

Various Policies and Guidelines for the Committee on Ministry

Session Moderators - Presbytery Minutes - June 2-3, 1995

IT WAS VOTED that COM be empowered to appoint and dismiss moderators when a church is without a pastor.

IT WAS VOTED that moderators of churches appointed by Presbytery be paid the appropriate IRS rate.

Moderator of a Session – February 10-11, 2012

Presbytery VOTED as per G-3.0201: When the moderator of a session is unable to moderate a specific stated or duly called meeting of session, the Presbytery authorizes the session moderator to appoint another teaching elder, or if one is not available, a ruling elder, to moderate that meeting of the session.

Congregational Meeting Moderators for Terms of Call – August 2013

In accordance with the *Book of Order*, G-1.0504, Presbytery VOTED to adopt the following policy:

For the purpose of acting on reviewing the adequacy of terms of call, the moderator of the congregation may appoint a ruling elder to preside for that portion of the congregational meeting.

Reimbursement Policy - Presbytery Minutes - June 2-3, 1995

IT WAS VOTED that the Presbytery adopt the following policy on reimbursement:

	Payee
Preaching, worship, and/or administration of sacraments	Church
Moderate session/congregational meeting	Church
COM liaison to congregation/PNC/interviewing prospective candidates	COM
PNC’s expenses in the search for a pastor	Church
Ordination/Installation service and reception	Church
Expenses of the members of the administrative commission participating in the ordination/installation	Presbytery
Other invited guests	Church
Invitation for a COM representative or to moderate session by pastor or appointed moderator	COM

When more than one function is accomplished by the same visit or trip, the expenses will be the responsibility of the group with the primary function. The church should reimburse after each service or function.

Number of Candidates for Installed Positions – February 11, 2016

COM VOTED to create a policy regarding the number of candidates for installed positions: A PNC should bring in three candidates to do an on-site visit, with the minimum being two candidates. Waivers may be granted by the Committee on Ministry.

Pastor Moving Expenses - Presbytery Minutes - February 5-6, 1999

Presbytery VOTED to establish the policy that churches pay reasonable moving expenses for their new pastor.

Presbytery VOTED to encourage churches to establish a fund to pay moving expenses when a vacancy first becomes known.

Annual Salary Reviews - Presbytery Meeting - October 25-26, 2002

Presbytery VOTED to adopt a policy that annual salary reviews take place in June of each year and that a recommendation for minimum salary for the following year be adopted at the same meeting.

Offerings at Installations and Ordinations - Presbytery Meeting - November 7-8, 2008

Presbytery VOTED to adopt the policy that the offerings collected at installations and ordinations go to the Pastor's Emergency Fund.

Financial Records of Churches – COM Meeting – December 13, 2018

COM VOTED to require church liaisons to ask and receive two years of church financial records (income statement and balance sheet) after a pastor leaves and before a Ministry Information Form is approved by COM. The church liaison is to review the financials and share any questions/concerns with the COM.

Commissioned Lay Pastor Candidates - Presbytery Minutes - October 30-31, 1998

The Reverend Kathleen Fox, Mtn. View Presbyterian Church in Loveland, Colorado, recommended and Presbytery VOTED to receive statements of faith, brief biographies, and statements about the sense of call from Commissioned Lay Pastor candidates at Presbytery Meetings at which they seek commissioning.

Statement of Faith/Biographical Narrative - Presbytery Minutes - February 4-5, 2000

The Committee on Ministry has developed the practice of requiring that a statement of faith be presented to the approving body (Presbytery or Council) by each active minister being considered for membership. Each retired minister (whether or not the term changes from "Honorably") will present a one to two page biographical narrative to aid Presbytery in getting acquainted with new members.

Retired Ministers Received by Presbytery - Presbytery Meeting - October 26-27, 2001

Procedure for welcoming retired pastors in the Presbytery:

1. Review of statement of faith and interview by subcommittee of COM (pastor may bring his faith statement to presbytery if they wish to but is not required).
2. Reaffirmation of ordination vows at Presbytery meeting.

Pastor Emeritus/a – October 2014

Presbytery VOTED to approve the following policy/procedure for Pastor Emeritus/a:

When any pastor or associate pastor retires, and the congregation is moved by affection and gratitude to continue an association in an honorary relationship, it may, at a regularly called congregational meeting, elect him or her as pastor emeritus or emerita, with or without honorarium, but with no pastoral authority or duty. This action shall be taken only after consultation with the Committee on Ministry of the Presbytery concerning the wisdom of this relationship for the peace of the church. This action shall be subject to the approval of the Presbytery and may take effect upon the formal dissolution of the pastoral or associate pastoral relationship or anytime thereafter.

Criteria for Minimum Standards - Presbytery Meeting - February 6-7, 2004

Presbytery VOTED to approve the *Criteria for Minimum Standards* to retain continuing membership as Member-at-Large and/or as Active Member serving beyond the jurisdiction of this church (G-11.0406) as follows:

1. In addition to submitting an Annual report, the Minimum Standards for Membership in the Presbytery of Plains and Peaks shall include both:
 - a. Attending at least one (1) meeting of the Presbytery of Plains and Peaks per year is required unless excused by the Committee on Ministry (G-2.0503) *and*
 - b. Involvement in a location congregation.

Session Records Review - Presbytery Meeting - February 4-5, 2005

Presbytery VOTED to adopt the following policy:

If upon Presbytery review of the records of a session, the records do not reflect compliance with G-3.0107 concerning the annual audit or review, then the session shall rectify its error and resubmit its records to the Presbytery within six (6) months.

Rationale for this motion:

1. Per *Standing Rules* and the *Manual of Operation*, the Stated Clerk brought to the Committee on Ministry a concern. At the review of the 2003 minutes, 14 churches were approved with exception with this item being out of compliance.
2. Conversations with the Committee on Ministry committee resulted in the following plan:
 - a. Per G-3.0107, it is the responsibility of the presbytery to review session minutes and records. It would thus be the presbytery which would adopt a policy in regards to procedures regarding record reviews.
3. If the Presbytery adopts this policy the following procedures will be followed:
 - a. Note will be made by the Stated Clerk at the annual review of minutes which churches are out of compliance.
 - b. The Stated Clerk will notify each of those churches of their being out of compliance and their need to correct this error within six months.
 - c. At the end of the six months, the Stated Clerk will report to the Committee on Ministry the names of churches who are still out of compliance.

Administration of the Lord's Supper – August 10, 2013

COM would like to remind churches about who can serve communion. The *Book of Order* states in W-3.0410:

“For reasons of order the Sacrament of the Lord's Supper shall be administered by a teaching elder or ruling elder commissioned to pastoral service when invited by the session and authorized by the presbytery. Missional concerns may lead to exceptions as determined and authorized by presbytery.” (G-3.0301; G-2.1001)

Annual Reports on Ministers' Work

1. COM shall report to the Presbytery annually the type of work in which each minister of the Presbytery is engaged.
2. COM shall review the annual statistical reports (including changes in the terms of call for Pastors, Associate Pastors, Co-Pastors, Designated Pastors and Certified Christian Educators) in order that the Presbytery may conduct an annual salary review at the May meeting.
3. COM shall require an annual report from every Continuing Member performing work which is not under the jurisdiction of the Presbytery or a higher governing body of the church.
4. COM shall require an annual report from every Member-at-Large in order to review the status and continuing membership.
5. COM shall require an annual report from every Parish Associate and the particular session to review the status and continuing designation and membership.
6. COM shall require an annual report from every Stated Supply and a report from the session regarding his/her effectiveness as well as recommended changes in the terms of call in order that the COM may decide whether to reappoint each Stated Supply.
7. COM shall require a report from every Interim Pastor, Interim Co-Pastor, or Interim Associate Pastor and the respective session prior to the expiration of the contract in order to determine whether the contract should be renewed or dissolved.

8. COM shall require a report from every Commissioned Pastor, the session and the mentor prior to the expiration of the contract in order to determine whether the contract should be renewed or dissolved. [COM shall arrange for the supervision and annual review of the work of the Commissioned Pastor.]

Quorum for COM Meetings

The COM quorum shall be a majority of the membership of the committee (but not less than three) as per SR5.14.7.

Attendance at COM Meetings

If a member is absent without excuse from two successive meetings of COM, the moderator of the committee shall consult with the member and may report to the Stated Clerk that the member has resigned and the Nominating Committee will proceed to fill the vacancy.

Conflict of Interest for COM Members

In order that the COM may act in an unbiased manner when a properly negotiated complaints has been submitted to them (D-7.0300a) and when a member of the COM is an elder or minister of the church or organization from whom the complaint has been received, he or she shall be excused from the Committee while discussions and rulings are being considered by the COM.

No member of the COM shall discuss these matters with those excused without the consent of the Committee or its Moderator, nor should those who have been excused seek any information regarding the complaint from any member of the Committee.

Should the members excused wish to speak to the Committee regarding the complaint, they may do so with the approval of the Committee, then following that presentation, he or she shall again be excused from further participation. If a complaint specifically involves a member of the Committee on Ministry, that member shall be excused from all active participation on the COM until the complaint has been resolved.

Other Policies and Guidelines

The Presbytery of Plains and Peaks has other policies and guidelines which need to be utilized in its churches and are in this section of the COM Resource Notebook or are in other sections of the notebook.

1. Calling Process for an Installed Pastoral Relationship – 04-02
2. Dissolution Policy – 02-03
3. Maternal/Paternal Leave Policy – 10-06
4. Minimum Compensation Policy – 10-08
5. A Guide/Model for a Church Staff Sick Leave Policy – 10-05
6. Examination Policy – 10-03
7. Sabbatical Guidelines for Minister of Word and Sacrament – 10-04
8. Seminary Debt Reduction Grants – 11-04
9. Sexual Misconduct Policy – 10-02
10. Background Checks – 10-09