

**PRESBYTERY OF CENTRAL NEBRASKA
MANUAL OF ADMINISTRATIVE
OPERATIONS**



**REVISED
~~2012~~ 2024**

SECTION 1 – MISSION & GOALS

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 geographical 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:

- ~~Increase the number of churches participating in evangelism training provided by the evangelism training team of our presbytery.~~
- ~~Reinstitute the presbytery Invite a Friend/Media Campaign~~
- Conduct conversations with the ~~ministers/lay pastors~~ *Ministers of Word and Sacrament* and *Commissioned Pastors/Trained Ruling Elders* of the presbytery about the training/consulting/financial resources available for local church use.
- Use presbytery meeting time to introduce training/consultation resources available for local church use.
- *Invite speakers to present at presbytery meetings on different topics relevant to the needs of the local church.*

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

Objectives:

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

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

Objectives:

- ~~Call and orient a team in the presbytery to plan an annual trip by the presbytery.~~
- ~~Train the above team to consult with local congregations as they plan mission trips.~~
- Invite mission workers 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:

- Increase the number of churches participating in the youth ministry committee events.
- 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. Develop racial/ethnic awareness in the Presbytery and local congregations.~~

Objectives:

- ~~Orient the Sudanese Commission and develop a working relationship with the worshiping fellowship in Grand Island.~~
- ~~Develop a Nebraska Racial Ethnic Ministry Team or Task Force.~~
- ~~Include an Anti-Racism Policy in the Presbytery Manual as required by the Book of Order.~~
- ~~Provide educational resources and opportunities for congregations to discuss issues related to racial/ethnic awareness.~~

Goal V – Develop awareness in the Presbytery and congregations about the diversity of the body of Christ.

Objectives:

- *Include an Anti-Racism Policy in the Presbytery Manual as required by the Book of Order.*
- *During one Presbytery meeting of the year, promote reflection on issues of diversity within congregations and their communities.*
- *Provide educational resources and opportunities for congregations to discuss issues related, but not limited to, race, ethnicity, sexual orientation, and gender identity.*

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SECTION 2 – ARTICLES OF INCORPORATION

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:

- 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.
- 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.

- 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 4th 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 and 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 and 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 and Budget Committee (President) and the General Presbyter (Secretary)

NINTH

The undersigned are the duly elected, qualified and acting Chairperson (President) of the Business and Budget Committee and the 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 4th day of October 1985

THE PRESBYTERY OF CENTRAL NEBRASKA

By Bruce Hendrickson

Reverend Jack Dixon

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SECTION 3 – STANDING RULES

STANDING RULES

1.0 ARTICLE I - Meetings

- 1.1 The Stated Meetings of Presbytery will be: *the first weekend of February by video conference, the fourth Saturday in April in person, and the fourth Saturday in October in person. Meetings can be moved by motion of the Presbytery Council and communicated to the Presbytery.*
- 1.2 The ~~fourth Saturday in March~~ *first Saturday in February by video conference*, with required business of voting on proposed amendments received from General Assembly *when necessary*. ~~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~~ *Executive Presbyter and Stated Clerk'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.~~

- ~~1.3 The fourth Saturday in June with required business being the yearly representation and the General Presbyter *Executive Presbyter and Stated Clerk's* annual report and the audit report of the presbytery. When the June meeting would conflict with the General Assembly it shall be rescheduled to the Saturday of the first full week following the General Assembly meeting.~~
- 1.4 The fourth Saturday in October, with required business being *Executive Presbyter and Stated Clerk's annual report and the audit report of the presbytery*, the adoption of the Presbytery's ecclesiastical apportionment (per capita) for the next year, the report of the Session Record Review, election of commissioners for General Assembly and Synod, 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, , *the approval of the report of the category of membership of each continuing member of Presbytery*, ~~General Presbyter~~ *Executive Presbyter and Stated Clerk's annual report on correcting commissioner imbalance, the approval of the changes in terms of call and the Permanent Judicial Commission roster.*
- 1.5 Reports from Synod or General Assembly shall be made at each stated meeting of Presbytery as appropriate.
- 1.6 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.
- 1.7 ~~Special meetings may be called with 10 days' notice by the General Presbyter, Moderator of Presbytery, or the session of a local congregation.~~ *The Presbytery may be called with 10 days' notice to a special meeting by the Moderator, in consultation with the Vice Moderator and the Stated Clerk. The Moderator may call a meeting as needed and shall call a meeting if requested in writing by two minister members of Presbytery and two ruling elders who are members of different churches. (G-3.0304)*
- 1.8 The quorum for a meeting shall be ~~any three Teaching Elders Ministers of Word and Sacrament and the elder commissioners present, provided they represent at least three sessions~~ *not fewer than three ministers of the Word and Sacrament who are members of the presbytery and three ruling elder commissioners from three different congregations. (G-3.0304).*
- 1.9 Overtures to General Assembly or Synod may be submitted by committees, sessions, ~~Teaching Elders~~ *Ministers of Word and Sacrament* 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~~ *Executive Presbyter and Stated Clerk* be consulted for assistance with grammar and constitutionality prior to the submission of the Overture.
- 1.10 Business newly introduced from the floor of a meeting and requiring Presbytery action shall be presented in writing to the ~~General Presbyter~~ *Stated Clerk* and read to Presbytery ~~prior to the lunch recess~~ *at the beginning of the meeting after the presentation of the docket*; 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.

1.11 Electronic Guidelines

- 1.12 Committees, task forces, and other entities of the Presbytery of Central Nebraska may hold a meeting by telephone conference call, *videoconference (e.g., ZOOM), or by other electronic means* if the guidelines are followed.
- 1.13 *If a vote must be taken by email, send ALL replies to "Reply All" so that no one is left out of the discussion.*
- 1.14 Include past mails in current posting to make it easier to follow the "thread" without opening numerous e-mails.
- 1.15 ~~Committee Secretary to~~ keep A record of meeting *must be kept* as to subjects discussed and results of votes taken; include the action in minutes of next face to face meeting of committee.
- 1.16 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.
- 1.17 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, i.e., a committee with nine members would need to have at least five people respond and either vote Yes, No, or No Opinion.
- 1.18 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.~~ *the moderator of the committee will contact the committee member by phone.*
- ~~1.27 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.~~

2.0 ARTICLE II – Membership

- 2.1 Presbytery shall determine its own minister members in accordance with G-2.0503a and G-3.0306.
- 2.2 In addition to Ruling Elder commissioners from sessions, Presbytery shall enroll for the term of service the ~~General Presbyter~~ *Executive Presbyter, Stated Clerk*, Moderator of Presbytery, Vice Moderator of Presbytery, the Moderators of the ~~Committee~~ *Commission* on Ministry, ~~Committee~~ *Commission* on Preparation for Ministry, Youth Committee, Nominating Committee,

Council and Council's Committees, and the elder Commissioner to Synod, whether or not the elder serves as a commissioner for his/her session.

- 2.3 At the beginning of each year, if there are more resident ~~Teaching Elders~~ *Ministers of Word and Sacrament* 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.
- 2.4 ~~Honorably Retired Teaching Elder~~ *Ministers of Word and Sacrament* members, or those laboring outside Presbytery bounds in approved ministries, are automatically excused from meetings. All other ~~Teaching Elder~~ *Minister of Word and Sacrament* members and Ruling Elder commissioners are expected to register their presence at meetings unless an excuse has been requested.

3.0 ARTICLE III – Officers

- 3.1 At the October meeting, the Presbytery shall elect a Moderator for a one-year term. The Moderator shall be installed at the end of October meeting, and shall have the following responsibilities:
- 3.2 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.
- 3.3 To make nominations to the Presbytery for any investigating committee, in consultation with the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk*.
- 3.4 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.
- 3.5 To serve on the Presbytery Council.
- 3.6 To serve ex officio (without vote) on the Council Business and Budget Committee.
- 3.7 To serve ex officio (without vote) on the Council Personnel Committee.
- 3.8 To serve on the Presbytery meeting Planning Team, together with the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk*, the host pastor, the Vice Moderator, and the Council Moderator.
- 3.8 To confer with the ~~General Presbyter~~ *Executive Presbyter, Stated Clerk*, and the Host Pastor to decide whether or not to cancel a Presbytery meeting in the case of adverse weather.
- 3.9 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 To moderate the Council during the year following the completion of the moderator's term.
- 3.11 The moderator of the Presbytery shall not serve on any committee in a voting capacity during

the moderator's term of office.

- 3.12 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:
- 3.14 To preside at presbytery meeting in the absence of the Moderator, or at the Moderator's request.
- 3.15 To serve on the Presbytery Council.
- 3.16 To serve on the Presbytery meeting Planning Team together with the ~~General Presbyter~~ *Executive Presbyter, Stated Clerk*, the host pastor, the Moderator, and the Council Moderator.

~~The Presbytery shall elect a Presbytery Cosignatory for a term of three years beginning January 1. The Cosignatory may be re-elected without a limit on the number of terms. Compensation shall be determined by the Presbytery through Council's Personnel Committee. The Cosignatory shall be accountable to Presbytery and the General Presbyter Executive Presbyter and Stated Clerk through the Business and Budget Committee of Council and be supervised by Council's Personnel Committee. A job description for the Cosignatory shall be developed by Council's Personnel Committee and submitted for Presbytery adoption prior to the end of each term. (Cosignatories are no longer needed since all checks are written by the financial team at the Synod of Lakes & Prairies.)~~

~~3.17 Any duties of the presbytery Stated Clerk shall be assumed by the General Presbyter.~~

4.0 ARTICLE IV – Staff

- 4.1 ~~A General Presbyter~~ *The Executive Presbyter may be hired for a three-year term that can be renewed. The Stated Clerk shall be elected* ~~may be elected for an indefinite term~~ *for a three-year term that can be renewed. One person may hold both positions of Executive Presbyter and Stated Clerk.* Compensation shall be determined by the Presbytery through Council's Personnel Committee.
- 4.2 ~~The General Presbyter~~ *Executive Presbyter and Stated Clerk* shall be accountable to Presbytery through Council's Personnel Committee, which is the supervisor. The duties of the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* shall be developed into a position descriptions by Council's Personnel Committee and submitted for Presbytery adoption.
- 4.3 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.
- 4.4 Session records shall be reviewed ~~annually~~ *bi-annually* by the ~~General Presbyter~~ *Stated Clerk* or by representatives of the Presbytery selected by and under the direction of the ~~General Presbyter~~ *Stated Clerk*. The report of this review shall be made at the October presbytery meeting.
- 4.4 The Sexual Misconduct Response Team shall report to the ~~General Presbyter~~ *Stated Clerk*.
- 4.5 ~~The General Presbyter~~ *Executive 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 the Council's Personnel Committee and submitted to Presbytery for information.

5.0 ARTICLE V – Council

- 5.1 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~~ *Ruling Elder* commissioner to Synod
- 5.2 The Council will also include a representative of each of the following entities, elected by that entity to serve for one year:
- ~~Committee~~ Commission on Ministry
 - ~~Committee~~ Commission on Preparation for Ministry
 - Business and Budget Committee
 - Personnel Committee
 - Presbyterian Women
 - ~~Nominating Committee~~
 - Youth Ministry Committee
 - Up to three (3) members elected at large.
- 5.3 The Council shall, *at a minimum*, 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.
- 5.4 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~~ *Commission* on Ministry about dividing, uniting or dissolving churches for more effective ministry; nominate members for ~~Presbytery's Nominating Committee~~ *committees and commissions*; and approve the Presbytery Docket.
- 5.5 The Council may appoint task forces, for a specified term, to act on specific objectives of Presbytery.
- 5.6 The Council shall work with its Business and 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.
- 5.7 The Council's Business and Budget Committee shall be comprised of *up to* seven members including the moderator. The moderator of Council, Moderator of Presbytery, and the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* will serve as *ex-officio* members without vote.
- 5.8 The duties of the Business and Budget Committee shall be to: serve as the Trustees of the Presbytery for its orderly and efficient functioning as a non-profit corporation; act for the Presbytery on matters described in ~~G-8.0000~~ *G-4.0101*; review finances of the Presbytery and arrange for its annual ~~audit~~ *financial review* and develop the annual Presbytery budget for

Council. The committee has authority on behalf of Presbytery under ~~G-8.0500~~ *G-4.02* 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.

~~The Business and 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.~~

5.9 The Council's Personnel Committee shall be comprised of *up to* six members including the moderator. At least two of the members shall be Ministers of Word and Sacrament. The ~~General Presbyter~~ *Executive Presbyter, Stated Clerk*, Moderator of Presbytery, and Moderator of Council will serve as *ex-officio* members without vote.

5.10 The Personnel Committee will review annually the Personnel Policies and may recommend revisions.

6.0 ARTICLE VI – The ~~Committee~~ *Commission* on Ministry

6.1 The Presbytery shall elect a moderator and eleven members to be its ~~Committee~~ *Commission* on Ministry, of who at least five shall be ~~Teaching Elders~~ *Ministers of Word and Sacrament* and the balance Ruling Elders. The ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* shall serve as a resource for the ~~committee~~ *commission* without vote. The quorum of the committee shall be one-third of its voting members with at least one ~~Teaching Elder~~ *Minister of Word and Sacrament* and one ruling elder. The ~~Committee~~ *Commission* shall elect a vice-moderator, or co-moderators, as they deem appropriate. The ~~committee~~ *Commission* shall have these responsibilities.

6.2 The ~~committee~~ *commission* 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~~ *Ministers of Word and Sacrament*, and ~~lay pastors~~ *Commissioned Pastors, and Trained Ruling Elders* 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.

6.3 ~~Commissioned Lay pastors~~ *Commissioned Pastors*: The committee shall recommend to Presbytery for approval all actions ~~with regard to~~ *regarding* commissioning ~~lay pastors~~ *Trained Ruling Elders*.

6.4 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~~ *Ministers of Word and Sacrament* and shall recommend by the June meeting minimum terms of call for the next calendar year.

6.5 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.

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

6.7 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.

~~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.~~

6.8 Continuing Education and Pastoral Care: The committee shall review regularly the continuing education and personal well-being of ~~Teaching Elders~~ *Ministers of Word and Sacrament*, ~~lay pastors~~ *Commissioned Pastors, Trained Ruling Elders* and their families.

• **ARTICLE VII – The ~~Committee~~ *Commission* on Preparation for Ministry**

7.1 The ~~Committee~~ *Commission* on Preparation for Ministry shall be comprised of a moderator and *at least* five members elected by the Presbytery. At least two members shall be ~~Teaching Elders~~ *Ministers of Word and Sacrament* with the balance being Ruling Elders or Deacons.

7.2 The ~~committee~~ *Commission* shall provide care, guidance, and oversight of Inquirers and Candidates for the office of ~~Teaching Elder~~ *Minister of Word and Sacrament*; 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~~ *Commissioned Pastor Applicants*; elect or appoint readers of cooperative examinations for candidates, appoint administrative commissions to ordain, approve scholarship applications of Inquirers, Candidates, and ~~Lay pastors~~ *Commissioned Pastor Applicants*, and authorize career assessments for Inquirers, Candidates, and ~~Lay pastors~~ *Commissioned Pastor Applicants* with Presbytery paying 1/3 of cost.

8.0 ARTICLE VIII – Permanent Judicial Commission

8.1 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~~ *Ministers of Word and Sacrament* and three Ruling Elders or three being ~~Teaching Elders~~ *Ministers of Word and Sacrament* and four Ruling Elders, each with a six-year term. The elder members shall be from different churches.

8.2 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 the Presbytery is eligible to serve.

9.0 Youth Ministry Committee

9.1 The youth ministry committee shall be comprised of six people, in addition three youth may serve one year terms, to develop and implement a vision for youth ministry in the Presbytery of Central Nebraska. This committee will manage the annual disbursement of endowment funds from the ~~GE Stuckey Fund~~ *Stuckey Next Generation Fund*. (i.e., camp scholarships, youth retreats, leadership training, youth mission trips and national youth events.)

ARTICLE X – Sexual Misconduct Response Team

10.1 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~~ *appointed by* the Presbytery *Council Nominating Committee as needed*. Team members shall be divided as equally as possible between clergy and laity as

well as gender.

- 10.2 The team shall choose its own moderator. The ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* shall serve as a resource person to the Sexual Misconduct Response Team unless the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* 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.~~
- 10.3 The Sexual Misconduct Response Team shall function in accordance with the policy of The Presbytery of Central Nebraska concerning Sexual Misconduct.

11.0 ARTICLE XI – Nominations and Elections

- 11.1 ~~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.~~

The Presbytery's Nominating Committee shall be a Committee of the Whole within the Council. The Council Chair will be the moderator or as otherwise delegated by the Council.

- 11.2 ~~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. *Committee/Commission descriptions in the manual will give guidelines for terms of service and eligibility.*~~
- 11.3 Nominations shall be sent out with the October Presbytery Docket except in cases of filling unexpired terms, *or other extenuating circumstances*. 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.
- 11.4 The committee shall contact prospective nominees to explain ~~thoroughly~~ the requirements of the positions and to ~~receive~~ *affirm* their willingness to serve if elected. The ~~General Presbyter~~ *Executive Presbyter and Stated Clerk, or other designee by the Council*, shall notify all persons elected by Presbytery.
- 11.5 Persons wishing to resign from their position shall submit their resignations in writing to the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* and/or the moderator of the committee.
- 11.6 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.

- 11.7 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~~ *Council functioning as a committee of the whole*.
- 11.8 At the request of Synod, the ~~Nominating Committee~~ *Council functioning as a committee of the whole* will make nominations to Presbytery for the appropriate Synod positions. The ~~committee~~ *Council* 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.

12.0 ARTICLE XII - Finances

- 12.1 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.
- 12.2 Presbytery is ~~required~~ *responsible for paying* ~~to pay~~ any ecclesiastical apportionment (per capita) set by the General Assembly or Synod whether or not its churches pay their share. (G-3.0106)
- 12.3 Presbytery shall pay mileage ~~and meal expenses~~ for ~~Teaching Elders~~ *Ministers of Word and Sacrament* and Ruling Elder commissioners to attend its meetings. (See Fiscal Policy) The mileage rate for such expenses shall be set by the Presbytery.
- 12.4 Churches without a pastor shall *pay a fee* and mileage for moderators appointed by Presbytery to attend meetings of their session or congregation. The mileage rate shall be at the current IRS rate.
- 12.5 Other financial provisions are found in the Presbytery's Fiscal Accountability Policy.

13.0 ARTICLE XIII – Amendments and Suspension

- 13.1 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.
- 13.2 ~~These Standing Rules~~ *Any of 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.
- 13.3 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.
- ~~13.4 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.~~

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SECTION 4 – HOSTING PRESBYTERY MEETINGS

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 facility is adequate handicap accessible, please have the clerk or moderator of your session notify, in writing, the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* of the Presbytery. *Presbytery meetings can also be held at non-church locations with approval of the Presbytery Council.* It would be helpful for the host *location* 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~~ *Executive Presbyter and Stated Clerk*, 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 ROOMS

It is not possible to predict exact attendance at a Presbytery meeting. Generally, there will be from ~~60 to 75~~ *30-40* people present (including visitors) depending upon the season, weather, and interest. If the sanctuary does not comfortably seat at least ~~100~~ *60* people, please have extra chairs already set up in an overflow area for

latecomers. *Worship will meet in the Sanctuary and the meeting may meet in another room.*

Please have one large table set up, with electricity available, ~~on the chancel~~ for the Recording Clerk. Besides the microphone *for the moderator* ~~on the lectern and/or pulpit, another one~~ *additional ones should available for others needing to speak* is needed at floor level if the church *if the host location* is so equipped. It would 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. *It is preferable that the church have Wifi and internet capability.*

~~There is also~~ *On occasion there may be* a need for a display close to the meeting area as possible, where ~~at least three or four dining-size tables can be set up and where people can find them easily upon entering the church~~ *host facility* . ~~At least two people are needed at these tables for at least an hour before the Presbytery meeting begins. One person is needed to help the Presbytery Office Administrator with registration. They will be asked to assist 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~~ *ordinarily* provided by the host church. A continental breakfast is suitable for the morning; and ~~coffee/iced tea/punch and snack for the afternoon~~ *water for folks to take with them after the meeting*. 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 *and is ordinarily paid to the host location.*

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~~ *Executive Presbyter and Stated Clerk* 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.~~ *They will also determine who will preside at the table.*

~~The Host Pastor determines who will usually preside at the Lord's Table. The host church~~ *location* 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 host will need to welcome the presbytery and provide any site-specific information.

The Presbytery docket will include directions for finding the church building *meeting location*. 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. The host church office should provide a list of ~~two or three recommended hotel's phone numbers~~ *nearby lodging options*.

Four weeks before the meeting the host church should check with the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* to exchange the following information:

FOR THE HOST CHURCH

FOR PRESBYTERY DOCKET

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

Hymnbook used
Directions to find the church *host location*
~~Motel~~ *Lodging* 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~~ *Executive Presbyter and Stated Clerk*, 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~~ and *checking the website, checking email, and/or contacting the Executive Presbyter & Stated Clerk* to learn the decision before leaving home. *An email notification will also be sent through Constant Contact and to the registered commissioners.* Any canceled meeting shall automatically be rescheduled at the same place and time for one week later without further notice.

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SECTION 5

BUSINESS AND BUDGET

- *Fiscal Accountability Policies*
- *Fraud Prevention and Response Policy*
- *Investment of Cash Assets and Spending policy*
- *Church Development Fund Guidelines*
- *Mission Development Fund Guidelines*
- *Johnson/~~Crawford~~ Scholarship Guidelines*

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~~ *Executive 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.
- Expenditures from the budget are made in the following ways:
 - Regular mission payments as recommended by Council and approved by Presbytery annually. This authorizes the check writer to issue checks without further notice.
 - 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.
 - 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.
 - Presbytery books will close December 31st 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 31st.

- Childcare will be considered a reimbursable expense for Presbytery meetings when the host church cannot provide caregivers that meet the presbytery guidelines.
- 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.
- 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~~ *Executive 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~~ *is responsible for* payment ~~in full~~ to Synod and General Assembly.

4.0 SPECIAL FUNDS

~~• 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.~~

~~• 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~~

reported no later than the second Presbytery meeting of the year.

5.0 FINANCIAL AND ACCOUNTING PRACTICES

5.10 *The presbytery may contract with other entities to provide financial services for payroll, expenses, and investments. The presbytery shall pay these entities for these services.*

5.20 *The presbytery shall keep an account of at least 2 months budgeted payroll, office expenses, unused COM Emergency Fund, and Synod expense in accounts where the funds are accessible within 24 hours. This amount shall be balanced at the end of each month.*

5.30 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.

5.40 The Business-Budget Committee shall arrange for an annual ~~audit~~ *financial review* of all presbytery books *with the results to be reported to the presbytery.* ~~by a Certified Public Accountant, to be completed by the June meeting of the Presbytery.~~

5.50 The Presbytery fiscal year shall be the same as the calendar year.

5.60 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.

5.70 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.

5.80 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.

5.90 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.”~~ *“We intend that no one should blame us about this generous gift that we are administering, for we intend to do what is right not only in the Lord's sight*

but also in the sight of others.” (NRSV)

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. *For Presbytery meetings, it is preferred for the hosting church/organization to receive the offering and submit a check to the presbytery.*

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~~ the bank *used by the presbytery* 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 *examined* for anything that looks irregular. Each bank statement will be reconciled to the accounting records by the accountant within 30 days. *A copy of the bank statement reconciliation shall be sent to the Business-Budget Committee each month.*

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 *including credit card bills* 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~~ *Stated Clerk* 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
February 28, 2004 Updated _____

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.

Classification of Funds:

- ~~Peacemaking Fund:~~ A portion of the donations to the nationally promoted Peacemaking
- ~~Special Offering that are designated to be used within the Presbytery. The funds, including principal, are intended to be spent.~~
- **Emergency Fund:** These funds are used to assist ministers of the presbytery. Expenditures are authorized by the ~~Committee~~ *Commission* on Ministry through their policy which calls for disbursing the funds jointly by the chairperson of the ~~Committee~~ *Commission* on Ministry and the ~~General Presbyter~~ *Executive Presbyter*.
- ~~Equipment Replacement Fund:~~ This is an amount that has been set aside from the operating budget and accrues for capital equipment purchase. Expenditures may be authorized by the Business and Budget Committee and reported to Council.
- **Johnson Scholarship Fund:** Expenditures for this fund can be authorized by the ~~Committee~~ *Commission* on Preparation for Ministry to inquirers or candidates of the presbytery actively working toward a degree.
- ~~The Church Development Fund:~~ This fund is intended for use in developing new churches or redevelopment of existing churches. There is an application form.
- ~~Mission Development Fund~~ Is a fund to make grants available to churches to start new mission projects or plan mission work trips. There is an application form.

- ~~**Youth Triennium Fund Leadership Develop Fund**~~—This fund is created by an accrual system over three years to be used for the youth triennium.
- ~~**Youth Ministry Fund**~~—This fund was created with the \$10,000 before investing Westminster Woods funds with the Presbyterian Foundation. I assume the new funds each year (\$12,500) will be placed here for the Youth Ministry Committee to use.
- ~~**Website Development Fund**~~—This fund was created with the \$10,000 of reserves set aside by the committee before the creation of the Mission Development Fund.
- ~~**Racial Ethnic Ministry Fund**~~—This fund was created with \$15,000 from undesignated reserves before the creation of the Mission Development Fund. It can be used for racial ethnic ministry and will be the major fund resource for the Sudanese Administrative Commission.
- ~~**EP Continuing Education Fund**~~—The General Presbyter accrue continuing education funds up to three years. This is where that accrual is reported.
- ~~**AA Cont Educ Fund**~~—The Presbytery Administrator can accrue continuing education funds up to three years. This is where that accrual is reported.
- ~~**EP GA Exp Fund**~~—Half of the anticipated cost for the General Presbyter to attend General Assembly is budgeted each year. This accrues to be used for the Assemblies which happen every other year.
- ~~**GA Commissioner Orientation Fund**~~—Each year half of what we expect to pay for orientation for General Assembly commissioners is budgeted. The year there is no General Assembly the budgeted money is placed in this fund.
- ~~**GE Stuckey Youth Ministry Fund**~~—Each year the Youth Ministry Committee can use up to 5% of these funds for camp scholarships, youth retreats, leadership training, youth mission trips and national youth events.
- ~~**Conflict Mediation Training**~~—this account is to be used to schedule conflict mediation training events in the presbytery or to help send designated presbytery people to attend such events elsewhere.
- ~~**Itinerating Missionaries**~~—this account is used to pay the honorarium and/or the travel expenses for speakers at presbytery or missionaries scheduled to itinerate in the presbytery.
- ~~**Boundaries/Ethics Event**~~—this account is used to pay for the leadership expenses of people scheduled to lead such events in the presbytery or provide scholarship assistance for and lay pastor in the presbytery to attend such events.
- ~~**God's Mission Needs a Church**~~—this account is used to pay for our share of the partnership expenses for the Quad Consortium "Invitation to the Journey" project and the expenses for coaches being trained to lead this process.
- **Leadership Development Fund** – is an account used to provide for leadership training events in the presbytery. *These funds can be used for individual leadership and professional growth, seminary assistance, and leadership events sanctioned by the Presbytery of Central Nebraska.*
- ~~**APA Scholarship Fund**~~—this fund provides scholarship assistance for presbytery APA members to attend APA events and training.
- ***Presbytery Grants** – Presbytery Grants shall be made to individual churches under guidelines set by Presbytery Council. The Business-Budget Committee shall review and approve/disapprove according to the guidelines. The number of grants made each year will be determined by the Presbytery when approving the annual budget.*

Investment of Short-term funds: The General Presbyter *Executive 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 sixteen quarters immediately preceding the current year, *unless otherwise specified in that fund's guidelines*. The bookkeeper and/or the ~~General Presbyter~~ *Executive Presbyter* will report (as soon as practical after the beginning of the year) to the Business and Budget Committee and the entity authorized to approve expenditures on the amount authorized to be spent.

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.

~~CHURCH DEVELOPMENT FUND GUIDELINES~~

~~Money from the Church Development fund may be used for New or Existing Congregation Development. Grants or loans may be made from this fund by recommendation of the Business Budget Committee if the request is for less than \$2,000.00 and with approval of the presbytery for larger grants.~~

Application for New Congregation Development will need to meet all of the guidelines provided by the Synod of Lakes and Prairies and General Assembly. These include such things as a ministry plan that include plans for evangelism and outreach, worship, education, mission, finances, stewardship, location and staff. Goals and objectives for these elements as well as a five year budget projection will be required. Principle from the fund may be pledged to these requests as part of the five year financial plan.

Application for Existing Congregation Development will need to present a ministry plan that includes a rationale for how the church intends to grow or develop with the assistance of this grant. The Existing Congregation Development grant or loan will never be the sole financial support for such a project so the congregation will also need to show how the church and other agencies will be financial funding partners of the fund. Major redevelopment grant requests may be funded in the same manner as a New Congregation Development request. Other requests will be funded from either the church development budget line item or interest earned from the Church Development Fund. All applications will require session endorsement.

Each Existing Congregation Development request needs to be for a new project. These funds cannot be used to fund projects that have already existed in the life and ministry of the congregation. Each grant will be a one-time grant so plans for future funding of the project need to be included in the application for original funding. A written progress report on the project will be required at the end of twelve months.

Applications for New Congregation Development and Existing Congregation Redevelopment requests will be made on the Mission Program Grant Project application form provided by the General Assembly offices. All other requests will be made on the attached application form.

MISSION DEVELOPMENT FUND GUIDELINES

Money from the Mission Development fund may be used only for Mission Work Trips or New Mission Project Development. Grants or loans may be made from this fund by action of the Business Budget Committee to sessions, presbytery committees, and validated Presbyterian mission in the Presbytery of Central Nebraska if the request is for less than \$2,000.00. Larger grants will need the action of the presbytery upon recommendation of the Business Budget Committee or Presbytery Council.

Applications for Mission Development will need to provide goals and objectives for the project. Each grant will be a one-time grant so plans for future funding of the project need to be included in the application for original funding. A written progress report on the project will be required at the end of twelve months. Principle from the fund may be pledged to these requests as part of a plan requiring more than one year of funding.

~~Applications will be made on the attached application form.~~

GUIDELINES FOR THE JOHNSON SCHOLARSHIP FUND

Authority for disbursement of the *Johnson* Scholarship Fund shall be at the discretion of the ~~Committee~~ *Commission* on Preparation for Ministry.

Receipts from offerings received at presbytery ordination and/or installation services shall be added to the scholarship fund.

Application for the funds shall be made by qualifying applicants.

~~No more than 6% of the total fund account balance can be distributed in any one calendar year for scholarships. Any change in these particular criteria shall require action by the Presbytery of Central Nebraska.~~

Eligible candidates for scholarships will be active students working toward *certification* or degree enrolled with the presbytery as inquirers or candidates.

See the Appendix for the scholarship application.

This application will be removed from this section of the manual and moved to the Appendix.

SCHOLARSHIP APPLICATION FORM

Presbytery of Central Nebraska Johnson/Crawford Scholarship Fund

Full Name _____

Mailing Address _____

Telephone _____

Email _____

Social Security Number _____

Church Membership _____

College or Seminary *Learning Institution* _____

Statement of Need:

Signature of Applicant _____

Date _____

LEADERSHIP DEVELOPMENT GRANTS

Leadership Development Fund: 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. An application is required to apply for this fund. Applications will be reviewed by the Commission on Ministry, the Commission on Preparation for Ministry, or the Business & Budget Committee, and submitted to the Business and Budget Committee for final approval. The annual maximum grant per person is \$1000. Grants are provided as reimbursement only.

See the Appendix for the grant application.

PRESBYTERY GRANTS

Technology, Mission Development, and Church Development

Each year, the Presbytery provides funds for Technology, Mission Development and Church Development Grants. These funds will be budgeted to provide assistance to the churches within the Presbytery of Central Nebraska. Grant programs shall be for projects that either expand the ministry and/or deliver the word in ways not presently being done by the applying congregation. Projects that are for the repair, replacement, or maintenance of existing assets that are beyond the capacity of the annual budget of a congregation may be assisted by other loan programs. An application is required to apply for this fund. Applications will be submitted to the Business and Budget Committee for final approval. The annual maximum grant per church is \$2500.

See the Appendix for the grant application.

SECTION 6 –

~~COMMITTEE~~ ***COMMISSION*** ON MINISTRY

CANS AND CANNOTS

~~COMMITTEE~~ *COMMISSION ON MINISTRY*

Preach

- Minister of the church
- Church members invited by the session
- ~~Lay pastors~~ *Commissioned Pastors and Trained Ruling Elders* 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~~ *Commission* on Ministry if they are not already approved by the presbytery

Moderate session and congregation

- Minister of the church
- ~~Lay pastor~~ *Commissioned Pastor* commissioned to the church
- *Minister of Word and Sacrament* or ~~Committee~~ *Commission* on Ministry member appointed by ~~Committee~~ *Commission* on Ministry
- ~~An elder~~ *A Ruling Elder* member of session appointed by the minister

Sacraments – Baptism and the Lord’s Supper

- Minister of the church
- ~~Lay pastor~~ *Commissioned 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 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~~ COMMISSION ON MINISTRY

ADMINISTRATIVE COMMITTEE

Membership shall be the moderator, vice-moderator and secretary with the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* 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~~ *Executive Presbyter and Stated Clerk*
- make membership recommendations for non-parish ministers
- serve as the long-range planning committee of the ~~Committee~~ *Commission 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 *CPs* as prescribed in the Manual of Administrative Operations~~
- ~~• Help plan the commissioning service of the CLP *CP* 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.~~

LIAISON DUTIES

- *Conduct a One Year visit /check in with new pastors.*
- *Assist the with Commissioning Service of a CP in the local church (When invited)*
- *Communicate the need for pastoral care for ministers in crisis in the churches assigned to them to the chairperson of COM and the Executive Presbyter*
- *Be present for the pastor's annual compensation review, if invited.*
- *Do the exit interview with the pastor when departing*
- *Do the exit interview with the session when the pastor departs*
- *Communicate conflicts to the EP/Stated Clerk and/or COM Chairperson*

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~~ *Commissioned 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:
 - Ask the caller if they are a member of the session.
 - ~~• 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)~~
 - Ask the caller if they have talked to the session and/or personnel.
 - 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 *Ministers of Word and Sacrament, Commissioned Pastors, and Trained Ruling 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~~ *Ministers of Word and Sacrament* and ~~lay pastors~~ *Commissioned Pastors, and Trained Ruling Elders*, 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

- In all professional matters ~~Teaching Elders~~ *Ministers of Word and Sacrament, Commissioned Pastors and Trained Ruling 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.
- ~~Teaching Elders~~ *Ministers of Word and Sacrament*, and ~~lay pastors~~ *Commissioned Pastors and Trained Ruling Elders* shall act in such a manner as to uphold and enhance the honor, integrity, morality, and dignity of the profession.
- ~~Teaching Elders~~ *Ministers of Word and Sacrament* and ~~lay pastors~~ *Commissioned Pastors and Trained Ruling Elders* shall limit their practice to those positions and responsibilities for which they are qualified.
- ~~Teaching Elders~~ *Ministers of Word and Sacrament* and ~~lay pastors~~ *Commissioned Pastors and Trained Ruling Elders* shall conduct all professional matters in a manner that assures security and confidentiality and avoids conflicts of interest.
- ~~Teaching Elders~~ *Ministers of Word and Sacrament* and ~~lay pastors~~ *Commissioned Pastors and Trained Ruling Elders* shall demonstrate respect, honesty and fairness when interacting with clergy colleagues and person in related professions.
- ~~Teaching Elders~~ *Ministers of Word and Sacrament* and ~~lay pastors~~ *Commissioned Pastors and Trained Ruling Elders* shall maintain professional competency throughout their careers.
- In personal as well as professional relationships ~~Teaching Elders~~ *Ministers of Word and Sacrament* and ~~lay pastors~~ *Commissioned Pastors and Trained Ruling Elders* 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~~ *Ministers of Word and Sacrament*, and ~~lay pastors~~ *Commissioned Pastors, and Trained Ruling Elders* 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 share with references calling to check on a candidate's suitability for a call *or a commission*. The presbytery's ~~Committee~~ *Commission 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.

Periodically other denominations will offer boundaries training. Notifications will be sent by email on Constant Contact or be available at the Presbytery office.

CODE OF ETHICS FOR ~~TEACHING ELDERS~~ *MINISTERS OF WORD AND SACRAMENT*, ~~LAY PASTORS~~ *COMMISSIONED PASTORS, AND TRAINED RULING ELDERS*

The maintenance of high standards of professional competence is an ethical concern and is a responsibility shared by all ~~Teaching Elders~~ *Ministers of Word and Sacrament* 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.

- ~~Teaching Elders~~ *Ministers of Word and Sacrament* and ~~lay pastors~~ *Commissioned Pastors and Trained Ruling Elders* accurately represent their professional qualifications, education, training and experience in all contracts with the church and the public. ~~Teaching Elders~~ *Ministers of Word and Sacrament* and ~~lay pastors~~ *Commissioned Pastors and Trained Ruling Elders* are themselves responsible for correcting any misrepresentation.
- ~~Teaching Elders~~ *Ministers of Word and Sacrament* and ~~lay pastors~~ *Commissioned Pastors and Trained Ruling Elders* 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.

- 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.
- ~~Teaching Elders~~ *Ministers of Word and Sacrament* and ~~lay pastors~~ *Commissioned Pastors and Trained Ruling Elders* avoid the disparagement of any person, and particularly of colleagues and other professionals.
- No ~~Teaching Elder~~ *Minister of Word and Sacrament* or *Commissioned Pastor and Trained Ruling Elders* should accept any gift, favor or service from persons or businesses which seek to profit from the church, its committees, or offices.
- Family members of the ~~Teaching Elder~~ *Minister of Word and Sacrament* or ~~lay pastor~~ should not normally *ordinarily* serve in positions which evaluate the work, establish salary for, or supervise the work of the ~~Teaching Elder~~ *Ministers of Word and Sacrament* or *Commissioned Pastors and Trained Ruling Elders*.

PASTOR/CLIENT-PARISHIONER RELATIONSHIPS

~~Teaching Elders~~ *Ministers of Word and Sacrament* and ~~lay pastors~~ *Commissioned Pastors and Trained Ruling Elders* 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.

- It is the duty of a ~~Teaching Elder~~ *Minister of Word and Sacrament* or ~~lay pastor~~ *Commissioned Pastor and Trained Ruling Elders* pastoral counselor during the counseling process to maintain the relationship with the client on a professional basis.
- ~~Teaching Elder~~ *Ministers of Word and Sacrament* and *Commissioned Pastors and Trained Ruling Elders* pastoral counselors shall not engage in sexual misconduct, mental or physical abuse with their clients or any other persons.
- All personal communication from clients or parishioners is treated with professional confidence and confidentiality *unless it is something that is considered reportable to authorities (e.g. abuse of children or vulnerable adults, or something illegal)*.

COLLEAGUE RELATIONSHIPS

~~Teaching Elders~~ *Ministers of Word and Sacrament* and ~~lay pastors~~ *Commissioned Pastors and Trained Ruling Elders* maintain a vital association with their profession colleagues and other colleagues in related professions – healthcare, social services, legal services and the like.

- 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~~ *Ministers of Word and Sacrament* and ~~lay pastors~~ *Commissioned Pastors and Trained*

Ruling Elders 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.

- In pastoral calling and other home or hospital visiting, seeing one's own parishioners is the minister's responsibility. Ordinarily the ~~Teaching Elder~~ *Minister of Word and Sacrament* or ~~lay pastor~~ *Commissioned Pastor and Trained Ruling Elders* 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.
- When a ~~Teaching Elder~~ *Minister of Word and Sacrament* or ~~lay pastor~~ *Commissioned Pastor and Trained Ruling Elders* 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~~ *Minister of Word and Sacrament* or ~~lay pastor~~ *Commissioned Pastor and Trained Ruling Elders* 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.
- When the relationship between a ~~Teaching Elder~~ *Minister of Word and Sacrament* or ~~lay pastor~~ *Commissioned Pastor* and a congregation is dissolved, the ~~Teaching Elder~~ *Minister of Word and Sacrament* or ~~lay pastor~~ *Commissioned Pastor* should announce publicly what that means, calling attention to the fact there will be another ~~Teaching Elder~~ *Minister of Word and Sacrament* or ~~lay pastor~~ *Commissioned Pastor* to whom the people should give their loyalty and stating clearly that the departing ~~Teaching Elder~~ *Minister of Word and Sacrament* or ~~lay pastor~~ *Commissioned Pastor* should not be called upon for pastoral services or ceremonies. ~~Teaching Elders~~ *Ministers of Word and Sacrament* 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).
- The purpose of an ~~Interim~~ *Transitional* 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~~ *Transitional* pastor will not normally *ordinarily* be a candidate for the pulpit which he/she serves as an ~~Interim~~ *Transitional* supply pastor.

When a ~~Teaching Elder~~ *Ministers of Word and Sacrament* ~~lay pastor~~ or a *Commissioned 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~~ *Transitional* 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, stated supply, or temporary supply, the former pastor may serve as called upon and approved by the session and/or ~~Committee~~ *Commission on Ministry*. At the coming of the new pastor, all professional relationships should be dissolved.

- 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~~ *Minister of Word and Sacrament* or ~~Commissioned Lay pastor~~ *Commissioned Pastor*.
- The ~~Committee~~ *Commission* 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~~ COMMISSION ON MINISTRY

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

From time to time the ~~Committee~~ *Commission on Ministry* is made aware of difficulties in congregations. When requested by a pastor or elders of the congregation, the ~~Committee~~ *Commission 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 *Chair of the Commission on Ministry and/or the Executive Presbyter/Stated Clerk* ~~Committee through its liaison,~~ will contact the pastor or clerk of session. ~~When there is a Personnel Committee, the Committee~~ *Commission on Ministry* may choose to make the initial contact through that committee.

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

~~COMMITTEE~~ COMMISSION ON MINISTRY LISTENING PROCEDURE

~~Two teams of two people are~~ *A minimum of two members of COM shall be* appointed by the ~~Committee~~ *Chairperson* 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~~ *team*, and they begin to brainstorm further interventions for the good of ~~the church and the pastor~~ *all parties involved*.

Recommendations are created ~~for the pastor~~. The teams then meet with ~~the pastor~~ *all parties involved* 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~~ *Commission* 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~~ *Commission* 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~~ *Commission* on Ministry will attempt to hold in confidence the name(s) of those who have shared the information.

TERMINATION PROCESS

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~~ *Commission* 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~~ *Commission* on Ministry shall attend a called meeting of the ~~Committee~~ *Commission* on Ministry. If an agreement can still not be reached, the ~~Committee~~ *Commission* on Ministry will recommend a dissolution agreement with rationale to the presbytery.

MINIMUM DISSOLUTION PACKAGE

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~~ *Board of Pensions* payments for a period of at least three (3) months and not more than a year with a normal package being six (6) months.

Three (3) months continuation of current housing arrangement or comparable alternative.

~~Full Pension~~ *Three (3) months Board of Pensions dues.*

OTHER PROVISIONS OF THE AGREEMENT

- The church does not reimburse professional expenses.
- ~~The pastor pays for long distance calls.~~
- During this three (3) month period the pastor does not perform pastoral duties.
- 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.
- 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~~ *acting* on the agreement. This meeting should not take place earlier than two (2) weeks after the session meeting (see Book of Order).
- The congregation votes on the dissolution agreement.
- After the vote of the congregation, the ~~Committee~~ *Commission* 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.

- The dissolution agreement ~~begins and~~ becomes effective the day of the month agreed to in the dissolution agreement.
- The ~~Committee~~ *Commission* on Ministry will continue to work with the congregation and the pastor to bring wholeness and healing.

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

•

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. _____.

• **Terms of Dissolution by the Congregation**

- Salary - _____ months at an annual rate of \$ _____
- Free use of the Manse for _____ months or
Housing Allowance - _____ months at an annual rate of \$ _____
- Utilities to be paid
- Full ~~Pension on the above~~ *Benefits with the Board of Pensions based on salary plus housing as listed in A & B.*
- Any special financial arrangements to be paid in a lump sum or over a period of time.

• **Terms of Dissolution by the Pastor**

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

• **Time and Date of Dissolution**

The pastoral relationship shall end on _____/____/____. This date will be set by action of the congregation and approved by the presbytery.

- **Other Terms of this Agreement**

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 _____

Stated Clerk (signature) _____ Date _____

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~~ *Commission* 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~~ *Transitional* pastor, ~~Interim~~ *Transitional* co-pastor, ~~Interim~~ *Transitional* associate pastor, temporary supply, or organizing pastor:

- A **STATED SUPPLY** is a ~~Teaching Elder~~ *Minister of Word and Sacrament* 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~~ *Commission* on Ministry, has reviewed her or his effectiveness. A stated supply may, with presbytery's approval, serve as moderator of the session.
- An **INTERIM TRANSITIONAL PASTOR** is a ~~Teaching Elder~~ *Minister of Word and Sacrament* 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. A **INTERIM TRANSITIONAL 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~~ *Transitional* pastor or ~~Interim~~ *Transitional* co-pastor without the concurrence of the presbytery through its ~~Committee~~ *Commission* on Ministry. A ~~Teaching Elder~~ *Minister of Word and Sacrament* will ~~normally~~ *ordinarily* not be called to be the next installed pastor, co-pastor, or associate pastor of a church serves as ~~Interim~~ *Transitional* pastor or ~~Interim~~ *Transitional* co-pastor.
- An **INTERIM TRANSITIONAL ASSOCIATE PASTOR** is a ~~Teaching Elder~~ *Minister of Word and Sacrament* 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~~ *Transitional* associate pastor without the concurrence of the presbytery through its ~~Committee~~ *Commission* on Ministry. An ~~Interim~~ *Transitional* associate pastor shall serve for a specified period not to exceed twelve months at a time and will ~~normally~~ *ordinarily* not be called to be the next installed pastor or associate pastor of a church served as ~~Interim~~ *Transitional* associate pastor. Such a call can happen only by a three-fourths vote of the presbytery.
- A **TEMPORARY SUPPLY** may be a ~~Teaching Elder~~ *Minister of Word and Sacrament*, a candidate, a ~~Commissioned Lay pastor~~ *Commissioned 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~~

Commission on Ministry before securing a temporary supply. A temporary supply will normally *ordinarily* 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.

- 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~~ *Commission* 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~~ *Commission* 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~~ *Commission* 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~~ *Commission* 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 *TRANSITIONAL* PASTORS

An **INTERIM *TRANSITIONAL* 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 Commission* 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 *TRANSITIONAL* PASTOR SEARCH

- Session determines it wishes to search for an *Interim Transitional* pastor
- Session appoints an *Interim Transitional* pastor search committee
- *Interim Transitional* pastor search committee creates job description, goals and establishes salary range for the *Interim Transitional* pastor
- *Interim Transitional* 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
- Reference checks for potential candidates (see manual page ____)
 - See reference process attached
 - Secondary references
 - Executive Presbyter and *Committee Commission* on Ministry reference calls are made prior to the COM interview
 - Background checks (see manual page ____)
- Potential Candidates are interviewed
 - See interview guidelines attached
 - When final candidate of the committee is selected schedule ~~COM~~ a *“fit” interview with the Commission on Ministry (COM)*.
- ~~Committee~~ *The Commission* on Ministry interviews *Interim Transitional Pastor* candidate
If the *Interim Transitional Pastor* candidate is not a member of the presbytery a criminal background check will be conducted before the *Committee Commission* on Ministry approves the covenant Executive Presbyter and *Committee Commission* on Ministry reference calls are made prior to the COM interview

- Session interviews ~~Interim~~ *Transitional Pastor* candidate and votes to hire.
If the ~~Interim~~ *Transitional Pastor* 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 *the Commission on Ministry will report to the Presbytery that the Transitional Pastor candidate has been received as a member of the Presbytery of Central Nebraska. Ordinarily pastors laboring inside the bounds of our presbytery ordinarily will become members of the Presbytery of Central Nebraska.*
- Session and candidate sign contract (see manual page ____) form is available on the presbytery website

~~THE PRESBYTERY OF CENTRAL NEBRASKA INTERIM PASTOR COVENANT~~

~~BETWEEN~~

_____ and _____
(church) (minister)

~~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.~~

~~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

- ~~Worship preparation and leadership~~ _____
- ~~Pastoral care and visitation~~ _____
- ~~Developmental Needs of Congregation~~ _____
- ~~Administration~~ _____
- ~~Education Ministry~~ _____
- ~~Special Ministries~~ _____
(identify)

~~Session's responsibilities~~

- ~~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.~~
- ~~Prayer: Session members agree to pray for the Interim Pastor regularly and to encourage the congregation to do likewise.~~
- ~~The session shall continue to fulfill all duties assigned it by the Book of Order.~~
- ~~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.~~

• ~~**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.~~

• ~~**Search and Call of a Pastor**~~

~~The parties to this covenant acknowledge that the Interim Pastor is normally *ordinarily* 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.~~

• **Signatures**

Interim Pastor (signature) _____ date _____

Clerk of Session (signature) _____ date _____

COM chairperson (signature) _____ date _____

_____ and _____
(church) (minister)

I. Length of relationship

With the concurrence of the ~~Committee~~ *Commission on Ministry* employment begins on ____/____/____ and ends on ____/____/____. The terms of the covenant with the concurrence of the ~~Committee~~ *Commission 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~~ *Transitional* pastor's responsibilities

By mutual agreement between the ~~Interim~~ pastor and the session with the concurrence of the ~~Committee~~ *Commission on Ministry* the ~~Interim~~ pastor will assume the following responsibilities:

Priority Rank

- Worship preparation and leadership ____
- Pastoral care and visitation ____
- Developmental Needs of Congregation ____
- Administration ____
- Education Ministry ____
- Special Ministries ____ (identify)

III. Session's responsibilities

A. Compensation: The compensation of an ~~Interim~~ *Transitional* Pastor is a matter of agreement among the session, the ~~Interim~~ *Transitional* Pastor, and the presbytery's ~~Committee~~ *Commission on Ministry*. A full-time ~~Interim~~ *Transitional* 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)	\$ _____	
Total Effective Salary:	\$ _____	(Cash + Housing)
Social Security:	\$ _____	
Pension/Medical Benefits	\$ _____	
Travel	\$ _____	(reimbursable at current IRS rate)
Continuing Education	\$ _____	(reimbursable)
Other _____	\$ _____	
Total Salary Package	\$ _____	
Moving Costs	\$ _____	
Vacation:	_____	
Continuing Education:	_____	

**Ordinarily for full-time work, vacation is 4 weeks including 4 Sundays and continuing education is 2 weeks including 2 Sundays.*

B. Prayer: Session members agree to pray for the ~~Interim~~ *Transitional* 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~~ *Transitional* 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;
- 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~~ *Commission on Ministry* liaison and the ~~Interim~~ *Transitional* Pastor. A new covenant is to be approved by the ~~Committee~~ *Commission 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~~ *Transitional* 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 *Transitional* Pastor

The parties to this covenant acknowledge that the ~~Interim~~ *Transitional* 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~~ *Transitional* 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~~ *Transitional* Pastor may upon request be a mission study consultant and serve as a consultant in preparation of the ~~Church Information Form~~ *Ministry Discernment Profile (MDP)*. The ~~Interim~~ *Transitional* Pastor will make arrangements with the Pastor Nominating Committee chairperson to report to the session and congregation.

VI. Signatures

~~Interim~~ *Transitional* Pastor (signature) _____ date _____
Clerk of Session (signature) _____ date _____
COM chairperson (signature) _____ date _____

LITANY OF WELCOME FOR ~~INTERIM~~ *TRANSITIONAL PASTOR*

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* *Transitional Pastor* 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~~ FOR A TRANSITIONAL PASTOR

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~~ *Transitional* 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~~ *Transitional* 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~~ *Minister of Word and Sacrament*, a candidate, a ~~Commissioned Lay pastor~~ *Commissioned 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~~ *Commission on Ministry* before securing a temporary supply. A temporary supply will ~~normally~~ *ordinarily* 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

- Session determines it wishes to search for a temporary supply pastor
- Session appoints the temporary supply pastor search committee
- The temporary supply pastor search committee creates job description, goals and establishes salary range for the temporary supply pastor
- The temporary supply pastor search committee advertises for the position
 - from the list of those available in the presbytery
 - in neighboring presbyteries
- 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~~ *Commission on Ministry*
- The session votes to hire
- ~~Committee~~ *Commission 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
- Session, ~~Committee~~ *Commission 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)

- **Length of Relationship**

With concurrence of the ~~Committee~~ *Commission 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.

- **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

- Worship preparation and leadership _____
- Pastoral care and visitation _____
- Administration _____
- Education Ministry _____
- Special Ministries _____ (identify)

- **Session responsibilities and support of pastor**

- 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 Pensions.

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

- Prayer: session members agree to remember the pastor in prayer regularly and to encourage the congregation to do likewise.
- The session shall continue to fulfill all duties assigned it in the Book of Order
- Vacation ~~accrues at the rate of 2 ½ days per month~~ *as negotiated. Ordinarily it is 4 weeks including 2 Sundays per year for full-time*
- *Continuing Education as negotiated. Ordinarily it is 2 weeks including 2 Sundays per year for full-time.*

- **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 *Commission* on Ministry liaison and the Temporary Supply Pastor. Each new covenant is to be approved by the ~~Committee~~ *Commission* on Ministry.

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

- **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~~ *Commission 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

- Session determines it wishes to search for a stated supply pastor
- Session serves as or appoints the stated supply pastor search committee
- The stated supply pastor search committee creates job description, goals and establishes salary range for the temporary supply pastor
- The stated supply pastor search committee:
 - advertises for the position
 - reviews the list of those available in the presbytery
 - reviews list of those available in the neighboring presbyteries
- 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~~ *Commission on Ministry*
 - The session votes to hire
- ~~Committee~~ *Commission 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
- Session, ~~Committee~~ *Commission 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)

- **Length of relationship**

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

- **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

- Worship preparation and leadership _____
- Pastoral care and visitation _____
- Administration _____
- Education Ministry _____
- Special Ministries _____ (identify)

- **Session's responsibilities and support of pastor**

- 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 2 ½ days per month~~

*Continuing Education: *Ordinarily for full-time work, vacation is 4 weeks including 4 Sundays and continuing education is 2 weeks including 2 Sundays.*

- Prayer: session members agree to remember the pastor in prayer regularly and to encourage the congregation to do likewise.
- The session will continue to fulfill all duties assigned under the Book of Order.
- Annual Review

The effectiveness of this relationship will be reviewed each year by the ~~Committee~~ *Commission* on Ministry in conversation with both the session and stated supply. If the Stated Supply is not a member of the Presbytery of Central Nebraska they agree to interview with the ~~Committee~~ *Commission* on Ministry or its representatives before COM concurs with this covenant.

- **Signatures**

Minister (signature) _____ date _____

Clerk of Session (signature) _____ date _____

COM chairperson (signature) _____ date _____

~~LAY PASTORS~~ **COMMISSIONED PASTORS**

A ~~COMMISSIONED LAY PASTOR~~ **COMMISSIONED PASTOR** is a ~~Licensed Lay pastor~~ **Ruling Elder** 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~~ **Commissioned 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~~ **Commissioned 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~~ **Trained Ruling Elders** 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~~ COMMISSIONED PASTOR SEARCH

- Session determines it wishes to search for a ~~lay pastor~~ **Commissioned Pastor**
- Session serves as or appoints the ~~lay pastor~~ **Commissioned Pastor** search committee
- The ~~lay pastor~~ **Commissioned Pastor** search committee creates job description, goals and establishes salary range for the ~~lay pastor~~ **Commissioned Pastor**
- The ~~lay pastor~~ **Commissioned Pastor** search committee advertises for the position
 - From the list of those available in the Presbytery of Central Nebraska
 - If the ~~lay pastor~~ **Commissioned Pastor** search finds a candidate that isn’t a Presbyterian Church (USA) validated candidate of the Presbytery of Central Nebraska the ~~Committee~~ **Commission** on Ministry and perhaps the ~~Committee~~ **Commission** on Preparation for Ministry need to be consulted and a special plan will be determined.
- 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

- ~~Committee~~ *Commission* 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
- Session and candidate sign covenant (Form is available on the presbytery website)
- The ~~Committee~~ *Commission* on Ministry and local session plan for a commissioning service for the ~~Commissioned Lay pastor~~ *Commissioned Pastor*

**THE PRESBYTERY OF CENTRAL NEBRASKA ~~COMMISSIONED LAY PASTOR~~
COMMISSIONED PASTOR COVENANT**

BETWEEN

_____ and _____
(church) (lay pastor *Commissioned Pastor*)

- **Length of relationship**

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

- ~~Commissioned Lay pastor's~~ ***Commissioned 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

- Worship preparation and leadership _____
- Pastoral care and visitation _____
- Administration _____
- Education Ministry _____
- Special Ministries _____ (identify)

- **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

- **Session responsibilities and support of ~~Lay pastor~~ *Commissioned Pastor***

- Compensation: The salary of a ~~Lay pastor~~ *Commissioned 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~~ *Commissioned 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.~~
Commissioned Pastor

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

*Continuing Education: *Ordinarily for full-time work, vacation is 4 weeks including 4 Sundays and continuing education is 2 weeks including 2 Sundays.*

- Prayer: Session members agree to remember the pastor in prayer regularly and to encourage the congregation to do likewise.
- The session shall continue to fulfill all duties assigned it by the Book of Order.
- Annual Review: The effectiveness of this relationship will be reviewed each year by the *Session and/or Personnel Committee* ~~Committee on Ministry~~ in conversation with both session and lay pastor *with the Commissioned Pastor*. In light of the annual review, the ~~Committee~~ *Commission* 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~~ *Commission* on Ministry ~~triennial review process.~~
- All ~~Lay pastors~~ *Trained Ruling Elders* seeking commissioning will interview with the ~~Committee~~ *Commission* on Ministry before a commission can be recommended to the presbytery.
- **Signatures**

~~Lay pastor~~ *Commissioned Pastor* (signature) _____ date _____

Clerk of Session (signature) _____ date _____

COM chairperson (signature) _____ date _____

COMMISSIONING TO MINISTRY IN A CONGREGATION

This is a guideline for the Commissioning Service. It is recommended to speak with the Chair of the Commission on Ministry when planning the service.

THE GREETING

THE CALL TO WORSHIP

HYMN OF PRAISE, PSALM OR SPIRITUAL

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

READINGS FROM SCRIPTURE

SERMON

THE SERVICE OF COMMISSIONING

Leader: (A minister or representative of the ~~Committee~~ *Commission* 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)

Leader: 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.

Leader: Who is your Lord and Savior?

~~Commissioned~~ *Commissioned Pastor*: Jesus Christ is my Lord and Savior.

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

~~Commissioned~~ *Commissioned Pastor*: I will, with God's help.

Leader: 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~~ *Commissioned Pastor*: I do.

Leader: 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~~ *Commissioned Pastor*: I will, with God's help.

Leader: (to the congregation) Do you, members of N. church, confirm the call of God to our brother/sister N. as ~~Lay pastor~~ *Commissioned Pastor* in the service of Jesus Christ?

Congregation: We do.

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

Congregation: We will, with God's help.

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 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~~ *Commissioned 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~~ *overseen* by the ~~Committee~~ *Commission* 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~~ *COMMISSIONED PASTORS*

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~~ *Minister of Word and Sacrament* in the Presbyterian Church (U.S.A.) and an active member of the Presbytery of Central Nebraska, but not the pastor of the ~~CLP~~ *CP* congregation.

Qualities

- Possesses obvious spiritual maturity, humility, and wisdom;

- Can be “transparent” with the ~~CLP~~ CP 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~~ *Commissioned Pastor* 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~~ CP 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~~ *Commissioned Pastor* get acquainted with the presbytery, its ~~Teaching Elders~~ *Ministers of Word and Sacrament*, other ~~lay pastors~~ and committee structure
- Assist the ~~lay pastor~~ in new ministry situations as requested:
 - Officiating a funeral
 - Officiating a wedding
 - Celebrating sacraments
 - Making hospital visits
 - Conducting grief counseling

MENTOR GUIDELINES FOR ~~LAY PASTORS WITHOUT COMMISSION~~ *TRAINED RULING 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.

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 CP~~ Applicants will be assigned a mentor by the CPM or its sub-committee, in collaboration with the ~~Committee~~ *Commission* on Ministry within the first six months of training.

The mentor:

- Shall be a ~~Teaching Elder~~ *Minister of Word and Sacrament* in the Presbyterian Church (U.S.A.) or experienced ~~Commissioned Lay pastor~~ *Commissioned Pastor* and an active member of the Presbytery of Central Nebraska, but not the pastor of the ~~CLP CP~~ Applicant's congregation.
- Shall have knowledge of and a supportive attitude toward a ~~CLP CP~~ Training Program.
- May provide or recommend resources and people who have expertise in particular areas of study to supplement a ~~CLP CP~~ 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 CP~~ Applicant. Following the Training Program, the mentor will be available to meet with the ~~CLP CP~~ for support and nurturing.

~~LAY PASTOR~~

COMMISSIONED PASTOR/TRAINED RULING ELDER

ANNUAL REPORT FORM

Name _____

Date _____

- If you are commissioned, please name the church(es) to which you are commissioned.
- Please list the different churches that you have preached in during the past year with the approximate number of times you may have preached.
- 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.
- What continuing education have you participated in during the past year? List the event name (with dates) and event leadership.
- Tell us how you have been involved in the life of your own church during the past year.

- How does your church of membership support you and your ministry?
- If you ~~are not commissioned~~ *do not have a commission* do you wish to continue your name on the presbytery pulpit supply list?
- Do you wish to continue as a certified lay pastor Commissioned Pastor/Trained Ruling Elder in the Presbytery of Central Nebraska?

Signed _____
Commissioned Pastor/Trained Ruling Elder

Signed _____
Clerk or moderator of the session of your church membership

DESIGNATED PASTORS

A designated pastoral relationship is a call to a ~~Teaching Elder~~ *Minister of Word and Sacrament* established by the presbytery for a term of not less than two nor more than four years. The congregation and the ~~Teaching Elder~~ *Minister of Word and Sacrament* 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~~ *Commission* 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~~ *Commission* 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

- Session determines it wishes to search for a designated pastor
- Congregation votes to pursue a designated pastor search
- The ~~Committee~~ *Commission* on Ministry and Session create a ~~Church~~ *Ministry Discernment Profile (MDP)*. This will include a job description, goals and salary range for the position
- The Congregation elects a Pastor Nominating Committee
- The ~~Committee~~ *Commission* 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 ~~PFs~~ *PDPs* for PNC consideration
 - If the ~~Committee~~ *Commission* on Ministry deems it appropriate a second match of

3-9 can be provided to the PNC for consideration

- The Pastor Nominating Committee will review Pastor Information Forms and make reference calls.
 - See reference process attached (see manual page____) Secondary references
 - ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* and ~~Committee~~ *Commission* on Ministry reference calls will be made before the candidate is interviewed by the ~~Committee~~ *Commission* on Ministry
- 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
- ~~Committee~~ *Commission* on Ministry interviews designated pastor candidate
 - Criminal background checks will be made by the presbytery before an ~~Interim~~ *Transitional Pastor* candidate is approved by the ~~Committee~~ *Commission* on Ministry if not already a member of presbytery.
 - ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* and ~~Committee~~ *Commission* on Ministry reference calls will be made before the candidate is interviewed by the ~~Committee~~ *Commission* on Ministry
- Session then calls a meeting of the congregation to elect the Designated Pastor
- A service of installation will be planned jointly by the ~~Committee~~ *Commission* 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~~ *Commission* on Ministry.

- **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.

- **Parish Associate responsibilities**

During the designated period of this covenant, the Parish Associate, pastor and the session has agreed on the following responsibilities. (be as specific as possible)

- Worship preparation and leadership _____
- Pastoral care and visitation _____
- Administration _____
- Other pastoral duties _____

- **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.

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.

- **Signatures**

Parish Associate(signature) _____ date _____

Clerk of Session (signature) _____ date _____

Stated Clerk (signature) _____ date _____

VACANT CHURCHES

CLERK OF SESSION

Your ~~Committee~~ *Commission* on Ministry Liaison is _____.

The pulpit supply list approved by the committee can be found on the presbytery website at 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~~ *Commission* 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~~ *Commission* 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~~ *Commission* on Ministry shall interview the pulpit supply. If you would like to suggest someone for the presbytery approved pulpit supply list contact the ~~Committee~~ *Commission* on Ministry or have the potential supply make that contact

Your presbytery appointed moderator is _____. Your moderator should be paid ~~\$35.00~~ *50.00* 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~~ *Commission* 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 AAEO statement for the ~~Church Information Form~~ *Ministry Discernment Profile (MDP)* as well as the terms of call for the ~~CF~~ *MDP*.

Moderator of Session

The ~~Committee~~ *Commission* 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~~ *50.00* 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 AAEO statement for the ~~Church Information Form~~ *Ministry Discernment Profile (MDP)* 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~~ *Commission* 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~~ *Ministry Discernment Profile (MDP)*. If questions of such a nature come to you please ask them to be directed to the ~~Committee~~ *Commission* on Ministry Liaison.

SESSION EXIT INTERVIEW AGENDA

Because of the amount of material to be covered this should ~~normally~~ *ordinarily* be a special session meeting with only this agenda.

- Get acquainted
 - Tell the session who you are and your role with COM
 - Learn about who they are
 - Ask for the questions they wish to get answered
- Get the following information
 - What went best during the ending(ed) pastorate?
 - What does the church need to focus on as it moves into the future?
 - What strengths in a new pastor would be helpful?
- Important information
 - Does the session have a preference for their moderator of session?
 - The presbytery appoints this person
 - Board of Pension items – www.pensions.org
 - Forms need to be filed with the board of Pensions
 - Salary change form
 - End of service
 - Vacancy dues of 12% of the last pastor's ~~salary~~ *Effective Salary* will be required for one year
 - Pulpit Supply and Moderator
 - The pulpit supply list is found on the presbytery website – 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~~ *Commission* on Ministry shall interview the pulpit supply.
 - 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.
 - The presbytery guideline for moderator fee is ~~\$35~~ *50* plus IRS rate mileage both ways for moderating session meetings and congregational meetings
- Leadership options

- Options for the in-between time
 - ~~Interim~~
 - Temporary supply
 - ~~Commissioned lay Interim~~ *Trained Ruling Elder (Can be commissioned for this purpose)*
- Options for the long term
 - These should be considered on those cases where necessary with a process of input from the congregation
 - Other questions
 - 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~~ *Commission* 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~~ *Commission* on Ministry shall interview the pulpit supply.

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

THE CALL PROCESS

STEPS FOR THE CALL PROCESS

- Exit Interview with Pastor and Session by the ~~Committee~~ *Commission* on Ministry
- 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.
- The Congregation elects of the Pastor Nominating Committee.
- Orientation of the Pastor Nominating Committee by the ~~Committee~~ *Commission* on Ministry Liaison and/or General Presbyter Executive Presbyter and Stated Clerk
- Unless otherwise determined by the ~~Committee~~ *Commission* on Ministry the Mission Study will be conducted including the creation of a mission statement.
- ~~Prepare the Church Information Form~~ *Ministry Discernment Profile (MDP)*
- Session approves the ~~Church Information Form~~ *Ministry Discernment Profile (MDP)* with terms

of call and AAEEEO sign off

- File the Church *Ministry Discernment Profile (MDP)* with the Church Leadership Connection the ~~Committee~~ *Commission* on Ministry Chairperson provides the password for access to the online submitting of the ~~CF~~ *MDP* with the Church Leadership Connection
- Receive and Review ~~Pastor Information Forms~~
- Do reference checks of ~~Pastor Information Forms~~ – see manual page ____.
- Preliminary interviews with potential candidates. See manual page _____. Telephone and Skype *and Messenger Pigeon* are new technological methods *can be used* for doing these interviews
- ~~Committee~~ *Commission* on Ministry and ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* make reference checks for candidate the Pastor Nominating Committee wishes to interview onsite
- Interview potential candidate with possible neutral pulpit (~~Committee~~ *Commission* on Ministry will try to interview during the same visit). Terms of Call should be discussed during this visit and if possible agreed to
- Schedule the candidating Sunday with congregation meeting with the candidate present and preaching
- 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
- Plans for Installation of the new pastor are made jointly between the COM Liaison, the Pastor Nominating Committee, and the candidate
- The Pastor Nominating Committee, ~~Committee~~ *Commission* 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 Pastor and the transition team.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403) Each Pastor Nominating Committee and Search committee is expected to undertake its search for a Teaching Elder/Minister of Word and Sacrament in a manner consistent with the good news that in the Church '...as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus.

The Session and Pastor Nominating Committee and has affirmed its intention to follow the Form of Government in this regard.

Date of Session Approval: _____

Clerk of Session Signature: _____

Date of PNC Approval: _____

PNC Members Signatures:

One copy to be kept by Session and one to be filed with the Stated Clerk at the Presbytery Office.

PRESBYTERY CALL PROCESS FLOWCHART

- ___ Pastor announces dissolution of call
- ___ ~~Committee~~ *Commission* on Ministry does exit interviews
- ___ ~~Committee~~ *Commission* on Ministry gives session permission to elect Pastor Nominating Committee (PNC)
- ___ 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)~~ *Ministry Discernment Profile (MDP)* is completed *on Church Leadership Connection (CLC) on www.pcusa.org*
 - ___ Session approves and clerk signs off
 - ___ Liaison approves and COM chair signs off
 - ___ ~~CIF~~ *MDP* is filed with Louisville
- ___ ~~Liaison reviews with the PNC the orientation for reading Personal Information Forms (PIFs)~~ *The Executive Presbyter meets with the PNC to go over how to read Personal Discernment Profile (PDP)*
- ___ Receipt and reading of ~~PIFs~~ *PDPs*
- ___ 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~~ *Executive Presbyter and Stated Clerk* does ~~GP~~ *Presbytery* 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

- Call candidates before calling references. You might ask the following questions.
 - Are you still interested in our position?
 - May we call anyone whose name is given us by those references listed in your ~~Personal Information Form (PIF)~~ *Personal Discernment Profile (PDP)*? This information needs to be received in writing. See the Secondary Release Form.
 - Are there people you do not want us to contact?
- When calling references:
 - Begin by explaining who you are and why you are calling.
 - Ask all of the pre-decided reference questions for each reference called.
 - 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.
 - 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.
- Once the Pastor Nominating Committee decided they have a candidate they would like to interview they should contact the ~~Committee~~ *Commission* on Ministry Liaison so that the ~~Executive Presbyter~~ *Executive Presbyter and Stated Clerk* and COM chairperson can make their reference calls.
- 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~~ *Personal Discernment Profile (PDP)*.

You have my permission to:

- Contact any and all references you think necessary. _____
(please initial)

- Contact only the following secondary references (list names, addresses and phone numbers on the back of this sheet). _____
(please initial)
- 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~~ *Ministers of Word and Sacrament* and new ~~lay pastors~~ *Trained Ruling Elders* the presbytery will conduct a criminal and credit background check. The information will be shared first and only with the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk*. If the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* determines there is information the ~~Committee~~ *Commission* 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~~ *Executive Presbyter and Stated Clerk* deems it necessary.

Background checks will be done online through Praesidium.com. Release for the information will be received through their online services.

Checks will be made on the following:

- *SSN Address Trace*
- *Credit (Employment) Report*
- *Confidence Multi State Criminal & National Sex Offender Database Search*
- *Motor Vehicle Report Search*

~~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 4th Ave Ste. 28~~

~~Kearney, NE 68845~~

INAPPROPRIATE REFERENCE QUESTIONS

- 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.
- Inquiry into applicant's lineage, ancestry, national origin, descent, parentage or nationality, sex, or maiden name
- Birthplace, birthplace of applicant's parents, spouse or other relative.
- 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.
- What is your native language, or first language or language spoken at home?
- Inquiries into how applicant acquired the ability to read, write, or speak a foreign language.
- Names, addresses, ages, number, or other information concerning applicant's spouse, children, or other relatives not employed by company, where does your spouse work?
- Do you rent or own your home?
- Names and addresses of persons to be notified in case of accident or emergency.
- Are you married? Single? Divorced? Separated? Do you wish to be addressed as Mrs., Mrs., Miss, Ms.?
- Do you have children? Do you plan to have children? Are you pregnant? What are the ages of your children?
- Comments reflecting age preferences, inquiry as to age, date of birth?
- Do you have any physical disabilities?
- Have you ever been arrested?
- Inquiry into applicant's general military experiences.
- List all clubs, societies, and lodges to which you belong.
- 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:

- 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.
- 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~~ *Personal Discernment Profiles (PDPs)*, 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~~ *Ministry Discernment Profile (MDP)*. 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~~ *Ministry Discernment Profile (MDP)*
- 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 PNCs 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.

- Please tell us about your personal faith journey.
- In what ways is the Bible a resource in your journey?
- Tell us your story of being called to ministry.
- What are some of the things you feel most confident doing?
- How would you help a congregation grow spiritually?
- What has given you the most satisfaction in your ministry?
- How do you divide your time with respect to study, calling, administration, unexpected interruptions, etc.?
- Give us some guidelines that you think would help a pastor and members of session work together.
- What do you see as some of the most difficult tasks our next pastor will have to do?
- What responsibility does the session/parish council have toward the pastor?
- How do you nourish your personal spiritual life?
- What are some ministry skills that you would like to strengthen or improve upon?
- What are your goals as a minister?
- How do you deal with conflict and dissent?
- How would you help a congregation increase membership?
- What is your thinking on pastoral calling?
- What is the pastor's role in developing church program?
- What are some of the factors in our situation, which are attractive to you?
- What are the aspects of our situation that are unclear to you?
- How do you maintain a balance between work and personal life?
- 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~~ *Commission* on Ministry-Liaison *in conjunction with the COM Chairperson and the Executive Presbyter*. 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~~ *Ordinarily* 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

<https://pensions.org/file/our-role-and-purpose/the-connectional-church/living-by-the-gospel/Documents/pln-619.pdf/>

“Living by the Gospel: A Guide to Structuring Ministers’ Terms of Call as Authorized by the 223rd General Assembly (2018) UPDATED NOVEMBER 2022

- COMPENSATION
 - Compensation is in three forms: effective salary, allowances for professional expenses and pension dues.
 - 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~~ *offset*; life insurance premiums, tax deferred annuity premiums, or a contribution to a retirement savings plan.
 - Professional expenses include business mileage reimbursement (by voucher), continuing education (by voucher), and other allowable professional expenses.
 - Pension Dues are established by the Board of Pensions
 - The presbytery minimum effective salary for each year is set by the Presbytery upon the recommendation of the ~~Committee~~ *Commission* on Ministry at its May meeting each year.
- EXPLANATION OF TERMS – refer to the Board of Pensions booklet explaining Effective Salary

<https://pensions.org/file/what-we-offer/benefits-guidance/forms-documents/Documents/pln-103.pdf/>

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~~ Offset – 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~~ *Offset* except when an excess of 50% is being paid. The Social Security ~~Set Aside~~ *Offset* is normally ordinarily 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.

- THE COMPENSATION REVIEW

- Each session ~~is required to~~ *shall* 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.
- These factors should be considered in the compensation review:
 - A cost-of-living increase should be the minimum consideration each year. This prevents the pastor's salary from being diminished by inflation.
 - 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.
 - 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~~ *Ministers of Word and Sacrament*.
- 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.

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 _____ \$ _____
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

PASTORAL CALL FORM
(for Pastor, Co-Pastor, Associate Pastor)

The _____ Presbyterian Church of _____ belonging to the Presbytery of Central Nebraska, being well satisfied with your qualification 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, _____
(name)

to undertake the office of _____

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 Word and Sacrament among us, we promise and obligate ourselves to pay you in regular monthly payments the following effective salary and following vouchered expenses (fill in those which are agreed to):

Effective salary

Reimbursable expenses (by voucher)

Cash Salary \$ _____
Fair rental value of manse \$ _____
Housing Allowance \$ _____
Utilities Allowance \$ _____
Deferred Compensation \$ _____
Other allowances \$ _____
Total \$ _____

Automobile expense (___ per mile) \$ _____
Business/professional expenses \$ _____
SECA Supplement (up to 50%) \$ _____
Continuing Education \$ _____
Other allowances \$ _____
Moving Costs (up to) \$ _____

Full medical, pension, disability, and death benefit coverage under the Board of Pensions
Paid Vacation _____
Paid Continuing Education _____

Complete and sign four original copies. When all parties have signed, an original copy goes to 1) the minister, 2) the calling church, 3) the presbytery of call and 4) the minister's presbytery of membership/care.

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~~ *Commission* 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.

*If the negative vote for the candidate at the congregational meeting exceeds 10%, the matter shall be referred to the ~~Committee~~ *Commission* on Ministry for review. ~~Committee~~ *Commission* on Ministry has the right to approve/disprove the call to the candidate.*

NEWLY CALLED PASTOR

Your ~~Committee~~ *Commission* 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~~ *Commission* 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. 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~~ *Executive Presbyter and Stated Clerk* 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~~ **MINISTERS OF WORD AND SACRAMENT**

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~~ **MINISTER OF WORD AND SACRAMENT** in the Presbyterian Church (U.S.A.) or experienced ~~Commissioned Lay pastor~~ **Commissioned 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~~ **Minister of Word and Sacrament** get acquainted with the presbytery, its ~~Teaching Elders~~ **Ministers of Word and Sacrament** 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~~ **shall** 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.

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

SAMPLE ORDINATION AND INSTALLATION INVITATION

*The Presbytery of Central Nebraska Cordially
 invites you to
 A Service of Ordination and Installation For
 The Rev. _____*

*as a Minister of Word and Sacrament
in the Presbyterian Church (USA) and
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 your 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 lack 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~~ *Commission* 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

- What do you consider to be accomplishments during the first year with your new pastor?
- What adjectives would you use to describe your pastor/your congregation?
- Have expectations of your new pastor met with what you had hoped for pastoral leadership for your congregation?
- What surprises have you encountered?

- Do you have any present concerns that Presbytery might help you address?
- Has your new pastor integrated well into the life of your congregation, your community?
- 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?
- 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~~ *Commission* on Ministry (COM) has adopted the following guidelines for use by pastors and churches in providing annual continuing education.

- 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.
- 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.
- ~~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.~~
- 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.
- 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.
- 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 *ordinarily* 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~~ *MINISTERS OF WORD AND SACRAMENT*

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

~~PRESBYTERY OF CENTRAL NEBRASKA~~ ~~COMMITTEE ON MINISTRY TRIENNIAL VISIT~~

The Committee *Commission* 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.

- ~~Get Acquainted/Introductions~~
 - ~~Team Members first to model with brief personal intro.~~
 - ~~Session share such information such as:~~
 - ~~How long a member of the church?~~

- ~~How long or how many terms as an elder?~~
- ~~What other ways have you served the church?~~
- ~~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.~~
 - ~~What do you consider to be accomplishments during the last three years with your pastor?~~
 - ~~What adjectives would you use to describe your pastor/your congregation?~~
 - ~~Have expectations of your pastor met with what your congregation has needed for the past three years?~~
 - ~~What surprises have you encountered?~~
- ~~Ask the session to show you through their building sharing what ministry is practiced in various parts of the building.~~
- ~~How can the presbytery assist/resource you as you prepare for the next three years of ministry?~~
- ~~Depart with prayer and thank you.~~

GUIDELINES FOR DISSOLVING A CONGREGATION OF THE PRESBYTERY OF CENTRAL NEBRASKA

- 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.

- Response

- 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~~ *Executive Presbyter and Stated Clerk* and Chair of the ~~Committee~~ *Commission* 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~~ *Commission* on Ministry regarding the creations of an

Administrative Commission to dissolve the congregation.

- 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:
 - 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,
 - To gather information and learn the congregation's perspective, to share the Presbytery's process and perspective,
 - To discuss ecclesiastical and legal considerations, including the issue of the particular church's property, and
 - To relay the results of such meetings to the ~~Committee~~ *Commission* on Ministry and Presbytery.
- Such a commission will normally ordinarily be granted the full authorities to act on the behalf of the Presbytery of Central Nebraska.
- The responsibilities of the Administrative Commission shall include:
 - 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.
 - Help members of the congregation find membership in a congregation of their choice.
 - Tend to any legal issues involved in dismissal including dissolving the congregation's Nebraska State religious corporation status.
 - 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.
- Policy Statements:
 - Regulations for Religious Corporations imposed by State of Nebraska shall be adhered to by the Presbytery and its congregations.
 - 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.
- 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 Executive Presbyter and Stated Clerk or the chairperson of the ~~Committee~~ *Commission* on Ministry as soon as the possibility arises so that the Presbytery through its ~~Committee~~ *Commission* on Ministry can be in conversation with the Session.
- The Session shall call a Congregational Meeting for the purpose of acting on the question of “Shall the _____ Presbyterian Church be dissolved?”
- 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 or bulletin.
- Representatives appointed by Presbytery including Presbytery staff acting on its behalf shall be present throughout and shall have the right to speak.
- 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 FOR A CHURCH CLOSING

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

- **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.

- **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~~ *Commission* on Ministry and one is from the Council.

The task of the administrative commission is:

- 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,
- to gather information and learn the congregation's perspective, to share the Presbytery's process and perspective,
- to discuss ecclesiastical and legal considerations, including the separate issue of the particular church's property, and
- 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.

- **Policy Statements:**

- 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.
- Regulations for Religious Corporations imposed by State of Nebraska shall be adhered to by the Presbytery and its congregations.
- The Presbytery will only consider dismissing congregations to other Reformed denominations.

- **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~~ *Ministers of Word and Sacrament*, Christian

Educators or ~~Lay pastors~~ *Commissioned 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:

- Transfer members of the congregation who wish to become members of a PCUSA congregation.
- 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.
- Tend to any legal issues involved in dismissal including dissolving the congregation's Nebraska State religious corporation status.
- 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:

- 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
- Direct its elected Administrative Commission to:
 - 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.
 - Consult individuals 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.

- 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~~ *Executive Presbyter and Stated Clerk* 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~~ **COMMISSION 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 Stated* Clerk and Chair of the ~~Committee~~ *Commission* 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.

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SECTION 7 – COMMISSION ON PREPARATION FOR MINISTRY

COMMISSION ON PREPARATION FOR MINISTRY (CPM) MANUAL INDEX

Committee Purpose
Committee Organization

Liaison Job Description

Maintaining Files

Checklist of Inquirer/Candidate Process

Purpose of the Process

Step 1: CPM meets with Session

- Active member 6 months
- Inquirer completes Form 1
- Responsibilities of the session
- Session liaison duties
- CPM relationship to the session
- CPM relationship to the session liaison
- Session interviews applicant
- Session files Form 1 with CPM

Step 2: CPM interviews applicant

- Presbytery enrolls inquirer
- Responsibilities of the Inquirer/Candidate
- Covenant Agreement and Inquirer Release
 - Committee files Form 1 with the Presbytery Office and the Office of General Assembly
 - Develop covenant agreement with inquirer

Step 3: Inquirer applies to become candidate

- Session confers with inquirer
- Psychological Evaluation
- CPM confers with inquirer

Step 4: CPM receives as candidate

- Covenant Agreement and Candidate Release
- Committee files Form 7A with the Presbytery Office and the Office of General Assembly
- Develop covenant with candidate

Step 5: Presbyteries' Cooperative Examinations

Step 6: CPM conducts final assessment

- CPM certifies candidate ready to receive a call
- CPM approves circulation of ~~PIE~~ *PDP*
- Committee files Form 7A with the Presbytery Office and the Office of General Assembly

Step 7: Negotiation for service/call

- Examination and Ordination
- Presbytery files Form 7B (if appropriate) with the Office of General Assembly

CPM and Lay Pastors

The Johnson Scholarship Fund

Appendix 1

Handouts

Appendix 2

Forms

PURPOSE

The purposes of the preparation for ministry process of the Presbyterian Church (U.S.A.) are as follows:

- To help all church members, whatever their occupations, discern and fulfill their Christian vocation; and
- To provide the best possible leadership for the church by assuring that persons who feel called to ministry of the Word and Sacrament receive the fullest personal and professional preparation for this office.

The purpose of the Commission on Preparation for Ministry is to nurture inquirers and candidates through this process for the office of teaching elder and to guide lay pastor trainees through their preparation process and

encourage congregations to identify persons with gifts for ministry as Teaching Elders to become Commissioned Pastors.

As stated in the Standing Rules Article VII: The Commission 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. The Commission shall provide care, guidance, and oversight of Inquirers and Candidates for the office of Teaching Elder; dismiss Candidates or Inquirers in accordance with the Book of Order, with the provision that all such items shall be reported to the next stated meeting of the Presbytery; supervise training for and examination of Lay Pastor applicants; elect or appoint readers of cooperative examinations for candidates; approve scholarship applications for Inquirers, Candidates and Lay Pastor applicants; authorize career assessments for Inquirers, Candidates and Lay Pastor applicants with Presbytery paying one-third of the cost.

The purpose of the Commissioned 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.

The Commission shall recruit, as requested, readers for the cooperative examinations of candidates. The Commission is granted the authority to conduct and approve all examinations save the examination to be ordained or commissioned to a local church. The Commission is authorized to dismiss and receive candidates and lay pastors in concurrence with the dismissing or receiving presbytery. All such actions shall be reported to the next stated meeting of the Presbytery of Central Nebraska.

COMMISSION ORGANIZATION

The Commission on Preparation for Ministry shall be comprised of a moderator and at least five members elected by the Presbytery. At least two members shall be Ministers of Word and Sacrament with the balance being Ruling Elders or Deacons.

The Commission shall provide care, guidance, and oversight of Inquirers and Candidates for the office of Minister of Word and Sacrament; 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 Commissioned Pastor Applicants; elect or appoint readers of cooperative examinations for candidates, appoint administrative commissions to ordain, approve scholarship applications of Inquirers, Candidates, and Commissioned Pastor Applicants, and authorize career assessments for Inquirers, Candidates, and Commissioned Pastor Applicants with the Presbytery paying 1/3 of cost.

THE ROLE AND RESPONSIBILITIES OF PRESBYTERY

The presbytery's ministry to the church is at the heart of the preparation for ministry process. The presbytery participates by providing a Commission and liaison to work with individual Inquirers and Candidates. The Commission instructs the session on their role in the inquiry and candidacy process. It assumes responsibility for

the spiritual growth of inquirers and candidates and to give them guidance in regard to courses of study.

- The Stated Clerk shall keep a record of the name of each Inquirer and Candidate on its rolls and report this to the presbytery and the General Assembly Office.
- The Commission shall make reports to the presbytery of annual consultations
- Recommend to the presbytery exceptions, waivers, and alternative ways to satisfy ordination requirements.
- Transfer Inquirers and Candidates to the care of other presbyteries
- Complete the “Report of Enrollment as an Inquirer by Presbytery” Form 2A and return it to the Office of General Assembly
- Conduct an annual consultation with each Inquirer and Candidate on the rolls of the presbytery
 - The goal of consultations is discovering the Inquirer’s progress in the five areas of growth
 - Education for Ministry
 - Spiritual Development
 - Interpersonal Relations
 - Personal Growth
 - Professional Development
- Provide for psychological evaluation prior to moving the Inquirer to Candidate
- Complete Form 5A “Report of enrollment as a Candidate by Presbytery” and assure that the information is sent to the Office of General Assembly
- Complete Form 6 “Summary Report of Final Assessment of Candidate’s Readiness to be Examined for Ordination”
- Complete Form 7B “Report of Ordination of a Candidate or Withdrawal or Removal of an Inquirer or Candidate” and assure that the information is sent to the Office of General Assembly

The CPM moderator and Stated Clerk shall work together in completing and recording all forms with the General Assembly.

CPM RELATIONSHIP TO THE SESSION

Because the preparation for ministry process begins with the session, it is important that the CPM affirm the importance and significance of this governing body in every way possible. Seeds of the relationship are planted in the initial contact between the CPM and the session--when an applicant indicates his or her interest in the ministry as a Minister of Word and Sacrament or Commissioned Pastor. Sessions need to be aware of the preparation process in its entirety and the presbytery requirements for it before they have a potential applicant for inquiry. Sessions and congregations need to be aware of the duties and responsibilities of the CPM and the appropriate persons to contact when an applicant appears before them.

The initial meeting is very important. For some sessions this may be a teaching moment about the connectional nature of our church and our Reformed tradition in terms of one’s call to ministry of teaching elder.

Sufficient time for orientation should be negotiated with the moderator or clerk of session well in advance of the meeting. If this is a first orientation for the session, more time will be needed. Plan carefully for this orientation of the session to the preparation process used in your presbytery. Challenge the session members to consider their own call and be sure that they are clear about what is expected of them and time requirements that must be met.

RESPONSIBILITIES OF INQUIRERS

- Before the Process Begins
 - Participate actively in the life and mission of the Church
 - Discuss sense of call with pastor (when available)

- Be an active member of a PCUSA congregation for at least six months
- Inquiry
 - Complete (Form 1) the “application for Inquiry”
 - Visit with your local session
 - Complete (Form 2) “application to be enrolled by Presbytery as an Inquirer”
 - Consult at least annually with Commission on Preparation for Ministry
 - Communicate to the CPM through the assigned liaison
 - Consult with the assigned liaison any concerns or questions about the process
 - Schedule interviews with CPM through the assigned liaison
 - After no less than one year complete (Form 5 A), application to be received by Presbytery as a Candidate
 - Study hard
 - Become familiar with the PCUSA website concerning the vocations process and to download forms

RESPONSIBILITIES OF CANDIDATES

- Complete the psychological evaluation in preparation for becoming a “Candidate”
- Complete form 5a as you become a “Candidate”
- Interview with CPM
- Complete your education to the best of your abilities
- Stay in touch with your local session and session liaison
- Stay in contact with your CPM assigned liaison
- Consult annually with the Commission on Preparation for Ministry
- Upon CPM certification to seek a call, file appropriate forms with the Church Leadership Connection
 - Feel free to use your liaison as a coach for this process
 - Another helpful resource might be found at your seminary
- Upon receipt of a call, seek to be examined for ordination by the calling presbytery
- Upon successful examination, negotiate with the calling presbytery the place and time of your ordination

RESPONSIBILITIES OF SESSION

- Communicate with and support Inquirers and Candidates throughout the process.
- Assign a session liaison to the Inquirer/Candidate
- Try to provide financial assistance for Inquirer/Candidate
- Develop among church members an awareness of their Christian vocation
- Encourage people with appropriate motivation and abilities to consider ministry as a teaching elder

CPM LIAISON POSITION DESCRIPTION

- Pray for your Inquirer/Candidate daily and, as the opportunity presents itself, pray with them
- Make monthly contact with the Inquirer/candidate via telephone or email
 - Check on how they are doing with their self-care
 - Check on their personal prayer life
 - See how they are doing with spiritual discipline
- Assist in arranging the Inquirer’s / candidates annual visit with CPM
- Contact the local church or session liaison at least twice a year
- Assist and Review with inquirers/candidates/applicants the forms that are required to file with CPM
- Make the inquirer/candidate/applicant aware of the financial aid available from the presbytery (Johnson Scholarship Fund), Omaha Presbyterian Seminary Foundation, Synod, and General Assembly and how to apply for these funds

- Be present with the inquirer/candidate/applicant at visits with their session if requested by the inquirer/candidate/applicant
- Be an advocate for the inquirer/candidate with the local session and CPM in seeking financial, emotional, and prayer support from the congregation.

MAINTAINING FILES

The CPM moderator is responsible for inquirer/candidate files. Such files are to be treated as confidential information by the Commission on Preparation for Ministry.

Documents to be included in such files include:

- official forms,
- academic transcripts,
- correspondence,
- reports from psychologists or counseling services,
- field work evaluations,
- ordination examinations,
- reports of annual consultations, etc
- boundary training and background check
- any other documentation requested by the CPM

The contents of the files are the property of the CPM of the Presbytery of Central Nebraska and exist for the sole purpose of evaluating the suitability, preparation, and readiness of a person for ministry in the Presbyterian Church (U.S.A.). The CPM moderator and General Presbyter will normally be the only persons with access to inquirer/candidate or lay pastor trainee files. The CPM moderator and General Presbyter (or Stated Clerk of position is separated) shall keep duplicate sets of records. Special occasions might require sharing of file information with the entire Commission on Preparation for Ministry. The files for inquirers will normally be kept in the locked, fireproof cabinet in the presbytery office. Upon ordination the new ordinand will be offered their file. Files for inquirers/candidates will be destroyed after they have not been in the process for a period of five years. Files for Commissioned Pastor Applicants will be transferred to the Commission on Ministry to be maintained with the same level of confidentiality. Backup files will be maintained by the moderator of the Commission on Preparation for Ministry following the same guidelines outlined above.

When an inquirer or candidate is transferred to another presbytery, his or her file is forwarded to the CPM of that presbytery. Files should be sent by certified mail or by a delivery service that tracks its deliveries (such as United Parcel Service). No other referral of the files or their contents shall be made except with the written permission of the inquirer/candidate.

CHECKLIST OF INQUIRER/CANDIDATE PROCESS

Step 1: CPM meets with Session

- Active member 6 months
- Inquirer completes Form 1
- Responsibilities of the session
- Session liaison duties
- CPM relationship to the session
- CPM relationship to the session liaison
- Session interviews applicant
- Session files Form 1 with CPM

Step 2: CPM interviews applicant

- Presbytery enrolls inquirer
- Responsibilities of the Inquirer/Candidate
- Covenant Agreement and Inquirer Release
- Commission files Form 1 with the Presbytery Office and the Office of General Assembly
- Develop covenant agreement with inquirer

Step 3: Inquirer applies to become candidate

- Session confers with inquirer
- Psychological Evaluation
- CPM confers with inquirer

Step 4: CPM receives as candidate

- Covenant Agreement and Candidate Release
- Commission files Form 7A with the Presbytery Office and the Office of General Assembly
- Develop covenant with candidate

Step 5: Presbyteries' Cooperative Examinations

Step 6: CPM conducts final assessment

- CPM certifies candidate ready to receive a call
- CPM approves circulation of ~~PIF~~ *PDP*
- Commission files Form 7A with the Presbytery Office and the Office of General Assembly

Step 7: Negotiation for service/call

- Examination and Ordination
- Presbytery files Form 7B (if appropriate) with the Office of General Assembly

AGENDA FOR MEETING WITH SESSION – Inquirer

- Get Acquainted & Opening Prayer
 - Get acquainted by asking people to
 - Give their name
 - How long have they served on the session
 - What questions would they like answered
- Share the process
 - Inquirer
 - Candidate
 - Ordination Exams
 - Seek Call
 - Examined by Presbytery
 - Ordained
- Responsibilities of Session
 - Endorsement
 - Support
 - Spiritual
 - Financial
 - Session Liaison
- Responsibilities of Inquirer/Candidate

AGENDA FOR MEETING WITH THE SESSION – Commissioned Pastor Applicant

- Get Acquainted & Opening Prayer
 - Get acquainted by asking people to
 - Give their name
 - How long have they served on the session
 - What question would they like answered
- Share the process
 - What it means to endorse a commissioned pastor applicant
 - Relationship to the Commission on Preparation for Ministry
 - The CPM role
 - The training process
 - Commissioning
 - Ongoing relationship with the congregation

MENTOR GUIDELINES FOR COMMISSIONED PASTOR APPLICANTS

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.

MENTOR 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, and are present: they show up, make time, and are intentional in their commitment.

MENTOR RESPONSIBILITIES

- Be in contact at least quarterly to develop relationship
- Engage in a confidential, independent process
- Engage in specific actions and discussions
- Support and challenge to help them discover their vocation especially as it relates to the training process.
- May provide or recommend resources and people who have expertise in particular areas of study to supplement a CLP Training Program

MENTOR CRITERIA

- Shall be a Minister of Word and Sacrament in the Presbyterian Church (U.S.A.) or experienced Commissioned Pastor (CP) and an active member of the Presbytery of Central Nebraska, but not the pastor of the Applicant's congregation.
- Shall have a knowledge of and a supportive attitude toward a CP Training Program.
- Shall be available to meet with the applicant on a regular basis during the Training Program, generally once a month, and provide reports to the CPM regarding the progress of the CP applicant as necessary or requested. Following the Training Program, the mentor will be available to meet with the CP for support and nurturing.

GUIDELINES FOR THE JOHNSON SCHOLARSHIP FUND

Authority for disbursement of the scholarship funds shall be at the discretion of the Commission on Preparation for Ministry.

Application for the funds shall be made by qualifying applicants. Eligible candidates for scholarships will be active students working toward a degree enrolled with the presbytery as inquirers or candidates. If funds are available, they may also be used to assist Ruling Elders training to be Commissioned Pastors or Commissioned Pastors for continuing education.

Receipts from offerings received at presbytery ordination and/or installation services shall be added to the scholarship fund.

Expenditures for this fund can be authorized by the Commission on Preparation for Ministry to inquirers or candidates of the presbytery actively working toward a degree.

Scholarship application can be found in the Appendix.

COMMISSION ON PREPARATION FOR MINISTRY (CPM) PROCESS FOR AN ALTERNATIVE ASSESSMENT OF COMPETENCY

Introduction

One of the requirements for Ordination as Teaching Elder is the presentation of passing grades and examination papers in five areas. Included are Bible Content, Open Book Bible Exegesis, Theological Competence, Worship and Sacraments, and Church Polity.

Inquirers and Candidates are called as Teaching Elders from a wide range of settings, cultures, and life stages, and research indicates that learning styles and expression may be influenced by a variety of factors. Therefore, some individuals may experience difficulty with the examinations currently administered by the Presbyteries' Cooperative Commission on Examinations for Candidates. In an attempt to be proactive in case of difficulties, and in an effort to insure that only well qualified candidates are ordained to Teaching Elder, the following process for alternative assessment of competency is established by the Presbytery of Central Nebraska.

First Time an Exam is Failed

With the approval of CPM, the CPM Liaison and the Inquirer/Candidate will review the failed exam and reader comments as well as explore possible reasons for the failure. Jointly they will develop a plan for a re-take of the exam, including timelines, coaching, coursework, et al. The CPM Liaison will update CPM as these strategies unfold.

Second Time an Exam is Failed

In concert with the full CPM, the CPM liaison and the Inquirer/Candidate will review the exam together, including the reader's comments. The focus of the discussion will be to identify specific reasons for the second failure of the exam, including review of the subject matter and written communication skills. Included will be an attempt to identify strategies from the Inquirer/Candidate's past that produced successful outcomes. Relevant information from this discussion will be used by the CPM to determine whether the Inquirer/Candidate should retake the exam or seek an opportunity to participate in an alternative assessment of competency. This decision and accompanying rationale shall be included in the Inquirer/Candidate's personal file. (It is appropriate for the CPM to determine that the Inquirer/Candidate should re-take the exam a third time.)

CPM Decision to Recommend an Alternative Assessment of Competency

The Inquirer/Candidate shall submit a written request to the CPM indicating the desire to seek an alternative assessment of competency in the subject matter of the failed examination/s along with the rationale for such a request. The CPM is responsible for:

- Determining if the circumstances warrant Presbytery consideration of an alternative assessment under G-14.0313b. Extraordinary circumstances include, but are not limited to:
 - An identified and documented learning disability (diagnosed by a medical or educational professional); and
 - The determination by the CPM that an alternative assessment is in the best interest of the Inquirer/Candidate, Presbytery, and PC/USA.
 - The Commission shall be satisfied that the candidate is competent in all other regards.
- Identify additional preparation and/or tutoring resources that will assist the Inquirer/Candidate to successfully prepare for an alternative assessment.
- Establish and oversee an alternative method of assessment in the particular subject matter, including, but not limited to:
 - Form, content and process of examination;
 - Membership of a diverse alternative assessment team (3 - 5 persons) including clergy and elders, preferably with experience in reading ordination exams;
 - Setting written standards for successful completion of the alternative assessment;
 - Submitting timely written results of the assessment to the Inquirer/Candidate and other appropriate parties; and

- Communicating with the Inquirer/Candidate and Presbytery any CPM action resulting from the alternative assessment process.

Presbytery Action

If the CPM determines with a $\frac{3}{4}$ vote of those present it will make plans for an alternative assessment of competency. A report including full details of the plan, and the rationale will be made to the next scheduled meeting of the presbytery.

Time Frame

If Presbytery, by the required three-fourths vote of those present, approves the CPM's recommendation, the Inquirer/Candidate shall pursue the prescribed plan of action within twelve months of Presbytery's action. If the Inquirer/Candidate fails the alternative assessment of competence or if the Inquirer/Candidate has not satisfied the requirements of the exception within a twelve-month period, the earlier determination by the CPM of "extraordinary circumstances" shall be considered to have expired. In such a case, if the Inquirer/Candidate chooses to seek further exception, a new request for an alternative assessment of competence must be filed with the CPM.

Reporting Results

The results of the alternative assessment of competence will be reported to the Presbytery by the CPM Moderator. The alternative assessment and recorded comments by the Alternative Assessment Team shall become a part of the Inquirer/Candidate's personal file.

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SECTION 8 – ~~COMMISSIONED LAY PASTORS~~
***COMMISSIONED PASTORS* POLICY**

COMMISSIONED 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).

• DEFINITION OF TERMS

- The ~~Committee~~ *Commission* on Preparation for Ministry shall be ministers, elders, deacons, or active members. CPM serves as the Presbytery's ~~Committee~~ *Commission* 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~~ *Commissioned Pastors* (G-14.0891a); nominating to Presbytery readers of cooperative examinations of candidates ~~in accordance with G-11.0103m~~.
- The Presbytery shall elect a moderator and ~~thirteen~~ *a minimum of six* members to be its ~~Committee~~ *Commission* 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 *may* elect a vice-moderator, or co-moderators, as they see appropriate. ~~The committee shall have these responsibilities.~~
- A ~~LICENSED LAY PASTOR~~ *TRAINED RULING ELDER* is an elder *a Ruling 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 *Commissioned Pastor* training program, been under the supervision of a ~~LP~~ *Commissioned Pastor* Program for a minimum of one full year, been examined by the ~~Committee~~ *Commission* on Preparation for Ministry (CPM) and received its endorsement with regard to the person's readiness to serve as a ~~Commissioned Lay pastor~~ *Commissioned Pastor* within the presbytery if invited by a particular church or churches, and so recommended to the presbytery by the ~~Committee~~ *Commission* on Ministry (COM).
- A ~~COMMISSIONED LAY PASTOR~~ *COMMISSIONED PASTOR* is a ~~Licensed Lay pastor~~ *Trained Ruling Elder* 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~~ *Commissioned Pastor* are regulated by the Book of Order (G-2.1001), determined by the presbytery, the COM, and the local commission, and may be performed only within the bounds of a particular commission.

- A LOCAL COMMISSION is an agreement between a particular church or churches, a ~~Licensed Lay pastor~~ *Trained Ruling Elder*, 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.
- THE RIGHTS AND RESPONSIBILITIES of ~~Commissioned Lay pastors~~ *Commissioned 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~~ *Commissioned Pastor* who has received the instruction and training necessary, to perform any or all of the functions authorized by the Book of Order.
- SUPERVISION OVERSIGHT for ~~Commissioned Lay pastors~~ *Commissioned Pastors* will be provided by the ~~Committee~~ *Commission* on Ministry. Supervision Oversight for ~~Licensed Lay pastors~~ *Trained Ruling Elders*, before and/or after they serve particular “commissions,” will also be provided by the ~~Committee~~ *Commission* on Ministry. Supervision Oversight shall include responsibilities for ongoing training, evaluation, and support *to include ethics and boundaries training every three years.*
- A ~~LP~~ *COMMISSIONED PASTOR* APPLICANT is ~~an elder~~ *a Ruling Elder* who has been endorsed by her/his local session and the presbytery, through the CPM, to enter the ~~LP~~ *Commissioned Pastor* Training Program. ~~A~~ *Upon completing the training program* a person becomes a *Trained Ruling Elder* ~~remains an “applicant”~~ until licensed or commissioned.
- A ~~LP~~ *COMMISSIONED PASTOR* TRAINING PROGRAM is any program authorized by the CPM and designed to offer the required training for ~~LP~~ *Commissioned Pastor* Applicants in the areas required by the Book of Order. A ~~LP~~ *Commissioned Pastor* Training Program ~~normally~~ *ordinarily* requires a minimum of one full year of preparation.
- **REQUIREMENTS FOR ~~CLP~~ *COMMISSIONED PASTOR* APPLICANTS AND APPLICATION PROCESS**
 - ~~LP~~ *Commissioned Pastor* applicants are required to be ~~ordained~~ *ruling* 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.
 - ~~LP~~ *Commissioned Pastor* 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~~ *Commissioned Pastor* Applicants throughout the training process and service to the Church.
 - Endorsement by the session means that the session has reviewed the ~~LP~~ *Commissioned Pastor* 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~~ *Commissioned Pastor* Training Program and seek commission as a ~~CLP~~ *CP*.
 - 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~~ *CP*. No ~~LP~~ *Commissioned Pastor* Applicant may seek certification/commissioning without the endorsement of the session of the church where the ~~LP~~

Commissioned Pastor Applicant is a member. Support may include praying regularly for the person and/or providing financial assistance for costs incurred in a *LP Commissioned Pastor* Training Program (books, travel, etc.). Session shall meet at least annually with the person for regular assessments.

- When the *LP Commissioned Pastor* 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 Commissioned Pastor* Applicant is scheduled, and the CPM will determine, as a representative of the presbytery, the persons who are to be enrolled in a *LP Commissioned Pastor* Training Program.
- Within the first six months of training, the *LP Commissioned Pastor* 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 Commissioned Pastor*. 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 Commissioned Pastor* 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.

• TRAINING PROGRAMS

- *LP Commissioned Pastor* Applicants may enroll in a *LP Commissioned Pastor* Training Program at ~~Hastings College, Sterling College,~~ the University of Dubuque Theological Seminary, ~~Cotner College's Education for Lay Ministry,~~ *Synod of Lakes and Prairies Academy*, or other training approved by the CPM.
- The ~~Committee~~ *Commission* on Preparation for Ministry may, at its discretion, and at the request of the ~~Lay pastor~~ *Commissioned Pastor* Applicant approve alternative means of fulfilling the Book of Order requirements for ~~Commissioned Lay pastor~~ *Commissioned Pastor* training.
- In addition to participating in a formal Training Program ~~and events,~~ *LP Commissioned Pastor* Applicants will be assigned a mentor by the CPM or its sub-committee, in collaboration with the ~~Committee~~ *Commission* on Ministry within the first six months of training. The mentor:
 - ~~May~~ *Shall* be a ~~Teaching Elder~~ *Minister of Word and Sacrament* in the Presbyterian Church (U.S.A.) or experienced ~~Commissioned Lay pastor~~ *Commissioned Pastor* and an active member of the Presbytery of Central Nebraska or a ~~lay~~ member of CPM, but not the pastor of the *LP Commissioned Pastor* Applicant's congregation.
 - Shall have the knowledge of, and a supportive attitude toward, the *LP Commissioned Pastor* training Program.
 - May provide or recommend resources and people who have expertise in particular areas of study to supplement the *LP Commissioned Pastor* Training Program.
 - 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 Commissioned Pastor* Applicant. Following the Training Program, the mentor will be available to the *LP Commissioned Pastor* for support and nurture.
- *LP Commissioned Pastor* 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.

- ~~LP~~ *Commissioned Pastor* Applicants may be added to the presbytery's Pulpit Supply List by the ~~Committee~~ *Commission* on Ministry upon recommendation by the CPM *and COM*.

- **CERTIFICATION/COMMISSIONING**

- Upon successful completion of the ~~LP~~ *Commissioned Pastor* Training Program, the ~~LP~~ *Commissioned Pastor* Applicant shall be examined by the CPM for ministry as a *Trained Ruling Elder* ~~Licensed Lay pastor~~. The ~~LP~~ *Commissioned Pastor* 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~~).
- Following the successful examination of the individual, the CPM will designate the ~~LP~~ *Commissioned Pastor* Applicant as a ~~Licensed Lay pastor~~ *Trained Ruling Elder* and report this action to the presbytery and COM, including the name of the mentor.
- 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~~ *Trained Ruling Elder*. This does not extend the rights, responsibilities and privileges of a ~~Commissioned Lay pastor~~ *Commissioned 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~~ *Trained Ruling Elder* for anyone who does not abide by the provisions specified in ~~G-2.10~~ of the Book of Order and the provisions contained in this Manual of Administrative Operations.
- When a ~~Licensed Lay pastor~~ *Trained Ruling Elder* is ready to seek their first commission, and if a commission is offered by the ~~Committee~~ *Commission* on Ministry and a local church, the individual is ready to be examined by COM and the presbytery. ~~Licensed Lay pastors~~ *Trained Ruling Elders* previously designated as a ~~Commissioned Lay pastor~~ *Commissioned Pastor* need not be examined again by the presbytery, but the COM *and on behalf of* the presbytery must approve any commission.
- When a ~~LP~~ *Commissioned Pastor* 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 constitutional questions, a brief charge, and a prayer offered by the commission, as described in the Book of Order.
- The presbytery through its COM shall have the right to terminate a commission in consultation with the ~~Commissioned Lay pastor~~ *Commissioned Pastor* and local church.
- The presbytery alone, upon recommendation of COM, shall have the authority to remove the ~~License of~~ certification of any ~~Lay pastor~~ *Trained Ruling Elder* failing to abide by the provisions of the Book of Order or the presbytery's Manual of Administrative Operations. A ~~Lay pastor~~ *Trained Ruling Elder* moving church membership to a non-Presbyterian (USA) congregation will automatically lose their ~~License of Certification~~ *status as a Trained Ruling Elder and is no longer considered a Ruling Elder in the PCUSA*.

- ~~LICENSED/COMMISSIONED LAY PASTORS~~ **COMMISSIONED PASTORS/ TRAINED RULING ELDERS AND THE COMMITTEE *COMMISSION* ON MINISTRY**

- While ~~Licensed Lay pastors~~ *Trained Ruling Elders* are not actively serving in churches they will still participate in an annual evaluation conducted by their mentors, on behalf of COM and shall submit a report of their activities to COM. This report form will be provided by COM.
- The COM shall determine whether or not a ~~Licensed Lay pastor~~ *Trained Ruling Elder* is suitable for a local commission. Prior to any commissioning the COM must examine the ~~Licensed Lay pastor~~ *Trained Ruling Elder* in person and report to the presbytery its recommendation.

- 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:
 - If the ~~Licensed Lay pastor~~ *Trained Ruling Elder* has not been previously examined by the presbytery for a commission, *the COM on behalf of* 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 *the COM* will vote to sustain (or not) the examination.
 - 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 initial 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 be signed by the Stated Clerk of presbytery, the moderator of COM, the clerk(s) of session(s), and the ~~Commissioned Lay pastor~~ *Commissioned Pastor*.
- It shall be the responsibility of the COM, through the local church liaison ~~CLP Subcommittee~~, to oversee the work of any ~~Commissioned Lay pastor~~ *Commissioned Pastor* and provide proper support during the CLP's *CP's* tenure of service in a local commission, including mentoring, annual reviews, continued training, etc.
- The names of ~~Commissioned Lay pastors~~ *Commissioned Pastors* actively serving in the Presbytery of Central Nebraska shall be reported by the COM to the presbytery annually.
- A review of the work of all ~~Commissioned Lay pastors~~ *Commissioned Pastors* shall be conducted annually by the COM. This report shall be shared with the CPM as a continual assessment of ~~LP~~ *Commissioned Pastor* Training Programs.
- ~~Commissioned Lay pastors~~ *Commissioned Pastors* will remain members of the particular church where membership is held while serving a local commission. While serving as a ~~Commissioned Lay pastor~~ *Commissioned Pastor*, the ~~CLP CP~~ may not serve on the Session of a congregation.
- ~~Commissioned Lay pastors~~ *Commissioned Pastors* shall have a mentor appointed jointly by the CPM and COM ~~CLP CP Subcommittee of COM~~. The mentor shall ordinarily serve as the ~~CLP's CP'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 confidante, coach, advisor, and friend to the ~~LP/CLP CP~~, encouraging them in a supportive, non-judgmental manner.
- ~~Commissioned Lay pastors~~ *Commissioned Pastors* will be considered for the presbytery's Continuing Education Fund *grants*. ~~administered by the CPM if those funds are available under the CPM guidelines.~~
- ~~Commissioned Lay pastors~~ *Commissioned 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.
- **COM AND SUPERVISOR OVERSIGHT EVALUATIONS**
 - The COM, through the liaison to the local commission, shall conduct annual evaluations of all

~~Commissioned Lay pastor~~ *Commissioned Pastors*. The moderator of the session of the local commission (as appointed by the presbytery, if not the ~~Commissioned Lay pastor~~ *Commissioned Pastor*), the supervising pastor/mentor, the ~~Commissioned Lay pastor~~ *Commissioned 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.

- As part of the annual evaluation of each ~~Commissioned Lay pastor~~ *Commissioned 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.
- 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.

• **RENEWAL OR TERMINATION OF THE LOCAL COMMISSION**

- 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.
- Upon the recommendation of the COM, the presbytery may revoke the local commission of any ~~Commissioned Lay pastor~~ *Commissioned Pastor* who does not abide by the provisions specified in ~~G-2.10~~ of the Book of Order and the provisions contained in this policy.
- 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~~ *Commissioned Pastor*.

• **SPECIAL CIRCUMSTANCES**

- 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~~ *CP* Applicant may request a waiver from the *COM in conversation with CPM*.
- Waivers will be granted only for areas of a ~~CLP~~ *CP* Training Program where the ~~CLP~~ *CP* Applicant has already received training, and where the ~~CLP~~ *CP* Applicant has demonstrated proficiency in that area.
- All waivers shall:
 - be requested in writing by the ~~CLP~~ *CP* Applicant and sent to the CPM or its ~~CLP~~ *CP* sub-committee.
 - include a letter supporting the waiver from the judicatory or session of the church where the ~~CLP~~ *CP* Applicant is a member;
 - be voted upon by the COM.
- In the case of any waiver, the results of the vote by the COM shall be reported to the presbytery as information, with no action required by the presbytery. Pending certification by COM, the way would then be clear for the ~~Licensed Lay pastor~~ *CP Applicant* to work with COM and a church toward a commission.

• ~~Lay pastor~~ *Commissioned Pastor* Trainees and ~~CPM~~ *Committee* *Commission* on Preparation for Ministry

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

• **FORMS AND MATERIALS**

The application form, information, and materials for the ~~LP~~ **CP** 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.

~~LICENSED LAY PASTOR~~ **COMMISSIONED PASTOR APPLICATION**
THE PRESBYTERY OF CENTRAL NEBRASKA

Name _____

Address _____

City, State, Zip _____

Telephone

Mobile _____ Work _____

E-mail _____

CHURCH MEMBERSHIP

Church Name _____

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 _____

On separate pieces of paper, please complete the following sections:

SERVICE/DISCIPLESHIP

- List your service to The Presbytery of Central Nebraska, the Synod of Lakes & Prairies and the General Assembly
- List areas of service to your community, or the communities where you have lived.

EDUCATION

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

PLEASE PROVIDE A BRIEF RESPONSE (A PARAGRAPH OR TWO) TO THE FOLLOWING QUESTIONS:

- Why are you interested in becoming a ~~certified/Commissioned Lay pastor~~ *Commissioned Pastor*?
- What informal learning experiences have you had that will assist you in being an effective ~~certified/Commissioned Lay pastor~~ *Commissioned 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~~ *Commissioned 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~~ *Commission* on Ministry.

~~CLP~~ *CP* Applicant's Signature _____

Date _____

Clerk of Session's Signature _____

Date _____

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

- A Pastor

- A Church Friend

- A Non-Church Friend

STATEMENT OF FAITH OUTLINE ~~CLP~~ *COMMISSIONED PASTOR* 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:

- the Trinity
- the Bible
- the Sacraments of the Lord's Supper and Baptism
- the life and mission of the church

Each ~~CLP~~ *Commissioned Pastor* Applicant is asked to provide an initial statement of faith that will be revised throughout the ~~CLP~~ *Commissioned Pastor* 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.

- **CURRENT INFORMATION**

Name: _____

How long have you been participation in the ~~CLP~~ CP training program? _____

Please list the following information:

- Current address and phone number:

- Name and address of your pastor:

- Name and address of your presbytery mentor:

- Name and address of a reference:

- **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

- **REFLECTION ON SPIRITUAL DEVELOPMENT**

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

- **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?

- **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.
- **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~~ **Commissioned 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?
- **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.

~~COMMISSIONED LAY PASTOR~~ **COMMISSIONED PASTOR**
COMPREHENSIVE REVIEW PROCESS

GUIDELINES FOR THE ~~COMMITTEE~~ COMMISSION ON MINISTRY

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

These will be the steps of the process:

- The ~~Commissioned Lay pastor~~ **Commissioned 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.
- The congregation(s) will be surveyed with a questionnaire that asks them to state how the ~~CLP~~ **CP** has met their expectations, what are their special strengths and gifts, what might the ~~CLP~~ **CP** improve upon.
- The COM liaison shall meet with the session (or parish council) and the ~~CLP~~ **CP** to discuss the reports, the strengths, areas for improvement and goals for the renewal period.

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SECTION 9 – SEXUAL MISCONDUCT POLICY

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~~ *Church Discipline* will be followed. In cases involving employees, the provisions of the personnel policy will be followed. For employees who are members of the 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:

- God creates in the Divine image, male and female, and all are equal in the eyes of God.
- 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.
- 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.
- 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.
- 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.
- 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 breaches 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 as 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:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- 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~~ *Executive Presbyter and Stated Clerk* or the Moderator of the Presbytery of Central Nebraska.

The complainant shall:

- Notify one of the above-named persons by telephone or in writing.
- 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~~ *Executive Presbyter and Stated Clerk* 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:

- The name and address of the parties involved.
- A brief summary of the allegations.
- 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~~ *Executive Presbyter and Stated Clerk* shall serve as a resource person to the Sexual Misconduct Response Team unless the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* 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 (USA).

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~~ *Executive Presbyter and Stated Clerk* 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~~ *Executive Presbyter and Stated Clerk* 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~~ *Executive Presbyter and Stated Clerk*, 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~~ *Executive Presbyter and Stated Clerk*, 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~~ *Executive Presbyter and Stated Clerk* for permanent maintenance as confidential files. If the complaint involves the current ~~General Presbyter~~ *Executive Presbyter and Stated Clerk*, 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~~ *Church Discipline*, the various sections of the ~~Rules of Discipline~~ *Church Discipline* on statutes of limitation will be adhered to (D-7.1100). *Need to replace with new reference from Church Discipline.*

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:

- 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.
 - Polly K. Deppen-Williams,
~~General Presbyter~~ *Executive Presbyter and Stated Clerk*
Office: 308-236-6996
Cell: 308-520-8216
 - ~~David McCarthy, Moderator of Presbytery H: 402-462-8429~~ *Current Moderator of the Presbytery which can be found on the presbytery website www.centralnepresby.org*
- Give them the following information:
 - The names and addresses of the parties involved.
 - A brief summary of the allegations.
 - the date(s), time(s), location(s) and setting(s) of the alleged incident(s).
- 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.

- Please complete the attached "Sexual Misconduct Complaint Form" immediately and send it to:
Mark the envelope CONFIDENTIAL.

Rev. Polly K. Deppen-Williams,
General ~~Presbyter~~ *Executive Presbyter and Stated Clerk*
4111 4th 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):

Suggest getting better forms to include in this section!

~~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 photo 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:

You may refuse to answer the following question, or you may discuss your answer in confidence with the General Presbyter *Executive Presbyter and Stated Clerk*, 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:

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:

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

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

Date

***SECTION 10 – CHILD/YOUTH/VULNERABLE ADULT
PROTECTION POLICY & PROCEDURES***

CHILD/YOUTH/VULNERABLE ADULT PROTECTION POLICY AND ITS PROCEDURES

POLICY APPLICATION STATEMENT

It is the policy of the Presbytery of Central Nebraska of the Presbyterian Church (U.S.A.) and all entities of the General Assembly that all church members, church officers, nonmember employees and/or contractors, and volunteers of congregations, councils, and entities of the church are to maintain the strongest sense of integrity, safety, nurturing, and care involving all interactions with children, youth, and vulnerable adults. This policy applies to all Presbytery of Central Nebraska entity sponsored activities that involve children, youth, and vulnerable adults.

POLICY RATIONALE

The implementation and documentation of a Child/Youth/Vulnerable Protection Policy strives to reduce the risk of abuse and neglect for the following reasons:

- Children, youth, and vulnerable adults are a gift from God and the Church has a divine mandate to provide for their safety and nurturing. The Church is called to be a place that reflects the open arms of Jesus. In Matthew 19:14, Jesus says, "Let the little children come to me." The Church is to be, at all levels of council and in all entities, a place of safety and nurture reflective of the arms of Christ.*
- Any type of abuse involving children, youth, or vulnerable adults has lasting and devastating effects on the life of the victim/survivor. It is the call of the Church to be a life-giving entity of Christ's healing and hope for community and individuals, not an entity that brings harm and hurt.*
- The larger Church suffers with the victim/survivor and his or her family when abuse and neglect occurs. The Church is crippled by the hurt, pain, and distrust that accompanies abuse. Not only does the Church lose its credibility at all levels, it also suffers considerable financial loss and loss of integrity. More importantly, in instances of child, youth, or vulnerable adult abuse within the Church, there is immeasurable spiritual, psychological, emotional, and physical harm perpetrated that woefully cripples God's call on the Church.*
- The Book of Order states, "The congregation as a whole, on behalf of the Church universal, assumes responsibility for nurturing the baptized person in the Christian life," and Presbyterians believe this baptismal commitment to be a serious one, understanding it to apply to all in the church's care, including children, youth, and vulnerable adults (Book of Order W- 2.3.0403).*
- Children and youth are not only persons of care and service in the church, but they are also co-recipients of the graces and love of God. Jesus exemplified this in the Gospel of Mark 10:15–16 when he urged his followers to receive the kingdom of God as a little child. And he specifically takes up the children into his arms and blesses them. So also the Church, as the body of Christ, is to be the presence of Christ's love, in the same way taking up all children and youth into its arms and blessing them; providing for them a safe, thriving, and nurturing environments in which to grow in every way.*

DEFINITIONS

Each state has its own statutes regarding what is defined as child/youth/vulnerable adult abuse. This policy advises all sponsoring councils and entities of the Presbyterian Church (U.S.A.) to consider and be familiar with state statutes pertaining to the location of each event/activity.

The following is a comprehensive list of definitions of terms and their intended use in this particular policy. For

the purpose of this policy:

Child: *A child will be defined as a person between the ages of 0–11.*

Youth: *A youth will be defined as a person between the ages of 12–18.*

Minor: *A minor is any child or youth 0–18 years-old.*

Child/Youth Worker: *Any person, volunteer or paid staff or contractor, who participates at any level at General Assembly entity sponsored events or activities involving children and/or youth.*

Vulnerable Adult: *Any person eighteen-years-old or older without the developmental or cognitive capacity to consent.*

Vulnerable Adult Abuse: *Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation of a vulnerable adult.*

Child/Youth Abuse: *Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation of a child or youth.*

Sexual Abuse: *In the Book of Order, sexual abuse is defined as, “Sexual abuse is any offense involving sexual conduct in relation to any person under the age of eighteen years or anyone without the capacity to consent, or any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position. Sexual abuse is contrary to the Scriptures and the Constitution of the Presbyterian Church (U.S.A.) and is therefore always an offense for the purpose of discipline.” (D-7.0901)*

Misuse of technology: *The use of technology that results in the harassing or abusing of a child/youth. This includes using technology to send suggestive messages and images to a child or youth. Adults should not have any technological contact with a child or youth that is not either preapproved by the child/youth’s legal guardian with a signed waiver, or the contact is on an open public medium, such as a church website or other social media program.*

PMA: *Presbyterian Mission Agency.*

OGA: *Office of General Assembly.*

Safe Child Response Team: *The Safe Child Response Team is a team comprised of a minimum of three members of or appointed by the sponsoring council or entity of the General Assembly who are specifically trained to respond to allegations and reports of child, youth, or vulnerable adult abuse at General Assembly entity sponsored activities. These teams must be readily available to be contacted and used at all General Assembly entity sponsored events.*

Sponsoring Council or Entity: *Any council or entity of the General Assembly within the Presbyterian Church (U.S.A.) that is tasked with the responsibility of planning events and activities for children, youth, or vulnerable adults.*

SCREENING, TRAINING, AND BACKGROUND CHECKS

A child/youth worker, whether on a paid staff, contractor, or volunteer basis, shall be subject to:

- *The organizing council’s receipt of a completed, signed, and approved application and background check authorization forms, including a signed form verifying the event policy has been read. The application should include a minimum of two references.*
- *All child/youth workers must be at least eighteen years old and four years older than the oldest youth*

whom they are serving.

- *The applicant's consent to a criminal background check. The sponsoring council or entity must consult with the insurance company through which they have coverage to determine what background checks are appropriate for their particular event. The sponsoring council or entity should cover the costs of the background checks for all child/youth workers. These checks shall be run no more than six months prior to the event. (This time restraint is also at the discretion of the organizing council's insurance company's requests. Child/Youth workers who participate annually in events may only be required to have one background check per calendar year, depending on insurance company standards.)*

- *All child/youth workers, paid, contracted, or volunteer, must participate in training sometime within the*
year prior to the event. The training is to be provided by the sponsoring council or entity and shall cover the event child/youth protection policy thoroughly as well as methods of abuse prevention and a detailed plan of reporting. The sponsoring council or entity may contract with others to provide these trainings. These trainings shall further cover:
 - *What constitutes child/youth/vulnerable adult abuse and neglect.*
 - *How to recognize signs and symptoms of abuse and neglect.*
 - *State laws concerning definitions of abuse and reporting.*
 - *Mandatory criminal background checks and the security of those files.*
 - *Explanation of the importance of the application and screening processes.*
 - *Appropriate boundaries with children and youth, especially regarding adult/child/youth ratios, transportation, and use of technology.*
 - *If an overnight event is planned, discussions of boundaries involving appropriate sleeping arrangements and restroom/shower facilities use shall be discussed.*
 - *The presence of a Safe Child Response Team at each event and how to contact them.*
 - *All paid employees working directly with children or youth at any Presbytery of Central Nebraska sponsored events must be certified in first aid and CPR.*
 - *Other related topics.*

- *No person may serve as a child/youth worker who has a conviction on his/her record of certain felonies or misdemeanors, including, but not limited to, any of the following:*
 - *Criminal homicide;*
 - *Aggravated assault;*
 - *Crimes related to the possession, use, or sale of drugs or controlled substances;*
 - *Sexual abuse;*
 - *Sexual assault;*
 - *Injury to a youth;*
 - *Incest;*
 - *Indecency with a youth;*
 - *Inducing sexual conduct or sexual performance of a youth;*
 - *Possession or promotion of child pornography;*

- *The sale, distribution, or display of harmful material to a minor;*
- *Employment harmful to youth;*
- *Abandonment or endangerment of a youth;*
- *Kidnapping or unlawful restraint;*
- *Public lewdness or indecent exposure; and enticement of a youth;*
- *Any crime that involves sexual misconduct or sexual abuse, particularly if it involves misconduct or abuse with a minor;*
- *Any crime that involves misuse of technology for sexual purposes, such as collecting or distributing photographs of minors who are naked or in sexual or inappropriate poses (child pornography);*
- *Any crime that involves the use of force, such as assault or endangerment;*
- *Any crime that involves abduction and kidnapping;*
- *Any crime that involves drinking and driving, such as driving while intoxicated.*

In addition, if the Presbytery of Central Nebraska is aware that a child/youth worker has a prior conviction for one of the aforementioned crimes or a related crime, the child/youth worker shall automatically be ineligible to attend a child/youth event in any capacity.

- *Whenever the Presbytery of Central Nebraska organizes an event for minors for which the agency will invite minors from other church councils who will be supervised by child/youth workers, the councils who selects the youth workers shall:*

- *Not send a person to act as a child/youth worker whom the council knows has violated the provisions of the Book of Order or policy of a local congregation or the presbytery pertaining to sexual misconduct or child/youth protection.*
- *Not send a person to act as a child/youth worker for minors when that person is also scheduled to work at the event.*
- *Require councils at all levels of church life who are assisting in organizing General Assembly entity events for minors, or sending child/youth workers to these events to abide by the same screening, training, and background check standards mandated in this policy for the General Assembly and its entities.*

- *Whenever a General Assembly entity organizes an event for minors that invites minors from councils who will be supervised by child/youth workers, the General Assembly entity shall:*

- *Provide guidance to the councils that are sending child/youth workers about best practices for securing child/youth workers and eligibility requirements.*
- *Provide guidance to the councils that are sending child/youth workers concerning the requirement that the council perform and pay for background checks for potential child/youth workers and how to evaluate the background check for offenses that would disqualify a person from being a child/youth worker with minors.*
- *Provide guidance to the councils on when to perform the background checks and with what background check provider.*
- *Identify someone on the Council of the Presbytery of Central Nebraska entity/event to be the designated recipient of background checks from councils and train that person:*

- *To review every background check received;*
- *To identify criminal convictions on background checks that should disqualify a person from being a child/youth worker;*
- *To notify a council if the staffer believes the council has erred in selecting a child/youth worker whose background check indicates that the person should not act as a child/youth worker;*
- *Report to the General Assembly entity sponsor of the event of each potentially disqualifying background check and related concerns so that a formal decision can be made to inform the council that the person whose background check is in question is not eligible to attend the event as a child/youth worker.*

CONFIDENTIALITY OF RECORDS

The sponsoring council or entity shall maintain all child/youth worker applications, results of background checks, and related information in confidential, secured files.

REPORTING

The Presbytery of Central Nebraska will publicize a procedure for reporting any prohibited actions and have copies available at all times in a public place at the event. Anyone suspecting or having knowledge of a violation of child abuse may report such violation to any leader of The Presbytery of Central Nebraska sponsored event. Any child or youth who suspects or has knowledge of any type of minor abuse is invited to share the knowledge with any adult leader of the Presbytery of Central Nebraska sponsored event. Anyone who has knowledge or suspicion of child/youth abuse should be made aware that state law requires the immediate reporting of such abuse to the civil authorities. Any adult leader should report such violation to any Stated Clerk of the Presbytery of Central Nebraska, or any other leader designated by the Presbytery of Central Nebraska of the event. Any person receiving information under this paragraph shall share that information immediately with the designated response team.

SAFE CHILD RESPONSE TEAM

At every event or activity for minors planned by a council or entity of the General Assembly, a Safe Child Response Team must be trained by the sponsoring council or entity and be present and available throughout the entire duration of the event. This team should be comprised of at least three members, staff or appointed by the sponsoring council or entity staff. An attorney chosen and secured by the General Assembly entity shall be on-call for all events. The response team will familiarize itself with the terms of this policy as well as established procedures under the Church Discipline, Book of Order of the Presbyterian Church (U.S.A.) for responding to complaint(s) of alleged child/youth abuse against any teaching elder, ruling elder, employee, or volunteer in a leadership position(s) with the sponsoring entity and any events they may sponsor.

The Safe Child Response Team shall have the following responsibilities in response to allegations of child/youth or vulnerable adult abuse or neglect incurred against any child/youth worker or event participant:

- *Immediately provide for the safety of the alleged victim(s) involved.*
- *If the report alleges abuse or harassment of a minor, the response team will:*
 - *immediately ensure the allegation is reported to the civil authorities under state law;*
 - *immediately notify the parents or guardian of the minor;*
 - *notify the insurance company of the allegation and that no investigation has yet occurred.*

- *Make immediate decisions concerning the temporary removal of the individual accused from any contact with children or youth pending an investigation and/or removal of the accused from the event until a resolution of the allegations has occurred.*
- *Notify designated people at the Presbytery of Central Nebraska immediately of the report of alleged abuse/neglect including an attorney who is on-call throughout the duration of each event, who must be previously secured by the Presbytery of Central Nebraska in case of such allegations during each sponsored event. Any possible media requests will be handled by a designated person or office with advice from an attorney, taking care to safeguard the privacy and confidentiality of all involved.*
- *Consult the presbytery office about resources available for victims of the alleged abuse prior to each event and have those resources readily available at every event. This will provide victims and their families immediate resources that may aid in the particular spiritual, psychological, or emotional needs and trauma that arise from the devastation of abuse.*
- *If the report is against a teaching elder, the response team shall send a written statement of allegation to the stated clerk of the presbytery that holds the teaching elder's membership. This written statement of allegation shall trigger the formation of an investigating committee under the Church Discipline of the Book of Order: The Constitution of the Presbyterian Church (U.S.A.).*
- *If the report is against a ruling elder, the response team will notify the session of membership that an allegation of offense has been received against an elder that triggers the formation of an investigating committee under the Church Discipline of the Book of Order: The Constitution of the Presbyterian Church (U.S.A.).*
- *If the report is against an employee of the Presbyterian Church (U.S.A.), A Corp., the response team will notify the person(s) or committee responsible for supervision of the employee, Human Resources, and Legal Services. The response team will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.*
- *If the report is against an employee of sponsoring council or entity other than Presbyterian Church (U.S.A.), A Corp., the response team will notify the person(s) or committee responsible for supervision of the employee. The response team will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.*
- *If the report is against a volunteer, or nonmember of the PC(USA), the response team will request that the Presbytery of Central Nebraska appoint an investigating committee of three persons to initiate an investigation of the allegations in order to:*
 - *gather any statements of abuse from those making the report, including any information from the Safety Response Team, and any party to the abuse;*
 - *gather any information from the person who was accused of abuse;*
 - *make written determinations and take actions appropriate to resolve the matter including, but not limited to, making recommendations for prevention as well as response.*
- *Provide pastoral counseling for the principal parties involved (accuser(s), possible victim(s), accused, family members).*
- *A written summary of any proceedings in such cases will be maintained by the Presbytery of Central Nebraska.*
- *Any person bringing a report of abuse or assisting in investigating will not be adversely affected in*

terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or discharged.

MANDATORY EVENT RULES FOR WORKING WITH CHILDREN AND YOUTH

The sponsoring council or entity of the General Assembly shall ensure that the following measures be in place and actions taken for each event or activity involving children and youth:

- *Two-adult rule: Two non-related adults must always be present in groups of children and youth. The only exception is if an emergency situation deems this not immediately possible. All child and youth workers and volunteers must be a minimum of four years older than the age group they lead or supervise.*
- *Ratios: The adult to child ratio for all child-related events/activities is 2:10. The adult to youth ratio for all youth-related events/activities is 2:17. There shall also be one adult of each gender when there is one or more minors of each gender in a group. Only in emergency situations may the ratios and gender diversity be compromised.*
- *View Windows and Open Doors: When minors and adult workers or volunteers are in a room, if the door is closed, the door must have a view window installed. If no view window is installed in the door, the door must remain open at all times.*
- *Adult workers/caregivers should respect the privacy of the children to whom they provide care. Responsible use of digital devices and cell phones is required in all situations (ex. Taking age-appropriate photographs and movies, not taking photographs of minors who are not fully clothed. Adults and minors are required at all times to wear appropriate attire.*
- *Age appropriate training to children and youth should be provided regarding behavior that should be reported to caregiver or leader of the event.*
- *Transportation: All adult drivers at child/youth events must have proper licensure and insurance on file with the organizing council. All vehicles used must have seat belts for the driver and each passenger. No minor under eighty-five pounds may sit in the front seat of any vehicle. All drivers transporting minors and vulnerable adults must be over the age of twenty-five and must be informed that if their vehicle is used, their insurance would be primary if an accident occurs. If a charter bus is rented, or any outside carrier is contracted, the company hired must ensure criminal background checks on their drivers. Each vehicle must follow the ratio rules noted in point 2 in this section. Lastly, no minor may be a driver at any event or activity (this includes golf carts at events).*
- *Forms: The legal guardians of each minor must provide the appropriate information and medical forms for each activity/event. The information form should include all contacts for legal guardians and the medical form must include a copy of the minor's health insurance card. Further consent forms must be signed by legal guardians for any off-campus events. Any photos at the event that are used in social media or published material by the organizing council must be released by a signed consent form from a participant's legal guardian as well as the minor. All such forms must be stored at the event site, in a secure place with restricted access.*
- *Each event/activity must ensure that rules are gone over with participants at each event/activity. These rules shall include but are not limited to a code of conduct specific to the event/activity, as well as a list prohibited and expected behaviors for the specific event/activity. The code of conduct and prohibited and expected behaviors list should be given in written form to each participant and legal guardians, as well as discussed thoroughly at the beginning of the event/activity.*
- *Children/youth and adults must maintain different showering and grooming hours at events in which bathrooms and shower rooms are shared in housing. These hours must be posted on site.*

- *Adults should never share sleeping quarters with children or youth. The exception to this rule is for the occasional legal caregiver/child situation or parent/child situation. If a child/youth requires a caregiver/parent, written permission must be given and kept on record from the child/youth's parent/legal guardian.*
- *All volunteers and employees at any General Assembly entity sponsored events must also abide by a code of conduct that emphasizes the following prohibited behaviors. Some of these prohibited behaviors include but are not restricted to:*
 - *Display of sexual affection toward a child.*
 - *Use of profanity or off-color jokes.*
 - *Discussion of sexual encounters with or around children or in any way involving children in personal problems or issues.*
 - *Dating or becoming "romantically" involved with children (under the age of eighteen).*
 - *Using or being under the influence of alcohol or illegal drugs in the presence of children.*
 - *Possessing sexually oriented materials—including printed or online pornography—on church property or property being utilized for a church event.*
 - *Having secrets with youth/children.*
 - *Staring at or commenting on children's bodies.*
 - *Engaging in inappropriate or unapproved electronic communication with children.*
 - *Working one-on-one with children in a private setting.*
 - *Abusing youth/children in anyway, including (but not limited to) the following:*
 - *Physical abuse: hit, spank, shake, slap, unnecessarily restraint.*
 - *Verbal abuse: degrade, threaten, or curse.*
 - *Sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations.*
 - *Mental abuse: shame, humiliate, act cruelly.*
 - *Neglect: withhold food, water, shelter.*
 - *Permit children or youth to engage in the following: hazing, bullying, derogatory name-calling, ridicule, humiliation, or sexual activity.*

Social Media—Electronic Communications

General Social Media Policy

No minister, employee, contractor, or volunteer of the Presbytery of Central Nebraska and its entities shall create or use a media site (Web, Facebook, YouTube, or similar) in the name of or purporting to represent the presbytery without the explicit written permission of the presbytery council or event leadership. When clergy or staff, acting in their capacity as a representative of the Presbytery of Central Nebraska, lead or coordinate a

group activity using social media, each may use only official Presbytery of Central Nebraska sites/channels when they have been made available by the Presbytery of Central Nebraska. These may include Web pages, Facebook, e-mail, and similar means.

Social Media Communications

Persons who shall create public pages on behalf of the Presbytery of Central Nebraska programs are responsible to monitor communications and to assure that employees and volunteers do not have private (and possibly inappropriate) conversations with children and youth.

Persons having Facebook privileges on behalf of the Presbytery of Central Nebraska shall treat unsolicited communication or "friending" from children or youth underage as an unauthorized text message. No reply may be given except to indicate by a posting that accepting a "friend" invitation by under-age children is a violation of the code of conduct.

If a child or youth reveals abuse or inappropriate interactions with an adult, the person must report this information in the manner of any "suspected abuse."

When using Facebook to communicate with children or youth, the authorized minister shall inform parents/guardians of each child or youth that the latter is communicating with the person via Facebook, providing the parent/guardian the opportunity to disapprove or to participate in a group.

Social Networking Code of Conduct

Each person who leads using the resources of social media shall apply this Social Networking Code of Conduct:

- Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Prohibit sexually oriented conversations or discussions about sexual activities.
- Prohibit private messages between employees and volunteers and children or youth.
- Prohibit posting inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or inappropriate comments on pictures.
- Provide children, youth, and their parents with this Social Networking Code of Conduct.
- Encourage parents to play a role in monitoring their children's and youth interactions with employees and volunteers.
- Continuously remind children and youth how to interact appropriately through social networking sites.
- Deny participation by individuals who repeatedly violate the code of conduct.

At the institution of the use of social media, the authorized minister shall present this Social Networking Code of Conduct to children or youth and parents/guardians.

SIGNING OF POLICY AND APPLICATION TO SERVE

Each adult engaged in the leadership of a Presbytery of Central Nebraska event shall acknowledge receipt of the Presbyterian Church (U.S.A.) Child/Youth/Vulnerable Adult Protection Policy and Its Procedures by signing an application to be employed, volunteer, or supervise. In addition, each person engaged in the leadership of a Presbytery of Central Nebraska event shall consent to all comprehensive background checks required and shall comply with any consequences of a reported violation of this policy.

Taken from Revisions Approved by the Board of Directors of the Presbyterian Church (U.S.A.), A Corporation May 20, 2021

https://www.pcusa.org/site_media/static/assets/Child-Youth-Vulnerable-Adult-Protection-Policy-May-2021.pdf

SECTION 11
HARASSMENT & ANTI-RACISM POLICIES

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SECTION 12 – PERSONNEL POLICIES

PERSONNEL POLICIES

- **SCOPE AND COMMITMENTS OF THESE POLICIES**

- **APPLICATION**

These policies apply to the paid employees of the Presbytery as follows:

The ~~General Presbyter~~ *Executive Presbyter and Stated Clerk*, who is exempt (2.02) and a full-time *part-time* employee; The Treasurer, who is an elected Officer for a three-year term (renewable) without pay; The ~~Presbytery Office Manager~~ *Office Administrator* who is an exempt full-time *part-time* employee; *Recording Clerk who is an exempt part-time employee.*

- **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.

- **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.

- **EMPLOYMENT CATGEGORI AND PROCEDURES**

- **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.

- **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.

- **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.

- **EMPLOYMENT**

The ~~General Presbyter~~ *Executive Presbyter and Stated Clerk*, and Treasurer shall be elected in accordance with the provisions of the Form of Government and the Presbytery Standing Rules. ~~The Presbytery Office Manager shall be hired by the Executive Presbyter with the authorization of the Presbytery Personnel Committee.~~ *This section needs to be rewritten.*

- **SUPERVISORS**

The Presbytery Personnel Committee shall supervise the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* and Treasurer. The ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* shall supervise the ~~Office Manager~~ and Recording Clerk.

- **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.

- **OTHER EMPLOYMENT PROVISIONS**

- **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.

- **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.

- **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.

- **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.

- **PRIVACY**

Presbytery shall guarantee the confidentiality of employment records in accordance with privacy guidelines established by the General Assembly.

- **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.

- **HONORARIA**

When the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* 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~~ *may be kept by the staff person*. 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.

- **PERFORMANCE AND SALARY REVIEWS**

- **PERFORMANCE**

The presbytery Personnel Committee shall conduct an annual performance review and evaluation of the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* (in consultation with the appropriate synod entity) and Treasurer. A comprehensive review and evaluation of the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* shall be conducted at least every five years. All other staff are 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.

- **SALARY**

The Personnel Committee will annually review the salaries and benefits of the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk*, Treasurer and Presbytery Office Manager. 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.

- **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.

- **BENEFITS**

- **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~~ *Executive Presbyter and Stated Clerk* may be accumulated over a maximum of three consecutive years to a total of six weeks. Study leave for the Presbytery Office Manager 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~~ *Executive Presbyter and Stated Clerk*, with the same provisions.

- **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.

- **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.

- **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 st year	¾ working days per month
2 nd through 4 th years	10 working days
5 th through 9 th 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.

- **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 Executive Presbyter *and Stated Clerk* 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.

- **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- doctor’s 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%.

Years of Service	100%	60%
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 weeks
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~~ Executive Presbyter *and Stated Clerk* 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.)

- **WORKER'S COMPENSATION**

All employees in all locations shall be covered by the Worker's Compensation Law of the State of Nebraska.

- **UNEMPLOYMENT INSURANCE**

All Presbytery employees are excluded from unemployment insurance.

- **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:

- provisions for leadership in the absence of the staff person
- establishing the philosophy behind the sabbatical
- the goals for the sabbatical
- 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.

- **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.)

- **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~~ *Executive Presbyter and Stated Clerk* 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~~ *Executive Presbyter and Stated Clerk*.

- **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~~ *Executive Presbyter and Stated Clerk*.

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~~ *Executive Presbyter and Stated Clerk*.

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~~ *ordinarily* 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.

- In the event of involuntary separation, the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk*, 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.
- In the event of the involuntary separation of the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* or Administrative Staff of the presbytery the implementation of the procedures contained in ~~G-9.0700~~ *G-3.0110* 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~~ *Ordinarily* 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~~ *Executive Presbyter and Stated Clerk*, 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~~ *Executive Presbyter and Stated Clerk*, 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.

• INTERIM/ PART-TIME/ TEMPORARY EMPLOYEES

• 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~~ *Executive Presbyter and Stated Clerk*.

• 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:

- Holiday pay, if the holiday falls on one of the regularly scheduled working days for that part-time employee
- jury-duty pay (up to two weeks leave annually)
- salary increases
- 5 days of paid vacation after completion of a 90-day orientation
- 3 days of incidental time off, which one day can be used for personal
- workers compensation
- 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.

- **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 *Executive Presbyter and Stated Clerk* 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 _____

A new section has been added titled CHILD/YOUTH/VULNERABLE ADULT PROTECTION POLICY AND ITS PROCEDURES based upon the policy used by the PC(USA) to replace this policy.

SECTION 13 – JOB DESCRIPTIONS

~~GENERAL PRESBYTER~~ **EXECUTIVE PRESBYTER AND STATED CLERK** -- POSITION DESCRIPTION

TITLE: ~~General Presbyter~~ *Executive Presbyter and Stated Clerk*

PURPOSE: The ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* will serve the presbytery and its congregations by providing leadership, care, nurture and support as we seek to proclaim salvation through faith in Jesus Christ through commitment to ministry and mission within and beyond our geo and denominational bounds.

The ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* is an ecclesiastical officer, elected by the presbytery, who shall fulfill duties as defined by The Constitution of the Presbyterian Church (USA) Part II, and the Manual of Administrative Operations of the Presbytery of Central Nebraska

ACCOUNTABILITY AND RELATIONSHIPS: The ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* is:

- called and employed by the presbytery with full participation of the Synod of Lakes and Prairies (G- 9.0701b),
- accountable to the presbytery through its council (G- 9.0701a), 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 General Presbyter~~ *Executive Presbyter and Stated Clerk* 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 (30 %)

- Lead the presbytery through its committees and units toward accomplishment of its mission and attainment of its vision.
- Manage the presbytery office and staff.
- Support a presbytery-approved strategy for providing appropriate pastoral leadership for each congregation.
- Encourage communication and cooperation between and among congregations/ pastors/units/committees and the presbytery staff.
- Advocate responsible stewardship of the presbytery's resources.
- Lead the presbytery in discernment and interpretation of the spiritual and practical needs particular to Central Nebraska.

Pastors and Lay Leaders (20%)

- Provide spiritual support to and foster community among pastors in the presbytery.
- Initiate supportive relationships with lay leaders in churches without pastoral leadership.
- Promote the vocation of ministry, both ordained and lay.

Congregations (30%)

Become familiar with and support the ministry and mission of the congregations of The Presbytery of Central Nebraska.

Denominational and Ecumenical (5%)

- Represent the presbytery to other presbyteries, the Synod of Lakes and Prairies and the General Assembly, Presbyterian Church (U.S.A.).
- Represent the presbytery in dealings with other denominations and ecumenical agencies.
- Interpret and advocate for the connectional relationships between congregations and the governing bodies of the Presbyterian Church (U.S.A.).

Stated Clerk_(15%)

- The ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* with Office Manager shall keep, safeguard and communicate the records and rolls of the presbytery as outlined by the Book of Order.
- Provide informed opinions on the interpretation of the Book of Order.
- Report enrollment of each presbytery meeting in the minutes of that meeting.
- Direct the annual review of session records.
- Serve as custodian, with the ~~Committee~~ *Commission* on Ministry and Presbytery Office, of the records of dissolved churches, including the membership of remaining active and inactive members of dissolved congregations.
 - Includes the number of active members (not yet transferred to a specific congregation) in the number of church members in the presbytery as “miscellaneous”.
 - Oversees or encourages 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 or 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 Executive Presbytery/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 [active or inactive] and the stewardship of their church membership.)
 - 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.
- Participate in annual Synod Minutes Review when minutes from all presbyteries are examined
- With the ~~Committee~~ *Commission* on Ministry review annual reports for all validated ministers in the presbytery.
- Receive all resignations from officers, moderators and members of units and committees and referring these to the Nominating Committee.
- Call special meetings of presbytery, when the moderator is unable to act.
- Provide oversight for distribution of the presbytery meeting minutes after presbytery meetings and arrange for other necessary mailing with office manager
- ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* shall work jointly with the Office Manager *Administrator* in preparing and transmitting reports as required by other governing bodies.
- Present for vote the proposed amendments from the General Assembly.
- Responsible for the recording of all special meetings of the council and presbytery.

RELATIONSHIPS:

The ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* shall relate collegially to fellow presbyters by:

- Working cooperatively with all presbytery staff, unit 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.
- Work with the Presbytery Office to maintain the official copy of Presbytery’s Standing Rules and the Administrative Manual of Operations.
- Serve as advisor to the Moderator of Presbytery in matters related to the Book of Order and parliamentary procedure.

OTHER DUTIES:

The General Presbyter *Executive Presbyter and Stated Clerk* shall perform other duties as assigned through the Presbytery's Personnel Committee, and as designated in the Rules of Discipline *Church Discipline* in the Book of Order.

QUALIFICATIONS:

The General Presbyter *Executive Presbyter and Stated Clerk* shall possess:

- 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.
- Good skills in working with people as individuals and in groups; tact, timeliness, congeniality, patience, and cooperation.
- The ability to work in a collegial staff setting.
- Excellent skills in record-keeping as well as in written and oral communication.
- Computer literacy.

EVALUATION:

Council's Personnel Committee will meet with the General Presbyter *Executive Presbyter and Stated Clerk* 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 General Presbyter *Executive Presbyter and Stated Clerk*'s performance based on these criteria. The General Presbyter *Executive Presbyter and Stated Clerk* and the Personnel Committee will jointly develop performance criteria for the next review period at each subsequent annual review. A comprehensive review will be conducted at least every five years.

TERM: The General Presbyter *Executive Presbyter and Stated Clerk* shall be elected for an indefinite term. *Should this be changed to a three-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 General Presbyter *Executive Presbyter and Stated Clerk*.

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 General Presbyter *Executive Presbyter and Stated Clerk*.

RESPONSIBILITIES:

OFFICE ADMINISTRATION

- Perform administrative duties including: data entry and word processing (letters, directory, reminder notices, docket, and info pack), 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.
- Performs receptionist duties including: greeting visitors, answering phones, taking messages, making referrals, and answering questions.

- Attend meetings (Council, Business & Budget, Presbytery, etc.) only as requested by the General Presbyter *Executive Presbyter and Stated Clerk*.
- Hires/Recruits and supervises part-time, temporary, and volunteer staff.
- Manages leases and maintenance of office equipment, including copier, fax machine, postage meter, telephones, (programming, voicemail), etc.
- Oversees maintenance of computer software and the computer network. Develop security and backup procedures for data.
- Develop and maintain Presbytery website.
- Performs other duties as directed by the General Presbyter *Executive Presbyter and Stated Clerk* or Personnel Committee.

FINANCIAL

- Follow the appropriate sections of the Fiscal Accountability Policy adopted by the Presbytery.
- Oversee weekly deposits, and prepare vouchers.
- Record/Oversee all incoming payments (insurance, book of order, calendars) in order to insure payment has been received.
- Establish/monitor office budget in cooperation with the General Presbyter *Executive Presbyter and Stated Clerk*.
- Distribute monthly reports supplied by the Synod office to appropriate leadership in the Presbytery.
- Authorized to sign all vouchers except for any vouchers submitted by the Presbytery Office Manager.

MINISTRY

- Develop and coordinate Presbytery Administrative Assistant group meetings and educational classes.
- 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.
- Guide and direct those who contact the Presbytery office in need of assistance to the appropriate individual(s).
- 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.
- With the General Presbyter *Executive Presbyter and Stated Clerk* keep safeguard and communicate the records and rolls of the presbytery as outlined by the Book of Order.

- ~~Assist the General Presbyter *Executive Presbyter and Stated Clerk* in the distribution of the presbytery meeting minutes after presbytery meetings and assist with other necessary mailings.~~
- ~~Work jointly with the General Presbyter *Executive Presbyter and Stated Clerk* in preparing and transmitting reports as required by other governing bodies.~~

QUALIFICATIONS

PERSONAL

- ~~A person of character, integrity, stability, confidence, and who is comfortable working in the context of a faith community.~~
- ~~Reasonable knowledge of the Presbyterian Church (USA) or a willingness to learn.~~
- ~~Effective and efficient leadership, administrative, and organizational abilities.~~
- ~~Demonstrates a level of professionalism and ability to maintain confidentiality.~~
- ~~Strong oral and written communication skills.~~
- ~~Able to work under supervision, and also take initiative when appropriate.~~

OFFICE/TECHNICAL KNOWLEDGE

- ~~Proficient in: WORD, EXCEL, Publisher, Word Perfect, Front Page, ACS, and Power Point~~
- ~~Punctual in maintaining office hours, attending meetings and preparing correspondence.~~
- ~~Experienced in general practices, such as filing and communications.~~
- ~~Able to communicate cordially with the public in person, on the telephone and in correspondence.~~
- ~~Experience serving as supervisor, team leader, or lead person in an office setting.~~
- ~~Computer training and/or experience with word processing, the internet, and data systems.~~
- ~~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 General Presbyter Executive Presbyter and Stated Clerk with a representative of the Personnel Committee present.~~

OFFICE MANAGER POSITION DESCRIPTION
PRESBYTERY OF CENTRAL NEBRASKA

TITLE: Office Manager, Part-time

PURPOSE: To oversee the administrative duties for the presbytery office to function properly.

ACCOUNTABILITY: This position is accountable to the Executive Presbyter and Stated Clerk, Presbytery Personnel Committee, and to the moderator of the Business and Budget Committee in financial matters only.

RESPONSIBILITIES:

- Perform administrative duties regarding data entry and word processing (letters, directory, reminder notices, docket, info packets, filling, sorting and mailing items.)
- Communicate and perform other duties as directed by the Executive Presbyter and Stated Clerk, Moderator of Presbytery and Committee Chairs
- Assist the Stated Clerk in distribution of presbytery meeting minutes
- Maintain current website including directory and calendar
- Manage presbytery pre-registrations and registration at presbytery meetings
- Assist the Nominating Committee
- Perform other duties as directed by the Executive Presbyter and Stated Clerk and the Moderator of Council
- Guide and direct those who contact the presbytery office in need of assistance to the appropriate individuals

FINANCIAL:

- Follow the appropriate sections of the Fiscal Accountability policy as adopted by the presbytery
- Oversee weekly deposits and vouchers
- Record/oversee all incoming payments (e.g., insurance, books, calendars) to ensure payment has been received
- Monitor office budget in cooperation with the moderator of the Business & Budget Committee
- Distribute monthly reports supplied Synod office to appropriate leadership in the presbytery
- Serve as contact person to Synod of Lakes and Prairies to facilitate payment of bills and reimbursement of expenses
- Authorized to sign all vouchers submitted by the Executive Presbyter & Stated Clerk

QUALIFICATIONS:

- A person of character, integrity, stability, confidence, and who is comfortable working in the context of a faith community
- Reasonable knowledge of, or willingness to learn about, the Presbyterian Church (USA)
- Good organizational skills
- Demonstrates a level of professionalism and an ability to maintain confidentiality
- Strong oral and written communication skills
- Able to work under supervision and also take initiative when appropriate

OFFICE/TECHNICAL KNOWLEDGE

- Proficient in and/or willingness to learn new technology (Microsoft Word, Excel, and Publisher, Outlook, and Google Sheets for example)
- Experienced in general practices such as filing and communications
- Able to communicate cordially with the public in person, on the telephone, and in correspondence

RECORDING CLERK POSITION DESCRIPTION
PRESBYTERY OF CENTRAL NEBRASKA

TITLE: Recording Clerk

PURPOSE: The purpose of this position is to provide clerical support for the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* for all regular Presbytery and Council meetings.

ACCOUNTABILITY:

This position is accountable first to the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* and in all matters to the Presbytery Personnel Committee.

RESPONSIBILITIES:

The Recording Clerk will be responsible for the following:

- ~~Taking minutes at each of the regularly scheduled council meetings. (This does not include *Special* meetings called.)~~
- ~~Presenting the General Presbyter~~ *Executive Presbyter and Stated Clerk* with a draft of said minutes for Presbytery reporting.
- Taking minutes at each of the regular scheduled Presbytery meetings.
- Presenting a draft of said minutes for the ~~General Presbyter~~ *Executive Presbyter and Stated Clerk* to edit.

QUALIFICATIONS:

- Basic understanding of Presbyterian polity.
- Computer training and/or experience with word processing, the internet, and email.
- Strong oral and written communication skills.
- Punctual in attending all Presbytery and Council meetings. (This does not include *Special* meetings called.)

~~**PRESBYTERY COSIGNATORY POSITION DESCRIPTION**~~
~~PRESBYTERY OF CENTRAL NEBRASKA~~

~~**TITLE:** _____ Presbytery Cosignatory~~

~~**PURPOSE:** _____ To serve as a second signature and legal signature when documents require.~~

~~**ACCOUNTABILITY:** _____ This position is accountable to the Business Budget Committee and Personnel Committee of the Presbytery of Central Nebraska~~

~~**RESPONSIBILITIES:**~~

- ~~Serve as a second signature on checks that exceed \$1,000~~
- ~~Serve as a legal signature for documents requiring a signature of _____ an officer of the presbytery.~~

REVIEW: At the end of each term a representative of the personnel committee and the General Presbyter *Executive Presbyter and Stated Clerk* shall meet with the treasurer to review the position description and possible changes that need to be made to it.

APPENDIX

- *Presbytery Grant Application*

- *Leadership Development Grant Application*
- *Johnson Scholarship Application*

SCHOLARSHIP APPLICATION FORM

Presbytery of Central Nebraska Johnson/Crawford Scholarship Fund

Full Name _____

Mailing Address _____

Telephone _____

Email _____

Social Security Number _____

Church Membership _____

~~College or Seminary~~ *Learning Institution* _____

Statement of Need:

(please use additional pieces of paper as needed)

Signature of Applicant _____

Date of Application _____

Commission of Preparation Approval Date _____

Signature of Committee Chairperson _____

Check Sent Date _____