

Committee on Ministry

(Presbytery of New Harmony approved 8-18-20)

Purpose: The purpose of the **Committee on Ministry (COM)** is to oversee all the requirements of the Presbyterian Church (U.S.A.) as related to the pastoral relationships with the presbytery's congregations and the status of all its members, in such a way that will create and sustain healthy, vital communities of faith and provide strong, transformative leadership for The Presbytery of New Harmony (NHP).

Accountability: COM shall be accountable to the NHP.

Membership: COM shall consist of fifteen (15) voting member rotating in three (3) classes of five (5), comprised of ministers of Word and Sacrament and ruling elders in numbers as nearly equal as possible, nominated by the Committee on Representation and Nominations and elected by NHP. These persons will preferably have knowledge/experience of the PCUSA call process and pastoral search and/or systems theory as well as skills in conflict mediation and/or negotiation. The term of service is three (3) years with the eligibility to serve two full terms or a maximum of six (6) consecutive years. The chair/s shall also be nominated by the Committee of Representation and Nominations and elected by NHP for a one year term which may be renewable. The Personnel Committee shall appoint any staff liaison/s who shall be ex officio members with voice but no vote. The NHP Moderator shall be an ex officio member with voice and no vote.

Meetings: COM will meet ordinarily meet monthly but not less than quarterly.

Responsibilities:

The COM shall have commission powers to act on behalf of and with the full authority of NHP in between NHP meetings in the following ways:

1. Authorize at the appropriate time the formation of and provide resourcing to a Pastor Nominating Committee following the departure of a pastor and approve the Ministry Information Form prior to its approval by the session.
2. Examine for ordination candidates who have been extended an invitation by a Pastor Nominating Committee to candidate and, if sustain, present them to NHP for examination after being called by the congregation.
3. Examine and receive Ministers Word and Sacrament by transfer from other presbyteries for the purpose of accepting valid calls to ministry and membership in NHP as well as for membership in NHP as at-large and honorably retired.
4. Approve "Fitness of Call" between congregations and potential new pastors prior to the congregational meeting to call a pastor including Terms of Call.
5. Approve calls following the action of a congregation and appoint administrative commissions for the purpose of ordaining and installing ministers of Word and Sacrament and of commissioning Ruling Elders to particular pastoral service.
6. Approve any changes in the terms of call and agreements for Ministers Word and Sacrament and Commissioned Ruling Elders and set minimum standards.
7. Review and act on agreements for temporary pastoral services, counseling with sessions and pastoral leaders when necessary.
8. Act on matters relating to the dissolution of pastoral calls including the following: dissolving pastoral calls when there is concurrence between pastor and congregation; reviewing and bringing to NHP for action matters related to the dissolution of pastoral calls when there is not concurrence between

pastor and congregation; and providing and guide the process for the dissolution of pastoral calls when necessary.

9. Act on matters related to NHP membership, as requested and required, by receiving and dismissing Ministers of Word and Sacrament who are in good standing.
10. Act on requests for validated ministries, requests for positions to be considered for ordination, and review annually the work of all Ministers of Word and Sacrament who are engaged in validated ministries outside the congregation and who are at-large, in accordance with NHP policy.
11. Approve moderators for sessions and congregations as needed.
12. Approve services of ordination and/or installation of candidates and Ministers of Word and Sacrament and services of commissioning for Ruling Elders approved to receive a commission.
13. Dismiss Ministers of Word and Sacrament to other presbyteries.
14. Approve temporary pastoral positions (temporary, stated supply and interim) and their terms.
15. Approve persons to be on the pulpit supply list.
16. Approve honorable retirements and pastor emeritus status.
17. Approve ruling elders (who have successfully completed NHP's sacrament training) upon the request of a session to be given permission to do communion.

In addition, the COM is responsible for the following:

1. Consult with and counsel pastors and sessions regarding their life and ministry.
2. Oversee, in consultation with the Stated Clerk, the annual review of Session minutes and records.
3. Recommend to Presbytery minimum terms of call for Ministers of Word and Sacrament, Commissioned Ruling Elders and educators serving in an NHP congregation.
4. Oversee the implementation requirements of the Sexual Misconduct Policy, including but not limited to, providing periodic training opportunities for NHP Ministers of Word and Sacrament, CREs, Certified Christian Educators, and NHP employees and volunteers, and managing the process concerning the Response Coordination Team.
5. Provide newly ordained Ministers of Word and Sacrament with a mentor and Commissioned Ruling Elders with a Minister of Word and Sacrament supervisor/mentor.
6. Provide, in collaboration with NHP staff, orientation of new NHP members.
7. Encourage the continuing professional and personal spiritual development of all Ministers of Word and Sacrament and Commissioned Ruling Elders in ways that meet individual needs.
8. Encourage regular attendance at Presbytery meetings.
9. Conduct a retirement ceremony for all Ministers of Word and Sacrament who are being honorably retired, and a memorial when a minister of the Presbytery dies. The committee shall also prepare a memorial for all elders who have died during the calendar year.
10. Maintain a relationship with Honorably Retired members of the Presbytery.
11. Prepare and propose an annual budget.