



Muskingum Valley Presbytery
Is God Calling You to Serve?

Our Shared Mission

In living out Christ's mission to his Church, Muskingum Valley Presbytery seeks to: *Journey with Jesus to touch the world—Empowered by the Spirit to make disciples, nurture our faith, and serve the needs of the community.*

Presbytery leadership serves as shepherd and servant to its congregations with the understanding that congregations are God's "mission outposts" in the world. As a connectional church, God calls us to serve together, in partnership with the Synod of the Covenant and the PCUSA, to accomplish Christ's mission for the world.

Therefore, we covenant with one another before God to be a Presbytery that:

- † **Celebrates** our connectedness and acknowledges that as the Body of Christ we need each other and are accountable to each other.
- † **Communicates** with, supports and prays for both congregations and ministers.
- † **Provides** resources that assist our congregations in carrying out our shared mission to make disciples, nurture our faith, and serve the needs of community.
- † **Fosters** spiritual growth in the life of the Church to the glory of God; and,
- † **Reaches** beyond our own needs to carry out the Great Ends of the Church (G-1.0200).

Leadership: Our Core Values

Leadership is the key to accomplishing our shared mission. To that end, the Nominating Committee seeks to faithfully discern leaders with:

- A **passion** for the gospel which carries with it a prophetic sense of burden that can only be lifted as we mobilize people for mission in their local communities and beyond;
- The **courage** to change, knowing that change begins with oneself and that systemic change involves stress and even conflict.
- **Flexibility and adaptability** born of the realization that we live in a time of rapid, discontinuous change. We are the ones God has called to lay the foundation for the next 500 years of kingdom ministry - what a privilege and challenge!
- **Missional hearts** that know our call is to be in the world (not behind church doors). Hence, missional leaders spend significant time thinking strategically about how to reach their communities for the kingdom, analyzing the micro cultures, growth trends, and community development plans as we hold one another accountable to bearing fruit.
- **Faithful** servants of the Lord Jesus Christ who lead not by compulsion, but by example; who expect the best from our pastors, leaders and congregations as together we heed God's missional call to make disciples, nurture our faith, and serve the needs of our communities and beyond.
- **Responsibility**; and therefore do not make excuses such as "it can't happen here because of context, commitment or call."

An Invitation to Discern

Beloved, do not believe every spirit, but test the spirits to see whether they are from God; for many false prophets have gone out into the world. -1 John 4:1

The Nominating committee invites the presbytery to share in a process of communal discernment that together we may name those whom God is calling to serve. In order that the discernment process be timely, inclusive, representative, and utilize broad input from every congregation, we need your participation.

We do not seek to simply “fill slots.” We know that “filling slots” does damage to both the individual and the presbytery. Our goal through the Nominating process is to call forth leaders committed to making disciples, nurturing our faith and serving the needs of the community that together we may place decisions regarding presbytery leadership within the context of God’s transforming activity.

To that end, we have provided “position descriptions” for every elected position on a presbytery level. This will give you a sense of what gifts, skills, personality traits, and experience are needed for each area of ministry. Additionally, we have included core practices at the end of this booklet for use by individuals and sessions.

Ultimately, the Nominating process of discernment seeks to faithfully discern those whom God is calling into leadership men and women whose:

- **Character** is grounded in Christ and reflects courage, vision, and empathy for those in the mission field.
- **Commitment** to the mission of Muskingum Valley Presbytery is unswerving.
- **Knowledge*** of congregational systems will serve to bear health.
- **Skills*** that will assist in leading systemic change: including diagnostic, prescriptive, and relational skills.
- **Note:** While the first two criteria for leadership are non-negotiable, presbytery will provide the necessary training to develop both the knowledge and skills needed to lead deep change.

Training and Tools

Quaker Parker Palmer has said that call does not come from a set of goals to be accomplished, but rather from the heart. For MVP, God's missional call is born out of hearts that love, listen, and learn in order to touch the world. We know that deep trust can be built only as relationships are grounded in the authenticity and integrity born of knowing one another in Christ. We also know that it is all too easy to confuse models and programs with the core principles of discipleship. While there is much to be learned from both models and programs, only by incorporating core principles of discipleship can we come to understand the joy and power born of serving in the supply of the Spirit (Philippians 1:19, KJV). Heeding God's missional call begins with lives that are grounded in Christ.

Five key principles guide the work of presbytery leaders and staff:

- Empower congregations to be the primary agents of mission in their communities and beyond.
- Seek, respond to, and nurture *kairos* moments leading to renewed commitment to mission in pastors, leaders and their congregations.
- Equip congregations to be communities that make disciples of Jesus by imparting the content, vocabulary, and practices of following Christ through faithful and intentional relationships.
- Work with governing bodies to direct resources (including staff and money) to congregations bearing fruit.
- Lay an administrative foundation to undergird and support the mission of making disciples, nurturing our faith, and serving the needs of community.

Therefore, MVP is asking of all presbytery leadership:

- Commitment to go deeper in the Word (including participating in the annual Presbytery Bible Study posted on the website);
- Commitment to daily praying by name for our pastors, leaders, and congregations (including weekly names posted on the website and broadcast intercessory emails);
- Attendance at annual MVP Leadership Retreat (Friday evening-Saturday afternoon);
- Training within first 18 months of service as a Healthy Congregations Facilitator;
- Core Reading (2 books from below, plus specific committee reading assignments):
 - Deep Change, Robert Quinn
 - Transforming Church Boards, Charles Olson
 - Hit the Bull's Eye, Paul Borden
 - Ancient, Future Church, Robert Webber
- Attendance at quarterly Presbytery Meetings;
- Participation in two Leadership Summits and/or Training Events a year.

The Nominating Process

1. Nominating to publish Position Descriptions via mailings, hand-outs, emails, and postings on the website.
2. Presbytery is invited to engage in ongoing discernment of God's call to serve.
3. Nominating works to obtain names of potential candidates - pastors, elders, committee members, officers, staff, and pray through all of this.
4. Nominating invites potential candidates to apply (providing both a ministry resume and three references: pastor, employer, friends).
5. Nominating, in consultation with the committees of presbytery, will engage in prayer to discern God's call.
6. Nominating and Committees to interview potential candidates to discern heart for mission, and willingness and ability to serve.
7. Discernment born of prayer.
8. Invite candidate(s) to join in discernment of willingness to serve, if asked.
9. Committee recommendation to Presbytery, followed by prayer.
10. Nominations are confirmed. Committee chair(s) to contact new members via mail and phone.
11. Training.
12. Service.

Leadership Positions in Muskingum Valley Presbytery

Elected Officers

1. Moderator (elected for a one-year term):

- Moderate the Presbytery Meetings.
- Serve as a member of the Mission Coordinating Council.
- Appoint temporary and special committees authorized by Presbytery, in consultation with the Mission Coordinating Council and Stated Clerk, as appropriate.
- Provide for representation of Presbytery at all official functions.

2. Vice-Moderator (elected for a one-year term):

- Perform duties of the Moderator when requested by Moderator.
- Perform duties of Moderator in the absence of Moderator.
- Serve as a member of the Mission Coordinating Council.
- Be responsible to plan worship for presbytery meetings in consultation with the Mission Coordinating Council who plan the Presbytery Meetings.
- Perform any additional duties the Moderator or Presbytery may assign.

3. The Stated Clerk (elected for a three-year term and may be re-elected to successive terms without restriction):

- record the transactions of the governing body,
- keep its rolls of membership and attendance,
- preserve its records carefully, and
- furnish extracts from them when required by another governing body of the church.

Note: Further detail is provided in the Position Description.

4. The Journal Clerk (elected annually by Presbytery at the recommendation of the Stated Clerk) shall record, under direction of the Stated Clerk, Presbytery minutes during its sessions and submit to the Stated Clerk within seven days after adjournment of any particular meeting, a typewritten transcript thereof, keeping a copy of all minutes submitted to the Stated Clerk for one year.

5. The Treasurer shall be elected for a three-year term and may be re-elected to a second term and shall:

- Provide a missional interpretation of the budget.
- Ensure that all financial matters are in compliance with State and Federal law, as well as the Presbyterian Church (USA).
- Ensure access to all financial records upon request.
- Be accountable to Presbytery under the supervision of Administration of which s/he is a member.

The Committee on Ministry

The Call

The primary role of COM is to be in relationship with the pastors, leaders, and congregations of presbytery to support, encourage, and resource as needed. A reading of the duties of a COM (Book of Order, G-11.0502) reflects the strong connectional quality born of relationship. The heart of COM's call is to foster healthy ministries in the congregations of the presbytery. Health, wellness, wholeness, well-being: all these English words come from a common root word that connects to the Hebrew word, shalom. Shalom is variously translated as a greeting akin to "hello," as peace, and as wholeness, health and well being. God's will for the shalom, the peace and health, of God's people is a theme found in every part of the Bible. Yet health in congregational life is not so easily defined as health in a human body. The shape of congregational life varies from one place to another. Not every church can or should engage in precisely the same forms of worship, Christian education, congregational fellowship, or service to the world beyond the church building.

Role and Responsibilities:

1. Connect with area pastors and congregations on a regular basis.
2. Support and resource pastors and sessions in times of transitions.
3. Perform exit interviews with pastors, including Interims, realizing that the "better we say our goodbyes, the better we will say our hellos".
4. Discern with congregations the possibility of establishing yoked relationships and/or larger parishes, or federated parishes when and where appropriate.
5. Guide congregations in selection of moderator when pulpit is vacant.
6. Consult with congregations toward developing and implementing mission appropriate to their area.
7. Facilitate with Presbytery the "mission study" done in preparation of a new pastor search process and/or the emergence of new mission opportunities.
8. Counsel with Pastor Nominating Committees as they discern both "fit" and call of pastoral candidates;
9. Support throughout the call process and first year of a new call;
10. Serve as "listening ears" to both pastors and sessions that concerns might be heard and addressed;
12. Monitor and encourage appropriate salary levels and if appropriate advise of possible salary supplementation funds.

Current COM Chairs:

- Chair: Elder Larry Amstutz - 330-345-6703
- Area I chair: Pastor Eldon Trubee - 330-674-1566
- Area II chair: Elder Martha Gerber - 330-854-4626
- Area III chair: Pastor Robert Millspaugh - 740-622-4662
- Area IV chair: Elder Merlin Wentworth - 740-685-3071
- Session Visits: Elder Joan Brode - 740-294-9805
- CLP chair: Pastor Bill Johnson - 419-651-4254
- Specialized Ministries: Pastor Will Mullins - 740-826-8120

Meeting Date(s) & Time(s):

Area subcommittees shall normally meet monthly; with quarterly training events with the entire committee.

- Area I: 4:00 p.m. on the first Thursday of the month at Wayne PC
- Area III: 1:00 p.m. on the first Tuesday of the month at Zanesville Trinity
- Area IV: 4:30 p.m. on the first Tuesday of the month
- COM Chairs—second Wednesday of each month at 1 pm

Membership: Chairperson, Secretary, and twenty-eight members from the Presbytery at-large. Six shall be from each designated geographical area, totaling 24. Three shall be the chairpersons of the following subcommittees: Specialized Ministries, Session Visits, and Lay Pastor.

Specialized Ministries

Roles and Responsibilities [per G-11.0410 and G11.0502a]:

1. Communicate and consult with ministers in the presbytery who are retired, serving as parish associate, or in non-parish positions.
2. Initiate an annual survey of their work.
3. Review their work responsibilities to determine if they fall within the guidelines of the *Book of Order* as Continuing Members.
4. Receive any changes in Terms of Call, reporting them to Presbytery.
5. Be an advocate to Presbytery through COM for concerns of these persons.
6. Keep the "ties that bind" well connected.
7. Assist newly ordained persons in establishing membership in the Pension and Benefits Plan.
8. Maintain sympathetic and supportive contact with retired workers or surviving spouses of plan members.
9. Encourage and advise retirees of post-retirement service.
10. Disseminate information regarding the Board's retirement service.
11. Review applications for grants to be shared with the Board in cases of emergency or long-term need.
12. Interpret various assistance programs of the Board to officers and presbytery.

13. Process renewal of shared grants and prepare appropriate materials for recommendation to the Committee.

14. Inform Area Contact Persons when a congregation for which they are responsible is in arrears on pension payments.

Chair: Pastor Will Mullins (phone: 740-826-8120)

Membership: One person from COM and not less than three other persons from the Presbytery at-large.

Leadership Essentials

Roles & Responsibilities

1. Educate, encourage and enable congregations in developing strong leadership using the Healthy Congregations model of systems process in dealing with concerns and changes in their church lives.
2. Recruit and develop strong teams of facilitators to assist in the process of moving all congregations toward better health.

Chair: Elder Joan Brode (phone: 740-294-9805)

Membership: One person from COM who shall be Chairperson. Team members are appointed without term and serve as they are able. All persons shall be elders or Ministers of the Word and Sacrament and shall have been trained as Healthy Congregations Facilitators.

Lay Pastor

The sub-committee for CLPs oversees the application, screening, and education, as well as the examination, commissioning, deployment, supervision, and support of Commissioned Lay Pastors.

Roles & Responsibilities:

1. To seek, train, counsel, and support persons who are interested in serving the Church as a Lay Pastor in accord with the *Book of Order* G-14.0516 and the established guidelines adopted by the presbytery.
2. Examine candidates for readiness to be examined by credentials for possible commissioning.

Chair: Pastor Bill Johnson (phone: 740-432-8445)

Meetings: Monday following Presbytery, 7pm, Presbytery Journey Center

Membership: One person from COM who shall be chairperson, and not less than four persons from the presbytery.

The Committee on Preparation

The Call

Presbytery Committees on Preparation for Ministry (CPM) carry the duty of nurturing inquirers and candidates as well as acting as gatekeepers for the Presbyterian Church (U.S.A.). As Reformed Christians, the role of the community of faith in helping individuals discern God's call to ministry is as important as the individual's role. The primary call of the CPM is to: identify & determine competency criteria for ordination, establish indicators of competence for Inquirers/Candidates at the major stages of the process, decide what resources outside the presbytery will be used to determine the competency, and identifying sources for information for determining the competency of Inquirers/ Candidates in the covenant relationship with that presbytery.

Roles and Responsibilities:

1. To administer responsibilities provided in *Book of Order* G-14.0300
2. Counsel with students in their selection of an approved seminary.
3. Receive and review requests for financial aid to those enrolled in seminary.
5. Relate to Presbytery's Cooperative Committee on Ordination Examinations and supply appropriate names for readers.
6. Dismiss candidates and enroll inquirers with the provision that such action is reported at the next Stated Meeting of Presbytery.

Chair: Cathy Piekarski (740-373-3639)

Meeting Date & Time: First Tuesday of each month at 1pm

Membership: Chairperson, plus eleven members from the Presbytery at-large and the Liaison for Theological Education Fund. Ex officio: General Presbyter and Stated Clerk.

The Mission Coordinating Council

Role & Responsibility

1. Lead the Presbytery in implementing our shared mission to *Journeying with Jesus to touch the world— Empowered by the Spirit to: make disciples, nurture our faith, and serve the needs of the community.*
2. Provide the strategic arm for presbytery mission development;
3. Have general oversight of Presbytery Officers and Staff through Administration.
4. Develop the docket and meeting places for Presbytery.
5. Nominate members to the Presbytery Nominating Committee.
6. Ensure Administration prepares annual budget.
7. Ensure Treasurer oversees annual audit.
8. Consider and recommend to Presbytery changes in the Standing Rules.
9. Provides resources for study of overtures to General Assembly or suggested changes to the *Book of Order*.

10. Receive and study all overtures from General Assembly and bring an advisory report to the Presbytery.
11. Compile the Annual Report and have ready for the April Stated Meeting.
12. Review and approve Mission Requests from Mission Interest Groups.
13. Any other duties assigned by Presbytery.

Chair: Elder Paula Lane (phone: 330-868-2273)

Meeting Date & Time: Fourth Monday of each month at 6pm

Membership: Mission Coordinating Council shall be composed of a Chairperson (elected for a three year term), the Moderator of Presbytery, the Committee on Ministry Chairperson, the Committee on Preparation for Ministry Chairperson, the Nominating Committee Chairperson, Administration, a Representative from each of the four areas.

Members without vote: The Stated Clerk who shall serve as Secretary, the General Presbyter, and the Business Administrator/Treasurer.

Administration

Role & Responsibilities:

1. In partnership with the General Presbyter, Business Administrator/Treasurer develop annual budget for presentation to presbytery.
2. Receive recommendations from General Presbyter for staff compensation.
3. Administration shall make a recommendation to Mission Coordination Council with regard to the compensation of General Presbyter (and Stated Clerk) as model for churches.
4. Oversee personnel policy and position descriptions of hired presbytery staff.
5. Be available to the General Presbyter as Head of Staff for advice and counsel.
6. Act as Trustee of all Presbytery property, equipment, and fixed assets.

Chair: Pastor John Bassman (phone: 330-769-3738)

Meeting Date & Time: Third Monday of each month at 5:45pm

Membership: Chair with eight members bringing gifts/skills in the following areas: fiscal oversight, fund development and management, legal, personnel. The General Presbyter and Business Administrator shall serve ex officio.

The Nominating Committee

Roles & Responsibilities:

1. Present to the floor of Presbytery for election, nominations for:
 - a. Officers of presbytery
 - b. Members of standing committees and members at-large of subcommittees
 - c. Commissioners and Youth Advisory Delegates to Synod and General Assembly, according to guidelines established by the committee and approved by Presbytery.
 - d. Members of the Permanent Judicial Commission
2. Consult with the chair of the Committee on Representation (G-11.0302).

Chair: Elder Bob Porter (phone: 330-832-0584)

Meeting Date & Time: The second Tuesday each month at 10am

Membership: Three ministers, three lay women, three laymen, one of whom shall be elected Chairperson by presbytery, and the Person on Representation who shall be ex-officio, with vote. They shall be broadly representative of the member churches of presbytery and shall not serve for more than six years. The Chairperson and members shall be nominated by Presbytery Council and elected by Presbytery.

Permanent Judicial Commission

Roles & Responsibilities:

The Book of Order D-5.0000 specifies the requirement that presbyteries establish Permanent Judicial Commissions, the nature of their composition and the nature of their general operation. The Permanent Judicial Commission (PJC) functions as the court of the Presbytery to determine certain ³matters of controversy² (see G-1.0400) that arise within it. These matters are of two types: remedial or disciplinary.

In remedial cases, the issue is to correct ³irregularities or delinquencies by governing bodies² (see D-2.0101a, D-2.0202 and D-6.0000). In disciplinary cases, a church officer (ministers of Word and Sacrament, elders, deacons) may be censured for an offense (see D-2.0101b, D-2.0203 and D-10.0000).

Chair: Vacant

Meeting date and time: The PJC is likely to meet rarely. However, when it does meet to consider and act on a case, its members may meet for several hours daily for several consecutive days.

Membership: The Permanent Judicial Commission consists of nine members, clergy and elders in numbers as nearly equal as possible, who serve a term of six years (and are ineligible to be elected again to the PJC until four years have elapsed) in three classes (with no more than half the members in one class), all of whom retire in even numbered years. Former members may be asked to return to service if needed for a quorum for a trial.

Application

Name _____

Address _____

Phone _____

E-mail _____

Home Church _____

Pastor _____

Ordained as Elder / Deacon (circle one)

Year Ordained _____

Please use additional sheets as necessary. An electronic version of this form is available online at www.MVPJourneyingwithJesus.org

Resume

Ministry/Role: _____ Past Present
Responsibilities: _____

What I liked/enjoyed about it: _____

What I disliked/did not enjoy: _____

When I was part of this ministry, I felt: _____

Ministry/Role: _____ Past Present
Responsibilities: _____

What I liked/enjoyed about it: _____

What I disliked/did not enjoy: _____

When I was part of this ministry, I felt: _____

Ministry/Role: _____ Past Present
Responsibilities: _____

What I liked/enjoyed about it: _____

What I disliked/did not enjoy: _____

When I was part of this ministry, I felt: _____

Special Training and/or Other Professional Experience _____

Reference

_____ is undergoing a process of discerning his/her call to ministry. Part of that process is to ask other Christians their perspective on his/her gifts and abilities. Your completion of this form will greatly assist in this quest.

Please consider each question carefully, and answer it truthfully. All questions are designed for a positive response, so you may feel comfortable sharing this information.

When completed, please send this sheet to Pastor Debbie Rundlett (Muskingum Valley Presbytery, 109 Stonecreek Rd. NW, New Philadelphia, Ohio, 44663) - an envelope has been provided for your use. Please note: A copy of your response will be given to the person who gave you this form. Please type or print your answers clearly.

Thank you very much for assisting this person in his/her discernment process.

1. What do you consider to be this person's best personality traits?

2. What do you consider this person's natural talents?

3. What spiritual gifts have you observed this person using?
(Please see the accompanying definitions if not sure.)

4. What have you observed about this person in a ministry or service role?

5. What areas of ministry do you think would be fulfilling for this person?

Your Name (please print) _____

Comments:

Spiritual Gifts Definitions

ADMINISTRATION. This special ability to understand clearly the immediate and long-range goals of a particular unit of the Body of Christ, and to devise and execute effective plans for the accomplishment of those goals.

CRAFTSMANSHIP. The special ability to use your hands, and mind to further the Kingdom of God through artistic, creative means. People with this gift may also serve as leaders for others in forming their abilities in this area. The gift may also be used in the areas of maintenance, care, and upkeep for the benefit and beautification of God's Kingdom here on earth.

EVANGELISM. The special ability to share the Gospel with unbelievers in such a way that men and women become disciples of Jesus and responsible members of the Body of Christ.

FAITH. The special ability to discern with extraordinary confidence the will and purposes of God for his work.

GIVING. The special ability to contribute material resources to the work of God with great joy, eagerness, and liberality.

HEALING. The special ability to serve as human intermediaries through whom it pleases God to cure illness and restore health apart from the use of natural means.

HELPS. The special ability to invest one's talents in the life and ministry of other members of the church, thus enabling the persons helped to increase their effectiveness in the use of their gifts.

HOSPITALITY. The special ability to provide an open house and warm welcome to those in need of food and lodging; to care for those not in the immediate family with joy and effectiveness.

INTERCESSION. The special ability to pray for extended periods of time on a regular basis, and also to see frequent and specific answers to one's prayers to a degree much greater than a fellow Christian who does not have this gift.

KNOWLEDGE. The special ability to discover, accumulate, analyze, and clarify information and ideas that are pertinent to the growth and well-being of the church; OR to receive information about a person, circumstances, etc. directly from God (not through natural means) so that it may be shared for the edification of members of the Body.

LEADERSHIP. The special ability to set goals in accordance with God's purpose for the future, and to communicate these goals to others in such a way that they voluntarily and harmoniously work together to accomplish these goals for the glory of God.

MERCY. The special ability to feel genuine concern and compassion for individuals who suffer distressing physical, mental, or emotional problems, and to translate that compassion into cheerfully-done deeds which reflect Christ's love and alleviate their suffering.

MISSIONARY. The special ability to minister whatever other spiritual gifts they have in a second culture.

MUSIC. The special ability to use one's voice or play an instrument to the praise of God and for the benefit of others.

SERVICE. The special ability to identify the unmet needs involved in a task related to God's work, and to make use of available resources to meet those needs and help accomplish the desired goals.

TEACHING. The special ability to communicate information relevant to the health and ministry of the church and its members in such a way that they will learn and be edified.

WISDOM. The special ability to receive insight into how given knowledge may best be applied to specific needs arising in the Body of Christ.

WRITING. The special ability to formulate thought and ideas into meaningful written forms so that the reader will find courage.