychological evaluation to affirm gifts and strengths for this service and to help the individual become aware of potential areas of conflict when serving as a CLP. The CPM shall pay for one-third of the cost and the LP Applicant shall pay for two-thirds of the cost of the evaluation. CPM will encourage the LP Applicant's session to share in that cost. The report is the property of the individual, but the individual shall be required to share the report with the CPM in order to be considered for licensing/commissioning.

### **III. TRAINING PROGRAMS**

- A. LP Applicants may enroll in a LP Training Program at Hastings College, Sterling College, the University of Dubuque Theological Seminary, Cotner College's Education for Lay Ministry, or other training approved by the CPM.
- B. The Committee on Preparation for Ministry may, at its discretion, and at the request of the Lay Pastor Applicant approve alternative means of fulfilling the Book of Order requirements for Commissioned Lay Pastor training.
- C. In addition to participating in a formal Training Program and events, LP Applicants will be assigned a mentor by the CPM or its sub-committee, in collaboration with the Committee on Ministry within the first six months of training.

The mentor:

1. May be a Minister of Word and Sacrament in the Presbyterian Church (U.S.A.) or experienced Commissioned Lay Pastor and an active member of

the Presbytery of Central Nebraska or a lay member of CPM, but not the pastor of the LP Applicant's congregation.

2. Shall have the knowledge of and a supportive attitude toward a LP Training Program.
  3. May provide or recommend resources and people who have expertise in particular areas of study to supplement the LP Training Program.
  4. Shall be available to meet with the applicant on a regular basis during the Training Program, for support and nurture, and provide annual written reports to the CPM regarding the progress of the LP Applicant. Following the Training Program, the mentor will be available to the LP for support and nurture.
- D. LP Applicants shall be required to submit written annual reports to the CPM and shall meet with the CPM in person for an annual consultation. The purpose of the report and consultation shall be the applicant's progress.
- E. LP Applicants may be added to the presbytery's Pulpit Supply List by the Committee on Ministry upon recommendation by the CPM.

#### **IV. CERTIFICATION/COMMISSIONING**

- A. Upon successful completion of the LP Training Program, the LP Applicant shall be examined by the CPM for ministry as a Licensed Lay Pastor. The LP Applicant will be required to submit a written statement of faith, and demonstrate proficiency and knowledge in the areas of Bible, Reformed Theology and Sacraments, Presbyterian Polity, preaching, leading worship, pastoral care, and teaching (G-14.0801a).
- B. Following the successful examination of the individual, the CPM will designate the LP Applicant as a Licensed Lay Pastor and report this action to the presbytery and COM, including the name of the mentor.
- C. If no commission is available at the conclusion of instruction and examination, or the Applicant chooses not to seek a commission, the Applicant shall be designated a Licensed Lay Pastor. This does not extend the rights, responsibilities and privileges of a Commissioned Lay Pastor, but indicates that the person is ready for commissioning. The presbytery, or the COM on its behalf, may revoke the status of a Licensed Lay Pastor for anyone who does not abide by the provisions specified in G-14.0800 of the Book of Order and the provisions contained in this Manual of Administrative Operations.
- D. When a Licensed Lay Pastor is ready to seek their first commission, and if a commission is offered by the Committee on ministry and a local church, the individual is ready to be examined by COM and the presbytery. Licensed Lay Pastors previously designated a Commissioned Lay Pastor need not be examined again by the presbytery, but the COM and the presbytery must approve any commission.



- E. When a LP Applicant successfully completes a presbytery examination for commissioning, the Presbytery shall set a date, time, and place for a Commissioning service in the local church to be served, and shall appoint an administrative commission to conduct the service. The Commissioning service shall include the constitution questions, a brief charge, and a prayer offered by the commission, as described in the Book of Order.
- F. The presbytery through its COM shall have the right to terminate a commission in consultation with the Commissioned Lay Pastor and local church.
- G. The presbytery alone, upon recommendation of COM, shall have the authority to remove the License or Certification of any Lay Pastor failing to abide by the provisions of the Book of Order or the presbytery's Manual of Administrative Operations. A Lay Pastor moving church membership to a non-Presbyterian (USA) congregation will automatically lose their License of Certification.

#### **V. LICENSED/COMMISSIONED LAY PASTORS AND THE COMMITTEE ON MINISTRY**

- A. While Licensed Lay Pastors are not actively serving in churches they will still participate in an annual evaluation conducted by their mentors, on behalf of COM shall submit a report of their activities to COM. This report form will be provided by COM.
- B. The COM shall determine whether or not a Licensed Lay Pastor is suitable for a local commission. Prior to any commissioning the COM must examine the Licensed Lay Pastor in person and report to the presbytery its recommendation.
- C. The COM shall present its recommendation to the Presbytery of Central Nebraska for its approval. The following shall be included in the recommendation to the Presbytery:
  - 1. If the Licensed Lay Pastor has not been previously examined by the presbytery for a commission, the presbytery shall conduct an examination to include the following areas: Theology, Bible, Worship and Sacraments, and Polity. The examination questions will be presented by a representative of COM and the floor will also be open to questions from the presbytery. Upon completion of this examination, the presbytery will vote to sustain (or not) the examination.
  - 2. Once the examination is sustained, the terms of employment shall be negotiated by the COM, the individual, and the session/s of the local commission and shall include the names of the local commission church/es, the ministry to be provided (including all duties permitted related to paragraph I.D. above), the initiating date of service, the length of service and the remuneration for said services. Remuneration will be based on the

recommended guidelines for minimum compensation (which includes vacation and study leave) directly proportionate to the number of hours worked each week. Insurance and pension benefits may be offered as allowed by the Board of Pensions of the Presbyterian Church (U.S.A.). Terms of employment shall signed by the Stated Clerk of presbytery, the moderator of COM, the clerk(s) of session(s), and the Commissioned Lay Pastor.

- D. It shall be the responsibility of the COM, through the local church liaison CLP Subcommittee, to oversee the work of any Commissioned Lay Pastor and provide proper support during the CLP's tenure of service in a local commission, including mentoring, annual reviews, continued training, etc.
- E. The names of Commissioned Lay Pastors actively serving in the Presbytery of Central Nebraska shall be reported by the COM to the presbytery annually.
- F. A review of the work of all Commissioned Lay Pastors shall be conducted annually by the COM. This report shall be shared with the CPM as a continual assessment of LP Training Programs.
- G. Commissioned Lay Pastors will remain members of the particular church where membership is held while serving a local commission. While serving as a Commissioned Lay Pastor, the CLP may not serve on the Session of a congregation.
- H. Commissioned Lay Pastors shall have a mentor appointed jointly by the CPM and COM CLP Subcommittee of COM. The mentor shall ordinarily serve as the CLP's supervisor after training. It is suggested that they meet monthly, but no fewer than six times per year. The mentor will report meeting dates to COM and the local church liaison are in contact no fewer than six times per year and meet at least annually. Mentors shall serve as a confidant, coach, advisor and friend to the LP/CLP, encouraging them in a supportive, non-judgmental manner.
- I. Commissioned Lay Pastors will be considered for the presbytery's Continuing Education Fund administered by the CPM if those funds are available under the CPM guidelines.
- J. Commissioned Lay Pastors shall ordinarily attend all session meetings at the local commission, even if not invited to moderate those meetings, and shall ordinarily attend all presbytery meetings, exercising their right to voice and vote.

## **VI. COM AND SUPERVISOR OVERSIGHT EVALUATIONS**

- A. The COM, through the liaison to the local commission, shall conduct annual evaluations of all Commissioned Lay Pastors. The moderator of the session local commission (as appointed by the presbytery, if not the Commissioned Lay Pastor),

the supervising pastor/mentor, the Commissioned Lay Pastor and a representative of the session/s or its representatives of the local commission shall ordinarily participate in the annual evaluation. COM will provide a standard form for evaluation.

- B. As part of the annual evaluation of each Commissioned Lay Pastor, the COM liaison shall make a recommendation to COM to continue or discontinue the service to the local commission. The action of COM on this matter shall be reported to the presbytery at its next meeting as information.
- C. At the end of each three-year term, a comprehensive review will be conducted and COM will recommend to the presbytery whether or not to renew the commission. A recommendation to continue may include recommendations for further study in a particular area of ministry.

## **VII. RENEWAL OR TERMINATION OF THE LOCAL COMMISSION**

- A. The local commission is granted for a period up to three years, the length of which must be specified as part of the local commissioning by the presbytery at the time of commissioning. Ordinarily, an initial commission shall be granted for no longer than one year. A commission may be renewed upon expiration, and at the end of the three years, at the discretion of the presbytery upon recommendation of the COM and the session of the local church. A commission may not be renewed for more than a three-year period of time.
- B. Upon the recommendation of the COM, the presbytery may revoke the local commission of any Commissioned Lay Pastor who does not abide by the provisions specified in G-14.0800 of the Book of Order and the provisions contained in this policy.
- C. Dissolution of a local commission will be based on an agreement reached by the COM, the church/es of the local commission, and the Commissioned Lay Pastor.

## **VIII. SPECIAL CIRCUMSTANCES**

- A. In cases where persons have received training in other presbyteries or denominations prior to their membership in a church in the Presbytery of Central Nebraska, or in cases where persons have received training by the Presbytery of Central Nebraska prior to the approval of this document, the CLP Applicant may request a waiver from the CPM.
- B. Waivers will be granted only for areas of a CLP Training Program where the CLP Applicant has already received training, and where the CLP Applicant has demonstrated proficiency in that area.

C. All waivers shall:

1. be requested in writing by the CLP Applicant and sent to the CPM or its CLP sub-committee.
2. include a letter supporting the waiver from the judicatory or session of the church where the CLP Applicant is a member;
3. be voted upon by the CPM.

D. In the case of any waiver, the results of the vote by the CPM shall be reported to the presbytery as information, with no action required by the presbytery. Pending certification by CPM, the way would then be clear for the Licensed Lay Pastor to work with COM and a church toward a commission.

## **IX. Lay Pastor Trainees and CPM**

1. CPM may appoint a LP Sub-Committee to oversee the LP Training Programs.
- B. CPM is responsible for overseeing LP Training Programs for the Presbytery of Central Nebraska. The responsibilities include the following:
1. Interpreting the program and its requirements for applicants.
  2. Recruit and assign LP mentors for LP trainees.
  3. Interpreting LP Programs and the work of LPs to the presbytery as needed.
  4. Evaluating the training programs, participants, events, and event leaders and informing CPM with regard to needs of the LP Training Programs for budget allocations and any needed resources.

## **X. FORMS AND MATERIALS**

- A. The application form, information, and materials for the CLP Training Programs are available to individuals and churches through CPM or the presbytery office. The current name and address of the CPM moderator is available through the presbytery office.

*Revised June 2009*

# LICENSED LAY PASTOR APPLICATION

*THE PRESBYTERY OF CENTRAL NEBRASKA*

## PERSONAL

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_(H) \_\_\_\_\_(W)

E-mail Address \_\_\_\_\_

## CHURCH MEMBERSHIP

Name of Church \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Pastor \_\_\_\_\_

Clerk of Session \_\_\_\_\_

Length of membership in this church \_\_\_\_\_

Date/Place where you were baptized \_\_\_\_\_

Date/Place ordained as an Elder \_\_\_\_\_

Other Areas of Service in this Church \_\_\_\_\_

Total length of membership in the Presbyterian Church (U.S.A.) \_\_\_\_\_

Membership in churches of other denominations \_\_\_\_\_

\_\_\_\_\_

**SERVICE/DISCIPLESHIP**

List your service to The Presbytery of Central Nebraska, the Synod of Lakes & Prairies and the General Assembly

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List areas of service to your community, or the communities where you have lived.

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**EDUCATION**

List your high school and any further formal education you may have received. Begin with your most recent educational experience.

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**ON SEPARATE PIECES OF PAPER, PLEASE PROVIDE A BRIEF RESPONSE (A PARAGRAPH OR TWO) TO THE FOLLOWING QUESTIONS:**

- Why are you interested in becoming a certified/commissioned lay pastor?
- What informal learning experiences have you had that will assist you in being an effective certified/commissioned lay pastor?
- What aspects of your present church life do you enjoy most?
- What aspects of your present church life are the most frustrating?
- What gifts and talents do you have that will help you become an effective licensed/commissioned lay pastor?
- What does it mean to you to be a Presbyterian?

- In what areas of your life would you like to grow?
- Write a brief personal statement of your faith (I believe...)

### **ENDORSEMENT, SIGNATURES, REFERENCES**

If accepted, I understand I will be undertaking a commitment of a spiritual, academic and practical nature. I am also willing to commit myself to continuing education after completing the program. This will be in consultation with the Committee on Ministry.

CLP Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Clerk of Session's Signature \_\_\_\_\_

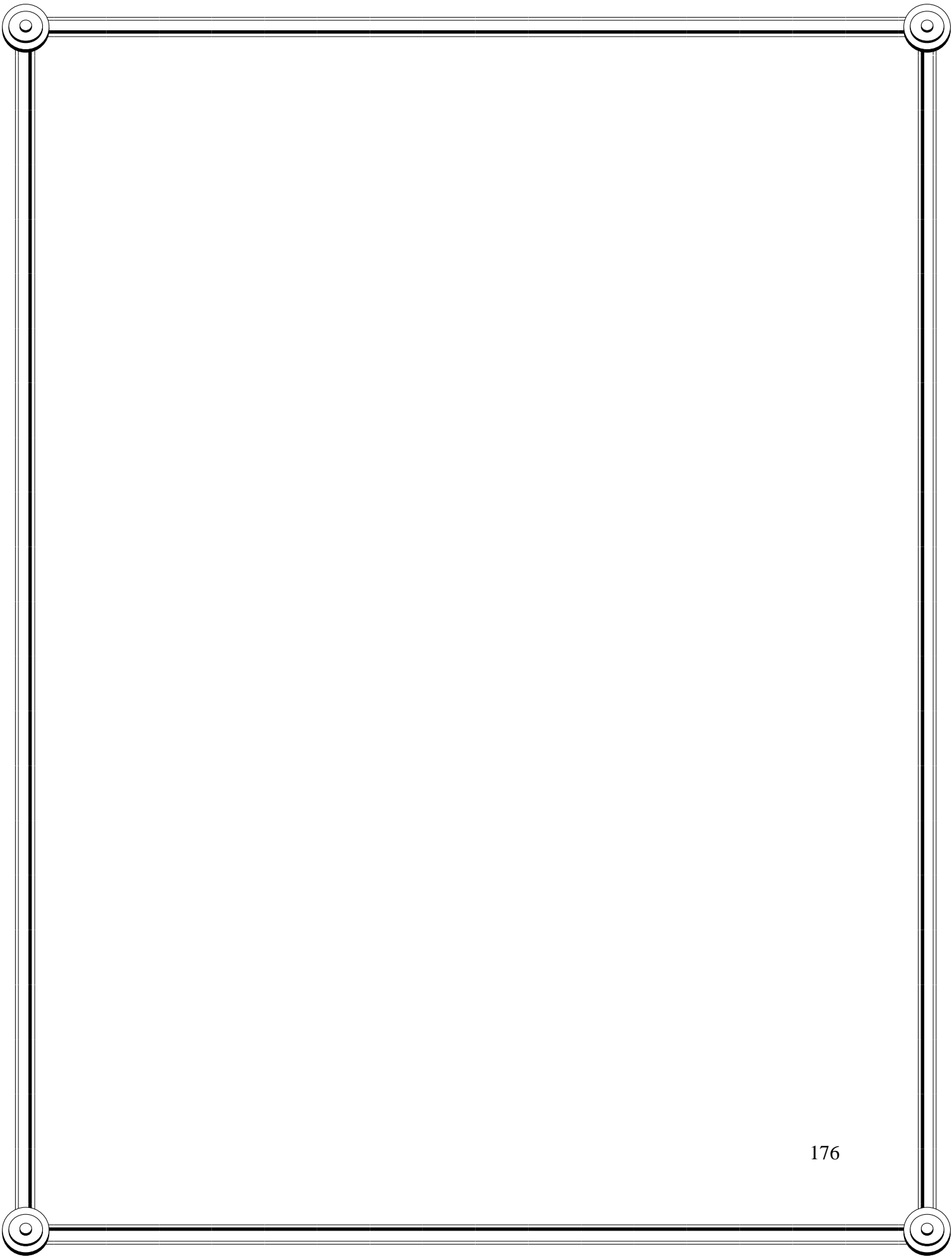
Date \_\_\_\_\_

Please include the following references, and how/where they may be contacted:

(1) A Pastor

(2) A Church Friend

(3) A Non-Church Friend





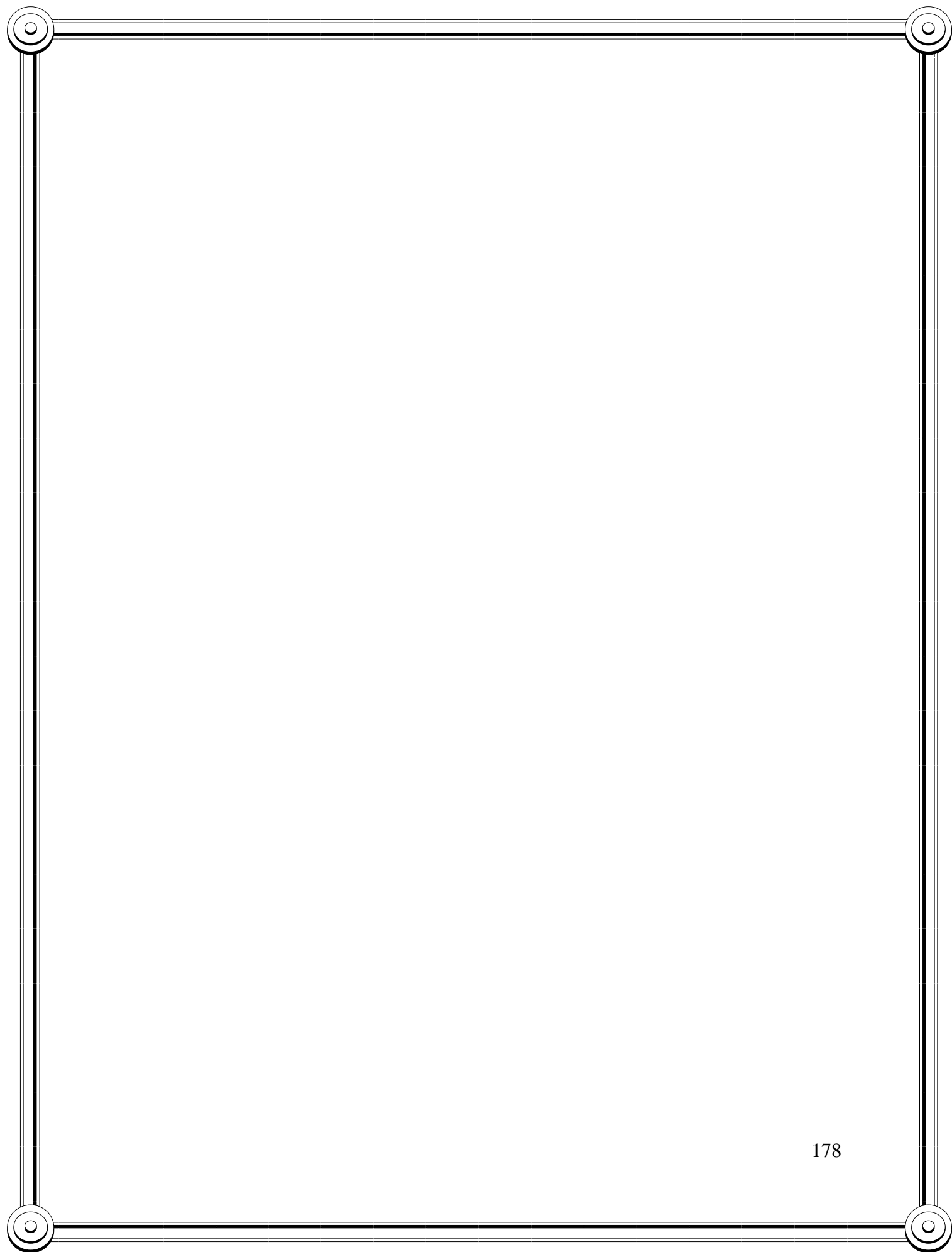
# **STATEMENT OF FAITH OUTLINE LLP APPLICATION**

*THE PRESBYTERY OF CENTRAL NEBRASKA*

The Statement of Faith will be no more than one typewritten page covering the applicant's understanding of the following:

- (a) the Trinity
- (b) the Bible
- (c) the Sacraments of the Lord's Supper and Baptism
- (d) the life and mission of the church

Each LLP Applicant is asked to provide an initial statement of faith that will be revised throughout the LLP Training Program and will be reviewed by CPM. At the time of commissioning, this one-page, written Statement of Faith must be submitted to the COM and Presbytery as part of the examination process.



# **CPM PRE-INTERVIEW CONSULTATION REPORT**

## *Growth and Development in the LLP Program*

### **I. CURRENT INFORMATION**

Name: \_\_\_\_\_

How long have you been participation in the CLP training program? \_\_\_\_\_

Please list the following information:

1. Current address and phone number:
  
  
  
  
  
  
  
  
  
  
2. Name and address of your pastor:
  
  
  
  
  
  
  
  
  
  
3. Name and address of your presbytery mentor:
  
  
  
  
  
  
  
  
  
  
4. Name and address of a reference:

## **II. REFLECTION ON TRAINING EXPERIENCES**

List the work you have completed to date in the training program in the following areas:

BIBLE

REFORMED THEOLOGY

SACRAMENTS

POLITY

PREACHING

LEADING WORSHIP

PASTORAL CARE

TEACHING

## **III. REFLECTION ON SPIRITUAL DEVELOPMENT**

Briefly describe the spiritual disciplines, including your participation in the worship and mission of a Presbyterian congregation.

#### **IV. REFLECTIONS ABOUT INTERPERSONAL RELATIONS**

Describe your relationship with your peers, authority figures, family and others who are significant to you. What are the implications of those relationships for your ministry?

#### **V. REFLECTIONS ON PERSONAL GROWTH**

Describe recent experiences of emotional impact, if any, and how you dealt with them.

Comment on areas in which you believe you are growing and identify areas in which you feel the need for progress.

## **VI. REFLECTIONS ON PREPAREDNESS FOR MINISTRY**

Describe your participation in the life of the church or specific experiences where you have been the leader and how these experiences have contributed to your development as a leader.

Describe specific experiences that have contributed to your development as a Lay Pastor (i.e. preaching, teaching, leading worship, etc.).

How do you perceive your dealing with the task of pastoral ministry; preaching weekly, teaching regularly, being available for pastoral care and crisis situations?

## **VII. OTHER ISSUES YOU WISH OR NEED TO DISCUSS WITH THE CPM DURING YOUR CONSULTATION**

Please list any concerns or issues you would like to discuss with the committee (you may use additional paper if necessary).

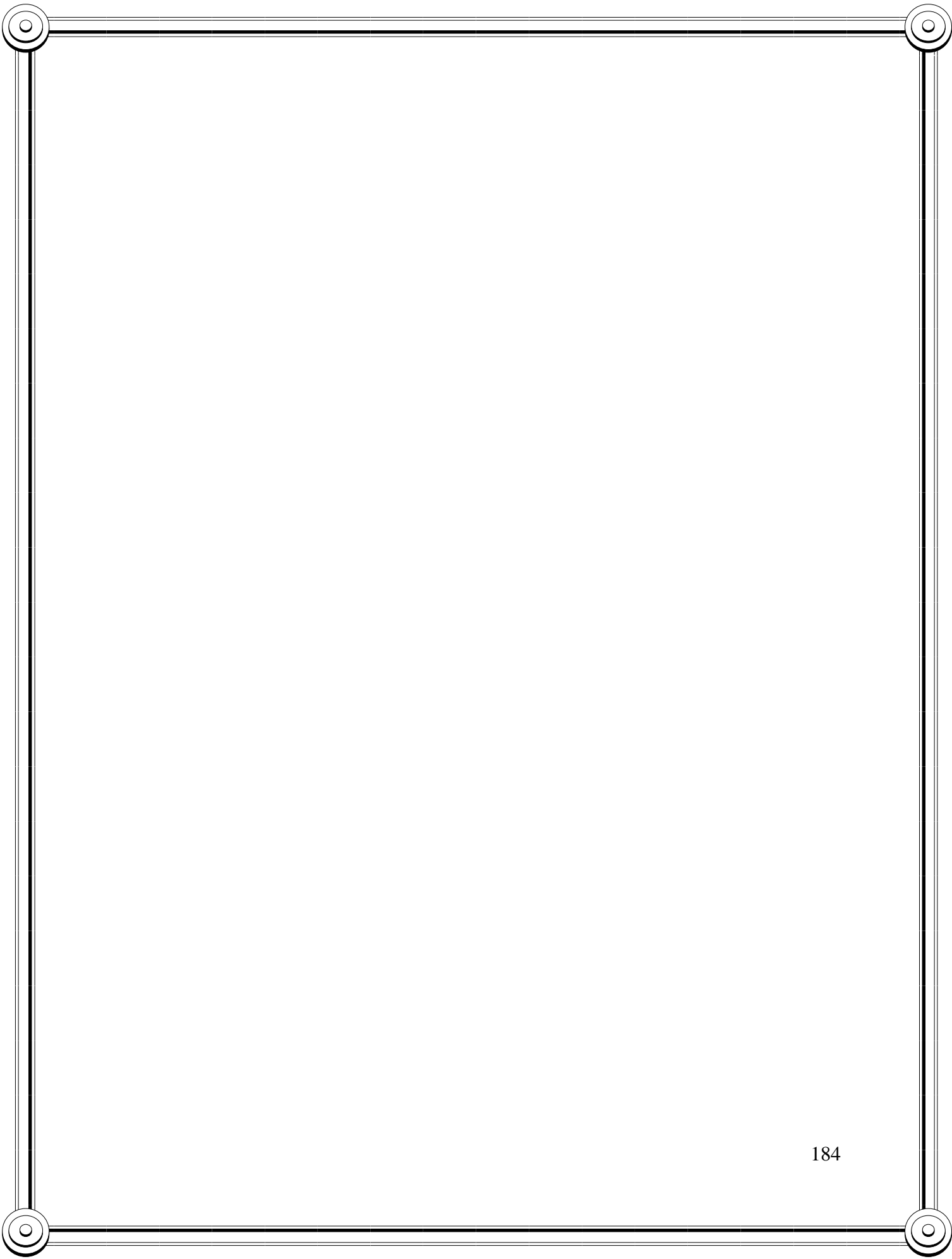
# COMMISSIONED LAY PASTOR COMPREHENSIVE REVIEW PROCESS

## *GUIDELINES FOR THE COMMITTEE ON MINISTRY*

This process is intended for the renewal or dissolution of a three year commissioning of a Commissioned Lay Pastor to serve in a church(es). It shall be initiated and facilitated by the Committee on Ministry liaison with the session (or parish council) and the moderator of session.

**These will be the steps of the process:**

- A. The Commissioned Lay Pastor will be asked to state in writing how they have met the position description and goals if there have been goals established, list significant accomplishments of the three years, state issues to be addressed, state revision to position description to be addressed, and propose new goals for the renewal period.
- B. The congregation(s) will be surveyed with a questionnaire that asks them to state how the CLP has met their expectations, what are their special strengths and gifts, what might the CLP improve upon.
- C. The COM liaison shall meet with the session (or parish council) and the CLP to discuss the reports, the strengths, areas for improvement and goals for the renewal period.





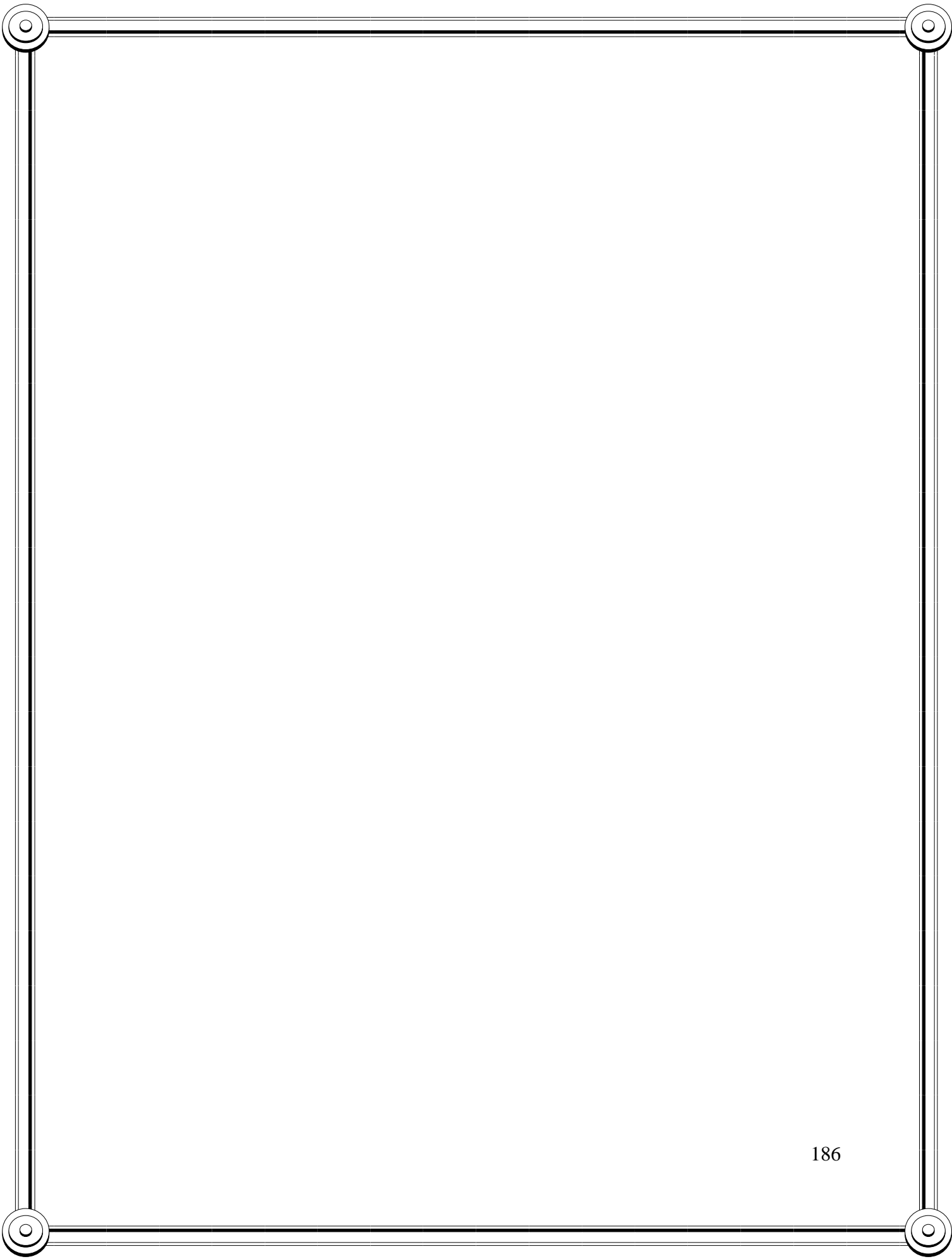


## **SECTION 8**

### **SEXUAL MISCONDUCT POLICY**

- *Guidelines for Reporting Sexual Misconduct*
- *Sexual Misconduct Complaint Form*
- *Sexual Misconduct Screening Form*
- *Sexual Misconduct Policy Acknowledgement*

### ***MANUAL OF ADMINISTRATIVE OPERATIONS***



## **POLICY AND REPORTING PROCEDURES ON SEXUAL MISCONDUCT**

All allegations of sexual misconduct will be investigated through the appropriate process. In cases of members under the jurisdiction of the Presbytery of Central Nebraska, judicial process as provided in the Rules of Discipline will be followed. In cases involving employees, the provisions of the personnel policy will be followed. For employees who are members of Presbytery, both personnel policy provisions and disciplinary process will apply.

If the clerk receives written allegations under D-10.0100, the clerk will advise the Moderator of Presbytery who shall, in consultation with the clerk, name a three-person Investigating Committee. The committee will be composed of Elders and Ministers with no more than two of either category. The investigating committee (D-10.0202) shall meet as soon as possible after its formation. The investigating committee shall conduct its investigation in accordance with D-10.0202. The investigating committee shall maintain regular contact with the person making the allegations, keeping her/him informed about the status of the investigation. Under no circumstances shall the investigating committee contact the person being accused without first advising the person making the allegations of the date of that contact.

### **THEOLOGICAL STATEMENT**

As God who called you is holy,  
Be holy yourselves in all your conduct.  
Tend the flock of God that is in your charge,  
Not under compulsion but willingly,  
Not for sordid gain but eagerly,  
Do not lord it over those in your charge.  
But be examples to the flock

I Peter 1:15, 5:2 NRSV

### **WE AFFIRM THAT;**

1. God creates in the Divine image, male and female, and all are equal in the eyes of God.
2. The human body is a good and special part of the divine creation. It is the temple in which the Holy Spirit dwells and a place where the word is made flesh. I Cor. 6:12-20.
3. Human sexuality is an integral part of our humanity. Its physical, emotional and spiritual expression should be based on a loving commitment and accountability to God, to the other person, and the community.
4. God calls persons to wholeness through Jesus Christ and to participate in the Body of Christ, the community of faith whose central quality is redeeming love.

5. There are persons within the Church community whose gifts and promise of future usefulness are observable to the community and who respond to God's call as leaders. All persons in leadership roles are entrusted with tremendous power and authority in regard to the persons they serve. They are responsible to care for others and not to misuse this role to the detriment of any.
6. Violation of such trust relationships by sexual misconduct is a sin against God, the victim, the families of the victim, the perpetrator and the redemptive community of the Church. Such conduct is a misuse of authority and power which breeches Christian ethical principles by misusing a trust relationship to gain advantage over another for personal gain in an abusive, exploitative, or unjust manner. Such conduct takes advantage of the vulnerability of children and persons who are less powerful to act for their own welfare. It is antithetical to the Gospel call to work as God's servant in the struggle to bring wholeness to a broken world. It violates the mandate to protect the vulnerable from harm.

Such a violation potentially causes logical, spiritual, and emotional harm to victims and their families; reveals the brokenness of the perpetrator; betrays Christ and the pastoral office in that it abuses the power and authority of ministry by changing it from healing and redemption to exploitation and gratification and tarnishes the symbol of Christ as Healer and Savior; manifests itself not only in sexual misconduct but also in sexism, ageism, racism and other subtle forms of abuse; wounds the local parish and the whole body of Christ in ways which require special efforts for healing.

Because of God's grace and forgiveness, healing can occur for the victim, the perpetrator, their families, and the community. It is recognized that such healing must include repentance on the part of the offender.

### **ADDITIONAL SCRIPTURES FOR CONSIDERATION AND STUDY**

II Peter 1:2-11

Galatians 5:13-23

I Thessalonians 4:2-8

### **POLICY STATEMENT**

It is the policy of the Presbytery of Central Nebraska of the Presbyterian Church (U.S.A.) that all pastors, minister members, officers, employees, volunteers and participants in all presbytery-related activities are to maintain the integrity of ministerial, employment, professional and church relationships at all times. Sexual misconduct by any of the above named while engaged in presbytery-sanctioned activities is expressly prohibited as a violation of Scripture and the Presbytery of Central Nebraska policy.

### **PURPOSE**

To demonstrate Christian care and concern on behalf of the Presbytery of Central Nebraska for the alleged victim(s) and those accused of sexual misconduct.

## QUALIFICATION

It may be permissible for a single pastor to enter into a romantic relationship with a single parishioner, but issues of power, risk and accountability must be honestly addressed before the relationship begins. As in the pastor/spouse relationship, it must be understood that dating a parishioner terminates the possibility of continuing a pastoral relationship with this person, thus changing his/her place in the congregation. Both pastor and parishioner will be protected by eliminating any secrecy which often characterizes coercive and manipulative relationships.

## DEFINITIONS

*ACCUSED* is the term used to represent the person against whom a claim of sexual misconduct is made.

*ACCUSER* is the term used to represent the person claiming knowledge of sexual misconduct by a person covered by this policy. The accuser may or may not be the alleged victim in which case they are referred to as a third party accuser. A person such as a family member, friend, or colleague of the alleged victim may be the third party accuser.

*ADULTERY* is defined to be voluntary sexual intercourse between a married man and someone other than his wife or between a married woman and someone other than her husband.

*ALLEGATION* is a written statement by a person under jurisdiction of a governing body of the Presbyterian Church (USA) making an accusation against another, a member of governing body receiving information that an offense has occurred that should be investigated, or a person coming forward in self-accusation.

*ALLEGED VICTIM* is the term used to identify the person who claims to have been subjected to sexual misconduct.

*CHILD SEXUAL ABUSE* includes, but is not limited to, any contact or interaction between a child (as defined by Reissued Revised Statute of Nebraska 1943) and an adult, when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered non-consensual.

*CLAIM* is the initial statement of alleged sexual misconduct made by the alleged victim and/or a third party accuser.

*CONFIDENTIALITY* is an act of trust, based upon faith in others. It is the right to entrust or commit to another or others secret and intimate knowledge, with the complete reliance on the fidelity and integrity of that other or others to maintain silence concerning it.

*EMPLOYEE* is the comprehensive term used to cover individuals who are hired or called to work for the Presbytery of Central Nebraska for salary or wages. A person who only received reimbursement for expenses is not an employee.

*FORNICATION* is defined to be human sexual intercourse other than between a person and his/her spouse.

*GOVERNING BODY* is a representative body composed of elders and Ministers of Word and Sacrament; these are sessions, presbyteries, synods, and the General Assembly. A governing body may have both church members and non-members as employees.

*MANDATED REPORTER* is described in R.R.S. 1943 as a person who is required to report any and all suspected incidents of child abuse, including child sexual abuse that comes to their attention.

Within the presbytery all persons covered by this policy have a duty to report suspected child sexual abuse to the employing entity, supervisor or presbytery representative. All mandated reporters should be informed of and must comply with Nebraska laws regarding incidents of actual or suspected child sexual abuse.

*PERMANENT JUDICIAL COMMISSION* is elected by the presbytery with the authority to in cases which deal with church discipline either to prevent or correct irregularities and delinquencies by governing bodies or prevent and correct offenses by persons.

*PERSONS COVERED* by this policy include officers, employees and volunteers under the jurisdiction of the presbytery or its entities. Also, included are those who are accused of sexual misconduct under circumstances in which; (a) access to the alleged victim is related to some form of service or to appointment by the presbytery or its entities; (b) sexual misconduct in non-church related settings raises questions of character and effectiveness.

*PRESBYTERY* refers to the Presbytery of Central Nebraska of the Presbyterian Church (U.S.A.).

*R.R.S. 1943* refers to the Reissued Revised Statutes of Nebraska 1943 (see Appendix 1).

*RESPONSE* through the Sexual Misconduct Response Team, is action which includes: providing pastoral care for alleged victims and their families and others; and pastoral care for the accused, their families and others.

*SECULAR AUTHORITIES* are governmental bodies who are given the responsibility to investigate, criminally prosecute and/or bring civil criminal charges against individuals accused of sexual crimes or offenses against adults or children.

*SECULAR LAW* is the body of municipal, state and federal laws which is referred to collectively as civil and criminal law. Prohibited behavior addressed by this policy may result in criminal charges and/or claims filed under secular law.

*SEXUAL HARRASSMENT* is defined by this policy as: unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
3. Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance by creating an intimidating, hostile or offensive working environment based upon the declared judgment of the affected individual.

*SEXUAL MALFEASANCE* is the broken trust resulting from the genital contact (contact with the breasts, buttocks, or pubic area) within a ministerial (e.g. clergy with a member of their congregation) or professional relationship (e.g. officer of presbytery with a committee member). 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.

*SEXUAL MISCONDUCT* is the comprehensive term used in this policy to include: child sexual abuse as defined above; sexual harassment as defined above; rape/criminal sexual misconduct or sexual contact by force, threat or intimidation; sexual malfeasance as described above; sexual abuse as defined by R.R.S. 1943; adultery as defined above; and fornication as defined above.

*VICTIM* is the term used to identify the person who has been subjected to sexual misconduct.

*VOLUNTEER* is the term used for those who provide services for the presbytery and its entities who receive no remuneration. Volunteers of the presbytery include elected members of Presbyter Council, committees, other bodies and

those elected to presbytery-related entities. Reimbursement for travel and expenses and other out of pocket expenses is not remuneration.

## **RESPONSIBILITY**

All Presbytery of Central Nebraska employees, local church employees, elected and appointed officials, volunteers, clients and participants have the responsibility of keeping the Presbytery of Central Nebraska executives, officers, or individuals in leadership roles informed, through the most confidential and direct means possible of any alleged acts and/or complaints of sexual misconduct.

It is the responsibility of each executive or individual in the leadership role to provide a working and participation environment free of sexual misconduct. If the parishioner, student, client or employee initiates or invites sexual content in the relationship, it is the pastor's, counselor's, teacher's, officer's or supervisor's responsibility to maintain the appropriate role and prohibit a sexual relationship.

The Presbytery of Central Nebraska and local session, where appropriate, will take prompt action to investigate and act upon instances of reported and referred alleged sexual misconduct.

## **PROCEDURES REGARDING COMPLAINTS OF SEXUAL MISCONDUCT**

There will be a thorough inquiry into allegations of sexual misconduct. A person who believes that he or she has been sexually abused and/or harassed, or persons (hereinafter referred to as "complainant") having knowledge of incidents of alleged sexual harassment or misconduct should notify the General Presbyter or the Moderator of the Presbytery of Central Nebraska.

The complainant shall:

1. Notify one of the above named persons by telephone or in writing.
2. Complete and return the "Complaint Form" provided by the Presbytery. The form and "Guidelines for Reporting Sexual Misconduct" shall be available in church offices, the Presbytery of Central Nebraska office and at all ministry entities of the presbytery.

The complaint should be made within thirty (30) days of the alleged incident.

Upon notification of conduct which allegedly constitutes sexual misconduct, the person notified by the complainant will report the incident to the General Presbyter or the Moderator of the Presbytery of Central Nebraska as appropriate. If the complainant is a minor, the parents or legal guardians of the minor shall be notified immediately, in writing by the individual conducting the investigation procedure. If the complaint involves a minor, the person hearing the complaint must notify as required by R.R.S. 1943.

The confidential INITIAL REFERRAL shall include the following basic information:

1. The name and address of the parties involved.



2. A brief summary of the allegations.
3. The date, time, location and setting of the alleged incident.

Full confidentiality shall be maintained throughout the investigation and implementation of these procedures.

### **THE SEXUAL MISCONDUCT RESPONSE TEAM**

The Sexual Misconduct Response Team is a group of no fewer than six people not serving on Presbytery Council which responds to allegations of sexual misconduct. The team members shall be nominated and elected through the Presbytery Nominating Committee. Team members shall be divided as equally as possible between clergy and laity as well as gender. The team shall choose its own moderator. The General Presbyter shall serve as a resource person to the Sexual Misconduct Response Team unless the General Presbyter is involved in the allegation. The team shall be elected without term of office. As team members make responses to allegations they will be asked if they choose to continue on the team or resign. If they resign, the Nominating Committee will nominate someone to replace them on the team.

The Sexual Misconduct Response Team shall be trained to respond to allegations of sexual misconduct, identify and recognize the issues involved in sexual misconduct, sexual harassment and child sexual abuse. Training shall include listening skills. Team members must be familiar with the legal, administrative and disciplinary procedures of the presbytery and the Presbyterian Church (U.S.A.).

After initial training, the team should meet no less than once a year to familiarize itself with this policy, procedures of the presbytery and to continue its training.

The team shall annually review and recommend to the Presbytery of Central Nebraska changes to these policies. Others who are knowledgeable in this area may be co-opted by the team for this review. The team shall report to the presbytery annually at its September meeting.

### **SEXUAL MISCONDUCT RESPONSE TEAM FUNCTIONS**

The sexual misconduct response team functions will be to: receive the initial referral from the General Presbyter or Presbytery Moderator; provide pastor care within 48 hours of receiving the initial referral, to the alleged victims, their families and others, and to the accused, their families and others; depending upon the circumstances of the claim (i.e. sexual abuse involving a minor) verify with the county attorney that the alleged incident has been reported as required by R.R.S. 1943; inform the alleged victim or parent/guardian of alleged victim and the accused of the disciplinary procedures of the Presbyterian Church (U.S.A.); counsel the alleged victim or parent/guardian of the alleged victim whom to notify if the accused attempts any contact; counsel the accused whom to notify if the alleged victim or parent/guardian of the alleged victim attempts any contact; counsel the alleged victim and the accused that confidentiality may not be maintained if the alleged misconduct involves a minor; counsel the alleged victim and the

accused that confidentiality may have to be broken if the Sexual Misconduct Response Team is called to testify in the courts of the church; and seek adherence to this policy by all parties involved. The Sexual Misconduct Response Team cannot be called to testify in the courts of the church.

The Sexual Misconduct Response Team shall not: recommend to the alleged victim or parent/guardian of the alleged victim, that he or she may want to obtain legal counsel; become an advocate for any party involved; act as legal counsel for any party involved; act as therapist for any party involved; or replace the functions of a Special Disciplinary Committee.

### **TEAM REPORT**

The Sexual Misconduct Response Team report goes to the General Presbyter unless it involves that person. The report shall be in writing and shall include: the name and address of the parties involved; and a summary of the Sexual Misconduct Response Team's actions to date.

### **OTHER ACTIONS**

The Sexual Misconduct Response Team may recommend the following actions as appropriate: encourage or refer the alleged victim and the accused to consult a professional counselor trained to deal with issues of sexual misconduct; identify personal and pastoral resources for needs of the accuser, alleged victim and the accused; recommend pastoral care to the congregation or employing entity in dealing with their grief, anger and other reactions to assist the congregation, committee or employing entity in the healing process.

### **CONTINUING SEXUAL MISCONDUCT RESPONSE TEAM WORK**

After the Sexual Misconduct Response Team has submitted its report to the General Presbyter, the team is still available to all parties to assure adherence to this policy.

### **MEDIA CONTACT**

Any inquiries from the media regarding an incident of alleged sexual misconduct must be directed to the General Presbyter, unless it involves that person, in which case the inquiry must be directed to the Stated Clerk of the Presbytery. Questions from the media shall not be addressed by any members of the Sexual Misconduct Response Team or any person receiving the complaint.

### **SEXUAL MISCONDUCT RESPONSE TEAM RECORD KEEPING**

Records of the Sexual Misconduct Response Team are confidential within the bounds of the law. The Sexual Misconduct Response Team shall keep records of its actions and minutes of meetings. They shall keep copies of the initial report, their report to any Special Disciplinary Committee and their correspondence. The Sexual Misconduct Response Team will forward its records to the General Presbyter for permanent maintenance as confidential files. If the complaint involves the current General Presbyter, the file shall be kept at the office of the Synod Stated Clerk.

## **STATUTE OF LIMITATIONS**

The ability of governing bodies and entities to respond promptly and justly to sexual misconduct is related in part to the opportunity to receive allegations and gather evidence soon after the alleged occurrence. However, this policy recognizes the special problems related to discovery and recognitions of various forms of sexual misconduct. Child sexual abuse may not be recognized until the victim of such abuse reaches adulthood. Recognition of abuse and willingness to come forward by an adult victim may also be delayed for many years. In all instances for persons under the Book of Order “Rules of Discipline”, the various sections of the Rules of Discipline on statutes of limitation will be adhered to (D-7.1100).

## **QUALIFICATIONS FOR SEXUAL MISCONDUCT RESPONSE TEAM MEMBERS**

The person can see both sides of the story; has listening skills, either because the person is willing to have training in listening skills or already has the training; is not judgmental; does not take sides; is fair; understands the procedures and legal implications of the disciplinary actions described in the Book of Order; is located, along with others on the team, in various places in the Presbytery; is perhaps a person who has served on a Special Disciplinary Committee for sexual misconduct before; is empathetic with others; and is open to being trained in the aspects of the sexual misconduct policy.

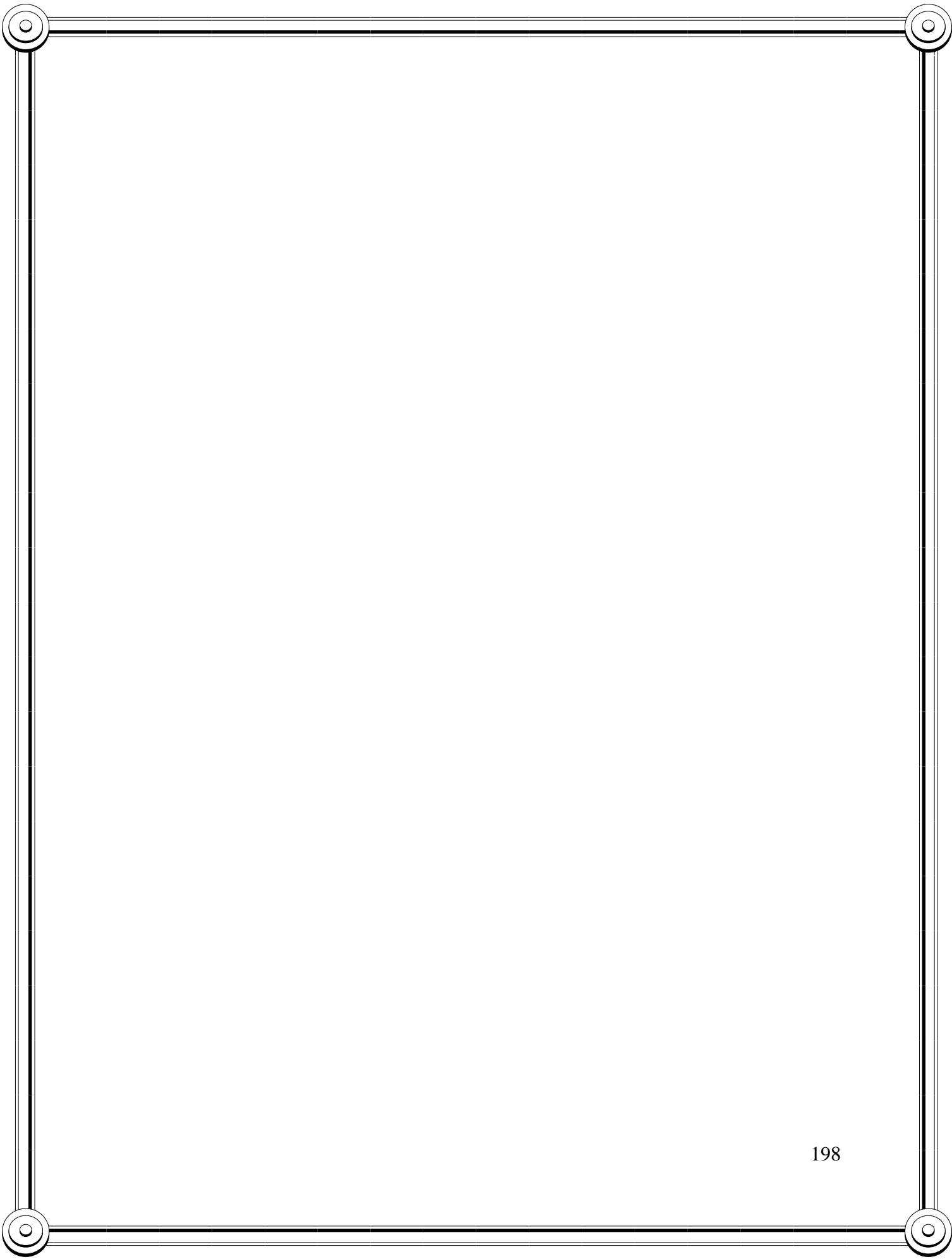
# **GUIDELINES FOR REPORTING SEXUAL MISCONDUCT WITHIN THE PRESBYTERY OF CENTRAL NEBRASKA**

EVERY EFFORT SHALL BE MADE TO MAINTAIN FULL CONFIDENTIALITY  
THROUGHOUT THE INVESTIGATIONS AND IMPLEMENTATION OF THESE PROCEDURES

If you believe that you or another person has received unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, from a pastor, minister member, officer, employee, volunteer or participant in any Presbytery-related activity do the following:

1. Call/notify one of these persons within 30 days of the alleged incident, if possible. They are leaders of the Presbyterian Church in the Presbytery of Central Nebraska.
  - a. Robert Houser, General Presbyter  
O: 308-236-6996  
H: 308-234-9257
  - b. David McCarthy, Moderator of Presbytery  
H: 402-462-8429
2. Give them the following information:
  - a. The names and addresses of the parties involved.
  - b. A brief summary of the allegations.
  - c. the date(s), time(s), location(s) and setting(s) of the alleged incident(s).
3. If you are 18 years of age or under, your parents or legal guardian will be notified in writing that sexual misconduct may have taken place.
4. Please complete the attached "Sexual Misconduct Complaint Form" immediately and send it to: Mark the envelope CONFIDENTIAL.

Robert Houser, General Presbyter  
4111 4<sup>th</sup> Ave., STE 28  
Kearney, NE 68845



# SEXUAL MISCONDUCT COMPLAINT FORM

THANK YOU FOR HAVING THE COURAGE TO REPORT THIS!

IN ALL INSTANCES AND WITH ALL PERSONS, IN THE INVESTIGATION A  
HEALING PROCESS WILL BE ATTEMPTED

NAME \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_ **DATE OF REPORT** \_\_\_\_\_

**PERSON SUSPECTED OF MISCONDUCT:**

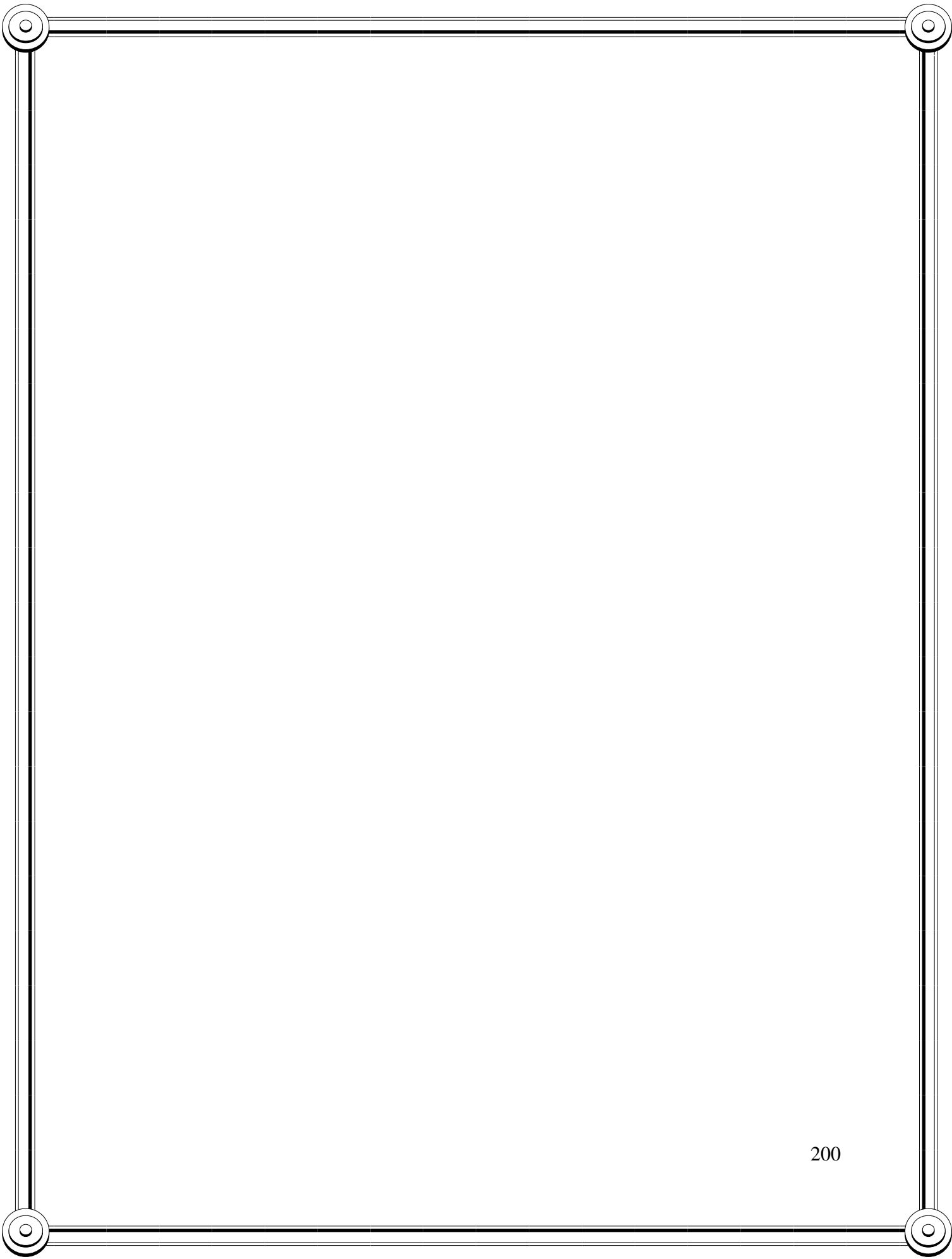
NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

BRIEF SUMMARY OF ALLEGED SEXUAL MISCONDUCT – INCLUDE DATE (S),  
TIME (S) AND LOCATION (S)

[illegible]

CONTINUE ON BACK IF NECESSARY





# SCREENING FORM FOR VOLUNTEERS AND PAID STAFF WHO SUPERVISE YOUTH MINISTRIES OF THE PRESBYTERY OF CENTRAL NEBRASKA

## ***CONFIDENTIAL***

**PURPOSE:** Not to invade the privacy of applicant, but to insure the safety of those being supervised.

This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. It is being used to help the Presbytery provide a safe and secure environment for those children and youth who participate in our programs.

Date\_\_\_\_\_

Presbytery Program\_\_\_\_\_

Date(s) of Involvement\_\_\_\_\_

Primary Responsibility\_\_\_\_\_

### **PERSONAL**

Name\_\_\_\_\_

(Identity must be confirmed with a state driver's license or other photographic identification)

Present address\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_

County\_\_\_\_\_Home Phone\_\_\_\_\_

Do you have a current driver's license? Yes or NO

License Number\_\_\_\_\_

Have you ever been convicted of, or pleaded guilty to a crime other than a misdemeanor, traffic or parking offense

\_\_\_\_\_NO\_\_\_\_\_YES - Please describe all convictions for the past five years:

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You may refuse to answer the following question, or you may discuss your answer in confidence with the General Presbyter, Program Supervisor or a Presbytery designated responsible person. Answering yes, or leaving the question unanswered will not automatically disqualify an applicant for children or youth work.

As a child (minor), were you ever a victim of abuse or molestation? Yes \_\_\_\_\_ No \_\_\_\_\_

### **CHURCH HISTORY & PRIOR YOUTH WORK**

Name of church of which you are a member: \_\_\_\_\_

List (name and address ) of other churches you have attended regularly during the last five years:

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List previous church and Presbytery work involving children and youth, including church and/or Presbytery name and address, type of work performed and approximate dates:

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List previous non-church work involving children and youth listing each organization's name and address, type of work performed and dates:

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### **PERSONAL REFERENCES (Not former employers or relatives)**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

#### APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give any information (including opinions) that they may have regarding my character and fitness for children and youth work. I release all such references from any liability for furnishing such evaluations, provided they do so in good faith and without malice.

Should my application be accepted, I agree to be bound by the Bylaws and policies of the Presbytery of Central Nebraska and to refrain from improper sexual conduct in the performance of my services on behalf of the Presbytery.

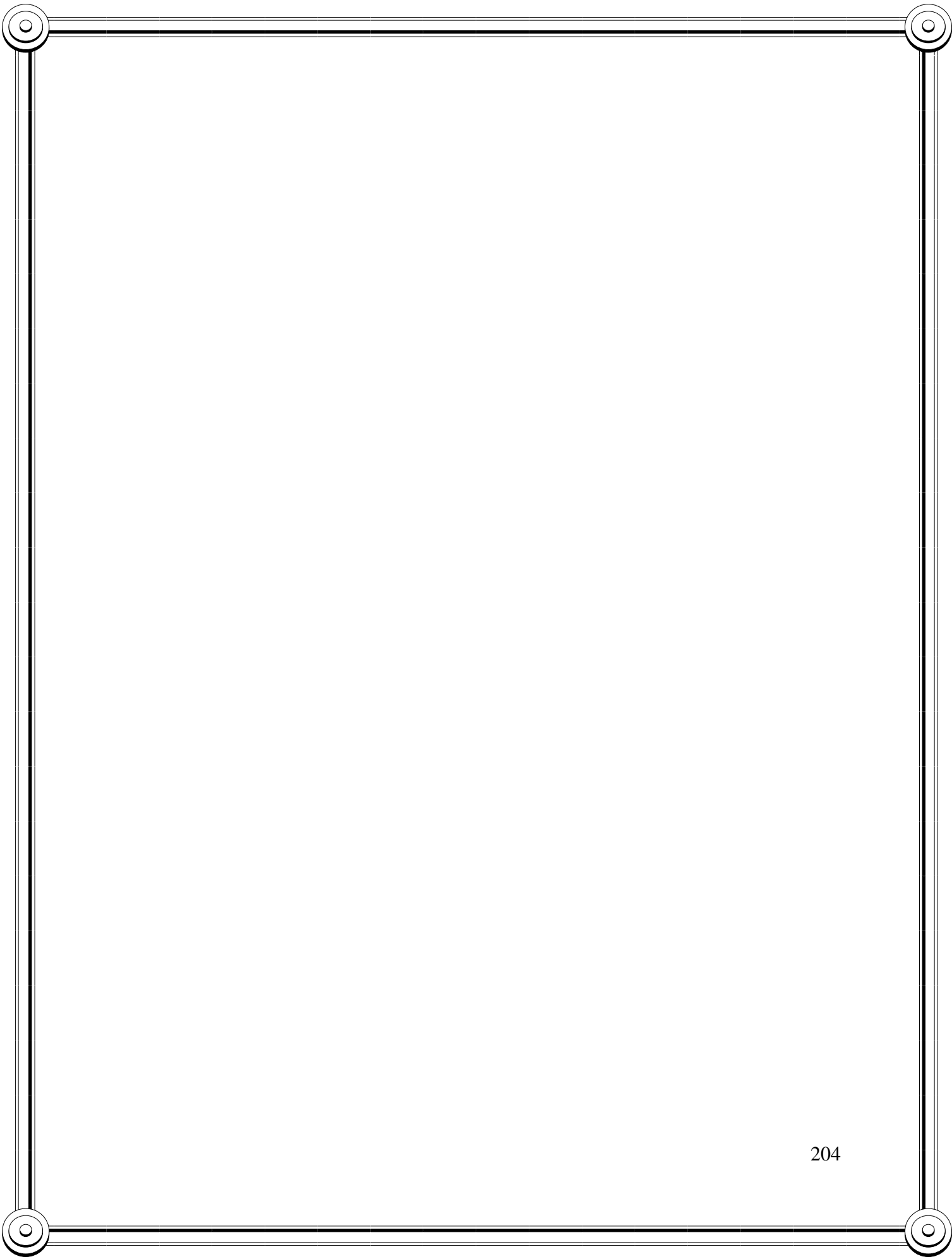
I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_



## **SEXUAL MISCONDUCT POLICY ACKNOWLEDGEMENT**

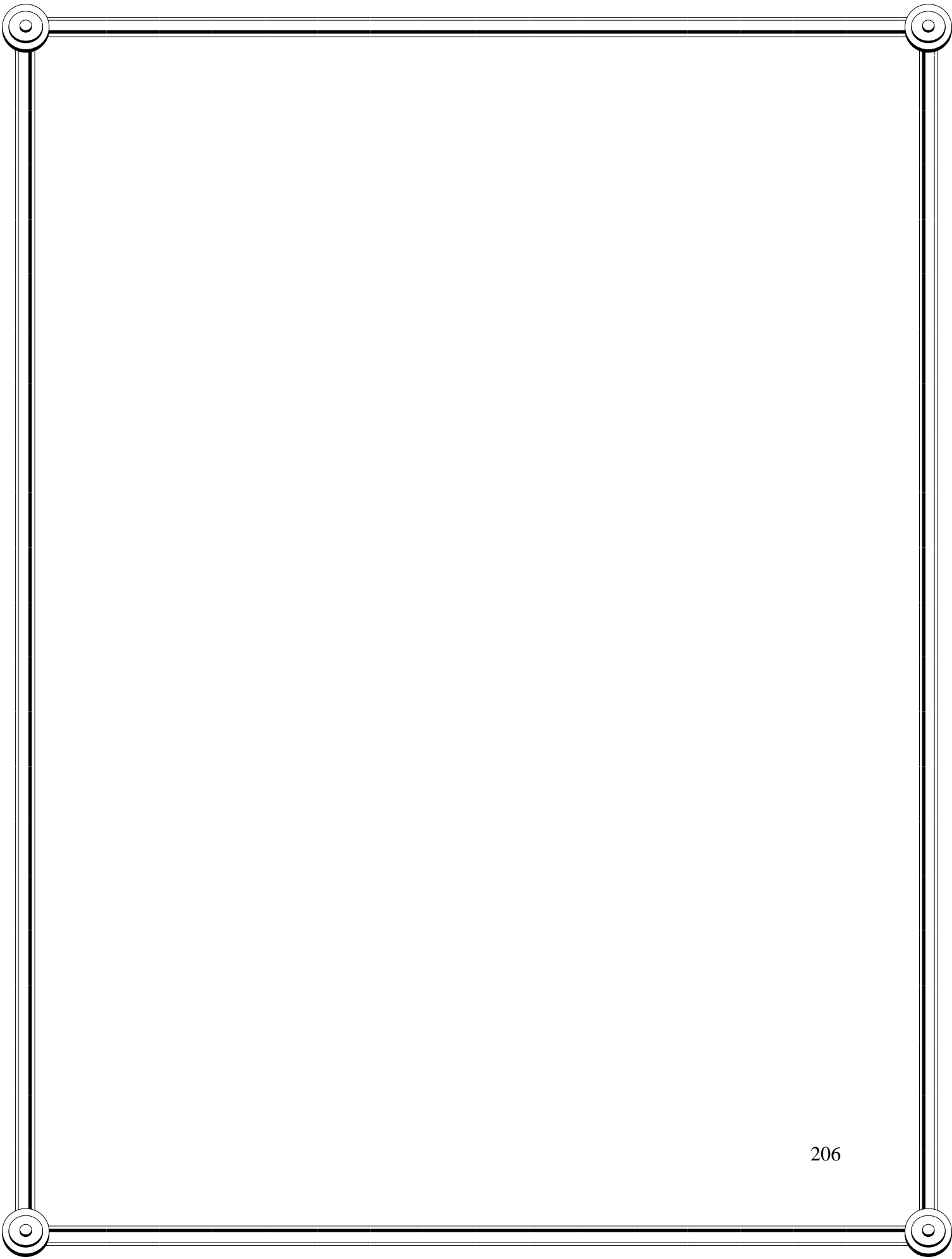
I \_\_\_\_\_ (name), have received a copy of the Sexual Misconduct Policy of the Presbytery of Central Nebraska. I am aware that there are punitive consequences possible if I violate the sexual misconduct policy or participate in an act of sexual misconduct in any way, shape or form. The method of discipline will be determined by the severity of the incident in accordance with the Rules of Discipline of the Book of Order, Presbyterian Church (U.S.A.).

Signature

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Date

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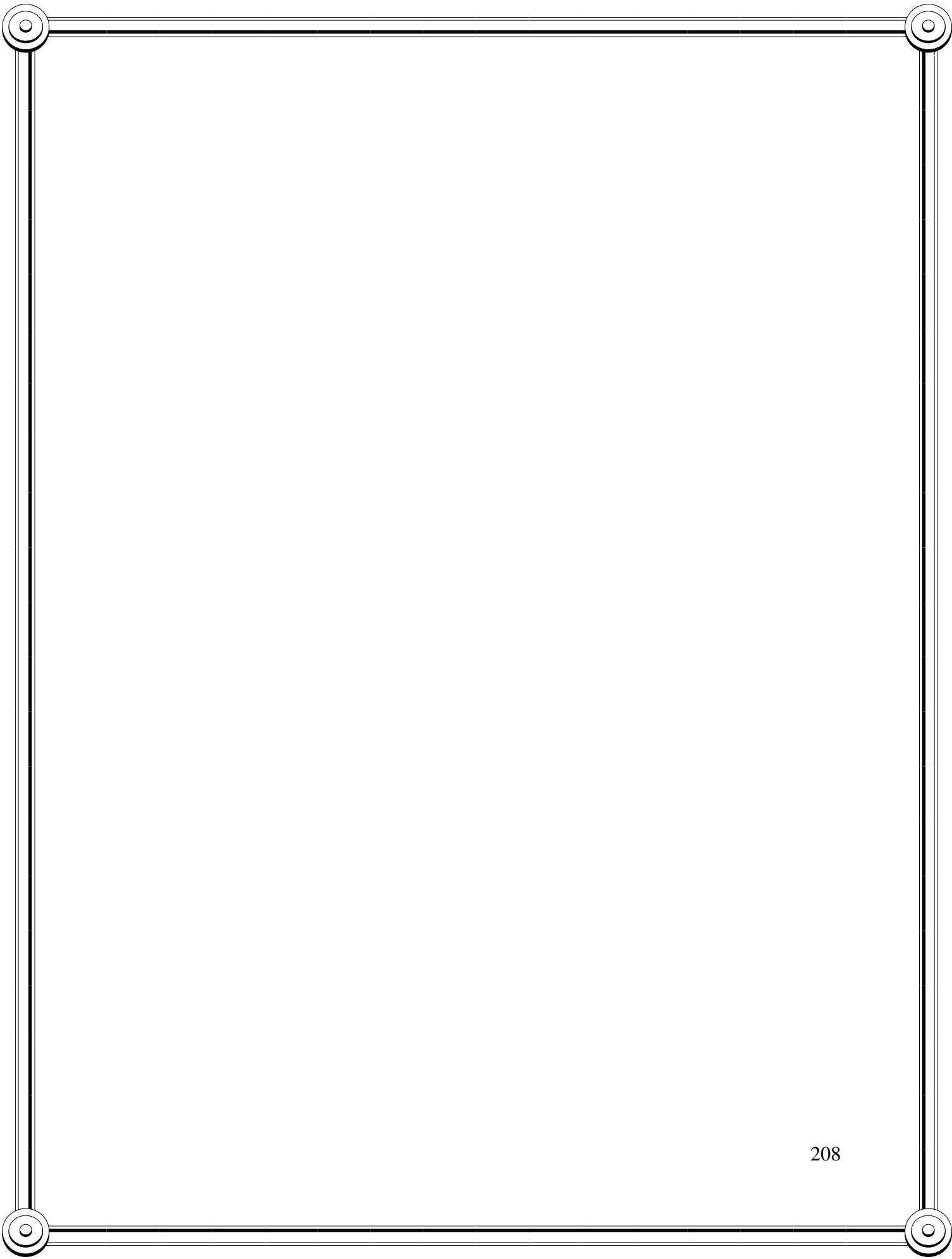


## **SECTION 9**

### **PERSONNEL POLICIES**

- *Abuse Prevention Policy*
- *Job Descriptions*

***MANUAL OF ADMINISTRATIVE OPERATIONS***





# **PERSONNEL POLICIES**

## **1.00 SCOPE AND COMMITMENTS OF THESE POLICIES**

### **1.01 APPLICATION**

These policies apply to the paid employees of the Presbytery as follows:

The General Presbyter, who is exempt (2.02) and a full-time employee;

The Presbytery Administrator who is an exempt full-time employee;

### **1.02 THEOLOGY AND COMMITMENT**

The Presbytery of Central Nebraska, a governing body of the Presbyterian Church (U.S.A.), is a community of faith called into being by God's grace in Jesus Christ.

These policies are based on commitments that the Presbytery as employer will recognize and affirm the potential of each employee. We intend an open partnership in which objectives are shared, mutual responsibilities are acknowledged and accountability practiced.

### **1.03 AMENDMENTS**

The Personnel Committee through the Council is free to amend, modify or change these policies at any time and will keep employees informed of all such changes. The changes shall be presented to the Presbytery by the Council. All such approvals will be effective 30 days from the date the Council takes action.

## **2.00 EMPLOYMENT CATEGORIES AND PROCEDURES**

### **2.01 EMPLOYER**

The legal employer is the Presbytery of Central Nebraska of the Presbyterian Church (U.S.A.), a religious corporation of non-profit status in the State of Nebraska.

### **2.02 CATEGORIES**

In accordance with the Federal Fair Labor Standards Act, there are two kinds of positions:

**NON-EXEMPT** Persons so employed shall be paid overtime wages for hours worked in excess of forty (40) per week. Overtime shall be at the rate of one-and-a-half times the regular hourly rate. When approved by the employee's supervisor, or when the Presbytery's financial constraints as determined by the Presbytery's Council require it.

**EXEMPT** Persons so employed are not paid overtime for hours in excess of the normal work week, but are expected to manage the extra hours they work *so* they may take comp time later.

## **2.03 POSITION DESCRIPTIONS**

All positions will be described in a position description, which shall be reviewed by the Presbytery's Personnel Committee at least every three years. Proposed changes shall be submitted for the Presbytery's approval through its Council.

## **2.04 EMPLOYMENT**

The General Presbyter, shall be elected in accordance with the provisions of the Form of Government and the Presbytery Standing Rules. The Presbytery Administrator shall be hired by the General Presbyter with the authorization of the Presbytery Personnel Committee.

## **2.05 SUPERVISORS**

The Presbytery Personnel Committee shall supervise the General Presbyter. The General Presbyter shall supervise the Presbytery Administrator and Recording Clerk.

## **2.06 PERSONNEL FILES**

Secure permanent files consisting of job description, terms of employment, performance reviews, reasons for ending employment and any other forms required by law for all employees shall be maintained by the moderator of the Personnel Committee and located in a locked file cabinet in the presbytery office.

## **3.00 EQUAL EMPLOYMENT OPPORTUNITY**

The Presbytery is an equal opportunity employer.

All hiring and administration will be without discrimination based on race, color, creed, religious affiliation (except where determined to be a valid occupational qualification), national origin, sex, age, marital status, or physical or mental disability unrelated to the requirements of the work.

## **4.00 OTHER EMPLOYMENT PROVISIONS**

### **4.01 CALL**

Ministers of the Word and Sacrament employed by the presbytery shall be provided with a written call in accordance with the Book of Order. All other employees shall be provided with a letter containing position title, date of employment, job description, initial salary and benefits.

#### **4.02 INITIAL EVALUATION PERIOD**

The first three months of employment for all presbytery personnel, not elected by presbytery, is an initial evaluation period giving the employee and supervisor an opportunity to evaluate interest and ability to fill the position under crucial working conditions. Prior to regular employment, the employee's performance will be reviewed by the supervisor and discussed with the employee. When all requirements are satisfactorily completed, regular employment will begin with the next pay period.

If at the end of the initial evaluation period of employment, the supervisor and the moderator of the Personnel Committee wish to extend the initial evaluation period, they may do so for up to three months.

During the initial evaluation period of employment there shall be a minimum of one performance review, at which time the employee shall be informed of the strengths and deficiencies and provided the opportunity for correction of deficiencies. The supervisor shall maintain a record of the review in the employee's personnel file.

During the initial evaluation period an employee may be terminated by the supervisor at any time, or at the end of the initial evaluation period, with the concurrence of the moderator of the Personnel Committee. Reasons for termination shall be sent to the Personnel Committee. These reasons shall be part of the employee's personnel file.

#### **4.03 HARASSMENT**

It is the policy of the Presbytery of Central Nebraska to maintain a workplace free from any form of sexual misconduct or sexual harassment, or any type of abusive or intimidating behavior by any employee. The scope of this policy is not limited to the presbytery office, but includes all contacts in carrying out the presbytery's mission, including an employee's relationships with other employees, volunteers, and members of the presbytery.

Any form of sexual misconduct or harassment is unacceptable behavior. All allegations will be taken seriously and investigated, and appropriate corrective or disciplinary action taken as warranted.

Note. See the Policy on Sexual Misconduct, Section 6 of the Manual of Administrative Operations.

#### **4.04 CONFLICT OF INTEREST**

No employee shall accept any gift, favor or service from persons or businesses which seek to profit thereby from presbytery, its committees or offices. If any employee is called on to participate in a decision in which the interests of presbytery conflict with the employee's personal interests, the employee shall abstain from participating in the decision.

#### **4.05 PRIVACY**

Presbytery shall guarantee the confidentiality of employment records in accordance with privacy guidelines established by the General Assembly.

#### **4.06 DRUG AND ALCOHOL DEPENDENCY**

Presbytery recognizes dependency on drugs or alcohol by employees as a problem requiring a response. With or without pay, at the discretion of the supervisor, time off may be granted the affected employee for diagnosis, and for treatment if professionally recommended. Employees who refuse diagnosis or treatment when requested by their supervisor adversely affect their performance evaluation. Recurring difficulties despite or without treatment may lead to termination of employment for cause.

#### **4.07 HONORARIA**

When the General Presbyter provides mission interpretation for particular church services or programs (usually when the pastor is also present) expenses incurred for the visit will be charged against any honorarium received. If the honorarium does not cover the expenses, the difference will be paid out of the staff expense account. If the honorarium is greater than the expenses, the balance will be turned over to the Presbytery. When exempt staff provide pulpit supply for particular church services (usually when the pastor is absent), the procedure is the same, except the staff may keep any honorarium balance after expenses.

### **5.00 PERFORMANCE AND SALARY REVIEWS**

#### **5.01 PERFORMANCE**

The presbytery Personnel Committee shall conduct an annual performance review and evaluation of the General Presbyter (in consultation with the appropriate synod entity) and Treasurer. A comprehensive review and evaluation of the General Presbyter shall be conducted at least every five years. All other staff is reviewed annually by the appropriate supervisor with a representative from the presbytery's Personnel Committee. Such reviews may include significant accomplishments, fulfillment of position description and work objectives, areas of individual strength and weakness, presentation of new work objectives, professional growth and means for pursuing them. They shall include evaluations from persons who know the work of the one being reviewed.

#### **5.02 SALARY**

The Personnel Committee will annually review the salaries and benefits of the General Presbyter and Presbytery Administrator. Salary ranges for non-exempt employees will be based on those paid by comparable organizations in the immediate region around the work place. Salary ranges for exempt staff will be based on the cost of living, presbytery pastoral salaries, the Compensation Plan of the denomination and staff salaries in other presbyteries of the synod. Individual salary and benefit changes will be made based on performance, equity, location within the salary range, and career progression. Length of service alone is not a valid reason for increase. Changes in remuneration for all presbytery staff will be recommended annually for approval.

### **5.03 HOUSING ALLOWANCE**

The Internal Revenue Code provides that an ordained minister may exclude from gross income for tax purposes any allowance paid for housing, utilities and appurtenances. A minister who is a presbytery employee must request of the Personnel Committee designation of such allowance prior to its being paid. If the amount designated is not fully used for housing purpose, it is the employee's responsibility to report the balance to Internal Revenue as taxable income.

## **6.00 BENEFITS**

### **6.01 STUDY LEAVE**

Up to two weeks annual study leave with pay may be granted for exempt staff persons. Study leave may be taken in conjunction with vacation. It is granted only after the staff person and supervisor have agreed on its timing and purposes, which shall be related to the need of the person and the presbytery. Satisfactory provisions must be made by the Personnel Committee to cover the staff person's work during the leave. Study leave for the General Presbyter may be accumulated over a maximum of three consecutive years to a total of six weeks. Study leave for the Presbytery Administrator shall be on a yearly basis. A report on specific learning from the study in relation to its purposes will be presented to the Personnel Committee or appropriate supervisor at its next annual performance review and evaluation. Under special circumstances, and when deemed good for the presbytery and the person, study leave may be approved for non-exempt employees by the General Presbyter, with the same provisions.

### **6.02 SOCIAL SECURITY**

The employee's share is withheld from the wages of non-ordained staff. Ministers of the Word and Sacrament are considered self-employed for social security purposes and are responsible for the payment of their self-employment contributions.

### **6.03 PENSION, HEALTH INSURANCE AND DISABILITY BENEFITS**

All full-time employees are eligible their first day of employment for enrollment in the Benefits Plan of the Presbyterian Church (U.S.A.), which includes Major Medical protection and Disability and Death benefits. Questions regarding eligibility benefit levels or other issues shall be determined solely by reference to the provisions of the Benefit Plan.

### **6.04 VACATION**

A vacation with pay is provided for all permanent employees. During the initial evaluation period employees shall accumulate vacation days at the same rate as regular employees. Full-time exempt employees are entitled to one full month vacation per year. Part-time employees will be entitled to 5 days of vacation per year. The vacation schedule for full-time non-exempt employees shall be:

<u>Years of employment with Presbytery</u>	<u>Vacation</u>
During the 1 <sup>st</sup> year	¾ working days per month
2 <sup>nd</sup> through 4 <sup>th</sup> years	10 working days
5 <sup>th</sup> through 9 <sup>th</sup> years	15 working days
10 years and over	22 working days

For vacations purposes working days will be computed on a 5-day week. Vacations shall be taken at the convenience of the Presbytery with the approval of the employee's supervisor. Vacation days shall not accumulate from year to year, nor their financial compensation for unused vacation days. In the case of termination, the employee is compensated for accumulated vacation days.

### **6.05 HOLIDAYS**

During the initial evaluation period employees shall be paid for the established holidays that fall within the probationary period of employment

There are eleven paid holidays each year; New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after, Christmas Day and three others to be designated by the General Presbyter prior to the beginning of the year. When a holiday falls on a Saturday or Sunday, it will be taken on the nearest Friday or Monday.

### **6.06 Incidental Time Off/Short-Term Disability**

*As either a full-time non-exempt or exempt employee you are eligible for up to 10 working days each year of paid incidental time off for illness after you complete three months of employment, cumulative up to 90 days, to be used in case of illness only. Up to 5 of your 10 incidental time off days may be used for personal time- doctors appointments, parent-teacher conferences, meeting repair persons, banking needs, etc. When you need to schedule personal time off, you must get advanced approval from your supervisor unless extenuating circumstances make it impossible.*

If you are going to miss work, call your supervisor within 30 minutes of your regular start time. In the case of an emergency, call in as soon as possible.

However and whenever employment is terminated, there shall be no claim for pay in place of unused incidental time off.

In addition to the Incidental Time Off Policy, full-time exempt and non-exempt employees with at least six months of employment are eligible for Short-Term Disability. This policy applies if you have an illness or injury lasting more than five days. (\*See below for leave due to pregnancy.) Under the policy, an employee may be paid from 60% up to 100 % of his or her base pay for up to 13 weeks. This is paid on a graduated scale based on length of employment. The longer you are employed, the greater the number of weeks paid at 100%.

<b>Years of Service</b>	<b>100%</b>	<b>60%</b>
6 months – 1 yr	0	13 weeks
1 year 1 day	2 weeks	11 weeks
2 years 1 day	3 weeks	10 weeks
3 years 1 day	4 weeks	9 weeks
4 years 1 day	5 weeks	8 weeks
5 years 1 day	6 weeks	7 weeks
6 years 1 day	7 weeks	6 weeks
7 years 1 day	8 weeks	5 weeks
8 years 1 day	9 weeks	4 weeks
9 years 1 day	10 weeks	3 weeks
10 years 1 day	11 weeks	2 week
11 years	12 weeks	1 week
12 years	13 weeks	0

*\*In the event of a pregnancy an employee automatically qualifies for 100 % paid short-term disability, however, the employee is only eligible to use a maximum of 4 weeks for a natural delivery and 6 weeks for a cesarean. In extraordinary circumstances, additional short-term disability leave may be granted by the Personnel Committee Chair on recommendation of the General Presbyter to extend short-term disability during a pregnancy.*



Five of your incidental time off days is required to be used during the five day waiting period.

Verification and reconfirmation of disability are required at least every 30 days for Short Term Disability benefits.

If you have an illness or injury that keeps you from working for more than 91 days you may qualify for disability benefits as a member with the Board of Pensions. (Please refer to the Benefits Plan provided by the Board of Pensions.)

#### **6.07 WORKER'S COMPENSATION**

All employees in all locations shall be covered by the Worker's Compensation Law of the State of Nebraska.

#### **6.08 UNEMPLOYMENT INSURANCE**

All Presbytery employees are excluded from unemployment insurance.

#### **6.09 SABBATICAL POLICY**

After five years of continuous employment by the Presbytery of Central Nebraska, the executive and program staff may apply to their supervisor and/or the Personnel Committee for a sabbatical leave with full pay for up to a six week period. A sabbatical leave is time away for study, reflection, and/or spiritual growth. Such application will include a detailed written plan with clearly identified goals. If granted, the leave may be combined with earned vacation or study leave within a particular year.

The plan should include:

- a. provisions for leadership in the absence of the staff person
- b. establishing the philosophy behind the sabbatical
- c. the goals for the sabbatical
- d. thoughts about how the sabbatical time might be used in the life of the presbytery upon return

The applicant for leave must agree to return to his/her present position for a period of at least one year following the completion of the sabbatical leave. If the applicant chooses to leave his/her position voluntarily within the period of one year following the sabbatical, the salary attributable to the sabbatical shall be refunded. After completion of one sabbatical leave, the individual shall not be eligible for another leave until a period of at least five years shall have elapsed.

#### **6.10 BEREAVEMENT LEAVE**

An employee is eligible for (3) three days (in-state) or (4) four days (out-of-state) of paid time off in the event of a death occurring in their immediate family, (spouse, parent, parent-in-law, sibling, child, grandparent, grandchild, spouse's siblings, and spouse's grandparents). You are eligible for up to two days paid time off for the death of a relative who is not a member of your immediate family. Make arrangements with your

Supervisor to take funeral leave. Funeral pay is not considered as time worked computing overtime. (See 6.10 if additional time with or without pay is required.)

#### **6.11 ABSENCE WITH PAY**

Leaves of absence with pay are provided under these circumstances with approval by the Personnel Committee upon recommendation of the General Presbyter for the following:

- Jury duty (up to two weeks annually)
- An employee may request up to 10 working days of Parental Leave upon the birth or adoption of the child.
- Other or additional leave may be granted by the Personnel Committee on recommendation of the General Presbyter.

#### **6.12 LEAVE WITHOUT PAY**

Leaves of absence without pay are provided under these circumstances with approval by the Personnel Committee on recommendation of the General Presbyter.

- For military service by an employee with at least three months tenure. Upon the employee's return, every effort will be made to place the employee in a position of similar level, status, and salary.
- In extraordinary circumstances, other or additional leave may be granted by the Personnel Committee on recommendation of the General Presbyter.

Benefits defined in 6.0 may be continued at the employee's own expense, but paid leave benefits e.g. vacation, sick leave or holidays will not accrue during the period.

#### **7.00 PROCEDURES FOR ADDRESSING EMPLOYEE CONCERNS AND PROBLEMS**

The presbytery shall provide for a procedure for attempting to resolve job related problems.

## **8.00 UNSATISFACTORY PERFORMANCE AND INVOLUNTARY TERMINATION**

Occasionally, an employee's behavior or work performance is unsatisfactory. When this arises, normally the employee's supervisor will meet with the employee in an effort to improve the unsatisfactory behavior or performance. However, the presbytery reserves the sole right to determine whether disciplinary action should occur and the nature and extent of the discipline to be imposed. This process may include verbal warning(s), written warning(s), suspension or termination, all in the sole discretion of the presbytery. In this connection, the presbytery reserves the right to bypass one or more of the options set forth above. While it is not possible to list every type of behavior that might be deemed a problem, the following list includes examples of behavior which may result in discipline up to and including termination.

Unsatisfactory performance, insubordination, neglect in the care and use of presbytery property and funds, unexcused absence and/or repeated tardiness, moral turpitude, violation of presbytery personnel policies, falsification of timekeeping records, reporting to work under the influence of alcohol or drugs, threatening violence in the workplace, sexual or other unlawful harassment, possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace.

The examples cited above are for illustration only and shall not be considered as comprehensive or limiting the presbytery's right to administer discipline in its sole discretion.

8.02 In the event of involuntary separation, the General Presbyter, in consultation with and upon approval of the Personnel Committee, will terminate any program or support staff employee. Notification of termination will be thirty calendar days for program staff and fourteen calendar days for support staff. Pay in lieu of notice may be given.

8.03 In the event of the involuntary separation of the General Presbyter or Administrative Staff of the presbytery the implementation of the procedures contained in G-9.0700 will lodge with the Personnel Committee. Notification of termination will be ninety calendar days, or until other employment is secured, whichever is shorter.

## **9.00 REDUCTION IN WORKFORCE**

Reduction in workforce, because of the discontinuance of a project or retrenchment in budget or for other circumstances arising out of no fault of the employee, is at the sole discretion of the presbytery.

Written notice of such reduction will come from the presbytery moderator after consultation with the Personnel Committee. At least six months notice shall be given. Should re-employment take place before the expiration of the notice period, salary payment will continue, offset by any pay received by the employee during this period.

When notice is given, severance allowance will be given in relation to length of service with the presbytery as follows:

less than one year of service	two weeks
one year but less than four	four weeks
four years but less than five	six weeks
five or more years	eight weeks plus a week's salary for each year over five years to a maximum of twelve weeks.

Pay in lieu of six months notice may be given if so determined by the presbytery. Normally severance allowance will not be granted to an employee who receives pay in lieu of the six month notice. Vacation time accrued shall be honored with time or pay at the time of severance.

## **10.00 VOLUNTARY TERMINATION OF EMPLOYMENT**

Employees wishing to terminate their employment with the presbytery should submit a written resignation to their supervisor, indicating the reason for terminating employment as well as the last day he/she expects to work.

A minimum of thirty-calendar days notice is requested of executive, administrative and program staff, and fourteen calendar days notice of support staff.

The supervisor, upon receipt of a resignation and in consultation with the General Presbyter, should arrange for an exit interview with the employee, and shall place the resignation letter and a summary of the exit interview in that person's personnel file.

In the instance of the resignation of the General Presbyter, the resignation letter shall be submitted to the Presbytery Moderator, with a copy to the chairperson of the Personnel Committee. The Personnel Committee, in consultation with the Presbytery Moderator, is responsible for the exit interview.

Pay will be granted for accrued vacation if notice is given.

## **11.00 DEATH IN SERVICE**

When the death of a member of the Presbytery staff occurs, the spouse, or Dependents, shall receive a separation allowance. The amount shall be equivalent to the salary (including any housing allowance) of the deceased for thirty days from the time of death.

## **12.00 INTERIM/ PART-TIME/ TEMPORARY EMPLOYEES**

### **12.01 INTERIM STAFF**

It is the policy of the Presbytery to provide continuity of administrative and/or program services when a vacancy occurs in a validated position by appointing an interim person, if necessary and appropriate, to serve until that position is filled or abolished. This policy is applicable to all validated positions whether full or part-time.

Interim employees filling executive positions are not eligible to become the next installed General Presbyter.

### **12.02 PART-TIME**

Part-time employees are those who are employed to work less than 40 hours a week. If they are not temporary and work less than 20 hours a week, they are not eligible for vacation, holiday pay, sick pay, and any other benefits. If they are not temporary and are employed to work at least 21 hours but no more than 39 hours a week, they are eligible for the following:

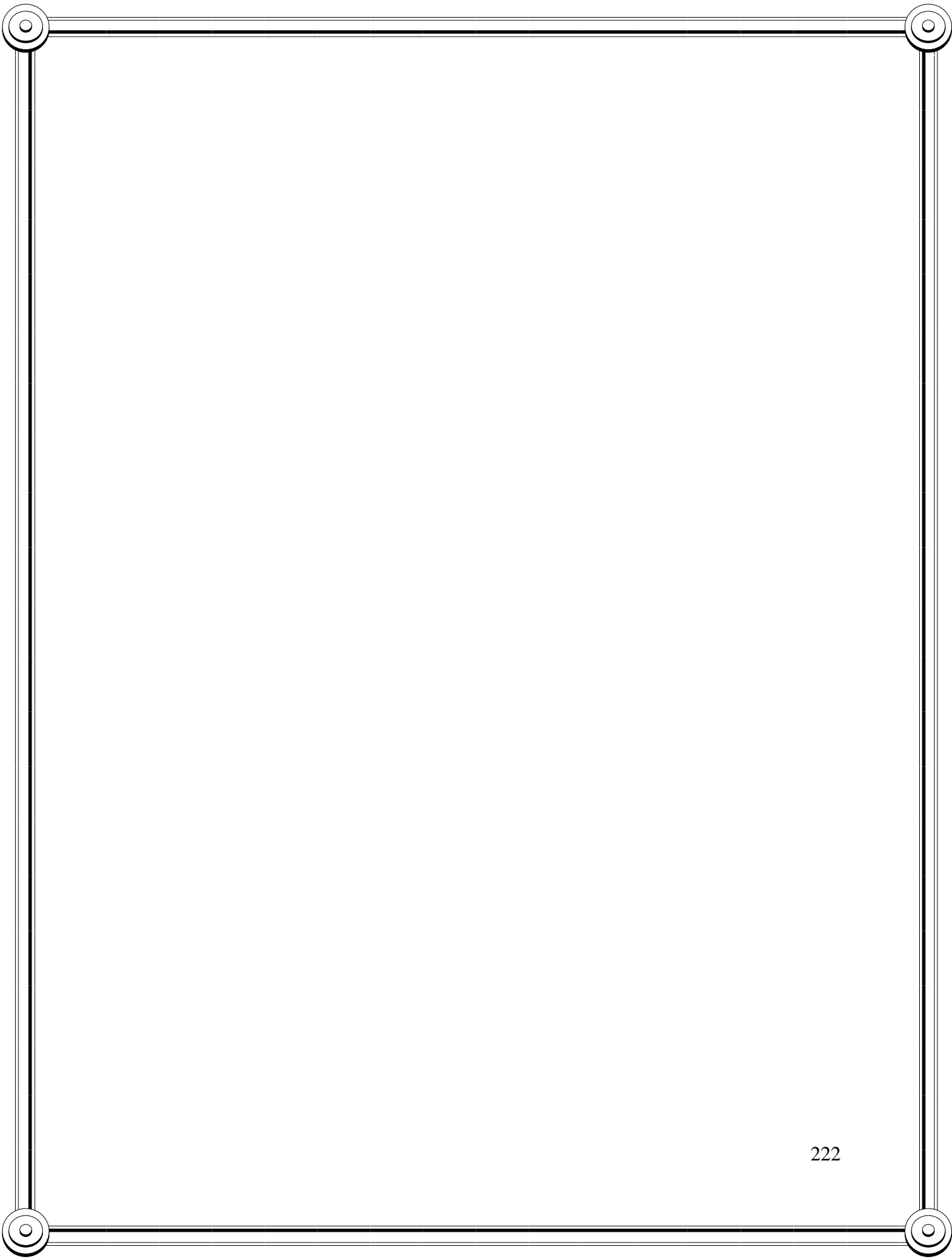
1. Holiday pay, if the holiday falls on one of the regularly scheduled working days for that part-time employee
2. jury-duty pay (up to two weeks leave annually)
3. salary increases
4. 5 days of paid vacation after completion of a 90 day orientation
5. 3 days of incidental time off, which one day can be used for personal
6. workers compensation
7. social security participation

Upon employee request and Personnel Committee approval, part-time employees may be enrolled in the Presbyterian Church (U.S.A.) Pension Plan, with Presbytery paying the dues.

### **12.03 TEMPORARY**

Those employed for a short period, usually less than three months, are not compensated for holidays, sick leave or vacation. If they are non-exempt and work 40 hours per week, they will be paid overtime. They are not eligible for the Pension Plan.

*Revised August 2007*



# **ABUSE PREVENTION POLICY**

## *The Presbytery of Central Nebraska*

The Presbytery of Central Nebraska is committed to providing a safe and secure environment for all children, youth, volunteers, and paid staff who participate in ministries and activities sponsored by the presbyter. The following policy statement reflects our presbytery's commitment to preserving this presbytery as a holy place of safety and protection for all who would participate and in which all people can experience the love of God through relationships with others. The Presbytery of Central Nebraska adopts the following policy to actively resist and constructively prevent the abuse of children and youth in any of its forms whether verbal abuse, physical abuse, sexual abuse, ritual abuse, emotional abuse, or neglect.

### **SCREENING**

Beginning with the adoption of this policy every person working for the presbytery – volunteer or paid, clergy or lay – will be required to complete a screening application and a criminal record background check will be conducted by an approved screening service. Reference checks on all paid staff will be conducted prior to employment. This will be true for all persons who work with children and youth on a daily or overnight basis. Churches hosting presbytery events which provide child care will be requested to provide screened child care providers for those events or the presbytery will cover the child care expense for the family of the participant with a provider of their choice.

A secondary process for occasional volunteers will be as follows. They shall have been a member of the Presbyterian Church in The Presbytery of Central Nebraska for at least six months. Ordinarily those working with children and youth shall be at least five years older than the children and/or youth they are charged to attend. Under no circumstances are those under eighteen years of age to be the lone and/or primary care-givers for children and/or youth.

### **SUPERVISION/TRAINING**

No fewer than two adults shall be present at all children and youth activities sponsored by the presbytery. In situations when an adult has a legitimate reason to be alone with a child the staff person or volunteer will obtain consent of the child's parent or guardian before going out alone with that child, or spending time with the child in an unsupervised situation.

In addition the presbytery will provide at least annually an orientation on Reducing the Risk of Child Sexual Abuse in the Church and/or training to identify symptoms of child abuse and/or the state laws governing the reporting of child abuse.

## REPORTING

In the event of an allegation of child abuse by a staff member or volunteer, the presbytery and its representatives will be prepared to do the following:

- notify the victim's parents
- notify the proper law enforcement agencies and/or child protective services
- notify the General Presbyter of the presbytery
- keep a written record of the steps taken by the presbytery in response to the allegation
- cooperate fully with any official investigation
- engage in appropriate pastoral care and counseling for those involved including the child or youth, the accused abuser, the parents of the child or youth, and the organization itself

## RESPONSE

Please refer to the presbytery's sexual misconduct response policy

Approved \_\_\_\_\_



# **TRANSITIONAL EXECUTIVE PRESBYTER -- POSITION DESCRIPTION**

## ***PRESBYTERY OF CENTRAL NEBRASKA***

**TITLE:** Transitional Executive Presbyter

**PURPOSE:** The Transitional Executive Presbyter will facilitate and lead the presbytery and its congregations in developing and implementing a vision for what the presbytery and leadership will look like, and how it will function and operate in the future as we seek to proclaim salvation through faith in Jesus Christ through commitment to ministry and mission within and beyond our geographic and denominational bounds.

**ACCOUNTABILITY:** The Transitional Executive Presbyter is:

- called and employed by the presbytery with full participation of the Synod of Lakes and Prairies,
- accountable to the presbytery through its council, and
- responsible for interpreting and facilitating the implementation of the actions of the presbytery and the synod as they may affect one another's ministry or mission.

**RESPONSIBILITIES:** *The Transitional Executive Presbyter will fulfill the purpose of this position through accomplishment of the following responsibilities. The percentages indicate the amount of time currently allocated for each functional area.*

### **Presbytery (75%)**

1. Lead the presbytery in evaluating and developing its strategic vision for current and future ministries.
2. Facilitate a process of assessing presbytery's ministry direction, organization structures and staffing needs.
3. Enable the presbytery to understand, plan and make appropriate decisions about its goals and objectives, organization and staffing.
4. Guide the presbytery through its committees toward accomplishment of its mission and attainment of its vision.
5. Manage the presbytery staff.
6. Support a presbytery-approved strategy for providing appropriate pastoral leadership for each congregation.
7. Promote and encourage communication and cooperation between and among congregations/ pastors/committees and the presbytery staff using a variety of technologies.
8. Advocate responsible stewardship of the presbytery's resources.
9. Guide congregations in reaching out to the needs of the changing church and communities.

10. Serve as a resource to our churches and committees.
11. Provide staff services for Presbytery councils, committees, task forces, and other agencies related to the Presbytery and serve as an ex-officio member (without vote) of such committees as stated in the Manual of Operations and attend meetings when appropriate.
12. Provide leadership training for Pastors, Elders, Deacons and other groups of Presbytery as needed.

**Pastors and Lay Leaders (10%)**

1. Provide spiritual support to and foster community among pastors in the presbytery.
2. Initiate supportive relationships with lay leaders in churches without pastoral leadership.
3. Ensure care for teaching elders and other Presbytery leaders in times of illness or personal or family crisis.

**Congregations (10%)**

1. Become familiar with and support the ministry and mission of the congregations of The Presbytery of Central Nebraska.
2. Interact with the congregations to help them understand and to be able to vision what the presbytery and leadership will look like, how it will function and operate in the future.
3. Develop networks of support and information for congregations of all sizes and diverse languages and cultures, and ensure open communication and relationship building.

**Denominational and Ecumenical (5%)**

1. Represent the presbytery to other presbyteries, the Synod of Lakes and Prairies and the General Assembly, Presbyterian Church (U.S.A.).
2. Represent the presbytery in dealings with other denominations and ecumenical agencies.
3. Interpret and advocate for the connectional relationships between congregations and the governing bodies of the Presbyterian Church (U.S.A.).

**RELATIONSHIPS:**

The Transitional Executive Presbyter shall relate collegially to fellow presbyters by:

- Working cooperatively with all presbytery staff, committee moderators and members to facilitate the presbytery's work and mission, and with the Moderator of Presbyter in connection to presbytery meetings and events.
- Develops and implements, in consultation with the Personnel Committee, an annual performance review process for all staff.

### **OTHER DUTIES:**

The Transitional Executive Presbyter shall perform other duties as assigned through the Presbytery's Personnel Committee, and as designated in the "Rules of Discipline" in the Book of Order.

### **QUALIFICATIONS:**

1. The Executive Transitional Presbyter shall possess the following skills and knowledge:
  - a. A thorough knowledge of, or willingness to learn, the Book of Order of the Presbyterian Church (USA), The Manual of Administrative Operations of the Presbytery of Central Nebraska, and Roberts Rules of Order.
  - b. Good skills in working with people as individuals and in groups; tact, timeliness, congeniality, patience, and cooperation.
  - c. The ability to work in a collegial staff setting.
  - d. Excellent verbal and written communication capabilities and proficient in the use of computer and other electronic communication technologies with the willingness to learn and use new forms of technology.
  - e. Ability to handle complex situations and perform under stress.
  - f. Ability to handle multiple tasks and deadlines.
  - g. A strong attention to detail and is organized.
  - h. Possess conflict management resolution skills and experience.
2. The Transitional Executive Presbyter should demonstrate the following attitudes and commitments:
  - a. Effective pastoral caregiver who readily thinks theologically.
  - b. Approachable human being whom presbyters can trust and relate comfortably, both as a person and an administrator.
  - c. Understands and appreciates the spectrum of theological viewpoints expressed by members of presbytery in their diverse ministries and is personally committed to the Reformed Tradition.
  - d. Contributes a high level of knowledge, expertise and resourcefulness and of enthusiastically converting vision into reality.
  - e. Demonstrates experience with providing visionary leadership and administrative accountability at the middle governing body level of the Presbyterian Church (USA), and who demonstrates a collaborative working style with staff colleagues and elected leadership.
  - f. Exhibits experience with the variety of systems which enables a church to function, including Committee on Ministry and other committees of Presbytery leadership.
  - g. Organized, intentional facilitator who is able to carry out tasks as well as to be aware of the consequences of their accomplishment.
  - h. An individual who can quickly learn the complexities of the Presbytery of the Central Nebraska.

- i. One willing to share power by enabling others to use it positively.
- j. An effective communicator.

**EVALUATION:** Council's Personnel Committee will meet with the Transitional Executive Presbyter within three months of her/his arrival in the presbytery to establish performance criteria for the first year. In consultation with the Synod, the Personnel Committee will make provisions for an annual review of the Transitional Executive Presbyter's performance based on these criteria. The Transitional Executive Presbyter and the Personnel Committee will jointly develop performance criteria for the next review period at each subsequent annual review.

**TERM:** The Transitional Executive Presbyter shall be elected for a two-year term.

# **PRESBYTERY ADMINISTRATOR POSITION DESCRIPTION**

## ***PRESBYTERY OF CENTRAL NEBRASKA***

**TITLE:** PRESBYTERY ADMINISTRATOR

**PURPOSE:**

The purpose of this position is to oversee the administrative duties for the Presbytery office to function appropriately and to assist the Executive Presbyter.

**ACCOUNTABILITY:**

This position is accountable to the Presbytery Personnel Committee, the Moderator of Business and Budget Committee in financial matters only, and in all other matters by the Executive Presbyter.

**RESPONSIBILITIES:**

***OFFICE ADMINISTRATION***

1. Perform administrative duties including: data entry and word processing (letters, directory, reminder notices, and docket), filing, sorting, mailing items, updating and maintaining Presbytery calendar, ordering office supplies, maintaining systematic follow-up procedures so that all reports, memoranda, and meeting notices originating from the Presbytery office are submitted on time, etc.
2. Performs receptionist duties including: greeting visitors, answering phones, taking messages, making referrals, and answering questions.
3. Attend meetings (Council, Business & Budget, Presbytery, etc.) only as requested by the Executive Presbyter.
4. Hires/Recruits and supervises part-time, temporary, and volunteer staff.
5. Manages leases and maintenance of office equipment, including copier, fax machine, postage meter, telephones, (programming, voicemail), etc.
6. Oversees maintenance of computer software and the computer network. Develop security and backup procedures for data.

7. Develop and maintain Presbytery website.
8. Performs other duties as directed by the Executive Presbyter or Personnel Committee.

#### *FINANCIAL*

1. Follow the appropriate sections of the Fiscal Accountability Policy adopted by the Presbytery.
2. Oversee weekly deposits, and prepare vouchers.
3. Record/Oversee all incoming payments (insurance, book of order, calendars) in order to insure payment has been received.
4. Establish/monitor office budget in cooperation with the Executive Presbyter.
5. Distribute monthly reports supplied by the Synod office to appropriate leadership in the Presbytery.
6. Authorized to sign all vouchers except for any vouchers submitted by the Presbytery Administrator.

#### *MINISTRY*

1. Develop and coordinate Presbytery Administrative Assistant group meetings and educational classes.
2. Communicate and provide support to Clerks of Session, Presbytery Administrative Assistants and Church Treasurers including: providing them reference material, knowledge of where to locate appropriate forms, etc.
3. Guide and direct those who contact the Presbytery office in need of assistance to the appropriate individual(s).
4. Develop and facilitate communication between the Presbytery office and others including: churches, committee members, members of Presbytery, ministers, commission lay pastors, other outside organizations, etc.

5. Assist the Stated Clerk in the distribution of the presbytery meeting minutes after presbytery meetings.
6. Work jointly with the Executive Presbyter in preparing and transmitting reports as required by other governing bodies.

## **QUALIFICATIONS**

### *PERSONAL*

1. A person of character, integrity, stability, confidence, and who is comfortable working in the context of a faith community.
2. Reasonable knowledge of the Presbyterian Church (USA) or a willingness to learn.
3. Effective and efficient leadership, administrative, and organizational abilities.
4. Demonstrates a level of professionalism and ability to maintain confidentiality.
5. Strong oral and written communication skills.
6. Able to work under supervision, and also take initiative when appropriate.

### *OFFICE/TECHNICAL KNOWLEDGE*

1. Proficient in: WORD, EXCEL, Publisher, Word Perfect, Wordpress, ACS, and Power Point
2. Punctual in maintaining office hours, attending meetings and preparing correspondence.
3. Experienced in general practices, such as filing and communications.
4. Able to communicate cordially with the public in person, on the telephone and in correspondence.
5. Experience serving as supervisor, team leader, or lead person in an office setting.
6. Computer training and/or experience with word processing, the internet, and data systems.
7. Willingness to learn new technology.

### **COMPENSATION & BENEFITS**

The Presbytery Administrator is a full-time, exempt, employee of the Presbytery. Compensation and benefits will be determined annually by the Presbytery's Personnel Committee in accordance with the Personnel Policies of the Presbytery.

### **EVALUATION**

The person will participate in an annual performance review conducted by the Executive Presbyter with a representative of the Personnel Committee present.



# **TEMPORARY RECORDING CLERK POSITION DESCRIPTION**

## ***PRESBYTERY OF CENTRAL NEBRASKA***

**TITLE:** TEMPORARY RECORDING CLERK (herein known as “The Recording Clerk”)

**PURPOSE:** The purpose of this position is to provide clerical support for the Temporary Assistant to the Temporary Stated Clerk for all regular Presbytery meetings.

**ACCOUNTABILITY:** This position is accountable first to the Temporary Assistant to the Temporary Stated Clerk and in all matters to the Presbytery Personnel Committee.

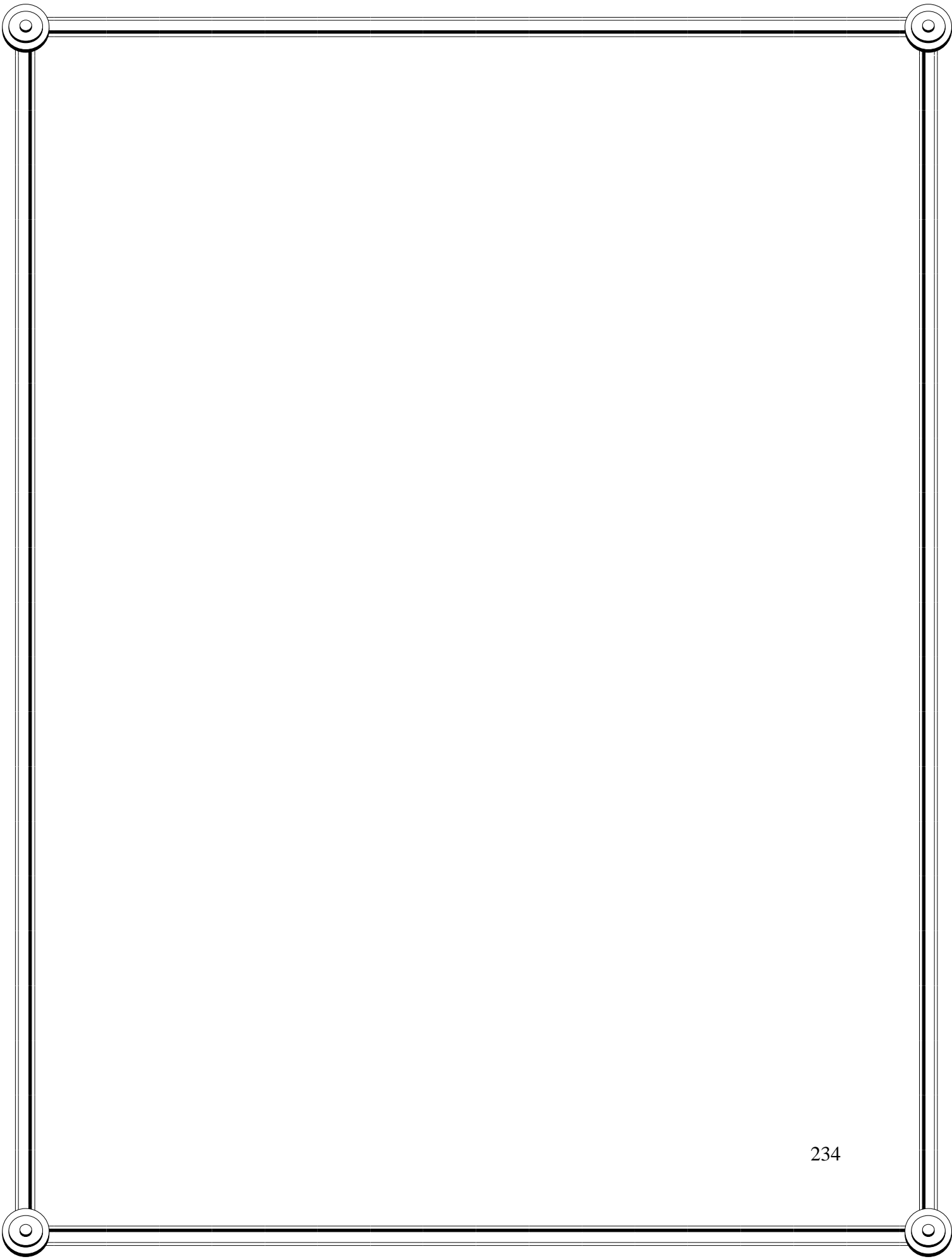
### **RESPONSIBILITIES & TERMS OF EMPLOYMENT**

1. The Recording Clerk will be responsible for the following:
  - a. Taking Minutes at each of the regularly scheduled Presbytery meetings. (This does not include Special meetings called.)
  - b. Presenting a draft of said Minutes for the Temporary Assistant to the Temporary Stated Clerk to edit.
2. The Recording Clerk will be compensated in the amount of \$50/meeting + mileage.
3. The Recording Clerk’s work shall be reviewed annually by the Presbytery’s Personnel Committee, to determine suitability for nomination for re-election for another term.

### **QUALIFICATIONS:**

1. Good understanding of Presbyterian polity, including the PCUSA’s current Book of Order and the Presbytery’s Manual of Operation.
2. Good working knowledge of the churches, committees/committee chairpersons, and teaching elders within the Presbytery.
3. Good working knowledge of the councils of the PCUSA.
4. Computer training and/or experience with word processing, the internet, and email.
5. Strong oral and written communication skills.
6. Strong attention to detail.
7. Ability to quickly summarize details in an efficient and effective manner.

Punctual in attending all scheduled Presbytery meetings.



# TEMPORARY STATED CLERK POSITION DESCRIPTION

## *PRESBYTERY OF CENTRAL NEBRASKA*

**TITLE:** TEMPORARY STATED CLERK (herein known as “The Stated Clerk”)

**PURPOSE:**

The Stated Clerk is an ecclesiastical officer, elected by the presbytery on a temporary part-time basis for a one year term, who shall fulfill duties as defined by **The Constitution of the Presbyterian Church (USA)** and **the Manual of Administrative Operations of the Presbytery of Central Nebraska.**

**ACCOUNTABILITY:**

The Stated Clerk shall be accountable to the presbytery and be supervised by Council’s Personnel Committee. Duties assigned the Stated Clerk in the Book of Order shall be developed into a position description by Council’s Personnel Committee and submitted for presbytery adoption prior to the end of each term.

**TERMS OF EMPLOYMENT:**

1. The Stated Clerk shall be employed 4 hours/week for which s/he shall receive compensation in the amount of \$400/month. The presbytery’s Personnel Committee will determine business related allowances.
2. The Stated Clerk shall oversee/review the work set forth below which is assigned to the Temporary Assistant to the Stated Clerk.
3. The Stated Clerk shall maintain all records of the presbytery.

**RESPONSIBILITIES:**

**Primary Functions of the Stated Clerk**

1. Provide informed opinions on the interpretation of the Book of Order.
2. Certify and transmit calls and transfers of teaching elders and ruling commissioners to other governing bodies. Receive, process and report any renunciation of jurisdiction.
3. Serve as the parliamentarian for presbytery meetings.
4. Call special meetings of presbytery, when the moderator is unable to act.
5. Resource the Permanent Judicial Commission.
6. Provide for training the Sexual Misconduct Response Team.
7. Provide Ruling Elder training.
8. Participate in overture process either to compose, submit or both when directed by council and/or presbytery.
9. Write highlights of Presbytery meeting for website and PCNNews
10. Oversee or encourage the presbytery’s pastoral responsibility to the active and inactive church members on presbytery’s roll, including the encouragement of transfer of membership, the continuing stewardship of these persons, the transfer from active to inactive roll, carefully seeking

presbytery's appropriate action, notification to church members on the roll of presbytery, and the record of same. (In this sense, the Stated Clerk acts in the same capacity as a clerk of session, and the presbytery in its designated way, assumes the roll of the session toward church members and the stewardship of their church membership.)

**The Stated Clerk shall work jointly with the Temporary Assistant to the Stated Clerk in the following duties:**

1. Safeguard and communicate the records and rolls of the presbytery as outlined by the Book of Order.
2. Receive requests for excused absences and reporting enrollment of each presbytery meeting in the minutes of that meeting.
3. Facilitate the annual review of session records and the training of clerks of session.
4. Process and record teaching elder calls, changes in terms of call, contracts, dissolutions and transfers.
5. Process and report presbytery correspondence received from and transmitted to other councils of the church.
6. Serve on the presbytery docket preparation team.
7. Review docket with Moderator and Temporary Assistant to the Stated Clerk.
8. Review minutes with Temporary Assistant to the Stated Clerk before final distribution.
9. Serve as manager of the manual of operations and standing rules.
10. Maintain the following rolls:
  - e. Membership rolls for teaching elders, commissioned ruling elders.
  - f. Attendance at presbytery meetings.
  - g. Former commissioners to General Assembly and Synod
  - h. Certified Church Educators
  - i. Inquirers and Candidates
  - j. Permanent Judicial Commission – current and former members.
  - k. Agencies with a formal relationship to the presbytery.
    - l. Churches, agencies and special ministries of the presbytery.
11. Serve as custodian, with the Committee on Ministry and the Presbytery Office, of the records of dissolved churches, including the membership of remaining active members of dissolved congregations.
  - m. Includes the number of active members (not yet transferred to a specific congregation) in the number of church members in the presbytery as “miscellaneous.”
  - n. Forwards the records of dissolved churches to the Presbyterian Historical Society (when appropriate), or has them microfilmed, with at least one copy placed with the Presbyterian Historical Society.
12. Work with the Committee on Ministry to review annual reports for all validated ministers in the presbytery.

13. Provide oversight for distribution of the presbytery meeting minutes within one month after presbytery meetings, and arrange for other necessary mailings, through coordination with the Temporary Assistant to the Stated Clerk and presbytery staff.
14. Prepare and transmit reports as required by other governing bodies.

**The Stated Clerk shall relate to other governing bodies by:**

15. Participating in annual Synod Minutes Review when minutes from all presbyteries are examined.

**The Stated Clerk shall be an agent of communication for the presbytery:**

16. Present for vote the proposed amendments from the General Assembly

**RELATIONSHIPS:**

**The Stated Clerk shall relate collegially to fellow presbyters by:**

1. Working cooperatively with the Transitional Executive Presbyter, Temporary Assistant to the Stated Clerk, Temporary Recording Clerk, and all presbytery staff and committee moderators and members to facilitate the presbytery's work and mission, and with the Moderator of Presbyter in connection to presbytery meetings and events.
2. Work with the Presbytery Office to maintain the official copy of Presbytery's Standing Rules and the Administrative Manual of Operations.
3. Serve as advisor to the Moderator of Presbytery in matters related to the Book of Order and parliamentary procedure.

**OTHER DUTIES:**

The Stated Clerk shall perform other duties as assigned through the Presbytery's Personnel Committee, and as designated in the "Rules of Discipline" in the Book of Order.

**QUALIFICATIONS:**

The Stated Clerk shall be a teaching or ruling elder eligible for membership in the presbytery and possess the following:

1. A thorough knowledge of, or willingness to learn, the Book of Order of the Presbyterian Church (USA), The Manual of Administrative Operations of the Presbytery of Central Nebraska, and Robert's Rules of Order.
2. Good skills in working with people as individuals and in groups; tact, timeliness, congeniality, patience, and cooperation.
3. The ability to work in a collegial staff setting.
4. Excellent skills in record-keeping as well as in written and oral communication.
5. Computer literacy.
6. Detail-oriented

**PERFORMANCE REVIEW:**

The Stated Clerk's work shall be reviewed annually by the Presbytery's Personnel Committee, to determine suitability for nomination for re-election for another term.

***TEMPORARY ASSISTANT to the  
TEMPORARY STATED CLERK  
POSITION DESCRIPTION  
PRESBYTERY OF CENTRAL NEBRASKA***

**TITLE:** TEMPORARY ASSISTANT TO THE TEMPORARY STATED CLERK  
(herein known as “The Assistant”)

**PURPOSE:** The purpose of this position is to provide administrative support for the Temporary Stated Clerk.

**ACCOUNTABILITY:** This position is accountable first to the Temporary Stated Clerk and in all matters to the Presbytery Personnel Committee. Duties for the Assistant shall be developed into a position description by Council’s Personnel Committee and submitted for Presbytery adoption prior to the end of each term.

**TERMS OF EMPLOYMENT**

The Assistant shall be employed 6 hours/week for which s/he shall receive a compensation of \$600/month. The Presbytery’s Personnel Committee will determine business related allowances.

The Assistant’s work shall be reviewed annually by the Presbytery’s Personnel Committee, to determine suitability for nomination for re-election for another term.

The Assistant shall maintain all records of the Presbytery.

**RESPONSIBILITIES:** The Assistant will be responsible for the following:

**A. Ministers’ Status**

1. Jointly work with the COM regarding ministers received, dismissed, new call.
2. Submit 5-part/electronic form.
3. Maintain minister Roll in Electronic Minister.
4. Maintain individual files of ministers.
5. Distribute minister ID cards.

**B. Commissioned Ruling Elder Status**

1. Get information from the COM about CRE/CLP’s approved, dismissed or end of contract
2. Submit 5-part/electronic form.

3. Maintain individual files of commissioned ruling elders.
4. Maintain CRE/CLP Roll in Electronic Minister.

C. Installations, Ordinations, Commissionings

1. Add the finished report of the Administrative Commission to the Consent Agenda for the next Presbytery meeting.

D. Council Meetings

1. Remind Council Members of due dates for Council reports and date of Council meetings.
2. Prepare draft of docket for Council meeting.
3. Take Council Minutes.
4. Prepare Council Minutes for distribution.
5. Prepare Council Report for the Presbytery.
6. Prepare needed form letters as a result of Council action (i.e. buy, sell church property or get loan)
7. Assemble reports for distribution prior to Council meeting.
8. Copy and mail or email packet for Council meeting
9. Advise Council about setting meeting dates (Council & Presbytery) for future years.
10. Maintain a list of the churches that have hosted Presbytery meetings.

E. Presbytery Meetings

1. Prepare blank written ballots as needed.
2. Have written ballots on hand at Presbytery meeting.
3. Prepare the draft docket of Presbytery meeting for Council approval.
4. Prepare the Consent Agenda and Stated Clerk's report to the Presbytery.
5. Remind Council members of the due dates for Presbytery reports.
6. Prepare the arrangements letter to the host church.
7. Prepare the thank you letter to the host church.
8. Prepare the attendance sheets, name tags, etc.
9. Prepare the attendance record after the meeting.
10. Gather, assemble and distribute reports and other items for the presbytery packet.
11. Review the docket in detail with the Stated Clerk and the Moderator of the Presbytery.
12. Review with the Stated Clerk the draft of the Minutes before final distribution.
13. Prepare Minutes and Appendices for permanent record.
14. Notify all persons elected as officers, moderators, and /or committee members of their election.
15. Distribute the Stated Clerk highlights of the presbytery meeting for website and PCNNews.
16. Prepare the Stated Clerk's Report of Minutes Review to the Presbytery.

F. Overtures to General Assembly

1. Publish overture submission deadlines to the Presbytery.



G. Proposed Amendments to the Constitution

1. Distribute the proposed amendments well in advance of the Presbytery meeting.
2. Report vote tally to the OGA.

H. Review of Session Minutes and Church Registers

1. Schedule and facilitate the annual review of Session minutes
2. Distribute the Minutes checklist and Standards for Session Records to Clerks of Session annually with cover letter including instructions and dates.
3. Distribute the Church Register checklist, along with materials related to the Minutes.
4. Meet with Clerks of Session for Minutes review.
5. Verify exceptions.
6. Distribute copies of completed checklist sheets to Clerks.

I. Review of Presbytery Minutes and Rolls

1. Submit Presbytery Minutes to reviewer in advance
2. Review Minutes of assigned Presbytery prior to the meeting

J. Annual Statistical Reports and Year-End Stated Clerk Reports

1. Receive and verify materials from OGA (electronic/hard copy)
2. Update cover letter and prepare materials for mailing to Clerks of Session
3. Assist churches in entering statistical data.
4. Monitor progress of churches inputting online data and follow up by email and phone calls.
5. Review data for integrity and accuracy prior to the Presbytery deadline.
6. Prepare compensation information on exempt staff for Stated Clerk's Report to OGA.
7. Prepare supplemental materials for OGA.
8. Mail Clerk of Session survey information to OGA if any hard copies are received.
9. Prepare Summary of Annual Statistical Information for Stated Clerk's report to the Presbytery.

K. Correspondence

1. Draft any other correspondence as needed or as directed by Council or Presbytery.

L. Other

1. Review balance of ministers and elders eligible to vote at Presbytery, redress as necessary and report to first Presbytery meeting of calendar year.
2. Update list of former Permanent Judicial Committee(PJC) members going back 6 years and report to Presbytery annually.

**QUALIFICATIONS:**

1. Good understanding of Presbyterian polity, including the PCUSA's current Book of Order, the Presbytery's Manual of Operation, Office of General Assembly (OGA) required forms, reports, and deadlines, etc.

2. Good working knowledge of the churches, committees/committee chairpersons, and teaching elders within the Presbytery.
3. Good working knowledge of the councils of the PCUSA.
4. Computer training and/or experience with word processing, the internet, and email.
5. Strong oral and written communication skills.
6. Strong attention to detail.
7. Team player.