

Presbytery of Eastern Virginia

COMMITTEE ON MINISTRY



January 2003

**GUIDELINES for MINISTRY and WORK
of
VACANCY Sub-Committee**

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**Presbytery of Eastern Virginia
COMMITTEE ON MINISTRY**

**Guidelines for Ministry and Work of
Vacancy Sub-Committee**

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PURPOSE

The intent of this document is to provide the Vacancy Sub-Committee (Hereafter referred to as Vacancy Committee) personnel with quick and simple guidelines for the ministry and work of its members. Committee members often become liaison to churches without prior experience in the role of vacancy and must gain the experience needed only by on-the-job training. Thus, the main body of this document will offer a brief overview of the work of the liaison from the time of the first interaction with the vacant church until a pastoral call has been completed. The specific details associated with each step of this work is collected in the cited references and attachments.

I. ROLE OF A LIAISON TO CHURCH IN TRANSITION

The Vacancy Committee appoints one of its members to serve as liaison as soon as it is determined that a church will be seeking a pastor or an associate pastor. The liaison becomes the spokesperson for the Committee on Ministry (COM) during the subsequent search process and provides any and all necessary guidance to the church. Thus, the liaison should be party to any initial visit with representatives from the church in order to establish this “single voice” point of contact. When the appointed liaison is no longer a member of COM a new liaison must be appointed as soon as possible to ensure continuity.

The degree of guidance required of the liaison will vary considerably from church to church. Some church laity will be very familiar with the work of COM and the search process, while others may have no idea what is required. In the latter case, the liaison may need to meet often with church representatives especially after the Pastor Nominating Committee (PNC) is elected. Even so, once the responsibilities of the congregation, Session, and PNC are understood the liaison may need no more than a monthly contact (usually by telephone) to assume a smooth search process. It is the responsibility of the PNC, through study and prayer, to understand the mission and particular needs of its congregation and to fill those needs as the Lord guides them. In most cases, the liaison should step back and let the Spirit lead.

Attachment I-A, Guidelines for Seeking a Pastor or Associate Pastor, Part I, provides a checklist for the liaison and Vacancy Committee. It will do well for a liaison to read this material carefully and refer to it again at each phase of the search process. Attachment I-B, Vacancy Process Check List should be kept by the liaison and filled in as each event is conducted. When the search process is completed, this form should be filed in the Church’s folder at the Presbyterian Center.

II. EXIT INTERVIEWS

It is the practice of the Vacancy Committee to conduct separate interviews with the exiting pastor and with the Session. The primary purpose of these interviews is to be as helpful as possible to both the departing pastor and to the church they are leaving. The interviews should provide valuable insight into the nature of the congregation (strengths, weaknesses, expectations, etc.) that will help to sensitize the Session and the liaison for special care during the transition period. The exit interview with the pastor should occur shortly before departure and with the Session after departure. The liaison should invite another member of the Vacancy Committee to assist in the interviews. Ideally, the team will be an elder and a minister. The General Presbyter may also be invited to attend. After the interviews, the liaison prepares a written summary of findings to be kept on file in the Presbytery Office.

When contacting the pastor to set up the interview be sure to include the spouse in the invitation. Likewise, the Session may wish to invite others in addition to the active Elders. Sample questions for use at these interviews are listed in Attachment II-A for pastors moving and II-B for pastors retiring. A copy of Attachment II-C, Ethical Responsibilities of Pastor and Congregation should be given the pastor and Session and discussed at these interviews. Attachment I-D, Guidelines for Seeking a Pastor or Associate Pastor, Part II, provides guidelines for the Session. Attachment II-E, Exit Interview with the Session, provides sample questions to the interview. Attachment II-F, Process Chart, provides an excellent visual example of both the duties and order of duties of all involved parties - the congregation, Session, PNC, and Presbytery. Attachments II-D and II-F should be given to and discussed with the Session prior to the Exit Interview if convenient.

III. MISSION STUDY

It is the practice of the Presbytery of Eastern Virginia (PEVA) to require churches to conduct a Mission Study after a pastor leaves and prior to electing a PNC (see Attachment III-A). It is strongly recommended that churches use the Healthy Congregations Workshop in the conduct of their mission study. Attachment III-A, Mission Study, outlines the study workshop. This study is required for all types of Calls including that of a Designated Pastor and may be waived by COM only if a similar study was conducted within the prior two years. The study should involve as many of the congregation as possible since it is important, particularly at this time, for the total congregation to understand and concur with the ministry and work of the church. Members of the Presbytery are available and trained to facilitate these studies. Once the study is completed, the Session submits a summary Mission Statement to the COM, requesting authorization to proceed to elect a PNC. A sample Mission Statement is at Attachment III-B. If the Mission Study is waived, the Session need only submit their Mission Statement to COM.

IV. CHURCH LEADERSHIP DURING VACANCY

It is the responsibility of the Session to set the direction of pulpit supply during the vacancy period. The pulpit supply can range from a **Designated Pastor**, an **Interim Pastor**, a **Stated Supply**, or an **Occasional Supply**. The **Designated Pastor** position is a Call and must be approved by COM for a term of not less than two years nor more than four years to be elected by the congregation. In a sense, the Session becomes the Search Committee when calling a Designated Pastor. An **Interim Pastor** is selected by the Session and approved by COM for a period not to exceed twelve months at a time, while the church is seeking a pastor. It is highly recommended by COM that an Intentional Interim Pastor be appointed for the vacancy period to maintain a sense of continuity of ministry. 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 that 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. It is the responsibility of COM to appoint a Moderator of the Session. In most instances, the Interim or Stated Supply pastor will serve as the moderator. Agreement forms for Designated, Interim, and Stated Supply Pastors are provided as Attachments IV-A, IV-B, and IV-C respectively. In some cases a Session may choose to use an **Occasional Supply** during a vacancy but this is discouraged by COM. A list of occasional supply ministers is maintained by the Presbytery Office and is on the web-site..

V. INTERACTION WITH PASTOR NOMINATING COMMITTEE (PNC)

The liaison will attend the first meeting of the PNC. The purpose of this orientation meeting is to review the search process and to address numerous questions the PNC members will have. The liaison needs to take care at this meeting not to confuse the PNC with too much detail, but to provide a brief and general overview. An orientation book prepared by the Office of the General Assembly (OGA), On Calling a Pastor provides instruction as well as other tidbits of information for the PNC. The liaison may want to include other material as they deem warranted. The liaison will also provide the Church Leadership Connection login and password to the PNC Chair and Clerk of Session (COS). The Church Information Form (CIF) can be downloaded from the web site and will eventually be entered into this program.

Specific instructions to the PNC should include the importance of confidentiality throughout the search process. Ensure that the PNC is aware of the need for a line in the budget for expenses during the search process. Also, inform the PNC of the Synod's Face-to-Face meetings and encourage participation. The PNC should be

requested to provide a status report to the congregation, perhaps quarterly, and on a monthly basis to the liaison. Attachment V-B, Guidelines for Sabbatical Leave, should be discussed with the PNC.

Sabbatical leave is strongly encouraged by PEVA and COM and provisions should be included in the Terms of Call.

Finally, as noted in the first section of this document, once the PNC is clear on its responsibilities the liaison should step back and let the Spirit lead. Only on rare occasions should the liaison be a participant at subsequent PNC meetings, but rather should work behind the scenes with the PNC chairperson to assure an orderly and rewarding search process.

VI. THE CHURCH INFORMATION FORM (CIF)

The responsibility of developing the CIF rests with the PNC. The Mission Study and the Healthy Church Workshop should have generated much of the information needed for the CIF. Since the CIF is the church's resume, it is important that it be informative and easy to read.

It is desirable, but not always possible, for the liaison to offer editorial comments on the completed CIF prior to the PNC submitting it to the Session. In any event, if it becomes necessary, the liaison is the PNC advocate at the Vacancy Committee review meeting and should be prepared to attest to the accuracy of the CIF at that time. The Vacancy Committee then seeks COM approval of the CIF with comments as needed. Upon approval of the CIF by COM, the CIF is entered into the system at the OGA to begin the matching process. The COS and COM must attest to the approval of the CIF using their login and password. Once this has been completed, the General Presbyter will begin the matching process and Personal Information Forms (PIF) will be forthcoming.

VII. BACKGROUND CHECK/REFERENCING

Since the minister is a member of the Presbytery and not the local church it is the responsibility of the Presbytery to examine and approve all ministers called to this presbytery. When the PNC is about ready for “serious conversation” with a candidate the PNC should request, through its liaison, that the General Presbyter conduct a background (executive) check as a preliminary step in the examination process. If the check is satisfactory the PNC will be given authority to proceed with serious discussions and a possible call.

VIII. NEUTRAL PULPIT

As a general rule, an executive check is completed prior to the PNC hearing the candidate deliver a sermon in person. However, many PNC prefer to witness a sermon before a check is conducted. The latter approach is acceptable, but the PNC must refrain from any further discussion with the candidate, especially regarding Terms of Call, until a background check by the General Presbyter has been completed. This is necessary to avoid any possible embarrassment of the PNC and the presbytery as well as the candidate.

When monetarily convenient, the PNC should visit the candidate's home church to hear a sermon. Otherwise a neutral pulpit site within our Presbytery may be arranged. **In NO case should the candidate be asked to preach in the church of the PNC.** A neutral pulpit should be arranged by the PNC since both ministers involved will need details the PNC can provide. If necessary, the liaison can recommend possible neutral pulpit sites as well as names and phone numbers of host ministers to the PNC. The calling church should pay expenses.

IX. TERMS OF CALL, COVENANT, AND EXAMINATION

Once the PNC has reached a decision on their next pastor (should be an unanimous decision), the terms of agreement need to be drawn up. Attachments IX-A and IX-B are examples of Terms of Call and Covenant respectively. Attachments IX-C and IX-D provide guidelines for completing the Terms of Call and Covenant. These documents are generated by the PNC and mutually acceptable by both parties. Both documents should be reviewed with the Session for general concurrence and support. These documents are then submitted to the liaison for subsequent evaluation by the Vacancy Committee and COM approval. Again, the liaison should encourage the PNC to consider including sabbatical leave in the Terms of Call (see Attachment V-B). Attachments IX-E and IX-F relate to the Congregational Meeting for calling a pastor.

The liaison should make sure the Examinations Committee receives the minister candidate's Statement of Faith, Biographical Sketch, and PIF at least ten days prior to the examination.

X. OTHER DUTIES OF THE VACANCY COMMITTEE

In addition to responsibilities of the liaison and Vacancy Committee as enumerated in prior sections of this manual, the Vacancy Committee has other general duties (through not all inclusive) as follows:

1. Maintain a current and accurate list of ministers available for Interim, Stated Supply, and Occasional Supply Pastors with help from the Presbytery Staff.
2. Review and recommend, for approval by COM, all Interim and Stated Supply agreements.
3. Update Interim and Stated Supply agreements on an annual basis as needed.
4. Recommend for approval by COM, appointment of moderators of sessions as needed.
5. Conduct orientation for PNCs attending Face-to-Face.
6. Support Face-to-Face Workshop.
7. Perform any other duties or assignments as may be requested by COM.

XI. REFERENCES

1. Book of Order, The Constitution of the Presbyterian Church (U.S.A.), Part II
1. Committee on Ministry Advisory Handbook, Produced by the Office of Vocation, A Shared Ministry of the General Assembly Council and the Office of the General Assembly, Presbyterian Church (U.S.A.)
3. On Calling a Pastor, A Manual for Churches Seeking Pastors, Churchwide Personnel Services
4. Guidelines for Fair Compensation for Ministers, CLPs and Certified Christian Educators, Presbytery of Eastern Virginia (updated annually)

GUIDELINES FOR SEEKING A PASTOR OR ASSOCIATE PASTOR

Part I – For Vacancies Sub-Committee of Committee on Ministry

These guidelines are prepared to give direction and necessary procedures that are to be followed in seeking pastors or associate pastors for congregations within the Presbytery of Eastern Virginia. All three parts are for the Vacancies Sub-Committee of the Committee on Ministry (COM) and will form the basis for training the COM in this task each year when new members are elected to it. Part II is applicable for Sessions of congregations that are seeking a pastor or associate pastor. Part III is applicable for the Pastor Nominating Committee (PNC).

A. Procedure when a vacancy occurs

1. The Presbytery Office is to be asked to send the paper **PROCEDURE WHEN A MINISTER PLANS TO RESIGN AS PASTOR OR ASSOCIATE PASTOR**.
2. The chair of COM will notify the Chair of Vacancies of the impending vacancy.
3. In the case of a pastor or associate pastor, plans will be made and person(s) delegated to go to the Morning Worship Service the Sunday following the last Sunday the minister is in the pulpit to **DECLARE THE POSITION VACANT**.
4. The Vacancy Committee, through its liaison person, will see that an exit interview is conducted with the pastor and the session. A written report will be given to the sub-committee.
5. The COM will appoint a moderator of the session (if there is no pastor) in consultation with the session and the suggested appointee. The Chair of Vacancy Committee will notify the appointee and the Clerk of Session immediately exchanging address and phone numbers of the clerk and appointee.
6. Only after the position has been declared vacant, the exit interviews completed, and a Mission Statement approved by COM, may the Session of a local congregation begin the selection of a PNC.

B. Procedure when a PNC is to be established

1. The Vacancy Committee, through its liaison person, will seek to meet with the session to go over session guidelines and give advice on the make-up of the PNC.
2. Once the congregation has elected the PNC, the liaison will meet with the PNC to explain the process for seeking a pastor and offer any help that is needed. The PNC will complete a CIF, have it approved by the session, signed by the clerk and sent to the liaison.
3. The liaison will pick up the necessary materials for meeting with the session and PNC from the Presbytery Office. This material includes:
 - a. To meet with the session
 - (1) Guidelines for Session (Part II of this paper)
 - (2) Guidelines for Securing an Interim Pastor
 - (3) Guidelines for a Temporary Supply
 - (4) Guidelines for Ministerial Ethics
 - (5) Current Pulpit Supply List
 - (6) Chart “When a Congregation is Seeking a Pastor”
 - b. To meet with the PNC
 - (1) Guidelines and Outline for a PNC (Part III of this paper and chart)
 - (2) Church Information Form (CIF) and instructions
 - (3) Covenant Form and Guidelines for Writing a Covenant
 - (4) Ministerial Compensation Booklet (latest edition)

- (5) Pastoral Call and Instructions for Completion of the Pastoral Call Form, including guidelines for Moving to the Field
- (6) Guidelines for PNC Using a Neutral Pulpit
- (7) Procedure for a Congregational Meeting to Call a Pastor or Associate
- (8) Random Tips for PNCs
- (9) Form for Presenting and Prosecuting a Call before Presbytery

Note: Following the orientation meeting with the PNC, the liaison shall give the name, address and telephone number of the PNC Chair to the Administrative Secretary at Presbytery.

C. Upon completion of the Church Information Form (CIF)

1. The liaison will review and certify it as being a fair representation of the congregation, making sure it meets the minimums for compensation as established by the Presbytery. The Vacancy Committee shall then recommend its approval to the Committee on Ministry. The COM Chair will then sign the CIF.
2. Once the CIF has been approved, the COM will certify (see paragraph V).

D. Personal Information Form (PIF)

When the Call Referral Services (CRS) in Louisville, KY has received and processed the Church Information Forms (CIF) for a particular church and the General Presbyter has performed a matching process, a number of PIFs will be made available immediately to the PNC Chair through e-mail notification. These PIFs can then be downloaded.

A manual for church seeking pastors will be given to the PNC Chair and will explain the computerized process now being used by CRS. The liaison should get a status report each month from the PNC Chair prior to the COM meeting to keep the Vacancy Committee advised of the progress of the church in its search. It states clearly in the manual from OGA that **Presbytery clearance is required before serious conversation can take place.** The General Presbyter requires a hardcopy of the full PIF prior to conducting an Executive Check.

Serious conversation is defined as:

1. Bringing a minister or candidate into the presbytery for any type of consideration.
2. Talking with a minister about anything other than availability or openness to considering a move.
3. Talking with a minister about the possibility of becoming your pastor when you have gone to hear them preach. (NOTE: When interviewing seminary students at the Seminary or when participating in a Face-to-Face event, the committee will be permitted more freedom in their discussion. However, the committee is not free to make any commitments before receiving advice and clearance from COM.)

Any church wishing to engage in other than preliminary conversation with a **prospective minister** **MUST** request clearance for **serious conversation** from the Presbytery Office, through its liaison, prior to further conversation.

Executive checks cannot be done and clearance given unless there is a PIF for the individual on file in the Presbytery Office. **Before** bringing a candidate to the area to preach, the PNC must ask for a **neutral** pulpit and request clearance for serious conversation.

E. Processing the Call

1. **Prior** to the session calling a congregational meeting for the purpose of calling a pastor or associate pastor,
 - a. The nominee, whether a member of PEVA or not, must be satisfactorily examined by the Examinations Sub-committee. A written statement of faith must be submitted, along with a copy of the nominee's PIF

and Biographical Information, to include family and educational information, to the Examinations Committee Chair at least ten days before the examination.

b. COM must approve the Terms of Call and the Covenant.

2. The liaison will inform the PNC of the approval of the Terms of Call and Covenant, and will advise the PNC Chair to request a congregational meeting be called by the Session to present their nominee. Notice must be given to the entire congregation to include two consecutive Sundays. It is recommended that the election be by secret ballot. (*Book of Order* G-14.0532 and B-12 Procedure for a Congregational Meeting in PNC packet)

3. When the congregation has issued a call, the moderator and PNC chair will immediately contact the minister nominee by telephone to ascertain his/her willingness to accept the Call having heard the results of the vote by the congregation.

4. The PNC Chair will send to the Stated Clerk of Presbytery the following documents:

a. A signed copy of the Terms of Call signed by those elected by the congregation to process the call on their behalf and the moderator of the meeting.

b. The bottom portion of the B-41 form (Presenting and Prosecuting the Call before Presbytery) specifying in writing the names and addresses of those elected to Prosecute the Call before Presbytery on behalf of the church.

c. A copy of the completed Covenant.

5. When the congregation has issued a call, COM will present and prosecute the Call at the next Stated Meeting of Presbytery. Those elected by the congregation to process the call must attend that stated meeting.

F. Installation

The liaison should advise the PNC to clarify with the minister who will be responsible for expenses incurred with regard to his/her installation.

The documents required to Request to Appoint Commission to Ordain and Install along with suggestions for the service will be sent to the minister by the Stated Clerk following the issuance of a call by the congregation.

The liaison will continue to be in contact with the church until the six-month review has been completed.

VACANCY PROCESS CHECK LIST

Church _____ Position _____

Former Minister _____

Date of Vacancy (Resignation, Congregational Approval, etc.) _____

COM Liaison _____ Work Phone _____

Address: _____ Home Phone _____

PNC Chair: _____ Work Phone _____

Address: _____ Home Phone _____

	Date	By Whom
___ Exit Interview with Minister	_____	_____
___ Exit Interview with Session	_____	_____
___ Position Declared Vacant	_____	_____
___ Orientation with Session	_____	_____
___ Appointed Moderator of Session	_____	_____
___ Orientation with PNC	_____	_____
___ CIF Approved	_____	_____

Persons Approved for Serious Consideration

Name _____ Presbytery _____

___ Proposed Call: Terms & Covenant Approved _____

___ Examination Approved _____

___ Congregation Meeting to Extend Call _____

___ Copy of Call Received _____

___ Letter to Stated Clerk Requesting Dismission _____

___ Letter to Minister with Call/Installation _____

___ List of those to Prosecute Call _____

Comments: _____

EXIT INTERVIEW WITH THE PASTOR OR ASSOCIATE PASTOR WHO IS MOVING

Be punctual so the interview will begin at the agreed upon time.

Begin by assuring the pastor and spouse that your purpose is to be as helpful as possible, both to them and to the church (organization) they are preparing to leave.

Specific questions would include the following, but not limited to those stated:

1. What would you say has been your most enjoyable accomplishment while in this position?
2. What was the reaction of the congregation when you announced your plans to leave?
3. Each of us has expectations when we begin anything new. Can you compare what you recall of your expectations with reality?
4. If you were beginning now, is there anything you would change about your approach to this call?
5. Calls come in various ways. Some feel called away in greater degree than they feel called to a new place. How would you characterize the call to which you are responding?
6. Are there concerns present in this position that you hope the session will address before the next pastor is called?
7. As you know, we plan to share results of these interviews with the session. Are there messages you would like to send to the session? Do you want this to come directly from you, or indirectly from our impressions of our total interview process?
8. What do you anticipate your future relationship with this church to be?
9. To the spouse: Are there concerns or considerations you feel we have not covered? Would you have additional comments?

As this pastoral relationship began, certain expectations existed between you and this congregation. Now that you plan to leave, certain different expectations come into view. These are stated in the paper dealing with the ethics of the minister. You will want to familiarize yourself with this paper so you will understand the expectations of the local church and the presbytery regarding your future relationship with the congregation and presbytery.

EXIT INTERVIEW WITH PASTOR OR ASSOCIATE PASTOR WHO IS RETIRING

Our purpose in this interview is to learn how we may be supportive of you as you enter retirement. At the same time, we want to use your insight and wisdom in helping the session of the church you are leaving. Your experience is unique and we want to learn from that in planning for the future.

Ideas that are gathered from this interview, as well as the interviews with the session (and those invited by the Session), will be put in summary form and given to you and the session.

Confidentiality will be maintained by avoiding direct quotes, or even any indirect reference to individuals. Only ideas and concepts will be shared. If there are things you would like for us to communicate with the session with your name attached, we will consider that. If it seems appropriate, the Committee on Ministry will honor your request.

Our questions are not exhaustive. You may think of other concerns you will want to add as we go along.

1. What do you consider your most significant contribution to the life of this congregation during your pastorate?
2. Perhaps there are other accomplishments that have been satisfying but may not fall under the category of "significant." If so, would you share those with us?
3. Each pastor has some dreams as well as expectations when arriving at a new place of service. As you recall how you felt when you arrived, can you compare those feelings with what actually happened?
4. If you were beginning this pastorate now, would you approach any part of it in a different way than you did?
5. All of us dream of retirement for a variety of reasons. Now that you are standing on the threshold of this experience, what plans do you have, such as where you plan to live, do you plan to travel, are you available for supply preaching, and so on?
6. As you considered next steps, what can the presbytery provide to assist you in realizing your dreams?
7. Have you discussed with the session your mutual expectations about your future relationship with this, your former pastorate?
8. To the spouse: Are there things you would like to add, either in a general comment or a specific concern you feel needs more attention?

You may have already thought of various areas of concern that you want to address. The Committee on Ministry has prepared a paper on the ethics of the clergy with an appropriate part dealing with relationships with former pastorates. These are guidelines that will help you in making decisions about conducting funerals, weddings, and other forms of ministry.

The main concern all of us have is to honor current pastoral relationships.

ETHICAL RESPONSIBILITIES OF PASTOR AND CONGREGATION (When a Pulpit Becomes Vacant)

One of the most important relationships Christians have is that between parishioner and pastor. This relationship is comparable to a family one, especially when pastoral relationships are long and the bonds of affection run deep between a congregation and the pastor who has been with them during times of crisis and of joy. It is very difficult for church members to understand that the relationship must change significantly when a pastor accepts a call to serve elsewhere or retires and that they must share their faith journey with another pastor whom God has called to fill that role. It is also difficult for the departing pastor, and especially for the retiring pastor, who has devoted so much of his or her life to ministry. As retirement is a challenging transition for all working people, it is more so in a profession where work and identity are so closely bound.

The Book of Order makes the following statement: *Former pastors, associate pastors, and assistant 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.*

Nothing more really needs to be added. We all know, human nature being as it is, the following is needed to be directed by the Presbytery of Eastern Virginia through its Committee on Ministry:

TO THE SESSION OF THE CHURCH: The Session should read and/or distribute this paper to the congregation, urging them to “let go” of the former pastor. It is the session’s responsibility to use its discretion as to how best to help the congregation to make this transition.

TO THE CONGREGATION: Church members should not request or expect any pastoral functions from the former pastor. It is embarrassing for the former pastor and is not ethically proper for members of the congregation to make request of their former pastor. It is best for all concerned that the interim pastor and/or the newly installed pastor be the person to whom members of the congregation turn to for their pastoral needs.

TO THE DEPARTING PASTOR: Remember you are no longer the pastor and that you must abide by the Book of Order. Before you depart, advise the congregation of the change that is to take place in your relationship.

TO THE RETIRING PASTOR: Remember you are no longer the pastor and that you must abide by the Book of Order. Before you retire, advise the congregation of the change that is to take place in your relationship. If you continue to live in the same area, it is advisable for you and your spouse to refrain from attending regular worship for a period of time, even after the new pastor is installed.

TO THE STATED SUPPLY AND/OR THE INTERIM PASTOR: Remember the former pastor is a colleague in ministry, not a rival. You are present to help the congregation and the former pastor who remains in the community through this period of adjustment. Be sensitive to the situation and the needs of both parties.

TO THE NEW INSTALLED PASTOR: Remember that the former pastor is your colleague in ministry, not a rival, and you follow a person who meant much to this congregation and to whom the congregation meant much to her/him. Do not be overly sensitive to the congregation and their memories of this person. You will enhance your own chances of the love and respect that person had by the congregation by becoming that person’s friend, especially if that person remains in the community. If you should for some reason have a problem with this person’s presence, discuss it with her/him.

TO THE PASTORS OF PRESBYTERY: When a pastor retires and remains a member of the presbytery, you should reach out to this person and invite her/him and their spouse to worship in the church where you serve. That person can become a source of help for you!

TO THE PRESBYTERY: The Presbytery should be much more sensitive to assisting its retired pastors in making this transition in their life. The Nominating Committee should use these persons to serve on various committees. The Committee on Ministry should encourage these persons to pursue being Stated Supplies, Occasional Supplies and Interim Pastors. The Presbytery should officially recognize that the retired pastors meet for fellowship on a quarterly basis and should connect this group officially to the Care and Support Committee.

GUIDELINES FOR SEEKING A PASTOR OR ASSOCIATE PASTOR
Part II – Guidelines for the Session

- A. Call a congregational meeting to act on the request of the minister for Presbytery to dissolve the pastoral or associate pastoral relationship (G-14.0611). (An exit interview will be conducted with the pastor prior to departure.)
- B. Consult with Committee on Ministry (COM) to arrange an exit interview with the liaison when the minister has departed. Guidelines (G-11.0502f) for obtaining an Interim Pastor, Stated Supply, Occasional Supply, or Designated Pastor will be furnished along with a current Pulpit Supply List to the Chair of the Worship Committee.
- C. The Chair of the Worship Committee shall work directly with the COM liaison for assistance in arranging pulpit supply.
- D. Arrange for a Presbytery representative to preach, or one to be present, the first Sunday after the Pastor leaves, or shortly thereafter, to **“Declare the Position Vacant”**, and assure the congregation of the Presbytery’s ongoing support during the search process.
- E. Receive copies of **“Ethical Responsibilities of Pastor and Congregation”** and distribute to the congregation.
- F. If the Session decides not to obtain a Designated, Interim or Stated Supply Pastor, make arrangements to have COM appoint a Moderator for the Session. The moderator should be compensated in accordance with Presbytery guidelines.
- G. Arrange for a **Mission Study** and **Healthy Church Workshop** to be conducted involving the Congregation and summarize the study with a written **Mission Statement**. Check with your liaison for available consultants with special skills to assist in this area.
- H. Submit your Mission Statement, along with a request for permission to elect a Pastor Nominating Committee (PNC) to your liaison. This will be acted on at the next COM meeting following receipt of the request provided sufficient time was allowed for necessary action.
- I. As soon as the PNC is elected, call your liaison and set up an **orientation meeting** for the PNC.
- J. In consultation with the PNC Chair, ensure a line is inserted in the Operating Budget to cover PNC expenses.
- K. The **Church Information Form (CIF)** is presented to the Session, by the PNC Chair, for approval and signature of the Clerk of Session prior to forwarding to the COM for its approval.
- L. When the PNC has a person to place in nomination for the vacancy, arrangements will be made with the Examinations Committee for the candidate to be examined. The examination, terms of call, and the covenant must all be approved by the COM prior to the Session calling a congregational meeting. Public notice shall be given on two successive Sundays for the congregational meeting (G-14.0532).
- M. A minister of the Presbytery of Eastern Virginia, or a Moderator approved by the Presbytery to moderate the session, must serve as Moderator of the Congregational Meeting. The vote should be by ballot.
- N. The form **Presenting and Prosecuting a Congregation’s Call to a Minister or Candidate** must be completed and sent to the Presbytery Office, along with the Call and Covenant Forms, as soon as possible after the election.
- O. The Moderator of the meeting should telephone the nominee and report the result of the vote.

**EXIT INTERVIEW WITH THE SESSION
AND THOSE INVITED BY THE SESSION TO PARTICIPATE**

Our concern in this process is to learn from the pastoral relationship that is now drawing to a close. Your opinions are important in this entire process. It is our intention to communicate with the departing pastor and the session, informing all what we have learned, and making any appropriate suggestions for the future.

Confidentiality will be maintained. If you request some item to be communicated with your name attached, that will be done. Otherwise, no names will be used in the summary report.

The questions below are not exhaustive. You may think of other concerns you will want to add as we go along.

1. As you know your congregation, what positive contributions has your pastor made during this pastoral relationship?
2. Do you feel your pastor has unique strengths that need to be noted?
3. From your perspective, have you seen growth in your pastor over the years of this pastorate?
4. From your perspective, are there specific weaknesses you see in your pastor that you feel can be strengthened?
5. As you know your congregation, do you feel there are areas of concern that the session needs to address before a new pastor is called? (You may feel more comfortable with putting your comments in writing. If this is true, you may send them by mail to my address that is: _____.)
6. What personal hopes and dreams do you have for this church?
7. Are there any specific messages you would like to send to the pastor? If so, do you want your name used, or simply share impressions with the pastor from our total interview process?

You are aware of the responsibility of the session in the governance of the local church. The Committee on Ministry is prepared to give you whatever assistance you feel you need. At an appropriate time, the session will want to discuss steps necessary in obtaining preachers, either on a Sunday-to-Sunday basis, or an interim who would do more than just be here on Sunday.

Your liaison on the Committee on Ministry is _____ who will be able to help you through this process.

MISSION STUDY

Transitions are never easy. The Committee on Ministry of the Presbytery of Eastern Virginia is aware that your congregation is now facing a time of transition. The Committee on Ministry is that arm of the presbytery that is responsible for assisting congregations during times of change.

Transitions can offer a congregation a great opportunity to grow in God's grace and understanding. The temptation is for a congregation to want to find a new pastor quickly. We hope you will find the right pastor God intends for you in God's good time.

In response to a strong recommendation from Presbyterian Referral Services, the Presbytery of Eastern Virginia requires that each congregation engage in a Mission Study prior to electing a Pastor Nominating Committee. It is strongly recommended that a Healthy Church Workshop be conducted from which the Mission Statement may be developed. This should be conducted after your current pastor has left his/her current position.

A Mission Study may at first seem to be unnecessary hindrance to getting on with calling a new pastor, but we are convinced that it is anything but a hindrance. Such a Mission Study has the distinct advantage of allowing congregations to evaluate where they have been, where they are now, and where God is leading them. It is research gathered from such a study that will later be incorporated in the Church Information Form.

When your Mission Study is completed, please send a written summary (see Attachment III-B) of it to your liaison along with a written request for permission to elect a Pastor Nominating Committee.

The Committee on Ministry wishes you God's blessing during this time of transition and trusts that as relationships are changing, God's loving support for you and your church is not.

**WHEN A CONGREGATION IS SEEKING A PASTOR OR ASSOCIATE PASTOR
PROCESS CHART**

CONGREGATION	SESSION	PASTOR NOMINATING COMMITTEE (PNC)	COM/LIAISON
<p>3. Elects PNC</p> <hr/> <p>CONTINUED INVOLVEMENT IN PROGRAM & MINISTRY</p> <hr/> <p>16. Issues Call & approves Terms & Covenant</p> <p>18. Minister installed at congregational worship service</p>	<p>1. Meets w/ reps of COM re: Interim, makeup of PNC, moderator of Session, Healthy Church Workshop/Mission Study</p> <p>2. Calls congregational meeting to elect PNC</p> <p>5. Gives input for CIF</p> <ul style="list-style-type: none"> - pastoral - compensation range - appropriates funds for PNC <p>6. Approves CIF</p> <hr/> <p>INTERIM WORK OF CONGREGATION</p> <ul style="list-style-type: none"> - arranges pulpit supply - maintains program & ministry <hr/> <p>15. Meets w/PNC</p> <ul style="list-style-type: none"> - approves covenant - calls Congregational meeting <p>18. Helps w/installation</p> <p>19. With PNC & minister evaluates covenant</p>	<p>4. Meets w/COM for orientation</p> <p>5. Works on CIF</p> <p>8. Receives PIFs</p> <ul style="list-style-type: none"> - sorts, evaluates, prioritizes for consideration - fulfills EEO requirement <p>9. Asks COM for advice & preliminary approval</p> <ul style="list-style-type: none"> - contact on availability - hear preach - informal talk - checks references <p>10. Asks COM for advice & final approve</p> <ul style="list-style-type: none"> - visit on site - interview (serious) - negotiates one at a time <p>11. When both positive</p> <ul style="list-style-type: none"> - negotiates covenant - negotiates terms <p>12. Checks w/COM</p> <p>13. Assists person to Examinations Committee</p> <p>15. Meets w/Session</p> <p>18. Helps w/installation</p> <p>19. With Session & minister evaluates covenant, etc.</p>	<p>1. Meets w/Session, Appoints Moderator</p> <p>4. Meets w/PNC</p> <p>7. Approves CIF</p> <p>9. Checks on person's PIF, etc., & gives preliminary approval</p> <p>10. Checks PIF & contacts person's presbytery (approval for serious talk)</p> <p>12. Checks terms & covenant w/PNC</p> <p>13. Examinations Committee examines candidate</p> <p>14. Approves Call & recommends to Presbytery</p> <p>17. Presbytery approves Call & appoints Installation Commission</p> <p>18. Installs minister</p>

MISSION STATEMENT

The Mission of the _____ Presbyterian Church can be expressed in three important concepts that define who we are and what we are about.

WE ARE A WORSHIPPING COMMUNITY OF BELIEVERS. In worship, we seek to deepen our spiritual relationship to God and attend to the spiritual development of members, being sensitive to the needs of the congregation. We live out our faith as we join with others in prayer, praise and proclamation of the Gospel. We express our love of Christ and others when we involve ourselves in experiences of shared faith and expressions of joy and adoration. We acknowledge the presence of God expressed in Jesus Christ as we celebrate the Sacraments of Holy Communion and Baptism. We draw close to Christ and one another as we reflect on and keep alive the message of Holy Scripture in ways that allow us to understand how God's Word speaks to us today. Because we believe in the universality of the Gospel, we seek to involve all people from the community in the worship of our church.

WE ARE A WITNESSING COMMUNITY. We believe God calls us to witness to his grace and redemption in both word and deed. We not only proclaim God's saving grace but we seek to demonstrate this action as we work both individually and corporately for justice and sense of well being for all people. We witness to the community of which we are a part, together with other churches, in service to those in need. Witnessing to the faith also involves knowing what we believe and how we learn and grow. We seek to do this through education in Christian faith at all levels. Christians who know what they believe are better equipped to give expression to that belief in the world where they live.

WE ARE A WELCOMING COMMUNITY. Believing that Jesus Christ is Head of the Church and that He called all people to faith, we seek to welcome and involve all people in the life of faith and hope. We are inclusive in our welcome and seek to extend the grace of Christ to all who desire to be a part of our community. We believe that shared leadership strengthens us both individually and collectively, therefore, we seek through the governing bodies, committees and other organizations to involve people in the life and work of the church.

We are committed to being vital participants in the Presbyterian Church USA. We pledge our spiritual and financial support to our local church, Presbytery, Synod, and General Assembly.

CALL TO DESIGNATED PASTOR

The _____ Presbyterian Church (U.S.A.) of _____ Virginia, belonging to the Presbytery of Eastern Virginia (PIN 150/190) 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,

to undertake the office of **DESIGNATED PASTOR** of this congregation, effective _____, promising you in the discharge of your duty all proper support, encouragement and allegiance in the Lord.

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

- 1. a. Cash Salary of \$_____ annually, of which \$_____ is designated for housing, utilities, furnishings and appurtenances.
b. Free use of a manse.
c. Utilities for manse provided (except personal long distance phone calls).
2. A salary supplement equal to _____% of Social Security Self-employment tax.
3. Paid vacation of _____weeks/month.
4. Reimbursement of Professional Expenses for Automobile Expenses, Books, Continuing Education and other Professional Expenses of up to \$_____when substantiated to the Church Treasurer or person designated by the Session.
5. Annual Study leave with pay of _____weeks.
6. Moving Expenses to the field.
7. Regular payment in advance to the board responsible for benefits a sum equal to that requisite percent of your salary which may be fixed by the General Assembly of the Presbyterian Church (U.S.A.) for participation in the Benefits Plan of the Presbyterian Church (U.S.A.), including both pension and medical coverage, or any successor plan approved by the General Assembly, during the time of your being and continuing in the pastoral relationship set forth in this call to this church.
8. We further promise and obligate ourselves to annually review these Terms of Call and the Covenant with an evaluation of the mutual achievement of mission goals by minister and session as to their adequacy with serious consideration given to the current adjusted median family income.
9. In addition, we promise to provide:

In testimony whereof, we have subscribed our names this _____ day of _____ A.D. _____

1. *****

The Pastor Nominating Committee has provided for consideration of candidates without regard to race, ethnic origin, sex, marital status, age or disabilities. (Book of Order, G-14.0532)

_____ Yes _____ No

Having moderated the congregational meeting, which extended this call for ministerial services, I do certify that the call has been made in all respects according to rules of the *Book of Order*, and that the persons who signed the call were authorized to do so.

Signed: _____, Moderator of the Meeting Date: _____

1. *****

Being convinced of the leading of God's Spirit, I am ready to undertake the responsibilities stated in this call.

Signed: _____ Date: _____

1. *****

APPROVAL OF COMMITTEE ON MINISTRY OF CALLING PRESBYTERY

The Committee on Ministry of the Presbytery of Eastern Virginia, having determined that it is for the good of the church, approves this call to: _____

COM Chairperson: _____ Date: _____

1. *****

APPROVAL OF MINISTER'S/CANDIDATE'S PRESBYTERY

The Presbytery of _____ has approved this call and has granted permission to _____ to transfer to the Presbytery of Eastern Virginia.

_____, Stated Clerk Date: _____

1. *****

APPROVAL OF CALLING PRESBYTERY

The Presbytery of Eastern Virginia, having determined that it is for the good of the whole church, has found in order this call to _____.

_____, Stated Clerk Date: _____

PRESBYTERY OF EASTERN VIRGINIA

GUIDELINES FOR INTENTIONAL INTERIM MINISTRY

Introduction. The Presbytery of Eastern Virginia (PEVA) supports Intentional Interim ministry within the church. We believe that well-trained Intentional Interim pastors enhance the ministry of our congregations. Intentional Interim ministry is an intentional ministry. It has purpose and recognizable features which distinguishes it from other ministry.

Training. We believe that training for Intentional Interim ministry work is essential. Consequently, we require Intentional Interims to have completed, as a minimum, Level 1 training. Level 1 training, which focuses on willingness to pursue Intentional Interim ministry, should be followed with the Level 2 training.

Presbytery. We require Intentional Interim Pastors serving in PEVA to become members of the Presbytery. We believe that membership in the presbytery where the ministry is taking place serves both the presbytery and the Intentional Interim Pastor, as well. We require all Intentional Interim Pastors to be examined by the Examination Sub- Committee of the Committee on Ministry and approved by the COM.

Relationship with COM. The key contact with the COM is through the COM liaison, and the General and Associate Presbyters. The Intentional Interim Pastor shall meet regularly with the General Presbyter and the Associate Presbyter, ordinarily at the monthly meeting of the Intentional Interim Pastors. The intentional Intentional Interim Pastor will provide a written report to the COM liaison and General and Associate Presbyters every three months. At the end of the first six months there is to be a mutual evaluation of the Intentional Interim Pastor and the session of the church being served, with the COM liaison and the General or Associate Presbyters present. At the one-year mark, the Intentional Interim Pastor shall attend a COM meeting to dialogue with the committee on the progress of the Intentional Interim. A written final report is also required. An exit interview shall also be conducted. .

Terms of Call. Intentional Interim Pastors within the presbytery ordinarily will be paid on the basis of the terms of call of the previous pastor. Some flexibility and negotiation will be allowed, but in no case will the Intentional Interim Pastor be paid below the fair salary guidelines of the presbytery. Part-time Intentional Interim Pastors should be compensated on the basis of the percentage of time relative to the terms of call for a full-time position. A covenant between the Intentional Interim Pastor and the Session of the church being served must be agreed to and approved by the COM.

Reminder: An Intentional Interim Pastor cannot begin work within the Presbytery without the approval of the COM.

Definition of terms: An Intentional Interim Pastor is defined as that person called by the Session to serve as pastor between installed pastors. During this period a church must be actively searching for an installed pastor. An Intentional Interim Pastor is elected for a term of one year with the possibility of this contract being renewed for an additional six months. In an extreme situation when an additional second six months may be needed, the session must formally make this request to the COM. In no instance can an Intentional Interim Pastor relationship last longer than 24 months.

Other possibilities for pastoral services are: stated supply, temporary supply, and occasional supply. These are used when there is no active Pastor Nominating Committee. Under no circumstances shall an Intentional Interim Pastor be eligible to serve as an installed pastor.

Contracts: In the COM's manual there is a contract titled "Intentional Interim Pastor Covenant." This shall be used in all cases and shall be followed by the Session and the Intentional Interim Pastor. There are other suggested contracts for other types of ministry .

Installation Service: There shall be an installation service for the Intentional Interim Pastor conducted by the Session. Ordinarily either the General or the Associate Presbyter, and the COM liaison, or another representative from the COM should be involved in this service.

Forms: An "Intentional Interim Pastor quarterly report to COM" form is available in the COM's manual.

Approval: The Committee on Ministry approved these revised guidelines on March 6, 2007.

Sample Covenant With An Intentional Interim Pastor

This Covenant between the Session of _____ (Name of Church, Town), _____ (Interim Pastor), and the Presbytery of Eastern Virginia's Committee on Ministry, is for the purpose of providing intentional interim pastoral services.

The relationship shall begin _____ (date) and continue until _____ (no more than 12 months).

GOALS:

Both the Intentional Interim Pastor and the Session are to work with the congregation on the five "developmental tasks" of interim ministry, so that the congregation will:

1. Come to terms with its history,
2. Discover a new congregational identity,
3. Implement shifts in lay leadership and changes in congregational power structures, if needed,
4. Rethink and renew denominational linkages,
5. Prepare for new pastoral leadership and the future.

RESPONSIBILITIES:

The Intentional Interim Pastor will:

- Provide spiritual and administrative leadership for the congregation.
- Lead worship and administer the sacraments.
- Officiate at weddings and funerals.
- Provide pastoral care for the congregation.
- Serve as moderator of the session.
- Serve as head of staff.
- Assist boards and committees in their ministry.
- Train newly elected officers and assist in preparing persons for membership.
- Serve as primary facilitator for the session/transition committee-led congregation mission study.
- Assist in the preparation of the Church Information Form as requested.
- Participate in the monthly meeting of the Presbytery's Intentional Interim pastors.
- Attend Presbytery meetings.

The Intentional Interim Pastor will not be involved in the work of the Pastor Nominating Committee beyond providing opportunities for it to communicate with the session and congregation about its progress and to provide, in consultation with the COM liaison, general information on the PCUSA call process.

The Session, in addition to its responsibilities in the Book of Order, will:

- Support and advise the Intentional Interim Pastor as they together lead the congregation through the five developmental tasks
- Pray for the Intentional Interim Pastor, remembering that change often triggers anxiety, resistance, and opposition

The Committee on Ministry will appoint a liaison, who will:

- Have a monthly conversation/contact with the Intentional Interim Pastor
- Be present, along with the General or Associate Presbyter, at the six month evaluation and the exit interviews
- Provide training for the PNC
- Assist in conflict resolution
- Deal promptly if any interference from former staff members occur

The General or Associate Presbyter will:

- Moderate the monthly meeting of the Presbytery’s Intentional Interim Pastors
- Provide pastoral care and professional advice to the Intentional Interim Pastor

COMPENSATION:

The compensation for this agreement shall be that in TERMS OF CALL below:

Salary\$_____ (year/month)

Housing\$_____ (year/month)

Pension and Medical Benefits.....Full

Reimbursement of Ministry Expenses including

Automobile.....\$_____per mile
(reimbursed as used, at current IRS rate)

Professional.....\$_____
(reimbursed as used)

Continuing Education\$_____
(reimbursed as used) 1 week every six months

Other (dental insurance, retirement savings, etc.) \$ _____

Vacation1 week per quarter

Moving ExpensesNegotiable

TRANSITION:

This relationship may be dissolved with the concurrence of the Presbytery through its COM with thirty (30) days notice by either the Intentional Interim Pastor or the Session.

The approval of a call by the COM to a pastor-candidate shall constitute notice

It is usually preferable for the Intentional Interim Pastor to leave at least one month prior to the arrival of the newly called Pastor.

Signature of the Intentional Interim Pastor.....Date.....

Signature of the Clerk of the Session.....Date.....

Signature of the COM LiaisonDate.....

Signature of the
General or Associate PresbyterDate.....

4. Matters the Interim feels COM should be aware of (such as organizational, procedural, or personnel issues in the congregation; openness to a woman, racial ethnic or older pastor, or personal concerns of the Interim Pastor):

5. Date of last contact

Session contact with COM liaison or Presbytery Staff: _____

Interim Pastor contact with COM liaison or Presbytery Staff: _____

6. Other comments:

7. Process tasks of the Interim [Strictly optional; may be done face-to-face with liaison]:

a. *“Joining the system.”*

b. *Analyzing the system.”*

c. *“Connecting with the denomination.”*

d. *“Focusing responsibility.”*

e. *“Exiting and Evaluating.”*

S-A-M-P-L-E**EVALUATION****PHASE 1 OF THE TRANSITION PERIOD OF _____ CHURCH****(Date)****BACKGROUND:**

We, as a congregation have been in transition for __ months. The pastor left in June. _____ has been with us since July 15. In August the session adopted a process that is designed to help this congregation take advantage of this time to assess where we are, clarify our mission and goals, and stimulate increased participation of members in the church's mission. The assessment has been done. A Vision Statement is in process of being drafted by a team of elders, deacons, and members of the Pastor Nominating Committee. The Pastor Nominating Committee is doing the preparatory work necessary to begin consideration candidates for our next minister. As soon as the session tests the draft of a Vision Statement with the congregation then adopts one, we'll be ready to enlist members in the work of the church. You'll be hearing about this in the coming weeks. We ask you to prayerfully consider where your gifts can best be used in the life of work of _____ Presbyterian Church.

The purpose of this communication is to receive your evaluations of our congregational life and of _____'s ministry with us. _____ requests this as part of his/her contract in order to provide him/her with information as to how he can best serve this church. Your session requests this a way of helping it more accurately assess where we are and what we need to focus on as your leaders.

Please complete this form and return it to the church as soon as possible. You can return it through the mail, box in narthex, or drop it by the church office. After these come in, we will be meeting with a member of the Presbytery's Committee on Ministry to discuss the implications for our life as a congregation and the type of pastoral leadership we need in the future.

I. IMPACT OF THIS INTERIM PERIOD ON THIS CONGREGATION

- A. Has this congregation experienced changes in the past 6 months? Please list specifics.
- B. How do you feel about these changes and their impact on this congregation?
- C. What have you learned that should be considered in selecting the next installed pastor?

II. YOUR PERCEPTIONS OF _____'s MINISTRY**A. WORSHIP**

1. What has gone well in worship during his/her leadership?

2. Where does he/she need improvement in the area of worship?

B. PREACHING

1. How would you characterize his/her preaching? (circle one) helpful so-so not helpful
2. How could he/she improve?
3. I wish he/she would preach sermons on the following topics:

C. PASTORAL CARE

1. He/she has been accessible in times of need. (circle one) yes no uncertain
2. He/she could improve as a pastor if he/she would...

D. ADMINISTRATION

1. Degree of helpfulness in moving through this transition into the future. (circle one)
very little moderately helpful effective
2. General Administration of the congregation (circle one)
poor adequate very good
3. Areas of administration needing attention:

E. TEACHING

1. Amount of teaching he/she does (circle one)
adequate inadequate
2. Effectiveness as a teacher (circle one)
ineffective communicator okay, but could be better stimulating teacher
3. Subjects I wish he/she would lead us in studying....

F. CONFLICT

1. Degree to which he/she appears to accept conflict as integral to our personal, social, Christian reality...

appears surprised and frightened

not sure

encourages openness about differences

2. Response to persons who disagree with him/her

negative and alienating

passive and unsure

sensitive and fair

III. Please use this space for any other messages you want to send to _____, the Session, or the Pastor Nominating Committee.

STATED SUPPLY AGREEMENT

The Session of _____ Presbyterian Church of _____, Virginia, requests the Presbytery of Eastern Virginia to appoint _____ as Stated Supply of this congregation to begin _____ and to end on _____. We are satisfied with his/her qualifications and trust that his/her ministry in the Gospel will be to our spiritual benefit. This agreement is made with the privilege for re-negotiation by the Session and Stated Supply on terms of compensation and time of service, with review by the Committee on Ministry. The agreement will be evaluated every three months by the Session and Stated Supply to be sure that it is working to the satisfaction of all. It is understood that any extension of time for this agreement must be approved by the Committee on Ministry and Presbytery and it is further understood that despite the stated ending date, the agreement will terminate upon the arrival of a new pastor and that it may also terminate with 30 days written notice by either the Session or the Stated Supply.

The following duties will be expected of the Stated Supply:

_____	Units_____
_____	Units_____
_____	Units_____
_____	Units_____
_____	Units_____
_____	Units_____
_____	Units_____
(Use back for additional duties)	
	TOTAL UNITS _____

The session requests that the MINISTER be appointed Moderator of Session ___yes ___no

On behalf of the congregation we promise to support and encourage the minister in the performance of your duties, including the following compensation:

- Annual Salary \$_____ (in regular _____ payments)
- Housing arrangements _____
(If part of salary is to be for housing, give dollar amount designated for housing, utilities, furnishings and appurtenances).
- Reimbursement of automobile expenses at the rate of _____ per mile or _____
- Pensions Dues _____ Social Security Supplement _____ Moving Expenses _____
- Vacation Leave _____ Other provisions _____
- Date _____ Clerk of Session _____

This is to certify that I have received and accepted this agreement to be Stated Supply pastor.

Date: _____ Stated Supply: _____

The above agreement has been reviewed and approved by the Committee on Ministry of the Presbytery of Eastern Virginia.

Date: _____ Committee on Ministry Chair: _____

GUIDELINES FOR SEEKING A PASTOR OR ASSOCIATE PASTOR
Part III – Guidelines for the Pastor Nominating Committee (PNC)

A. Upon election of a PNC by the congregation seeking a pastor or an associate pastor:

1. Seek a meeting with the Committee on Ministry (COM) liaison as soon as possible before any actions are taken, except the possible election of a chair and secretary.
2. Utilizing input from the congregation, if appropriate, and the Session, develop material necessary for the Church Information Form (CIF) as it relates to statistics for the church and key pastoral activities for the minister being sought. The CIF can be downloaded from the Internet once the login and password have been assigned. The PNC will complete this form, obtain Session approval, and the signature of the Clerk of Session before it is forwarded to the COM liaison.
3. Establish a budget line for the committee in coordination with the Session.
4. Receive from the Session the range of the terms of call ensuring Presbytery minimums are met.
5. Receive and keep the following guidelines before you:
 - a. Remember that your work is **confidential**. As a committee of the congregation, you officially report only to the congregation and the COM. Therefore, do not report to individuals or groups inside or outside the congregation on your activities. Keep the congregation informed of your progress, but maintain strict confidentiality of the names being considered and the committee's discussions and conclusions. It is also wise to keep the Session informed of your progress. When you are ready to make a nomination, it is appropriate to share information about the person with the Session. Whether to give the actual name to the session is discretionary with the PNC.
 - b. Always work in consultation with COM and never independent of it.
 - c. Work on reaching a consensus of the committee concerning the minister to be nominated (that the person will be all right with all members of the committee) before placing the name before the congregation. However, it is to be understood that one person should not exercise undue sway over the entire committee. In the case of an associate pastor, it is essential that the pastor be in full agreement with the person to be nominated.

B. Upon completion of the CHURCH INFORMATION FORM (CIF):

1. Send a copy to your liaison that will review it and certify it as being a fair representation of the congregation, making sure it meets the minimums for compensation as established by the Presbytery. The Vacancies Sub-Committee shall then recommend its approval to the COM. The Chair, COM will sign the approved CIF.
2. Once approved and attested by the Clerk of Session and COM it will be entered into the system using their assigned login and password.

C. PERSONAL INFORMATION FORM (PIF):

1. PIF will be made available to the PNC Chair through e-mail once the CIF has been processed by the Office of the General Assembly and the matching process has been done by the General Presbyter,.
2. Self-referrals will also go directly to the PNC Chair from individual ministers seeking a change. If interested, a copy of these PIF should be forwarded to the presbytery office by the PNC Chair for use in the Executive Check.
3. The PNC may receive suggested names from members of the congregation. These PIFs can be requested from the Church Referral Services.

D. When you have selected three or four possible prospects from the PIF:

1. Call to make sure the prospect is still available. Ask for audio or videotapes of sermons and/or go to hear the prospective minister preach.
2. Ask your liaison to obtain preliminary clearance to pursue conversation with the prospect.

3. Check references.
4. A surprise visit to the minister's church is in order, but be sure to check that the prospective minister is preaching that Sunday.
 - a. Be as unobtrusive as possible – don't announce that you are a PNC.
 - b. Note your feelings about the entire service, not just the sermon, Remember, don't judge suitability on one sermon alone.
5. When you are ready for **Serious Conversation** with a particular prospective minister, ask for Presbytery clearance before you proceed further.
6. When you receive clearance for **Serious Conversation** from Presbytery, you may invite the prospective minister and their family to the area.
 - a. **DO NOT INVITE THE PROSPECTIVE MINISTER TO PREACH IN YOUR CHURCH!**

It is possible to arrange for a neutral pulpit somewhere in the presbytery. Your liaison will help to arrange this with help from the Presbytery Office.

NOTE: The PNC is responsible to pay travel costs, accommodation expenses and honorarium for preaching in a neutral pulpit.

b. Give them a tour of your church, community, city, area schools, etc. **DO NOT HIDE PROBLEMS! All ministers know there are bound to be problems; be honest and turn them into challenges.**

c. Seriously discuss the goals of your church and your expectations of the pastor or associate, and listen to their expectations.

1. As a committee decide whether or not to issue a call to the prospect.
 - a. If you, as a committee, are interested in proceeding with the prospective minister, be clear of the Terms of Call. Negotiate the terms, as well as the Covenant, listing specific goals, expectations, and responsibilities for the work of the minister, the session, and the congregation.
 - b. If you, as a committee, decide **NOT** to proceed further, be sure to communicate this to the minister in a **kind** and **timely** manner.

Then repeat the process beginning with Step D-1 for the next prospect you have selected.

E. SERIOUS CONVERSATION

Serious conversation is defined as:

1. Bringing a minister or candidate to this presbytery for any type of conversation.
2. Talking to a minister about anything other than availability or willingness to move.
3. Talking with a minister about the possibility of becoming your pastor when you have gone to hear him/her preach.

NOTE: When interviewing seminary students at the seminary or when participating in a Face-to-Face event, the committee will be permitted more freedom in their discussions, but are not free to make any commitments before receiving advice and clearance from the COM.

F. READY TO NOMINATE

1. When you are ready to nominate a minister for a Call:
 - a. Ascertain that the minister will accept the Terms of Call and Covenant if they are extended.
 - b. Seek advice and guidance from your liaison.
2. Through your liaison, request COM to:
 - a. Approve the Terms of Call and Covenant.
 - b. Examine the person to be called.
3. Send to the Chair of the Examinations Committee:
 - a. A one-page copy of the minister's Statement of Faith.
 - b. A one-page biographical statement to include family and educational background.

c. A copy of the minister's PIF.

(The above to be in-hand at least ten days prior to the examination date.)

d. A member of the PNC should accompany the examinee to the examination, but will not be present during the examination.

e. Your liaison will notify you of the results of the examination. If the way be clear, the liaison will then advise you to meet with your Session to inform them of your nominee and ask them to call a congregational meeting.

NOTE: Remember, the congregation is responsible for paying the nominee's expenses to the presbytery examination, unless already a member of presbytery.

4. When all is clear, request the Session to call a congregational meeting to hear and act on your report. It is also wise to inform the Session of the nominee's background, experience, family, etc. It is also wise to share the Terms of Call and Covenant so that the Session will be informed about this in preparation for the congregational meeting.

5. Type the Call and Covenant on the approved form. (NOTE: You should have received this material at your orientation meeting.) Again, be sure it complies with Presbytery's minimum terms of call.

6. Prepare and give your report to the congregation during the meeting, sharing with them briefly the background of your search. (NOTE: Refer to Presbytery's PROCEDURE FOR A CONGREGATIONAL MEETING, also included in your orientation packet.)

G. When the Congregation has voted positively on the call:

1. Be sure the persons chosen by the congregation to present and prosecute the Call sign a copy of the Terms of Call and the Moderator of the congregational meeting has also signed the Call. Additional copies may be made on a copier machine.

2. At least one signed copy of the Terms of Call and Covenant will be sent to the Stated Clerk at the Presbytery Office.

3. The moderator shall inform the minister immediately following the congregational meeting (G-14.0505) of the outcome.

4. Complete the form PRESENTING AND PROSECUTING A CONGREGATION'S CALL TO A MINISTER OR CANDIDATE BEFORE THE PRESBYTERY and return to the Presbytery Office.

5. Assist the person called and the presbytery in all necessary relocation processes.

6. Encourage members of your congregation to attend the meeting of Presbytery when the person is to be examined and received.

7. Continue your work by assisting in any way necessary with the installation of the person.

8. Discuss installation expenses (e.g., out-of-town participants, who pays for what, etc.), petition Session for funds in advance, if appropriate or necessary.

9. Remain as a committee to assist in at least the initial evaluation of the Covenant by minister and Session.

10. Following all of this, it is recommended that the PNC remain in place for a further six months until an evaluation has been completed.

TIPS ON READING PERSONAL INFORMATION FORMS

I. Establishing a Basis of Judgment

- Decide on Criteria
- Each PIF read by at least 2 members who rank according to criteria: if both think it a “bomb” - discard

II. Some Items to Consider in Arriving at Criteria:

A. Items of Objectivity

- Experience
- Compatibility with congregation’s ranking Pastoral Activities
- Writing style: how is it written and what is communicated by the style of writing?
- Interplay between theology and life? Does it appear that the person has internalized the faith more than just recounting what has been read?
- What is the person’s view of the church?
- What do you learn about this person as a person from the PIF?

B. Items of Subjectivity

- Would you like a two-hour conversation with this person on the basis of what is said in the PIF? What would you like to talk about?
- How do the comments on leadership style and skills for ministry fit with the congregation’s experience and expectations?
- Did anything make you uneasy as you read? If so, what?
- Did anything cause you to pause and reflect, “Mmm ... now, that’s interesting.... I’d like to hear more about that”? If so, what?

TIPS FOR LISTENING TO SERMONS

1. Spirit/Attitude

Does the preacher's attitude direct your attention to the preacher or to what is being communicated?

2. Use of the Bible

How clear is it that the Bible is the authority for what she says?

What about the balance and transitions between biblical and other material?

3. Witness to Faith

Does the preacher evidence a genuine personal faith, including struggle, or is it more of an intellectual, rhetorical exercise?

4. Relationship to "Everyday Life"

What evidence is in the sermon that the preacher is alive in today's world?

5. Reformed Tradition/Theology

What do you hear that points to our Reformed tradition?

6. Voice

Does his/her voice help or hinder him/her? quality? projection? audibility?

7. Organization

Did the preacher keep you focused on the direction the sermon was heading?

8. Balance: Intellectual Integrity – Emotional Appeal

What is the preacher's judgment of the congregation's ability to think?

Where were you "touched," "stirred" as you listened to this sermon?

9. Use of Illustrations

How were illustrations used? Too many, not enough, degree to which you saw the connection to biblical/theological matters?

10. Images

What could you see as you listened to this sermon?

11. Delivery

- a. Eye Contact: Were you comfortable with the amount of eye contact maintained with the congregation?
- b. Mannerisms: Were the gestures and body language appropriate to the point being made in the sermon?
- c. Written Text: Was the preacher sufficiently free from the written text so as to relate to the congregation?

12. Conclusion

After listening to the sermon, so what????

TIPS ON INTERVIEWING A CANDIDATE

Areas of Inquiry About Candidate

(What do you want to know?)

1. Merit

- sense of call/why in ministry
- education, especially continuing education
- what books/continued education experiences in the last 12 months

2. Suitability

(Does candidate's personal/ministerial style match that of the congregation?)

Some possible questions:

- Tell us who you are without talking about your work.
- What do you do when you don't have anything to do?
- Tell us about your family of origin.
- Introduce us to your immediate family.
- What do you do when you get angry? When others get angry at you?
- If ministry is second career... What do you bring from your first career into the ministry?
- What about the ministry "gets your juices flowing"?
- Tell us about your preaching. Preparation? Sources for topics? Lectionary?
- Say something about your work habits.
- How do you work with staff?
- Comment on highlights from her/his PIF: ask for elaboration/clarification.

3. Availability

- His/her criteria for the next place to live.
- Readiness to move?

GUIDELINES FOR SABBATICAL LEAVE For Ministers of the Word and Sacrament

1. DEFINITIONS.

Sabbatical Leave for ministers is a planned time of reflection and enrichment for ministry and mission.

Sabbatical leave follows precedents in the academic community and among a growing number of private sector groups. This “extended time” is qualitatively different from “vacation” or “days off.” It is an opportunity for the individual to strategically disengage from regular and normal tasks so that ministry and mission may be viewed from a new perspective as a result of a planned time of focus.

Sabbatical Leave is an extension of the Biblical concept of a Sabbath day and a Sabbath year for renewal. It is both an act of faith that God will sustain us through a period of reflection and changed activity and an occasion for recovery and renewal of vital energies.

Sabbatical Leave is recommended during the seventh year for all full-time ministers serving the Presbytery of Eastern Virginia, who have served in their present position for six continuous years. The recommended length of the Sabbatical Leave is three months. Accrued vacation and study leave may be attached to the Sabbatical Leave or used separate from the Sabbatical Leave. It is further recommended that this Sabbatical Leave be built into the Call Process. Upon completion of the Sabbatical Leave, the incumbent minister would normally continue serving the same congregation/agency for a period of at least four times the length of the Sabbatical Leave. In addition, Sabbatical Leave may be limited to one staff person per year in multiple staff situations.

2. FUNDING

The employing church or hiring agency is expected to continue the minister’s salary/housing allowance, pension/major medical benefits, and at its discretion, part or all professional expenses at the same level as those in effect at the time of the Sabbatical Leave.

The employing church or agency should provide for interim supply services during the period of the Sabbatical Leave.

3. ELIGIBLE PROGRAM ACTIVITY AND JUDICATORY REVIEW

To be eligible for a Sabbatical Leave, the minister is expected to present, in writing, to the church or other hiring agency for their approval, a program of activity for the Sabbatical Leave six months prior to the proposed beginning of the Sabbatical Leave. This program should include a detailed description of the plan, and the goals to be achieved, together with a personal statement as to why this Sabbatical Leave would be valuable for both the minister and the church/hiring agency.

Upon approval by the church or hiring agency to the Sabbatical Leave, the program shall be forward by the minister to the Committee on Ministry (COM) for their review and recommendation. Included in this plan should be arrangements for interim supply services during the period of the Sabbatical Leave.

At the completion of the Sabbatical Leave, the minister should present to the next regular meeting of the church or hiring agency* a written report of activities and findings. The minister shall forward this report to the COM immediately following the meeting when it is presented.

* For ministers serving a congregation, the Session and the COM are the appropriate bodies involved.

* For non-parish ministers, the final judicatory review of both the requested program and its written report upon completion lies with the agency or committee that supervises the minister. The COM serves to advise those groups as to the consistency of such Sabbatical Leaves with others. Further, the COM is charged with the overall oversight of all Ministers of the Word and Sacrament and thus needs to be aware of the nature and results of all Sabbatical Leaves.

**PASTORAL CALL
(For Pastor or Associate Pastor)**

The _____ Presbyterian Church (U.S.A.) of _____ Virginia, belonging to the Presbytery of Eastern Virginia (PIN 150/190) 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,

_____ to undertake the office of (Pastor/Associate Pastor) of this congregation, effective _____, promising you in the discharge of your duty all proper support, encouragement and allegiance in the Lord.

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

1. a. Cash Salary of \$_____ annually, of which \$_____ is designated for housing, utilities, furnishings and appurtenances.
- b. Free use of a manse.
- c. Utilities for manse provided (except personal long distance phone calls).
2. A salary supplement equal to _____% of Social Security Self-employment tax.
3. Paid vacation of _____weeks/month.
4. Reimbursement of Professional Expenses for Automobile Expenses, Books, Continuing Education and other Professional Expenses of up to \$_____when substantiated to the Church Treasurer or person designated by the Session.
5. Annual Study leave with pay of _____weeks (accumulating up to ___ weeks).
6. Sabbatical Leave in accordance with established Presbytery policy.
7. Moving Expenses to the field.
8. Regular payment in advance to the board responsible for benefits a sum equal to that requisite percent of your salary which may be fixed by the General Assembly of the Presbyterian Church (U.S.A.) for participation in the Benefits Plan of the Presbyterian Church (U.S.A.), including both pension and medical coverage, or any successor plan approved by the General Assembly, during the time of your being and continuing in the pastoral relationship set forth in this call to this church.
9. We further promise and obligate ourselves to annually review these Terms of Call and the Covenant with an evaluation of the mutual achievement of mission goals by minister and session as to their adequacy with serious consideration given to the current adjusted median family income.
10. In addition, we promise to provide:

In testimony whereof, we have subscribed our names this _____ day of _____ A.D. _____

The Pastor Nominating Committee has provided for consideration of candidates without regard to race, ethnic origin, sex, marital status, age or disabilities. (*Book of Order*, ~~G-14.0502b~~, G-14.0532)

_____ Yes _____ No

Having moderated the congregational meeting, which extended this call for ministerial services, I do certify that the call has been made in all respects according to rules of the *Book of Order*, and that the persons who signed the call were authorized to do so.

Signed: _____, Moderator of the Meeting Date: _____

Being convinced of the leading of God's Spirit, I am ready to undertake the responsibilities stated in this call.

Signed: _____ Date: _____

APPROVAL OF COMMITTEE ON MINISTRY OF CALLING PRESBYTERY

The Committee on Ministry of the Presbytery of Eastern Virginia, having determined that it is for the good of the church, approves this call to: _____

COM Chairperson: _____, Date: _____

APPROVAL OF MINISTER'S/CANDIDATE'S PRESBYTERY

The Presbytery of _____ has approved this call and has granted permission to _____ to transfer to the Presbytery of Eastern Virginia.

_____, Stated Clerk Date: _____

APPROVAL OF CALLING PRESBYTERY

The Presbytery of Eastern Virginia, having determined that it is for the good of the whole church, has found in order this call to _____.

_____, Stated Clerk Date: _____

S-A-M-P-L-E

THE COVENANT

The _____ Presbyterian Church of _____ Norfolk, Virginia of the Presbytery of Eastern Virginia accompanies its call as Pastor/Associate Pastor to:

with the following covenant of our support and encouragement as we seek together to serve the Lord and His world. The specific goals, expectations and responsibilities for the work of the Pastor/Associate Pastor and of the congregation are as follows:

WORSHIP is most important to the life of the church.

The Pastor/Associate Pastor, the Session and the Worship Committee, shall seek to develop a rich worship life for the congregations. He/She shall be expected to deliver no less than ____ sermons per year and to assist in all other worship services such as weddings, funerals and special services.

The officers and congregation shall support the worship life of the church through faithful attendance and constructive commentary on the sermons and the elements of worship.

The **CHILDREN AND YOUTH** are an integral part of the church.

The Pastor/Associate Pastor shall develop new and expand existing programs into a vibrant and meaningful ministry for children and youth. He/She will assist in the enlistment and development of trained lay leadership. He/She will encourage children and youth participation throughout the organizational structure of the church.

The officers and congregation shall assist and volunteer to serve as teachers and leaders of these age groups, and will encourage the participation of their daughters and sons in the life of the church.

CHRISTIAN NURTURE through the Church School and homes of the congregation is vital to the life of the congregation.

The Pastor/Associate Pastor, assisted by the Christian Nurture Committee and the Church School Superintendent, will work to strengthen and educational program of the church by training, supporting and seeking to motivate teachers, by encouraging faithful attendance and involvement of children, parents and other adults of all ages, and by teaching classes in which she has particular expertise.

The officers and congregation shall assist and volunteer to serve in all of the nurturing programs developed by the Pastor/Associate Pastor and the Session.

The Pastor, Session, and the congregation will support informal Bible studies.

PASTORAL CARE of the congregation is important in the church's expression of God's love to others.

The Pastor/Associate Pastor, in conjunction with the church officers, shall develop a program of visiting in the homes of the congregation and shall visit and provide counsel and support for the bereaved, sick, shut-ins, elderly and those with special problems and needs.

The Pastor/Associate Pastor, church officers and congregations shall welcome the Pastor/Associate Pastor into their homes, will make known to the church office the names of those needing special concern, and will assist in whatever way they can.

REACHING OUT TO THE UNCHURCHED is the mission of the church.

The Pastor/Associate Pastor shall work to reach those without a church home, to follow-up those who visit our church and to reclaim the inactive of our church family.

The officers and congregation will call to the attention of their pastors the names of visitors and perspective members and will assist in developing a warm and friendly atmosphere at all church functions.

The **PROFESSIONAL STAFF** of the church provides leadership for the people of God.

The Pastor/Associate Pastor shall work with the Choir Director/Organist, the Administrative Assistant, the Pre-Kindergarten Director and the Sexton in developing a harmonious working relationship by participating in regular staff meetings, by maintaining regular office hours and through open channels of communication.

The officers and congregation will assist in this endeavor by providing adequate office space and equipment, by providing secretarial assistance, and by recognizing the need for one day away from the church office each week.

RESPONSIBILITIES BEYOND THE LIFE OF THE LOCAL CONGREGATION expected of the Pastor/Associate Pastor.

The Pastor/Associate Pastor shall be expected to participate in the work of the governing bodies of the denomination and in civic endeavors of the community as she desires.

The officers and congregation recognize the importance of a minister's involvement in duties to the church universal and to the community as a whole and will make available time for their pursuit.

The officers and congregation accords the Pastor/Associate Pastor their love and support as he/she lives and works among us. We shall support financially and spiritually the work and worship of our church and actively participate in its mission.

Both the Covenant and the performance of the Pastor/Associate Pastor will be evaluated at the end of six months by the Pastor/Associate Pastor, the Session, and the Pastor Nominating Committee. Subsequently, each year the Pastor/Associate Pastor, the congregation, and the Session shall participate in an annual review and evaluation of the missions and goals of the church, formulate a plan for the coming year, and revise the covenant as necessary.

Pastor

PNC Chairperson

INSTRUCTIONS FOR COMPLETION OF THE PASTORAL CALL FORM

General. You will receive two copies of the Pastoral Call Form for your use in completing the official call in its final form. One copy is to be completed and returned for presbytery use and the other is for your files.

The Pastoral Call Form

First Section: – Fill in the official name of the church and the name of the city or post office serving the church and the state, the full name of the minister, the office (pastor, associate pastor), and the effective date when the minister will begin serving the church.

Second Section (Terms of Call):

1. Salary

a. If no Manse or Utilities are to be furnished

(1) Fill in line 1a with the Cash Salary (which includes all allowances for housing and utilities, etc.) NOTE: Be sure to check that it meets minimum requirements. Following the words “annually, of which \$” enter the amount of the Salary designated for housing, utilities, furnishings, and appurtenances. This amount should be an actual dollar figure but normally at least 40% of the Cash Salary.

(2) Cross out item 1b.

b. If a Manse is furnished but no Utilities are provided

(1) Fill in line 1a with the Cash Salary (which is to include all allowances for utilities, etc.). NOTE: Be sure to check that it meets minimum requirements. Following the words “annually, of which \$” enter the amount of the Salary designated for utilities, furnishings, and appurtenances. This amount should be an actual dollar figure but equal to at least 25% of the Cash Salary. Cross out the word “housing” in line 1a.

(2) Leave line 1b as it is and cross out line 1c.

c. If a Manse and its Utilities are furnished

(1) Fill in line 1a with the Cash Salary. NOTE: Be sure to check that it meets minimum requirements. Following the words “annually, of which \$” enter the amount of the Salary designated for furnishings, and appurtenances. This amount should be an actual dollar figure but equal to at least 15% of the Cash Salary. Cross out the words “housing, utilities” in line 1a.

(2) Leave lines 1b and 1c as they are printed.

2. The Salary Supplement needs to have the % of Social Security Tax to be paid by the church filled in – either 50% or 100%. NOTE: Do not enter the dollar amount.

3. Paid Vacation – enter the amount of time in weeks or on a monthly basis. Cross out the word not used.

4. Reimbursement of Professional Expenses – enter the dollar amount on an annual basis.

5. Annual Study Leave – The recommend minimum is two weeks per year accumulating up to three years (six weeks).

6. Should be left in unless minister lives in the area in which he or she will serve.

7. Leave in.

8. Leave in.

9. Add any other terms or provisions. If there are no other terms or provisions leave blank or cross out.

Third Section: Fill in the date of the congregational meeting and have all persons who are chosen by the congregation at the meeting sign the call.

Bottom of front page – The pastor nominating committee will have indicated that they have complied with G-14.0532) of the *Book of Order*.

REVERSE SIDE:

Fourth Section: Following the congregational meeting, the Moderator of the meeting is to sign and date.

Fifth Section – Minister being called will sign when available.

THIS COMPLETES YOUR WORK ON THE CALL FORM.

The Covenant – The Presbytery of Eastern Virginia’s Committee on Ministry expects that a Covenant will accompany your Pastoral Call. Please refer to the “Guidelines for Writing Covenants” for developing the Covenant and having it approved by the minister, the session, and the congregation at the same time as the call is extended. The final Covenant as approved by all parties should be submitted to Presbytery with the official call.

Follow-up

1. Prior to the congregational meeting, be sure you have followed all steps in the paper, “Procedure for a Congregational Meeting to Call a Pastor or an Associate Pastor.”

2. Follow III, Following Congregational Meeting, of the above procedure and send the Call, Covenant, and names and addresses of those elected by the congregation to prosecute the call before Presbytery (B-41) to the **Stated Clerk, Presbytery of Eastern Virginia, 801 Loudoun Avenue, Portsmouth, Virginia 23707-3216.**

GUIDELINES FOR WRITING COVENANTS

A. Elements that go into Writing Covenants

1. The mission statement/goals of the congregation, particularly as developed on the Church Information Form (CIF).
2. The position description as developed in the CIF.
3. The expectations of the minister as outlined in the Personal Information Form (PIF).
4. Summary of conversations held during the “serious negotiations” period of what is expected to be done.

B. Types and Duration of Covenants

1. Beginning Covenant – This covenant may be used to describe goals and working relationships for the first six months to a year.
 - a. An important element in this type of Covenant is to state when it will be evaluated (six months, nine months, one year) and who will be the parties to the evaluation. It is suggested that these parties should include the pastor, session, and pastor nominating committee (PNC).
 - b. Under the goals/expectations statement should be listed some specific things that can be done, or at least adequately begun, prior to the evaluation.
 - c. The reason for developing a beginning covenant is to have an agreement that is a part of the start-up and allow for extensive revisions after a period when pastor and congregation are better able to write a long-term covenant.
2. Long-Term Covenant – This may be developed at the time the call is issued or after the initial evaluation of the Beginning Covenant.
 - a. This Covenant should be seen as developing the direction of the pastor and congregation for two to three years.
 - b. It should state when and who will be involved in the evaluation. Each year an evaluation should be made as a part of the Annual Review of the Terms of Call and Covenant and revisions made as appropriate. Every three years, an extensive review and evaluation of the Covenant should be made with the opportunity for major revisions or re-writing.

C. Style and Format

1. Brevity and conciseness is very import. The Covenant should be able to be completed on one to two pages single-spaced.
2. For each Covenant Statement, there should be a goal or direction statement stating where the church should be in the future as a result of the activities to be undertaken and following that, some specific activities on part of congregation and session to achieve these.

D. Process

1. Develop, revise as necessary, the elements mentioned in A above as far as the congregation is concerned.
2. When you are at the point of serious visitation looking toward the probability that a call might be issued, ask the minister to bring to your meeting with him/her expectations, hopes, and concerns to be considered in a covenant.
3. Keep careful notes during the interview on those areas of program and mission that are agreed upon by the PNC and minister during the negotiation period.
4. Using above material, the PNC drafts a proposed Covenant and sends it to the minister.
5. The minister reviews, edits, rewrites, etc., and returns it to the PNC. If major changes are called for, a conference call between minister and PNC representatives should be held to iron these out.
6. At appropriate time, submit the Covenant to the session for approval. If major disagreements occur, rework as in D.5 above.
7. Present Covenant to the congregation at the time the call is to be extended.
8. Attach approved Covenant to call and send to the Presbytery.

**PROCEDURE FOR A CONGREGATIONAL MEETING
TO CALL A PASTOR OR AN ASSOCIATE PASTOR**

I. Prior to the meeting

A. The Pastor Nominating Committee (PNC) meets with the session.

1. Shares the Covenant that it has developed and which has been approved by the person to be called.
2. The session goes over Covenant and approves it. If session feels there should be a change, it should recommend the change to the PNC. The change must be approved by the PNC as well as by the person to be called.
3. The PNC shares the terms of call with the session to be sure they agree that it is fair and manageable.
4. The PNC requests the session to call a congregational meeting in accordance with G-14.0502 “to hear and act on its report.”

B. The session will act to:

1. Call a congregational meeting.
2. Be sure that public notice of the time, place and purpose of the meeting is given on at least two successive Sundays. It can meet on the second Sunday. (G-14.0532)

II. The Congregational Meeting (G-14.0532)

A. The moderator of the congregational meeting shall be

1. The pastor (if any)
2. The moderator of the session as appointed by Presbytery
3. If neither can serve, then they shall invite, with the concurrence of the session, another minister of the Presbytery to preside. (G-7.0306)

B. The Clerk of Session shall serve as secretary of the congregational meeting. If unable to serve, a secretary shall be elected by the congregation.

C. The vote should be by ballot. Sufficient paper ballots will be on hand to distribute to members of the congregation at the meeting. It is wise to have several session members ready to distribute and collect ballots from the congregation.

D. Typical Agenda

1. Call to Order – Moderator
2. Election of secretary (if necessary)
3. Determination of a Quorum (See G-7.0305)
4. Presentation of Report of Nominating Committee – Chair
 - a. Background of research
 - b. Personal information about person to be nominated
 - c. Terms of Call
 - d. Covenant
5. Constitutional Questions – “Are you ready to proceed to the election of a pastor (associate pastor)?”
6. Distribution of paper ballots to congregation members.
7. The vote on the ballot will be in response to the question, “Shall the congregation, under the will of God, call _____ (name of nominee) _____ to be its pastor (associate pastor) according to the Terms of Call presented?”

8. Collection of ballots and counting them (The count should be done by one session member and the Chair of the Pastor (Associate Pastor) Nominating Committee
9. Announcement of the vote will be made by the Moderator. It takes a majority of those present and voting to elect.
10. Approval of the Covenant (Presbytery Minutes Oct.'91, page 108)
11. Election of representatives of the congregation to sign, present and prosecute the Call on behalf of the congregation (G-14.0533).
12. Approval of Minutes – Secretary
13. Adjournment – Moderator

III. Following Congregational Meeting

- A. Persons elected by the congregation shall sign all copies of the call.
- B. Moderator shall sign the call certifying that all person who signed it were authorized to do so and the number for and against the Call.
- C. The Chair of the Pastor Nominating Committee will forward to the Stated Clerk of the Presbytery as soon as possible after the meeting:
 1. A copy of the Terms of Call
 2. A copy of the Covenant
 3. The names and addresses of those elected to present and prosecute the Call before Presbytery.
- D. The moderator shall notify the nominee by telephone and inform her/him of results of congregational vote.

PRESENTING AND PROSECUTING A CONGREGATIONAL'S CALL TO A MINISTER OR CANDIDATE BEFORE THE PRESBYTERY

The *Book of Order* G-14.0533 states "Persons shall be elected by the vote of the congregation ... to present and prosecute the call before presbytery."

EXPECTATION OF THESE PERSONS IN PRESBYTERY OF EASTERN VIRGINIA

1. To be present at the Stated Meeting of Presbytery when the call is to be approved and presented to the minister or candidate.
2. At the time of the presentation, to come forward when introduced by the Stated Clerk, to be greeted by the moderator and, at the appropriate time, to reaffirm the congregation's desire for the call.
3. After the presentation, at least one person to come to the Clerk's desk and receive the congregation's copy of the call after the minister has signed it. This copy is then to be given to the Clerk of Session for inclusion in the record of the congregational meeting that issued the call.

(NOTE: Although it practically never happens, if a problem develops in a committee or on the floor of Presbytery relating to the approval of the call and/or reception of the minister/candidate, these person would represent the interest of the congregation in pursuing the call.)

PROCEDURE:

1. Elect person at the congregational meeting when the call is issued.
2. Give them a copy of the upper part of this paper.
3. Send to the Presbytery office the bottom part of this paper with names and addresses of persons elected, as soon as possible after the congregational meeting.
4. Shortly before the Presbytery meeting, Presbytery's office will send the persons elected a sheet entitled ORDER FOR RECEPTION OF MINISTERS which will indicate what will happen in the Presbytery meeting.

PERSONS ELECTED TO PROSECUTE CALL BEFORE PRESBYTERY

Name of the Congregation _____ Name of Minister/Candidate _____

	<u>Name</u>	<u>Address, City, Zip</u>
1.		
2.		
3.		
4.		
5.		
6.		

Please return as soon as possible after congregational meeting to:
PRESBYTERY OF EASTERN VIRGINIA
801 LOUDOUN AVENUE
PORTSMOUTH VA 23707-3216