



STATED MEETING of the Presbytery of Great Rivers
COMPLETE DOCKET
August 24, 2024

The Mission of the Presbytery:
*"We are called to share Christ's love
by partnering in service, uniting in worship, and risking in ministry"*

Please pre-register at <http://www.greatriverspby.org/assembly.html>

ASSEMBLE IN GOD'S NAME

- 9:00 Donuts, coffee, juice in Fellowship Hall
- 9:30 Sign-in to Zoom/Meeting site opens
- 10:00 Call to Order with Prayer Moderator MWS F. Krummel
- 10:05 Acknowledging Native American Heritage of Gathering Sites MWS Elissa Bailey
- 10:10 Welcome from Host Church MWS Trey Haddon
- 10:15 Welcome and Instructions from Moderator Moderator MWS F. Krummel
- Establish the Roll and Seat Corresponding Members
 - Establishment of quorum
 - Introduction and seating of new Teaching Elder Commissioners
 - Introduction of new Ruling Elder Commissioners
 - Introduction of Corresponding Members
- 10:20 Adoption of the Docket

PARTNERING IN MISSION, RISKING IN MINISTRY

- 10:25 Omnibus Motion
Enter these reports into the permanent minutes: CLP/CRE Coordinator (page 5), Stated Clerk (pages 6-7), Lead Presbyter (pages 8-9), Visioning Team (page 26), Financial Reports (pages 17-25), and all other written reports.
- 10:30 Committee on Ministry (pages 10-16) MWS Drew Nagle
MWS Kay Daniel

11:00 Breakout Rooms

11:45 Clerk's Report

MWS Elissa Bailey

11:50 Lead Presbyter

MWS Ann Schwartz

11:55 Meal Instructions & Lunch

MWS Trey Haddon

UNITING IN WORSHIP

12:45 Worship

Prelude

Come, Thou Fount of Every Blessing

arr. Joel Raney

Call to Worship (Micah 6: 6-8)

'With what shall I come before the Lord,
and bow myself before God on high?

***Shall I come before him with burnt-offerings,
with calves a year old?***

Will the Lord be pleased with thousands of rams,
with tens of thousands of rivers of oil?

***Shall I give my firstborn for my transgression,
the fruit of my body for the sin of my soul?'***

He has told you, O mortal, what is good;
and what does the Lord require of you

***but to do justice, and to love kindness,
and to walk humbly with your God?***

Opening Prayer

God of justice and mercy you call us to love and serve our neighbors— people who are hungry and thirsty, people who are strangers and naked, people who are sick and in prison. Help us to recognize the face of Jesus in the faces of our neighbors in need, that we may be ready to welcome your realm at the coming of Christ our Savior, in whose holy name we pray. Amen.

Opening Hymn

Jesus Be with Us

Gambrell

(A hymn for Matthew 25 churches)

Jesus, be with us. Help us each to follow the gospel and live as we pray.

Send us your Spirit and show us your way. Jesus, be with us today.

Where there is hunger and thirst in the land, scatter the systems of greed.

Jesus, be with us; make use of our hands. Lift up your people in need.

Jesus, be with us. Help us each day to follow the gospel and live as we pray.

Send us your Spirit and show us your way. Jesus, be with us today.

Where there are valleys of bones, dry as dust, build up the body of Christ.

Jesus, be with us, and help us to trust. Teach us a new way of life.

Invitation to Confession (from Ezekiel 34)

Know that the Lord is God. The Lord made us, and we belong to God. We are God's people, the sheep of God's pasture. Trusting in God's grace, let us confess our sin.

Prayer of Confession of Sin

God our shepherd, we confess that we have not followed you faithfully. You gather up the lost and least while we scatter the poor to the margins. You claim them as beloved people while we hide from neighbors in need. You strengthen those who are weak while we neglect the most vulnerable. Forgive us, God of grace. Lead us in right paths and restore us to your flock and fold where love and justice reign; through Jesus Christ our Savior.

Assurance of Pardon

The Lord is good; God's steadfast love endures forever, and God's faithfulness to all generations. I declare to you, in the name of Jesus Christ, we are forgiven.

Thanks be to God.

The Peace of Christ be with you.

And also with you.

Response

*Grace, grace, God's grace,
Grace that will pardon and cleanse within;
Grace, grace, God's grace,
Grace that is greater than all our sin!*

Scripture Lesson

Acts 2:42-47

Sermon

Show Up

Commissioning Liturgy**Hymn #530 (Glory to God)**

One Bread, One Body

Invitation to the Offering

Communion helps us connect to and give thanks for the ultimate offering—God's love with us and for us. As you prepare to receive the bread and the cup, consider how you can make your life an offering in response to God's love. Today's monetary offering will benefit the Presbytery's theological education fund. Donate in person or online.

Celebration of the Sacrament of Communion**Postlude**

Postlude-Cantique

Théodore Dubois

PARTNERING IN MISSION, RISKING IN MINISTRY

1:15 SOLT's Conversation Partner in Covenantal Abundance

MWS Dave Crittenden

- A Theology of Benefits (separate document)
- Thinking Theologically about Wealth, Including Money (separate document)

- The Liturgy of Abundance, the Myth of Scarcity (separate document)

1:35	Administration (pages 17-25)	MWS Jonathan Warren RE Bill Strawbridge
2:10	Presbyterian Mission Agency	Lauren Rogers, Ministry Engagement Advisor
2:20	226 th General Assembly	MWS F. Krummel
2:35	Visioning Team (page 26)	MWS C. Roland
2:55	Personnel Committee (pages 27-61)	MWS Joyce Chamberlin
3:05	Nominating Committee (page 62)	MWS Cheyanna Losey & RE Gary Terpstra
3:15	Committee on Preparation for Ministry (pages 63-113)	MWS Maura McGrath Nagle
3:30	Sharing Good News	
3:35	Announcements	
3:45	Adjournment and Closing Prayer	

Upcoming Assembly:

- Saturday, November 9 – United Presbyterian, Peoria, in-person with Zoom option

PGR Commissioned Ruling Elder Coordinator Report to the Assembly
August 24, 2024

The purpose of this report is to give the Assembly a summary of the work I have conducted so far as the Commissioned Pastor Coordinator.

Since our last assembly meeting, the group of CREs continue to check in with each other as needed. We also continue to meet monthly via Zoom. We have also had conversations with those who are interested in learning more about ministry formation training. We continue to participate in Wabash Valley Presbytery's Ministry Formation Training, celebrating with the most recent group of ruling elders who completed the training and are preparing to be commissioned in various settings.

Our Committee on Preparation for Ministry (CPM) has met with several individuals who are exploring ministry formation training. If you or someone you know is interested in learning more about the ministry formation training, please contact me. The CPM has scholarships available.

Along with the CPM we have completed the first section of an updated CRE Handbook. The second section will be completed with the Committee on Ministry (COM).

Thank you for your continued prayers and support of our ruling elders as they seek training, serve in various pastoral positions, and support the continue work of our congregations and presbytery.

If you have any questions, please contact me.

In Christ's Service.

Rev. Dr. Cheyanna L. Losey

cheyannalosey@gmail.com

309-299-4790

Stated Clerk's Report

August 24, 2024

The following are reported to the Assembly:

Disciplinary Reports:

- The Investigative Committee that began its work on November 8th, 2023, has completed its procedures and has filed charges.

The following MWSs have been received:

- Rev. Wade Meranda from Southeastern Illinois Presbytery
 - To serve as a member-at-large
- Rev. Andrew McDonald from Detroit Presbytery
 - To serve Beulah, Orion and Coal Valley.

The following have been ordained and listed as a member of the Presbytery:

- N/A

The following have transferred their ordination to the PC(USA):

- Rev. Dr. Scott Carnes, First, Galesburg, formerly United Methodist Church.
- Rev. Bryan Burris, formerly Disciples of Christ.

The following commissions have been formed:

- Installation Commission for the Rev. Bill McLean at LeRoy, First United on April 28th, 2024:
 - Rev. Frosty Krummel – Moderator
 - Rev. Kathy Mitchell
 - Rev. Laura Reason
 - Elder Randy Sigler
 - Elder Kent Wurmnest

The following have been temporarily transferred from other denominations while serving churches in the Presbytery of Great Rivers:

- N/A

The following MWSs have been listed as Honorably Retired:

- N/A

The following MWSs have been dismissed:

- Rev. Sarah Iliff McGill to Chicago Presbytery
- Rev. Trajan McGill to Chicago Presbytery

- Rev. Hwa Sung Ryu to Southeastern Illinois Presbytery
- Rev. Daniel Ott to Shenandoah Presbytery

The following have been removed from the rolls:

- N/A

The following MWSs have been transferred to the church triumphant in their deaths:

- Rev. Michael McGaughan

Respectfully submitted,

TE Elissa Bailey, Stated Clerk

Report of the Lead Presbyter

August 24, 2024

Mid-June marked my one-year anniversary as your Lead Presbyter. I am grateful that God and the Presbytery of Great Rivers called me to this sacred work. Serving alongside you is a gift.

In the past 14 months, I have driven over 16,000 miles visiting churches; preaching and sharing the Lord's Supper; moderating session and congregational meetings; talking about your futures and your fears; and breaking bread with you.

Ministry is about relationships, and that rings as true for me in this role as it did when I served as a parish pastor. Building and maintaining relationships requires attention and intention, time and energy. In a geographically large presbytery like ours, and with the demands we all face, it is a challenge to spend frequent time together, to really get to know one another beyond the surface level. But I am convinced that it is worth our effort. Together, we are the corporate expression of church in this region, called to "assist and support the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love, and witness" (G-3.0301). We cannot do that effectively or persuasively without knowing and loving one another.

As I began to share with you my vision for Great Rivers at last August's assembly, I lifted up a relational vision: that we will be a presbytery where pastors eagerly seek calls because this will be a place where they are nurtured and supported; that we will seek out and celebrate the faithful ministry that happens in our 85 congregations; that we will intentionally build community, eat, play, learn, and grow together; that we will foster a spirit of permission-giving and creativity in finding new ways to be the body of Christ.

Together with Presbytery committees and staff, I have been creating opportunities to live out those goals—PGR on the Road, Sacred Pause zoom devotions at Advent, shared ministry conversations, lament and learning zooms in response to the Board of Pensions changes, and now, listening sessions. I—we—are trying to show up for you.

Challenges are ever before us, and they invite us to imagine and take risks. Smaller churches with shrinking resources are unable to call full-time pastors, yet most pastors are seeking full-time calls. Annually 500 PCUSA Teaching Elders retire, and 150 seminarians graduate. That is a frustrating math problem we cannot solve in isolation. My hope is that as congregations become more receptive to shared ministry models and more conversant in the language of partnership, they will discover new expressions of church.

Within the denomination, we lack readily available transitional pastors who are willing and able to serve in all regions of every presbytery, meaning that many of our churches that would benefit from the gifts and skills of highly trained interim pastors, are missing out. Great Rivers is blessed with retired Ministers of Word and Sacrament, many who continue to serve our churches. We also have several Commissioned Ruling Elders, including those who have recently begun the training, who provide faithful leadership.

Our church buildings are costly to maintain and often sit empty except for an hour or so on Sundays. This presents an opportunity for us to explore with congregations how they can continue their mission and vision without owning brick-and-mortar structures.

I am sometimes asked what the presbytery is and does—and whether it serves a purpose for our churches. The quick and easy answer is that, by definition, we are the presbytery—all 8,000+ Presbyterians who worship and serve in this part of God’s kin-dom. For some, that image does not resonate because they do not experience us as a community.

Perhaps there’s a more helpful image. If all of us here are the body of Christ, the presbytery is the connective tissue that supports, protects, and gives structure to other parts of the body. Like the bones in our physical bodies, the presbytery provides organization (committees, per capita). Like cartilage, the presbytery acts as a shock absorber throughout the body (providing safe places for hard conversations and policies that protect people). Like cells that help repair wounds, the presbytery can be a source of healing when relationships in churches have been damaging. Like muscles, the presbytery can provide movement, blood, and breath as churches feel stuck, grow weary, and seek new energy and direction. Like blood, the presbytery moves nutrients between parts of the body (assistance to congregations during transitions, pulpit supply preachers, COM partners during conflict, programs that teach and connect, grants for new ministries, pastoral care for church leaders).

The responsibility for a healthy, well-functioning presbytery belongs to all of us.

Committee on Ministry Report to the August 24, 2024 Assembly

The Committee on Ministry (COM) has met three times since the April 20, 2024 Assembly.

COM hosted Shared Ministry Gatherings on June 23 at First Jacksonville, July 14 at First Danvers, August 11 at Chatham, and August 18 at First Macomb. Including the late February and early April gatherings, more than 100 individuals participated in these conversations about creative partnerships that are possible in the Presbytery of Great Rivers.

Following the early April announcement by the Board of Pensions of significant changes to health care coverage for pastors and others enrolled in the plan, COM member Rev. Kay Daniel, Stated Clerk Elissa Bailey, and Lead Presbyter Ann Schwartz attended a BOP event in Denver regarding the changes. On May 16, May 22, May 30, and June 5, they convened Zoom conversations for pastors, treasurers, clerks, and session members to explain the changes and help them understand the options available. In addition, our Board of Pensions regional representative, Rev. Dr. Ken Green, held two similar gatherings on July 8 at Peoria United PC.

We are offering multiple opportunities for the **required annual boundary training for all ministers (Presbyterian and non-Presbyterian), lay pastors (Presbyterian and non-Presbyterian), and Christian Educators on the rolls of the Presbytery**. Individuals who serve as Pulpit Supply pastors, included those who are retired, are also required to attend annual boundary training. Online classes through LeaderWise are coordinated and funded by the Synod of Lincoln Trails. Registration is full for the September 18 and 19 class. Another will be offered **October 1 and 2, 8:00 am -11:00 am. (must attend both days)**. This class is an “Advanced Boundary Training.” PGR will host one in-person class on **September 12, 10:00 am-3:00 pm** at Elmwood Presbyterian Church, for up to 40 people. Lunch will be available for \$12.25. Registration links are in the newsletter. Completion certificates must be sent to Elissa Bailey, Stated Clerk.

We congratulate Farmingdale Presbyterian Church in Pleasant Plains, which celebrated their 190th anniversary on June 23.

Actions taken since the April 20, 2024 Assembly

The committee has approved

- all Terms of Call and Contracts submitted by August 1, 2024
- the appointment of TE Chuck Goodman as Moderator for Central Presbyterian, Petersburg, effective May 2, 2024
- the appointment of TE Susan Phillips as Moderator for Third Presbyterian, Springfield, effective May 2, 2024
- the formation of the Administrative Commission to install TE Karol Farris Schilling as Associate Pastor, First Presbyterian Church, Normal, on August 25, 2024, at 4:00 pm: Rev. Dr. Forrest Krummel, Moderator, Presbytery of Great Rivers; Rev. Matt Wilcox, Pastor, First Presbyterian Church, Normal; Rev. Adam Quine, Pastor, First Presbyterian Church, Lincoln; Rev. Ann Schwartz, Lead Presbyter, Presbytery of Great Rivers; RE Curt Trout, First Presbyterian Church, Normal; RE Kelli Owens, First Presbyterian Church, Lincoln; and RE Merle Fox, First Presbyterian Church, Jacksonville
- the request for the transfer of Rev. Dr. Andrew L. McDonald from Detroit Presbytery

- the addition of Rev. Christopher Schilling and Rev. Wayne Furr to the pulpit supply list as of August 1, 2024

We have welcomed to the presbytery

TE Rev. Dr. Andrew L. McDonald from Detroit Presbytery

We have noted the death of TE Michael McMcGaughan, HR, on June 27, 2024.

We have trained and certified the following ruling elders to serve communion in worship within their own congregations under G-30301b and W03.0410

Congregation	Elder	Term
Petersburg Central	David Drake	June 6, 2024-June 6, 2027
	Linda Claussen	June 6, 2024-June 6, 2027

We give thanks for the ministries of:

- TE Tim Snart, who retired as Pastor of Coal Valley PC and Orion Beulah PC, on April 14
- TE Laura Reason, who has concluded her service as Moderator of COM
- TE Linda Baldwin, who will conclude her service as transitional pastor at United Church of Oneida on September 1
- Rev. Wayne Furr, who will conclude his service to College Avenue Presbyterian Church, Aledo, on September 8

We present the following action items for the Assembly.

Motions:

- 1) To approve the addition to the COM Handbook of a section titled "Titles and Terms of Service for Temporary Relationships."
- 2) That RE Dan Colvin be commissioned to moderate and provide monthly communion for First Presbyterian, Warsaw, at the August 24 assembly, effective August 24, 2024.
- 3) That Peter Horth be examined for Ordination to the Ministry of Word and Sacrament, that the examination be arrested, and that Peter Horth be approved for ordination to the Ministry of Word and Sacrament.
- 4) That Brenda Horth be examined for Ordination to the Ministry of Word and Sacrament, that the examination be arrested, and that Brenda Horth be approved for ordination to the Ministry of Word and Sacrament.
- 5) That there be no increase in the minimum salaries for 2025.
- 6) To approve COM Policy for New BOP Rules for Medical Coverage

Titles and Terms of Service for Temporary Relationships

Ordinarily all contracts for temporary positions will include title/role and a job description. All ongoing relationships are expected to have a covenant agreement listing expectations from all parties. When contracts are renewed, it is expected that the Session will review the title/role and job description for the next period of the contract with COM input and approval.

Gap/Bridge Pastor: A temporary contract position that primarily serves to maintain a congregation's ministry while the pastor is unable to perform their duties (sabbatical, short-term disability, etc.) or for a congregation without a pastor to serve between pastors, temporary or called and installed.

Transitional Pastor: Transitional ministry is ministry performed by a Minister of Word and Sacrament or a Commissioned Lay Pastor during a time of transition that involves training, task, and time.

- Transition is the process of coming to terms with change.
- Training prepares the leader to address the needs of the congregation and to guide them as they work on their transitional tasks.
- Task is the work that a congregation does in response to the change event.
- Time is defined for the work on tasks of transition. The time limits are clearly specified in the agreement the leader makes with the congregation before beginning the work.

Stated Supply Pastor:

- This is often a less than full-time position held by a PCUSA or full communion pastor for a congregation not actively seeking a called and installed pastor. Though under contract and renewed annually, this pastoral relationship is seen as long-term. After an appropriate amount of time serving in this capacity, the congregation may ask the Presbytery to approve turning the position into a "Called and Installed Pastor." This requires a three-fourths vote of the members of the Presbytery present and voting. Ordinarily, if the congregation is able to afford a full-time called and installed pastor, the usual pastor search process should be followed.

Pulpit Supply on a Regular Basis: Covenant agreement specifying what role, how many Sundays, and if the sacraments and moderating are included or not subject to approval of COM.

The role a person serves may be changed with that person's agreement, the request of the Session, and COM approval. Ordinarily this would happen when the contract/covenant is renewed.

Presbytery of Great Rivers COM Policy for New BOP Rules for Medical Coverage

The new Board of Pension (BOP) coverages for congregational pastoral leaders* can be found by clicking [here for BOP materials and FAQs](#). The Presbytery of Great Rivers' Committee on Ministry (COM) policy presented below covers aspects of coverage requirements and guidelines not contained in the new BOP policy.

The guiding principles for COM's requirements of congregations that have a full-time installed pastor shall be:

- Full family coverage in whatever form that coverage may take is a matter of justice, and is not optional, discretionary, or a negotiating point. (See examples below.)
- Keep the same or similar coverage for the congregational pastoral leaders as existed when said pastor was originally called.
- The Minimum Terms of Call shall require full participation for the pastor in the Board of Pensions benefits programs including medical and income protection (Covenant Package) through the Congregational Pastors Package (CPP), or Transitional Pastor's Participation (TPP) is available in 2025-2027). This is required in the Book of Order in G-2.0804.
- Congregations shall provide a strategy, which shall be approved by the COM, to address the coverage of a spouse and/or children to ensure that the spouse and/or children are appropriately covered. Terms of Call and a completed BOP worksheet, signed by the clerk of session and the pastor, must be submitted to COM by November 20.
- Commitment to not reduce the overall Terms of Call to a full-time installed pastor at or near PGR's 2024 Minimum Terms of Call (within \$5,000 of minimum or approximately 10%).

Below are some examples for how these principles may be enacted by congregations:

- Recognize that pastoral leaders have multiple family situations with differing medical coverage needs: pastor only, pastor + spouse, pastor + children, pastor + spouse and children. The definition of "full family coverage" will be different for each of these situations.
- Recognize that pastoral leaders' spouse may have medical coverage. In such circumstances, it is appropriate for churches to define "full family coverage" as pastor only or pastor + children, as appropriate to the situation.
- Recognize that spouses with medical coverage may have contributory requirements for such coverage. In such circumstances, it is appropriate for the congregation to reimburse the pastoral leader for the contributory cost. However, pastoral leaders should recognize that such a contribution is a taxable event. (COM recommends that pastors consult with their tax preparer regarding how best to structure the Terms of Call.)
- Congregations may negotiate with their pastoral leaders to provide "full family coverage" through the Affordable Care Act marketplace. While the BOP and COM require the pastoral leader to be covered through the 16% of effective salary cost from BOP, the leader's spouse and/or children may be covered through the marketplace.

Congregations or congregational pastoral leaders may petition the COM for an exemption to this policy or to request support negotiating "full family coverage." This policy shall be reviewed/revised on an annual basis as we move through the transitional period ending December 31, 2027.

*Congregational pastoral leader is minister or commissioned pastor employed by a congregation and sanctioned by the presbytery, must be a PCUSA minister and a PCUSA congregation and if not installed, must work at least 20 hours.

Statement of Faith

Brenda Horth

I believe in Jesus as the Christ, God incarnate, fully human and fully divine; the perfect embodiment of God's Love. Love that suffered, was crucified and died for us so we might see the depth of God's Love.

Christ lives and continues to suffer with us, understand our pain, strengthen us in our adversity and heal us. We are called to pattern our own lives and ministry after His own. We are called to bear witness to the stories of those who are oppressed, forgotten, or lonely; to comfort, be in solidarity and to heal them; to speak out against exploitation; to work for peace.

I believe that God is Love. Through love God created the heavens and the earth, of which human beings are an integral part. Responding to God's love includes caring for the earth, God's gift that feeds and sustains our bodies, minds, and spirits.

The Holy Spirit calls us to new life, spurs us to action, settles us in contemplation, invites us into communion, purifies us, refreshes us and renews us.

I believe that the communion of God, Christ and Spirit, the never-ending dance of mutual love and joy serves as a pattern for us in our relationship with God, each other and all of God's creation. When we fail to love, when we deny the inherent dignity of all, we corrode our relationship with God, ourselves and God's creation. The music screeches to a halt and the dance becomes chaotic. This is original sin. We can't comprehend the profundity, the depth, the height or the magnitude of God's love for without recognizing our sinful nature.

Each day God invites us again to join the dance of loving others as we love God and ourselves. God chose us while we were still sinners. Our response to this gracious love is to join in the dance and make God's story, our story. We are called to share how God's story connects with ours and the good news of God's redemption through Christ's death and resurrection.

I believe in the one, holy, catholic, and apostolic church as the body of Christ, consisting of all those whom God has called, whether members of a particular church or not. This church is sent to spread the good news of God's abundant and gracious Love with our words and our actions to all who are in need of it.

The sacraments of Baptism and The Lord's Supper are the sustenance for us to accomplish this.

The waters of Baptism are a sign of our receiving and being sealed by God's Spirit, our adoption into the loving community of Christ's church, our resurrection in Christ and God's love for us.

I believe Holy Communion is a proclamation of Christ's crucifixion, death and resurrection and a celebration of Christ's presence with us still, and a remembrance of Christ on earth. In Communion, we respond to God's love for us by being fed by Christ and in turn feeding others by spreading God's love, the good news of Jesus Christ to our neighbors.

Through worship and the sacraments God is continually calling us to join the Trinity's eternal dance of love.

Statement of Faith

Peter Horth

I believe in Jesus Christ fully human and fully divine, true God and true human. The tomb that held the crucified body of Jesus was empty; and, Christ was raised from the dead to a resurrected life. Sin breaks our relationships with God and each other. Through Christ we are able to repent for our sins and become a new creation in Christ. Our old selves are crucified on the cross with Christ; and, our new selves are raised through Christ's resurrection. Christ's suffering and identification with those who suffer is an indictment of the powers and principalities as counter to God's will.

I believe in God our loving parent. God loves the world and knows and experiences all the pains and sufferings of the world. I believe that humanity is a runaway child. God is like a surrogate grandmother for us as we are lost. We have freedom to make choices that do not concur with God's purposes and are evil. God is at work in the world in ways that we do not always understand. Ultimately, "...all things work together for good for those who love God, who are called according to his purpose" (NRSV, Romans 8:28).

I believe in the Holy Spirit. The Holy Spirit is moving now. It opens our hearts to hear God's word to us, both in the Bible and through proclamation in church. The Holy Spirit justifies us, sanctifies us, and guides us on our life path. The Holy Spirit opens us to God and inspires us to respond faithfully to the call and mission of Christ. We in turn receive the love of God for the Beloved through the Holy Spirit. We are swept up into the dance of Love of the Holy Trinity. The Holy Spirit beckons us and inspires us so that we are faithful servants. Then we know the love of God for us. We are forgiven and inspired to forgive.

God has called people in all times and places to be in covenant. Through the Holy Spirit the followers of Jesus Christ, the Church universal, are able to be the Body of Christ in the world. Jesus Christ is revealed to us through the Holy Spirit in the Bible. Scripture is the inspired witness to the Word of God. In scripture, through the Holy Spirit, we hear God's word to us in our current situation. Baptism, for an infant or one who is of age, is a sign and seal of our engrafting into this community of Christ at the time of God's choosing. Communion is the corporate reenactment of our oneness in and through Jesus Christ.

All of creation is part of God's plan. It is waiting for the revealing of the children of God. Stars, rocks, rivers, forests, must be honored as part of God's creation and part of God's plan of salvation for creation.

God's future calls us forth. In Christ's resurrection we receive the first fruits of the coming realm of God. As Christ has been raised we hope to be resurrected people in the new heaven and new earth. We hope for the salvation of all creation when Christ will be all in all.

2025 BoP Pastor Package Pricing

Congregational Leaders Package (CPP)			Transitional Participation (TPP)		
Member Only	16%	Min: \$6,000 Max: \$17,000	Family Coverage	33%	Min: \$15,000 Max: \$43,000
+ Children	\$8,950				
+ Spouse	\$11,000				
+ Family	\$20,600				

In which benefits package should you enroll Pastor I _____ or 2025?

What is the effective salary? _____

What level of coverage is needed? _____

CPP 2025 Price

		Cost
Member Only	Effective salary x .16	
Medical		16% _____
	<i>Adjust member only price to meet min/ max if necessary</i>	
	Total member only:	A. _____
+ dependents	price of appropriate level	
Medical	of dependent coverage	
	from CPP chart	B. _____
+ Pension,	Effective salary x .10	
D&D, TD		C. _____
Total CPP Cost	A + B + C =	Total CPP: _____

TPP 2025 Price

		Cost
Family	Effective salary x .33	
Medical		33% _____
	<i>Adjust price to meet min/ max if necessary</i>	
	Total Medical:	D. _____
+ Pension,	Effective salary x .10	
D&D, TD		C. _____
Total TPP Cost	D + C =	Total TPP: _____

Administration Team Report

August 2024

MSA to recommend the following to the Assembly for approval:

- **To review and present the 2025 budget to the Assembly.**

Treasurer Bill Strawbridge will review and present the 2025 Budget at the assembly meeting.

- **To receive resignation of Pam Moore, a member of Admin Team.**

- **To hire a contractor to finish the PGR directory.**

The Communications Task Force would like to hire an individual to finish the presbytery directory. We anticipate the work (data input) will take approximately 30-40 hours, and we suggest paying \$20/hour (for up to 40 hours). The position is advertised in the presbytery newsletter.

For information:

2025 Per Capita: \$38.29 per member

Presbytery: \$23.64, Synod: \$3.81 (no changes); General Assembly: \$10.84 (\$1.04 increase)

Church Property: In response to the work the AC for the United Presbyterian Church of Fountain Green, Carthage, IL, we are working with an attorney to prepare a Quit Claim Deed.

Financials: We reinvested the maturing CDs for another year and paid the previous year's unpaid per capita payments to Synod and General Assembly.

Nominating Committee: As one of our responsibilities, we are currently seeking co-moderators and members to serve on the Presbytery's nominating committee. Please keep this process in your prayers.

Property – If you are selling/purchasing/leasing property please complete the appropriate form www.greatriverspby.org/admin-forms and/or contact Admin Team Chair (contact below). You do not need to wait for a presbytery assembly meeting.

Book Recommendation – *Gone for Good: Negotiating the Coming Wave of Church Property Transitions* by Mark Elsdon.

Rev. Jonathan Warren, Admin Chair

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PRESBYTERY OF GREAT RIVERS
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - CASH BASIS
CURRENT TO PRIOR YEAR COMPARATIVE
AS OF June 30 2024

	June 2023	June 2024	Increase/ (Decrease)	December 2023	June to Dec Increase/ (Decrease)
Assets					
Cash					
Checking and CDs	\$ 257,011	\$ 130,264	\$ (126,747)	\$ 220,571	\$ (90,307)
Investments	748,354	933,306	184,952	790,250	\$ 143,056
Lease Deposit	-	-	-		
Fixed Assets, Net of Accumulated Depreciation	-	-	-		
Total Assets	\$ 1,005,365	\$ 1,063,570	\$ 58,205	\$ 1,010,822	\$ 52,749
Liabilities and Net Assets					
Liabilities					
Liabilities Payable	\$ 154	\$ (262)	\$ (416)	\$ 669	\$ (931)
Pass Thru Liabilities	5,577	5,851	274	10,631	\$ (4,780)
Prepaid Mission & Per Capita	-	-	-	4,917	\$ (4,917)
Total Liabilities	\$ 5,731	\$ 5,589	\$ (142)	\$ 16,218	\$ (10,629)
Net Assets					
Unrestricted	\$ 868,014	\$ 946,307	\$ 78,293	\$ 872,996	\$ 73,311
Designated					
Presbytery Leaders Support	-	-	-		
Presbyter Relocation/Presbyter Search	10,000	-	(10,000)	-	\$ -
Total Designated	\$ 10,000	\$ -	\$ (10,000)	\$ -	
Temporarily Restricted					
Preparation for Ministry	\$ 8,662	\$ 9,731	\$ 1,069	\$ 9,731	\$ -
Peacemaking	22,930	26,147	3,217	26,147	\$ -
Synod Pastor Support Grants	1,701	1,701	-	1,701	\$ -
Synod Transformation Grant	50,364	37,110	(13,254)	47,044	\$ (9,934)
Ministers Temporary Disability	3,110	3,110	-	3,110	\$ -
Hands & Feet Scholarships	107	107	-	107	\$ -
Pastor Compassion Funds	600	600	-	600	\$ -
CLP Coordinator	600	600	-	600	\$ -
Church Support for Family Leave	11,325	12,148	823	12,148	\$ -
Sherrard Pres Restricted Fund	22,222	19,372	(2,850)	19,372	\$ -
Stated Clerk (EB 23) Con Ed 3 yr cum	-	173	173	173	\$ -
Lead Presbyter (AS 23) Con Ed 3 yr cum	-	875	875	875	\$ -
Total Temporarily Restricted	\$ 121,620	\$ 111,674	\$ (9,946)	\$ 121,608	\$ (9,934)
Total Net Assets	\$ 999,635	\$ 1,057,982	\$ 58,347	\$ 994,604	\$ 63,377
Total Liabilities and Net Assets	\$ 1,005,365	\$ 1,063,570	\$ 58,205	\$ 1,010,822	\$ 52,749

PRESBYTERY OF GREAT RIVERS
STATEMENT OF SUPPORT AND REVENUES AND EXPENSES - CASH BASIS
ACTUAL TO BUDGET COMPARATIVE
YEAR TO DATE June 30, 2024

	<u>Actual</u>	<u>Annual Budget</u>	<u>(Over)Under Budget</u>	<u>Percent of Budget Used</u>
Support and Revenue				
Budgeted				
Congregational Support				
Per Capita - current yr	\$ 113,859	\$ 170,255	\$ 56,396	67%
Per Capita - prior yr pd late	\$ 1,210	\$ -		
Mission	37,169	60,000	22,831	62%
Trust Clause Payments	338	600	262	56%
Total Congregational Support	<u>\$ 152,575</u>	<u>\$ 230,855</u>	<u>\$ 79,228</u>	<u>66%</u>
Investment Income	\$ 43,056	\$ 30,000	\$ (13,056)	144%
Interest Income	3,877	4,000	\$ 123	97%
Total Budgeted Receipts	<u>\$ 199,508</u>	<u>\$ 264,855</u>	<u>\$ 66,295</u>	<u>75%</u>
Transfer to/from Designated Funds	<u>(651)</u>			
Unbudgeted Receipts				
Preparation for Ministry Support	\$ 322			
Presbytery Peacemaking Support	329			
Other Receipts - Anti Racism registrations	1,344			
Total Unbudgeted Receipts	<u>\$ 1,995</u>			
Total Support and Revenue	<u>\$ 200,852</u>			
Expenses				
Budgeted				
Salaries, Benefits, Training & Taxes				
General Presbyter	\$ 57,389	\$ 115,105	\$ 57,716	50%
Stated Clerk	15,942	36,017	20,075	44%
Bookkeeper	13,367	26,799	13,432	50%
PT Admin Asst (Virtual) & CW	9,660	19,320	9,660	50%
CLP Coordinator	6,009	10,811	4,803	56%
Workers Compensation Insurance	1,398	600	(798)	233%
Total Salaries and Related Expenses	<u>\$ 103,765</u>	<u>\$ 208,652</u>	<u>\$ 104,887</u>	<u>50%</u>
Presbytery Office				
Occupancy	\$ 2,163	\$ 4,348	\$ 2,185	50%
Office Operations and Supplies	7,355	15,848	8,494	46%
Total Presbytery Office Expenses	<u>\$ 9,518</u>	<u>\$ 20,196</u>	<u>\$ 10,678</u>	<u>47%</u>

PRESBYTERY OF GREAT RIVERS
STATEMENT OF SUPPORT AND REVENUES AND EXPENSES - CASH BASIS
ACTUAL TO BUDGET COMPARATIVE
YEAR TO DATE June 30, 2024

	<u>Actual</u>	<u>Annual Budget</u>	<u>(Over)Under Budget</u>	<u>Percent of Budget Used</u>
Expenses (continued)				
Presbytery Administration				
Liability Insurance	2,265	2,400	135	94%
Audit Fee	-	8,000	8,000	0%
Moderator Training	-	1,250	\$ 1,250	0%
Assembly Meetings (PGR)	243	2,500	\$ 2,257	10%
Per Capita Shortfall	9,236	21,300	12,064	43%
General Assembly Delegates	961	2,000	1,039	48%
Payroll Service	155	2,000	1,845	8%
Legal Fees	-	100	100	0%
PGR Training (Elder/Deacon, Ldrshp)	29	750	721	4%
Presbyter Search	-	-	-	
Presbytery Events	529	2,000	1,471	26%
Total Presbytery Administration Expenses	<u>\$ 13,418</u>	<u>\$ 42,300</u>	<u>\$ 28,882</u>	<u>32%</u>
 Meeting Expense - All Teams	 <u>\$ 83</u>	 <u>\$ 1,000</u>	 <u>\$ 917</u>	 <u>8%</u>
 Program Expenses				
Committee on Ministry	\$ (1,446)	\$ 4,550	\$ 5,996	-32%
Committee on Preparation for Ministry	205	250	45	82%
Visioning Grants	2,500	37,000	34,500	7%
Continuing Education Grants	-	1,500	1,500	0%
Pastoral Care/Compassion Fund	-	500	500	0%
Illinois Conference of Churches	-	500	500	0%
Misc - Mission	-	100	100	-
Total Program Expenses	<u>\$ 1,259</u>	<u>\$ 44,400</u>	<u>\$ 43,141</u>	<u>3%</u>
 Other Expenses				
Bank Fees & Expenses	13	100	87	13%
Depreciation Expense	-	-	-	
Church Closing Expenses	336	-	(336)	
	<u>\$ 349</u>	<u>\$ 100</u>	<u>\$ (249)</u>	<u>349%</u>
 Total Budgeted Expenses	 <u>\$ 128,391</u>	 <u>\$ 316,648</u>	 <u>\$ 188,257</u>	 <u>41%</u>
 Unbudgeted Expenses Funded by Restricted Funds				
Pastor Support Grants	-	-		
	<u>\$ -</u>	<u>\$ -</u>		
 Total Expenses	 <u>\$ 128,391</u>	 <u>\$ 316,648</u>	 <u>\$ 188,257</u>	
 Excess of Support and Revenue Over Expenses	 <u>\$ 72,460</u>	 <u>\$ (51,793)</u>	 <u>(124,253)</u>	

Presbytery of Great Rivers: 2025 Proposed Budget					
	Actual 2023	Budget 2024	Actuals thru June '24	Budget 2025	Change Bud '25 - Bud '24
Receipts					
Presbytery Per Capita	\$ 183,757	\$ 170,255	\$ 115,069	\$ 170,066	\$ (189)
Interest Income	2,210	4,000	3,877	5,300	1,300
Mission	63,783	60,000	37,169	85,000	25,000
Dividends & Unrealized Gain (Loss)	99,752	30,000	43,056	33,000	3,000
Trust Clause Payments	11,853	600	338	600	-
TOTAL Budgeted RECEIPTS	\$ 361,355	\$ 264,855	\$ 199,508	\$ 293,966	\$ 29,111
Membership		8,677		8,175	(502)
"effective membership"		7,202		7,194	(8)
Presbytery Per Capita	\$ 22.59	\$ 23.64	\$ 23.64	\$ 23.64	-
Synod of Lincoln Trails Per Capita	3.81	3.81	3.81	3.81	-
General Assembly Per Capita	\$ 9.85	\$ 9.80	\$ 9.80	\$ 10.84	1.04
	\$ 36.25	\$ 37.25	\$ 37.25	\$ 38.29	\$ 1.04
Expenses					
Presbytery Office					
Rent	4,263	\$ 4,348	2,163	\$ 4,435	\$ 87
Telephone/All Communications	1,744	1,900	977	2,000	100
Service Agreements *	12,099	12,073	5,455	12,500	427
Postage	1,066	1,000	276	1,200	200
Office Supplies	432	500	577	800	300
Gifts and Celebrations	138	125	-	150	25
Equipment Purchase/Replacement	83	250	71	400	150
Depreciation	-	-	-	-	-
Bank Fees & Expenses	-	100	13	100	-
Total	\$ 19,824	\$ 20,296	\$ 9,531	\$ 21,585	\$ 1,289
Committees Meeting Expenses					
Transportation for meetings **	\$ 105	\$ 500	\$ -	\$ 500	\$ -
Meals	-	150	-	200	\$ 50
Lodging	-	-	-	-	\$ -
Miscellaneous	50	100	83	100	\$ -
Meeting Fees (room rentals)	-	250	-	150	\$ (100)
Total	\$ 155	\$ 1,000	\$ 83	\$ 950	\$ (50)
Administration Expenses					
Audit Fee	\$ -	\$ 8,000	\$ -	\$ -	\$ (8,000)
Payroll service	1,433	2,000	155	325	(1,675)
Insurance and Bonds	2,253	2,400	2,265	2,300	(100)
Assembly (PGR)	2,598	2,500	243	1,500	(1,000)
Moderator Training	946	1,250	-	1,250	-
PGR Training (Elder/Deacon, Ldrshp, ACs)	76	750	29	750	-
Legal Fees/ IC	-	100	-	100	-
General Assembly (attendance)	314	2,000	961	-	(2,000)

	Actual 2023	Budget 2024	Actuals thru June '24	Budget 2025	Change Bud '25 - Bud '24
Unpaid Per Capita	22,639	21,300	9,236	12,000	(9,300)
Church Closing costs	43		336	500	500
Presbytery Events	1,181	2,000	529	2,500	500
Presbyter search					-
Total	\$ 31,483	\$ 42,300	\$ 13,754	\$ 21,225	\$ (21,075)
<u>Mission Programs</u>					
Illinois Conference of Churches	\$ 500	\$ 500	\$ -	\$ 500	\$ -
Pastoral Care/Compassion Fund	-	500	-	500	-
Presbytery Visioning	40,000	37,000	2,500	33,000	(4,000)
Triennium (2025 next occurrence)	-	-	-	8,000	8,000
Misc	-	100	-	100	-
Total	\$ 40,500	\$ 38,100	\$ 2,500	\$ 42,100	\$ 4,000
<u>Committee on Ministry</u>					
Clergy/CLP Continuing Education Grants	\$ -	\$ 1,500	\$ -	\$ 1,000	\$ (500)
Clergy Background Checks	250	300	-	300	-
Crisis/Conflict/Counseling	-	1,000	-	1,500	500
Misc	-	250	-	100	(150)
Leaderwise	2,996	3,000	(1,446)	-	(3,000)
Total	\$ 3,246	\$ 6,050	\$ (1,446)	\$ 2,900	\$ (3,150)
<u>Committee on Preparation for Ministry</u>					
Program Expense	\$ 314	\$ 250	\$ 205	\$ 500	\$ 250
Total	\$ 314	\$ 250	\$ 205	\$ 500	\$ 250
<u>Personnel</u>					
Workers comp.	\$ 551	\$ 600	\$ 1,398	\$ 1,500	900
Exec. Presbyter Salary/Benefits/Expenses	62,509	115,105	57,389	109,185	(5,920)
Bridge Prsbyter	26,068		-		
Stated Clerk Salary, Benefits and Expense	33,640	34,246	15,942	36,489	2,243
Virtual Assistant	17,760	19,320	9,660	19,882	562
Bookkeeper	25,124	26,379	13,367	27,170	791
CLP Coordinator	10,732	10,812	6,009	11,112	\$ 300
Total	\$ 176,384	\$ 206,462	\$ 103,765	\$ 205,338	\$ (1,124)
TOTAL Budgeted EXPENSES	\$ 271,907	\$ 314,458	\$ 128,391	\$ 294,598	\$ (19,860)
Revenues in Excess of Expenses	\$ 89,448	\$ (49,603)	\$ 71,117	\$ (632)	\$ 48,971
Impact on cash flow: w/o investments	\$ (10,304)	\$ (79,603)	\$ 28,061	\$ (33,632)	\$ 45,971

2025 Budget Narrative

INCOME

1. Per Capita
 - a. GA increased their per capita from \$9.80 to \$10.84, a **\$1.04** increase for 2025. We believe Synod plans to maintain their per capita at \$3.81. For reasons discussed under Mission income, Admin recommends we maintain the GRP per capita at \$23.64. Total per capita for 2025 will be **\$38.29**.
 - b. 2023 Membership from stats: 8,175. We have noticed an uptick in per capita giving for 2024 and expect it to be equivalent to about 88-90% of our membership. For 2025 we are assuming 88% per capita giving, making our effective membership for income 7,194 (8,175 x 88%) giving a per capita income of \$170,066 (\$23.64 x 7,194).
2. Interest income
 - a. We recently transferred \$100,000 from our matured Busey CDs into our New Covenant Funds where they will be earning 5.3% interest (Busey could not match that rate.) Interest from those CDs is expected to be \$5,300 when they mature on June 11, 2025.
3. Mission income.
 - a. Recall at the last Assembly meeting, Mission Income for Great Rivers was increased from 52.5% to 75% of each mission dollar. We would normally expect mission giving to remain at the \$60,000 level. However, this amount needs to be ratioed upwards by 75/52.5 to account for the increase in percentage retained by GRP. This makes estimated mission giving for 2025 about \$85,000. This \$25,000 increase divided by the effective membership (7,194) represents \$3.48 in equivalent per capita. For this reason and the fact that GA raised their per capita more than \$1.00, admin recommends for 2025 not to raise GRP per capita.
4. Dividends and Unrealized gains – from our investment account.
 - a. At the end of June our investments were \$833,306. While that amount is likely to fluctuate for the remainder of 2024, it is the amount we use in calculating how much to budget for the next fiscal year. We use a recommended 4% rate, making our unrealized gains for 2025 \$33,000.
5. Trust clause payments.
 - a. The trust clause amount of \$600 is slated to continue until 2032.

Total budgeted income for 2025 is expected to be \$293,966, a \$29,111 increase over the 2024 budgeted amount.

Expenses

1. Presbytery Office Expenses
 - a. Our 3-year office lease ends in April of 2025. While we are in discussions with FFC as to what the new rates will be, we have assumed a 2% per year increase as we have under the current agreement. This is a placeholder until actual rates can be agreed to with FFC.
 - b. Service Agreements totals are expected to increase to \$12,500
 - c. Our office supplies and replacement of antiquated equipment are slightly higher as we attempt to better communicate with our churches.

Total Office expenses are up slightly less than \$1,300, at \$21,585.

2. Committee Meeting Expenses

- a. While we anticipate more face-to-face meetings, we don't expect mileage expense to increase to the pre-Covid level of \$1,000. It is budgeted to be \$500.
- b. Those meetings are likely to be held in a room at FFC which will be rented, hence the room rent amount of \$150.

Overall Committee Meeting Expenses should total \$950, down \$50 from 2024.

3. Administration Expense

- a. We are having our books audited in 2024 by the same company that does Southeast Presbytery. That cost is expected to be much lower than that charged by our previous auditors. For 2025, we will return to having our books reviewed internally using the PCUSA recommended procedures as found on our website.
- b. The payroll company we were using made several errors that they then corrected, but because of the small number of staff, we discontinued their services. Our bookkeeper, Sabrina McGrath, who does the FFC payroll and is well trained, has been doing ours for 2024 – error free. The only charge is the ACH cost of the electronic depositing of pay.
- c. Our insurance costs remain relatively low at \$2300.
- d. With a year under our belts of doing hybrid assemblies, we have established a rough estimate of \$500 per assembly for costs. Because the February assembly is fully virtual given the winter weather, we assume 3 hybrid assemblies for a total cost of \$1,500.
- e. There is no GA in 2025, so that \$2,000 has been removed.
- f. You'll notice a sizeable decrease in unpaid per capita estimated for 2025. That is because of the increase in per capita income mentioned above for 2024, the 88-90% effective membership coverage. So it helps in two ways: it increases our income and decreases our unpaid per capita! Way to go GRP churches!!
- g. We've seen an uptick in the cost of closing churches, hence the new estimate of \$500. We know of 3 churches planning to close in 2025.
- h. We established the "presbytery event" line item in 2024 to cover the costs of Ann's initiatives to better communicate with and nurture all of our churches. We believe this has been effective as evidenced in the increased per capita income, and we are increasing it in 2025 by \$500.

Total Administration Expenses for 2025 are estimated to be \$21,225, down by more than \$21,075 from 2024.

4. Mission Programs

- a. Visioning grants continue to be reduced towards the goal of 10% of the previous year's budgeted income (less investment gains). Next year's available grants total is \$33,000.
- b. 2025 is the year of the next Triennium. It was last held in 2019 (6 years ago) at a cost of about \$6,000. It should be noted that Patti Parrish did most of the coordination work to make that Triennium a success. We estimate that costs will have gone up at least \$1,000 compared to 6 years ago and we are planning to hire a coordinator (estimated to be \$1,000) bringing the total estimate for 2025 to \$8,000.

Total Mission Program expenses are expected to be \$42,100, up \$4,000 from 2024.

5. Committee on Ministry (COM) and CPM

- a. Because of the underutilization of Continuing Education Grants, that line item has been reduced \$500.
- b. Because we have been paying Leaderwise more money than we have received in services for several years (due to our contract), we are eliminating our contract with them. We may still use their services if needed, albeit at a slightly higher rate than if we had them under contract. To that end, we are budgeting \$1,500 in the Crisis/Conflict/Counseling line item to capture any costs.
- c. We have candidates under preparation for ministry that requires an increased budget for program expense.

COM and CPM total \$3,400, a \$2,900 reduction from 2024.

6. Personnel – The Personnel Committee suggested we budget a 3% increase for staff as a placeholder for raises that might be given for 2025. In addition, the Board of Pensions has changed the dues for church pastors and for lead presbyters (LP). Unfortunately, the dues for the LP will likely not be finalized until after Labor Day.

- a. We have estimated the dues for the LP based on 2024 dues for lay personnel with a 5% increase for 2025 along with the covenant package for income protection.
- b. In addition to the 3% raise, the Stated Clerk dues were increased from 39% to 43% of effective salary on the transitional plan. Because she is part time for both GRP and East Iowa, her 33% medical dues fell below the minimum of \$15,000 at \$14,529. The minimum will be used for her 2025 medical dues.

Total personnel expenses are down about \$1,100 from 2024.

Total Budgeted Expenses are \$294,598, down almost \$20,000 from 2024.

Overall

- 1. 2025 compared to 2024:
 - a. Income is up \$29,111, mainly from the change in our mission retention.
 - b. Expenses are down by \$19,860.
 - c. Net Income to Expenses in 2025 of (\$632) is \$48,971 better than 2024.
- 2. The actual impact of the 2025 budget on the cash flow to the checking account is (\$33,632) because we generally do not sell off our investments to realize the gains shown.

Respectfully submitted,
Bill Strawbridge

Visioning Team Report

Good afternoon Great Rivers! I'm Chip Roland, The co-chair of the visioning team. Since our last Presbytery meeting the visioning team got very retro and held a half-day in person meeting at First Presbyterian of Normal. We thank the faithful community there along with their senior pastor and fellow committee member, Matt Wilcox!

We approved grants for Sangamon Valley PC to hold a one day VBS event Family Fun Day! Rev. Tim Bauler reports it was a wonderful success!

We awarded a grant to help Clinton Presbyterian Church continue and expand their community pantry ministry! They are committed to providing needful items to those around them.

We received Elder Larry Hicks from Westminster Presbyterian in Peoria and enjoyed a lively, dynamic conversation about how Westminster is working towards new visions of how to best use the church buildings and resources. We deeply thank Larry and the community of Westminster for his time.

We also engaged in a conversation of how to increase our visibility and presence in the presbytery. We hope you'll enjoy our brief presentation working towards this.

Many blessings!

Chip

Following a first reading of the proposed changes to the following Personnel Manual of Operations, Personnel Team moves that these changes be accepted and this newly edited manual guide our employment practices from this time forward.

Please note that changes to this policy manual are marked in RED.
 Changes that deal with the new Illinois Paid Time Off law are marked in blue.
 Once all changes are approved, the page numbers will be aligned to the indicated sections.

PRESBYTERY OF GREAT RIVERS PERSONNEL POLICIES AND GUIDELINES FOR ITS SESSIONS

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PERSONNEL POLICIES

1.00 PURPOSE, SCOPE AND APPLICATION OF THESE PERSONNEL POLICIES

The following guidelines are established as personnel policies of the Presbytery with regard to all staff which it employs for service. These policies are designed to be consistent with all applicable provisions of the Form of Government of the Presbyterian Church (U.S.A.).

The Presbytery is free to amend, modify, and change these policies at any time and will keep staff members informed of such amendments, modifications, and changes.

200 PRINCIPLES FOR THE DEVELOPMENT AND ADMINISTRATION OF PERSONNEL POLICIES AND PROCESSES

The following principles will guide the development and administration of all personnel policies and processes:

201 Equal Employment Opportunity

To establish and administer a process that develops and implements employment practices which are administered without discrimination. We are an Equal Employment Opportunity/~~Affirmative Action~~ employer according to federal, state and local laws (except where religious affiliation is determined to be a bona fide occupational qualification).

202 Compensation

To establish and administer a process of compensation wherein the staff member's ~~compensation salary and benefits are~~ is determined on the basis of a ~~system of~~ job evaluation and classification, equitable salary scales, and increments determined in light of economic factors. ~~and an annual performance review and evaluation.~~ **An annual review in participation with the staff member will happen annually to discuss performance and salary considerations..** ~~Such a process will include interpretation of the salary program to staff members, and participation of staff members in describing their responsibilities.~~

203 Reimbursement of Expenses

To establish and administer a process wherein authorized expenses incurred by staff members, in the performance of their work assignments, are reimbursed through an adequate, uniform, voucher-based accountability plan.

204 Career Development

To establish and administer a process of career development which will afford staff members the opportunity to acquire new skills and knowledge and/or refresh old skills and knowledge, consistent with the need of the Presbytery and ~~with~~ **in consideration of** personal career goals and objectives. Staff members may, at the recommendation of the Lead Presbyter, ~~y for Transformation (LPFT)~~ with approval of the Personnel Committee, receive assistance through financial grants and needed time away from the job to participate in employer-conducted or approved training programs. The process of staff development will be an integral part of their annual performance review and evaluation.

205 Benefits

To assist in meeting the needs of the staff members for medical services and insurance, pension coverage, regular vacations, regular and special leaves, etc., consistent with the goals and financial capacity of the Presbytery.

3.00 DETERMINATION OF PERSONNEL POLICIES

Personnel policies are determined by the Presbytery Assembly ~~upon recommendation of the Administration Team~~ after review by the Lead Presbyter ~~y for Transformation (LPFT)~~ and the Personnel Committee.

400 EMPLOYMENT CATEGORIES, TERMINOLOGY, AND PROCEDURES

401 Employer

The legal corporate employer of all Presbytery staff is the Presbytery of Great Rivers, a not-for-profit corporation in the State of Illinois.

402 Non-exempt

Those persons employed in non-exempt positions shall not work in excess of 40 hours without prior approval. Those persons are expected to manage their schedule to provide them two days off each week.

403 Ministers of the Word and Sacrament

In accordance with federal and state statutes and Church policy, ~~all~~ Ministers of the Word and Sacrament employed by the Presbytery ~~in exempt or executive functions~~ are considered self-employed persons, engaged in the exercise of their ministry, and are not subject to withholding for certain taxes per IRS regulations. They are, however, included in all other policies which apply to "staff members," except where excluded by federal or state law.

404 Employment of Support Staff

Support staff shall be employed by the ~~designated~~ Lead Presbytery for Transformation- (LPFT) in consultation with the Personnel committee. All support staff are non-exempt.

~~Alternatively, Support staff could be obtained through contractual means of Virtual service providing agencies. This will be done with the input and review from the Lead Presbyter (LP), Stated Clerk, Leadership Team, Administration Team and Personnel Team.~~

405 Adjunct Staff

From time to time the presbytery may contract with adjunct staff for specific time periods and specific assignments. ~~In these instances, such staff shall be considered self-employed persons, and are not subject to withholding for certain taxes per IRS regulations. They are, however, included in all other policies which apply to "staff members," except where excluded by federal or state law.~~

406 Position Descriptions

A position description shall be required for each position. The position description shall be in accordance with guidelines established in the Personnel Section by the Personnel Committee and subject to periodic review.

407 Approval of Positions

All positions shall be approved by the Presbytery Assembly upon review and recommendation by the Personnel Committee and ~~with approval of allocation of funds by~~ the Administration Team.

500 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

501 Equal Employment Opportunity

It is the policy of the Presbyterian Church (U.S.A.) and the Presbytery not to discriminate in employment policy and practices and to promote equality of opportunity in all aspects of employment. The Presbytery will be guided by the mandate of the Form of Government, the various policies of the General Assembly, and related federal, state and local laws.

All employment policies and practices will be consistent with Equal Employment Opportunity/~~Affirmative Action~~ laws of the State of Illinois (except where religious affiliation is determined to be a bona fide occupational qualification).

600 FILLING VACANCIES (AND ELIGIBILITY) FOR EXEMPT AND NON-EXEMPT STAFF

601 Church wide Advertising for Positions

All positions shall be advertised by the Personnel Committee as they deem appropriate.

700 CALL

- 701 Call for the ~~Lead Presbytery for Transformation~~ (LPFT)
 If the ~~Lead Presbytery for Transformation~~ (LPFT) is a Minister of Word and Sacrament, They shall be provided with a written ~~call~~ **document** stating the terms of the call/**terms of contract**. Such a ~~call~~ **document** is to be prepared by the Search Committee established by the Presbytery Assembly and issued by the Presbytery.

800 OTHER EMPLOYMENT PRACTICES

- 801 Probationary Employment
 The first three (3) months of employment of support staff are considered a probationary or a trial period giving the employee and the supervisor an opportunity to evaluate interest and qualifications for the position under actual working conditions.
- 802 Performance Review for Probationary Employees
 Prior to regular employment, a performance appraisal is prepared and discussed with the staff member by her/his supervisor. When all requirements for regular employment are completed satisfactorily, regular employment will begin with the next pay period.
- 803 Conflict of Interest
 No staff member shall accept any gift, gratuity, grant, service, or any special favor from any person(s) or business which provides or receives goods and services or which seeks to provide or receive goods and services to or from the Presbytery. However, minor courtesies such as luncheons, dinners, or similar arrangements in connection with business discussions may be received.
- 804 Sexual Harassment
 See Presbytery Policies and Guidelines on Ethical Conduct.
- 805 Privacy
 The Presbytery shall guarantee the confidentiality of medical and employment records in accordance with privacy laws.
- 806 Honoraria
 Presbytery personnel will not retain honoraria for any services rendered as a part of their normal job function. **The giver of such honoraria will be encouraged to make the donation to Presbytery so there is no tax burden for the staff member.** Executive staff may receive remuneration for services outside the scope of their position descriptions. Any exception to this policy will need the approval of the Personnel Committee Chair.
- 807 Governmental Investigations
 In the event of an inquiry by the police, F.B.I., or other governmental investigating agency or official concerning the work of the Presbytery, its activities, records, or personnel; or in the event a staff member of the Presbytery is sought to be queried by such governmental agency, the following shall be the policy in this area:
- all such inquiries shall be referred to the ~~Lead Presbytery for Transformation~~ (LPFT).
 - no information or documents of any kind will be released until the ~~Lead Presbytery for Transformation~~ (LPFT) has consulted with and attained the clearance of the Stated Clerk in matters regarding governmental investigating agency.
 - the ~~Lead Presbytery for Transformation~~ (LPFT) may release information or documents following the consultation and agreement described above or may request the Stated Clerk to release the information or documents.
 - staff members shall be informed if there is an inquiry regarding their personnel records.

808 Policy on Corrective Action of PGR Employees

It is the policy of Great Rivers Presbytery to maintain standards of employee performance, attendance, and conduct which will allow the employer to fulfill its mission. The goal of corrective action is to assist an employee to achieve an acceptable level of performance, attendance, or conduct.

The determination of appropriate corrective action is within the discretion of the supervisor (GLP/Head of Staff); however, to ensure consistent and fair treatment of all employees and to protect the Presbytery and the supervisor from liability, the supervisor should consult with the Personnel Committee, appropriate legal counsel, or other appropriate resources to determine the history of corrective action for specific actions or performance problems and to assist in determining the appropriate action for individual circumstances.

To ensure fair and equitable treatment of all employees the following elements should be part of any corrective action:

- a. The employee should be informed of the unacceptable performance or conduct and advised of the consequences of continued unacceptable actions/performance;
- b. If appropriate, an action plan should be developed with the employee to resolve the problem;
- c. The supervisor or Personnel Committee chair should prepare a report in writing of any corrective action; this report will be retained in the employee's personnel file;
- d. The employee may respond in writing and have the response placed in the employee's personnel file.

900 **SALARY ADMINISTRATION**

901 Philosophy and Principles

The Presbytery is committed to salary administration which will provide: fair pay for the work performed; incentive for personal achievement and growth; and flexibility to meet changes in organization, functions, positions, and personnel over a period of time. Salary levels will be maintained in a manner which results in their being consistent internally, responsive to changes in economic indices, and in keeping with the Church's philosophy and objectives.

902 Salary Review and Increments

Presbytery staff salaries will be annually reviewed by the Personnel Committee or if there are changes in duties or responsibilities.

Any changes in terms for exempt staff will be approved by the Presbytery Assembly upon review and recommendation of the Personnel Committee ~~and with concurrence of the Administration Team.~~, through the Administration Team.

Changes in terms for non-exempt staff are determined by the ~~designated~~ Lead Presbytery for Transformation (LPFT) with ~~and~~ Personnel Committee and ~~adjusted~~ within the approved budget.

903 Staff Salaries, Ministers of the Word and Sacrament

In accordance with Form of Government, changes in terms of the call of a staff member who is a Minister of the Word and Sacrament must be approved by the presbytery.

904 Housing Allowances

In accordance with the Internal Revenue Code, an ordained minister may exclude from their gross income, any housing allowance paid as part of her/his compensation if it is designated in advance ~~and meets IRS regulations.~~

905 Reimbursement of Expenses

Staff will be reimbursed for expenses on a vouchered basis according to the presbytery's accountable reimbursement policy.

10.00 CAREER OPPORTUNITIES

1001 Staff Development Programs

Staff members are encouraged to participate in programs for development of skills and knowledge with the advanced approval of the Lead Presbytery ~~for Transformation~~ (LPFT).

The content of such a program will be based upon the agreed work and career goals of the staff members as they relate to the needs of the Presbytery.

Presbytery staff members with at least six months' credited service are eligible for inclusion in the staff development program.

If staff members are requested by the Lead Presbytery ~~for Transformation~~ (LPFT) to attend training, they will be paid for actual travel time and time attending the training. If the training will require the employee to work more than 8 hours/day or 40/hours per week, the employee will either reduce their work hours for that week or be paid overtime as applicable. The Presbytery will pay the expense of the training.

If staff members request to attend training for personal development, ~~with the Lead Presbyter's~~ ~~for Transformation~~ (LPFT)'s approval, they may attend during normal work hours and be paid for their time. They will not be paid any more than their normal salary and will not be given comp time for training that takes place outside of the employee's normal work hours. The Presbytery may pay for the training upon approval by the Lead Presbytery ~~for Transformation~~ (LPFT).

1002 Study Leave for Exempt Staff

Study leave for ~~exempt~~ staff will be administered under the following conditions.

- a. The purpose of the study leave is to improve the skills and potential usefulness of the staff member for the ~~church~~ ~~presbytery~~. The study leave is not a reward for past services and is not an additional vacation, though it may be taken in conjunction with a vacation.
- b. The written application for a study leave shall include (a) the purpose of the study leave; (b) a comprehensive proposal indicating how the purpose is to be achieved; (c) a suggested date when the study leave may be taken.
- c. When a study leave has been approved, the Lead Presbytery ~~for Transformation~~ (LPFT) will determine with the applicant the most convenient time for the study leave to occur so that the work of the Presbytery ~~office~~ will not be disrupted unduly.
- d. Upon completion of the study leave, a report will be submitted to the Lead Presbytery ~~for Transformation~~ (LPFT), indicating the benefits derived and the extent the general purpose of the leave was achieved.
- e. Study leave expenses must be vouchered to receive reimbursement.
- f. A study leave will not be granted as part of the severance conditions when a staff member leaves the employ of the Presbytery.

1003 Study Leave for Non-Exempt Support Staff

It is anticipated that most study needs of support staff can be met through means other than extended study leave. Under special circumstances, when it can be demonstrated to be for the good of the Presbytery, as well as for the staff member, study leave for support staff may be approved in line with annual provisions for executive staff. The Lead Presbytery ~~for Transformation~~ (LPFT) will have the authority to make the determination.

1004 Extended Study Leave/Sabbatical for Executive Staff

To enable employees to do a concentrated study for subjects which will contribute to the work of the Presbytery, to explore their own sense of Christian call, or to enable a period of sabbatical rest and revitalization, an extended study or Sabbatical leave, with pay, may be granted within the following guidelines:

- a. The staff member must have completed five years of service.
- b. At least five years must have elapsed since any previous extended study leave or Sabbatical.
- c. The Staff member makes a commitment to remain in his or her current position with the Presbytery for a minimum of one year when they return. If the staff member terminates employment before this year has elapsed, she/he will agree to reimburse the Presbytery for the salary received during the study leave/Sabbatical time away.
- d. The request must be made to the Personnel Chair, nine months prior to the leave for recommendation to the Personnel Committee and Administration Team so that budgeting and staffing needs can be worked out.
- e. A detailed written plan for the time away with goals (i.e. topic to be studied, how time will be spent, what the Staff member hopes to gain, etc.), will be submitted as part of the planning for this Sabbatical or Extended Study Time.
- f. The maximum length of Sabbatical or Extended Study Leave shall be 3 months and may be extended by another month by taking it in conjunction with annual study leave or vacation time.
- g. The on-going work of the staff member and the particular needs of the Presbytery will be primary factors in granting this time away.

11.00 PERFORMANCE REVIEWS

11.01 Annual Performance Review

An annual performance review and evaluation will be conducted for each staff member. ~~Evaluations~~ **Reviews** will be done honestly and fairly, and ~~will be~~ documented in writing. The annual review will include:

- a. the staff member's skills and knowledge in light of her/his current assignment;
- b. evaluation and modification of long and short-range work objectives and career plans with the Presbytery or elsewhere.
- c. specific skills and knowledge required to reach those goals and objectives.

12.00 SEPARATION PRACTICES

The term "separation" shall refer to any and all terminations of the relationship between a staff member, exempt or non-exempt, and the Presbytery.

12.01 Voluntary Resignation

A voluntary choice of separation freely made by the staff member may take place after one month's written notice for Executive staff members, or two weeks written notice for support staff. Clergy are subject also to action by the Committee on Ministry and the Presbytery of Great Rivers.

12.02 Dismissed Without Prejudice

A staff member's employment may be terminated by the Presbytery for reasons other than those enumerated under Dismissal for Cause in paragraph 13.03 below. Termination without prejudice will be upon the recommendation of the supervisor and the written approval of the ~~designated~~ Lead Presbytery for Transformation (LPFT).

Staff members dismissed without prejudice will be entitled to notice, severance allowances, and out placement assistance as outlined and limited in paragraph 12.041 and paragraph 12.042 below.

12.03 Dismissal for Cause

Dismissal for cause may take place by written notice from the Lead Presbytery for Transformation (LPFT), in accordance with this personnel procedure, giving specific reasons for termination. Notice will be given or **payment of one month's current salary**, in lieu of notice, for exempt staff members or two weeks for non- exempt support staff members. No severance allowance will be paid, but staff members who are dismissed will receive the cash equivalent of the unused earned vacation.

The reasons for dismissal for cause shall include but not be limited to:

- a. unsatisfactory performance;
- b. insubordination in the line of assigned duties;
- c. neglect in the care and use of Presbytery property and funds;
- d. repeated, unexcused absence and/or repeated absences or tardiness;
- e. illegal, dishonest, or unethical conduct;
- f. repeated failure or refusal to observe Presbytery policies.

Discharge of a staff member is always considered to be an action of last resort taken after remedial measures have proven ineffective or when the staff member's conduct is such as to preclude further employment. Written documentation is required prior to recommendation for dismissal unless immediate dismissal is considered to be necessary for the safety of persons or property. Dismissal is subject to the complaint procedure as outlined in these policy guidelines. All dismissals of employees of the Presbytery will be reviewed by the Personnel Committee for concurrence.

1204 Reduction in Force

12.41 12.041 Reduction in the Number of Regular Staff

If the Presbytery makes a fundamental change in long-range objectives, reorganization changes, or experiences a serious change in financial outlook, a reduction in the work force may be necessary. The decisions and procedures by which staff members will be released will be fairly and consistently applied to all staff of the Presbytery. Written notice will be issued by the Lead Presbytery for Transformation (LPFT) and/or Personnel Committee to all staff announcing the reduction and reasons for it.

The policies and procedures outlined below apply to an action involving reductions in staff of the Presbytery. Reduction of force will be accomplished in a manner that preserves overall organizational effectiveness. The steps in the termination process will be as follow:

- a. a moratorium on the hiring of new staff in the Presbytery;
- b. ~~affirmative action~~ **Equal employment opportunity** and age discrimination analysis;
- c. staff member performance and qualification analysis;
- d. formal notice of termination from the Lead Presbytery for Transformation (LPFT);
- e. completion of termination procedures and work force reduction severance and benefits allowance.

If a position or similar position calling for similar qualifications is reinstated within a period of two (2) years, the individual who was previously employed in the position will be given first opportunity for employment in that position.

12.42 12.042 Schedule of Allowance and Assistance (Reduction in Force or Termination Without Prejudice)

Three months' notice will be given to exempt employees and one months' notice will be given to non-exempt employees.

If during the notice period, the employee secures employment elsewhere, the obligations of the employer with regard to the remainder of the notice period and severance are forfeited.

In addition to the period of notice, a severance allowance will be given in relation to the length of continuous service with the Presbytery as follows:

Non-exempt employees with more than one year of service will receive a minimum of one-week ~~month~~ severance pay, and will receive an additional week of severance pay, pro-rated, for each additional year of service, up to 5 years of service. Additional severance may be given at the discretion of the Personnel Committee and at the recommendation of the Lead Presbytery for Transformation (LPFT).

Exempt employees will receive one month's continuance of all salary and benefits for each year of service. This severance begins at the end of the three months' notice and as subject to the provisions above.

12.043 Payment of severance allowance

Severance allowance will be paid in one of the following two ways as determined by the ~~Presbytery~~ **Lead Presbyter and Personnel Chair** after consultation with the staff member:

- a. A lump sum payment - the total amount of the salary due as severance will be paid in not more than two (2) payments. The payment or payments shall be completed within six (6) months of the staff member's last day of work.
- b. Continued salary - the staff's salary will be continued on the regular schedule through the severance period.

The Presbytery's share of the staff person's pension and other benefits payments will continue to be paid by the Presbytery during the severance period.

No additional vacation entitlement will accrue during the severance period. ~~No severance allowance shall exceed the limits listed here.~~

1205 Dismissal of Presbytery Staff who are Ministers of the Word and Sacrament

All conditions for separation shall be compatible with the provisions of the Form of Government and the Rules of Discipline of the Presbyterian Church (U.S.A.).

1206 Exit Interviews

The Presbytery wants all employees to have an opportunity to share their impressions of the employment experience and welcomes input about possible improvements for the future. All terminated staff members will have an exit interview. ~~For non-exempt support staff, The interview will be conducted by the Lead Presbytery for Transformation (LPFT) and Personnel Chair. For exempt support staff and executive staff, the interview will be conducted by the Personnel Committee Chair and/or the Lead Presbytery for Transformation (LPFT).~~

1207 Death in Service

In the event of the death of either an exempt or non-exempt staff person, the salary of that person will be continued to the spouse or dependent for four (4) weeks from the date on which the death occurs

Death benefits are also provided through the pension and benefits plan of the Presbyterian Church (U.S.A.), for those participating in the plan.

1300 VACANCY PROCESS

The vacancy process will include the following steps:

- a. exit interview results shared with Personnel Committee;
- b. review Staffing Rationale and evaluate need for the position;
- c. determine need to fill vacant position on an interim basis;
- d. implement appropriate search process.

14.00 BENEFITS

14.01 Social Security

Personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The only exception will be a minister who has chosen not to participate because of conscience. The staff member's share of the tax is withheld from the wages of staff who are not Ministers of the Word and Sacrament. Staff who are Ministers of the Word and Sacrament are considered self-employed, and Social Security taxes are not withheld, nor paid for them.

14.02 Minister of Word and Sacraments

~~All~~ Ministers of Word and Sacrament **who work on** staff ~~that work~~ 20 or more hours per week ~~will~~ **may** be included in the Presbyterian Church (USA) Board of Pensions Pastor Participation Plan. Health Insurance, Defined Pension Plan and Death/Disability ~~are~~ included at no cost to the employee in the Pastor Participation Plan. **The inclusion of such benefits shall be factored into salary considerations and negotiations upon hiring. Such benefits are not mandatory.**

14.03 Office Staff

Office staff working 20 hours or more per week are eligible for medical, retirement and Death/Disability benefits. **The inclusion of such benefits shall be factored into salary considerations and negotiations upon hiring. Such benefits are not mandatory.**

~~Medical Insurance — Medical Insurance through the Board of Pensions menu plan are available. The Presbytery will pay 95% of the premium for eligible employee coverage. Spouse/family coverage is available with the Presbytery paying 85% of the premium. Employees who decline the health benefit will receive the equivalent of 95% of the single coverage dues in employer contributions to the Board of Pensions' Retirement Savings Plan.~~

~~Retirement Plan — Eligible employees that are participants of the Board of Pensions' Defined Benefit Pension Plan as of 12/31/16 are eligible to remain in the plan with the Presbytery paying the 11% dues. All other eligible employees will receive an 11% employer contribution to the Board of Pensions Retirement Savings Plan.~~

~~Death and Disability — Eligible employees will be covered under the Board of Pensions Death and Disability Plan at no cost to the employee. That rate is 1% for employees in the defined benefit pension plan 3.5% and for those that are not in the pension plan. BOP does not allow employee payment, if offered employer pays.~~

14.04 Retirement Savings Plan

All permanent **Full-Time** Presbytery staff are eligible to participate in Retirement Savings Plan of the Board of Pensions of the Presbyterian Church (USA) with Fidelity.

14.05 Holidays

The same number of holidays will be given to staff at all levels. The holidays (a total of 12 days) for staff of the Presbytery include:

- New Year's Day
- Good Friday
- Easter Monday
- Martin Luther King's Birthday
- Memorial Day
- **Juneteenth**
- Independence Day
- Labor Day
- Thanksgiving and the day following
- Christmas Eve
- **Christmas Day and the following day (providing two consecutive days off other than Saturday and Sunday)**
- In addition; ~~the office~~ **Presbytery staff will be off** closed between Christmas and New Year's, ~~The office will be closed the week between Christmas and New Year~~ with all employees receiving full pay that week.

- ~~Two floating holidays (to be determined in consultation with the Lead Presbyter y for Transformation (LPFT))~~
- When a holiday falls on a Saturday or Sunday, it will be observed as a holiday on the nearest Friday or Monday respectively.

14.06 Sick Leave

Permanent full-time Employees will receive ten (10) working days of sick leave each calendar year. Unused days may accumulate up to 120 days, to be used in case of injury/illness of the employee. Sick leave entitlement during the first year of employment will be prorated according to the length of employment, using a ratio of one day for each two months of employment. The ten (10) days of additional sick leave will be credited on January 1 of each successive year of employment. Total credited service will be included in computing of sick leave.

Part Time Employees

For part-time employees, ~~staff will not receive~~ sick time will be prorated based on the number of hours an employee works. For example, an employee who works 24 hours per week, will receive 60% (24 hours worked divided by a full time equivalent of 40 hours) of an eight-hour day or 5 hours per sick day. In this example, the employee would earn 50 hours (5 hours X 10 days) of sick time per year. Sick time will accumulate for part time employees up to 120 days.

At the time of termination of employment (either voluntary or involuntary), staff will not receive pay in lieu of unused sick leave.

14.07 Worker's Compensation Insurance

All staff members shall be covered by Worker's Compensation Insurance, provided by and in accordance with Illinois law.

14.08 Off-The-Job Disability Benefits Insurance

~~Staff of the Presbytery~~ **who are enrolled in the Board of Pensions Plan** are eligible for the disability benefits (for total disability) that are provided by the Presbyterian Church (U.S.A.) Pension Plan. ~~All Ministers of Word and Sacrament shall be covered by this plan.~~

The Presbytery may cover an interim disability.

14.09 Unemployment Insurance

The Presbytery, as a not-for-profit corporation, is not liable for State Unemployment Insurance.

14.10 Paid Time Off (PTO)

Paid Time Off, in accordance with Illinois law, will be offered to all employees. Full time staff will be allowed 40 hours per year, and part time staff will be allowed proportional time based on their percentage of time worked. (For example a half time employee shall receive 20 hours per year. An employee who works 16 hours works 40% time. .40X40 hours = 16 hours PTO.) This paid time off will become available at the first of the year and can be taken for any reason. A minimum of 4 hours at a time must be used. The Lead Presbyter or Chair of Personnel should be notified as early as possible of staff member's plan to use this PTO. In the event that such absence presents a significant disruption in the work of the Presbytery, the right to deny or postpone that PTO time is reserved. In the event that an employee is terminated with cause, or who otherwise leaves the employment of Presbytery, one hour of PTO for each 40 hours worked will be calculated. Unused PTO shall be paid out. PTO may not be carried over into the new year.

14.10 Vacation

~~Beyond Paid Time off,~~ **additional v**acation with pay is provided for all employees. Vacations must be used within the calendar year, except when special provision has been made by the ~~Head of Staff~~ **Lead Presbyter (LP)**. Vacation time unused by 12/31 each year may be carried over for the first quarter of the following year with the prior approval of the ~~Head of Staff~~ **Lead Presbyter (LP)**. Vacation time that has been carried over will be forfeited **without reimbursement** if not used by 3/31.

a. Eligibility

Vacation time is available to all regular full-time and part-time employees. ~~who work 18 hours or more a week.~~

b. Actual

On January 1 of each year, exempt employees are eligible for ~~accrual~~-vacation time according to the following service schedule.

Up to one year through 5 years	22 days	17 days
6 years through 10 years	25 days	20 days
11 years through 25 years	27 days	22 days
Twenty-six years and over	30 days	25 days

On January 1 of each year, non-exempt employees are eligible for annual vacation time according to the following service schedule.

Jan. 1 Year 1.....	10 days	5 days
Jan. 1 Year 2.....	11 days	6 days
Jan. 1 Year 3.....	12 days	7 days
Jan. 1 Year 4.....	13 days	8 days
Jan. 1 Year 5.....	14 days	9 days
Jan. 1 Year 6.....	15 days	10 days
Jan. 1 Year 7.....	16 days	11 days
Jan. 1 Year 8.....	17 days	12 days
Jan. 1 Year 9.....	18 days	13 days
Jan. 1 Year 10.....	19 days	14 days
Jan. 1 Year 11.....	20 days	15 days
Jan. 1 Year 26.....	25 days	20 days

~~During the first year of employment, vacation time will accumulate at the rate of .83 days per month, beginning with the first day of employment.~~

For part-time employees, vacation time will be prorated based on the number of hours an employee works. For example, an employee who works 24 hours per week will receive 60% (24 hours worked divided by a full time equivalent of 40 hours) of an eight- hour day or 5 hours per vacation day. So if ~~the full time~~ employee would receive 12 days based on the schedule above, ~~part time employees~~ would receive 60 (5 hours X 12 days) hours of vacation per year.

c. Determination of Service

Determination of the amount of vacation to which the employee is entitled is based on the employee's total credited service. The accrual rate for paid time will change after the completion of the appropriate year of service. For example, the accrual rate for a non- exempt employee will change from 20 days to 25 days on the January 1 after the end of the 25th year of service.

d. Usage and Approval

Employees who are newly hired are not eligible to take vacation time during their probation period unless arranged prior to employment. Such time will be without pay. Every reasonable effort to grant vacation requests will be made. If conflicting vacation requests cannot be resolved, preference shall be given to the employee with the longest period of service. Employees must exhaust vacation time before moving into any unpaid leave status (except military).

e. Payment at Separation

In the year of termination, any unused vacation time will be paid out to the employee if 2 weeks of termination notice is given. Vacation pay is forfeited if notice is not given.

14.11 Leaves of Absence, With Pay

Leaves of absence, with pay, are provided under the following circumstances:

- a. For regular training period in the U.S. Armed Forces (up to two weeks annually);
- b. For jury duty (up to two weeks annually; in exceptional cases, the ~~designated~~ Lead Presbytery for Transformation (LPFT) may grant additional leave of absence with pay for jury duty);
- c. ~~For marriage of a staff member who has one or more years of credited service with the Presbytery (up to three days);~~
- d. ~~For serious illness/injury of an employee's spouse or child (up to three days) annually. This time is to be arranged in consultation with Lead Presbytery for Transformation (LPFT);~~
- e. ~~In case of death in the immediate family (husband, wife, parent, parent-in-law, child, brother, sister, grandparent) the staff member will receive full pay for absence on the day of death up to and including day after burial. This leave should not exceed four (4) working days. Additional days without pay may be negotiated with the Lead Presbytery for Transformation (LPFT) or the Personnel Chair;~~
- f. Adequate time off for voting where election hours and work schedules would cause a hardship on staff members.

14.12 Parental Leave

~~In addition to other benefits, an employee is entitled to parental leave in the period immediately preceding and following the arrival (birth or adoption) of a child as follows:~~

- a. ~~a staff member must serve six (6) months of employment with the Presbytery before parental leave may be granted;~~
 - b. ~~the leave can be for up to six (6) months. The leave may include a period in advance of the expected arrival of the child and some may be taken after the child has arrived. The leave normally should be unbroken except for any periods of absence due to medical reasons;~~
 - c. ~~six (6) weeks of the maternity leave may **shall** be with pay and benefits;~~
 - d. ~~two (2) weeks paternity leave with salary and benefits may **shall** be taken **offered** following the arrival **birth or adoption** of a new child. Additional time without pay may be negotiated with the Lead Presbytery for Transformation (LPFT) or the Personnel Chair.~~
- ~~Ann will review Family Leave Policy passed by GA.~~

14.12 Paid Family Leave

Family Leave with full salary and benefits will be offered to all staff members for up to 12 weeks. Family Leave may be used to accommodate the birth, foster placement, or adoption of a child, to provide care to an ill or disabled family member or to heal following a loss or tragic event. Additional time without pay may be negotiated with the Lead Presbyter and in consultation with the Personnel Chair.

14.13 Leaves of Absence, Without Pay

Leaves of absence without pay for up to six (6) months are provided under conditions such as the following, with the approval of the Lead Presbytery for Transformation (LPFT), in consultation with the Personnel Committee. ~~of the Administration Team.~~

- a. for study toward the fulfillment of a degree requirement or the completion of a study project;
- b. for personal reasons related to health, **family issues** or career assessment.

Minimum Pension dues may **shall** be paid by the employee during the leave.

14.14 Flexible Spending Account (FSA)

A Flexible Spending Account (FSA) is a tax-favored program offered by PGR that allows their employees to pay for eligible out-of-pocket health care and dependent care expenses **up to \$2,500** with pre-tax dollars. By using pre-tax dollars to pay for eligible health care and dependent care expenses, an FSA gives you an immediate discount on these expenses that equals the taxes ~~you would otherwise paid~~ on that money. Employees are eligible for enrollment 90 days after employment begins. Enrollment must take place prior to the month end of the 90th day of employment.

~~The Administration Team approved an amendment to the Health Flexible Spending Plan that lowers the annual limit to the IRS limit of \$2,500 effective 1/1/13.~~

1500 INTERIM STAFF PERSONS

1501 General Provisions

To provide continuity of administrative and/or program services in the Presbytery, interim staff may be hired to fill a vacancy, to serve until the position is filled (or abolished).

This policy is applicable to all positions, whether filled by full-time, part-time, ordained, or non-ordained personnel.

1502 Position Description

A position description will be prepared by the Personnel Committee and approved by the ~~Administration Team and then~~ Presbytery Assembly. A description will clearly identify the kinds of accomplishments and administrative/programmatic leadership desired during the interim period. The accountability of the position will be clearly defined and be consistent with the accountability provisions of the Form of Government.

1503 Selection

The selection and hiring of an interim will be in accordance with the provisions of the Form of Government and/or the Manual of the Presbytery.

1504 Compensation

Compensation will be based on the position description, **hours of employment** and salary range of the previous staff person.

1505 Benefits

15.51 Housing

Housing or a housing allowance ~~will~~ shall be provided if the appointment requires relocation.

15.52 Pension

Where the person is covered by the Presbyterian Church (U.S.A.) Pension Plan, pension benefits will be according to the plan's formula.

15.53 Continuing Education

Continuing education benefits may be granted in accordance with existing provisions for regular staff members at the interim work location.

1506 AA/EEO

~~The Affirmative Action~~/Equal Employment Opportunity Program, established by the Presbyterian Church (U.S.A.) and its agencies and governing bodies, shall be followed in the employment of personnel for interim positions.

1507 Review of Work

The Presbytery should provide for a review of the interim staff person's work on a scheduled basis. The review may be conducted on the basis of regular accountability reports to the Lead Presbytery ~~for Transformation~~ (LPFT) and/or Personnel Committee.

1508 Dismissal

Dismissal for cause shall be as provided for in the Presbytery's Personnel Policies.

1509 Special Provisions

Interims presently retired under provisions of the Presbyterian Church (U.S.A.) Pension Plan and Social Security and desiring to continue to receive their pension benefits, should consult with the Board of Pensions regarding the applicable post-retirement service rules as they affect compensation and other benefits.

Because of the temporary nature of interim service, special consideration will be given in the case of interims who must be separated from their immediate family who are unable to relocate. Arrangements for travel or other expenses for a reasonable number of visits with the family will be part of the agreement.

Reasonable and clearly defined moving expenses for personal effects will be provided for in any agreement with an interim, but without providing for moving all domestic goods for the relatively short period of time an interim is employed.

16.00 PART-TIME STAFF MEMBERS

~~Part time staff members are those who are employed to work less than the full weekly schedule. If they are employed at least eighteen (18) hours a week, they are eligible for the following:~~

- ~~a. holiday pay, if the holiday falls on one of the regular scheduled working days for that part-time staff member;~~
- ~~b. jury duty pay;~~
- ~~c. merit increases in salary;~~
- ~~d. regular pay up to 40 hours; compensatory time for any hours worked beyond their normal hours;~~
- ~~e. vacation and sick pay in proportion to hours worked each week;~~
- ~~f. Worker's Compensation;~~
- ~~g. Social Security participation;~~
- ~~h. severance allowance in proportion to hours worked each week;~~

~~If a part-time staff member is later placed on a full-time basis, prorated credit will be given from the first day of her/his part-time employment for purpose of sick leave, vacation, and other benefits.~~

STAFF POSITION DESCRIPTIONS

Presbytery of Great Rivers Stated Clerk Position Description Replace this job description with current job description as per below.

I. ~~_____~~ Purpose/Function

The Stated Clerk is one of two elected Constitutional officers of the Presbytery, the other being the Moderator of the Presbytery Assembly. The Stated Clerk shall perform all such duties as are prescribed in the Constitution of the Presbyterian Church (U.S.A.), the Standing Rules of the Presbytery and as may be required by the acts of higher governing bodies, or as may be assigned by the Presbytery or the Presbytery Teams; including, but not limited to, those duties pertaining to documents and records, communication to other governing bodies, and facilitating meetings of Presbytery.

The Stated Clerk "shall record the transactions of the Teams ~~Presbytery~~, keep its ~~Presbytery~~ rolls of membership and attendance, maintain any required registers, preserve its records, and furnish extracts from them when required by another Team of the church." See G-3.0104 ~~The Stated Clerk shall also maintain rolls of Presbytery Teams.~~

II. ~~_____~~ Duties

The duties of the Stated Clerk include:

1. ~~Supporting and interpreting the church's Constitution and the Manual of Operations and policies of the Presbytery in light of the Presbyterian Constitution;~~
2. ~~With cooperation of the Presbytery Office Staff: publish the minutes and policies of Presbytery;~~
3. ~~Participate in organizing and managing Assembly meetings of the Presbytery;~~
4. ~~Collecting annual membership statistics; reviewing the minutes of sessions annually;~~
5. ~~Assisting the Lead Presbytery for Transformation (LPFT), Moderator, Vice-Moderator of Presbytery;~~
6. ~~Supporting the administrative commissions of Presbytery;~~
7. ~~Preserving the archives of minutes and records;~~
8. ~~Providing support and training to clerks of sessions;~~
9. ~~Ensureing fair and effective representation on Presbytery committees and agencies.~~

III. ~~_____~~ Expectations and Relationships

The Stated Clerk will:

1. ~~Work with the Presbytery's Administrative Assistant in consultation with the Lead Presbytery for Transformation (LPFT).~~
2. ~~Work as a member of the Presbytery staff team and will report to, and meet regularly with, the General Lead Presbyter/Head of Staff.~~
3. ~~Facilitate communication to and among the teams, networks and various constituencies of the Presbytery.~~
4. ~~Be accountable to the Presbytery of Great Rivers through the Administration Team (through the Personnel Committee) and the Lead Presbytery for Transformation (LPFT)/Head of Staff.~~

IV. ~~_____~~ Responsibilities

1. ~~Secretary to the Presbytery's Admin Committee,~~
2. ~~Resource person to all committees of Presbytery, as needed,~~
3. ~~Resource person most often to the Committee on Ministry and the Committee on Preparation for Ministry~~
4. ~~Assist in forming~~ Form the Presbytery docket in conjunction with the Lead Presbytery for Transformation (LPFT), ~~Leadership Team.~~
5. ~~Serve as~~ Parliamentarian of Presbytery,
6. ~~Coordinate the constitutional process in judicial and disciplinary cases,~~
7. ~~Serve as clerk in trials before Permanent Judicial Committee (PJC),~~
8. ~~Serve as constitutional resource person for PJC,~~
9. ~~Assist the Lead Presbytery for Transformation (LPFT) whenever needed,~~
10. ~~Insure that proper records of the business of the Presbytery are maintained and coordinated with the Synod and General Assembly,~~
11. ~~Attend annual General Assembly meetings and Stated Clerks meetings.~~

V. Specific Duties

The Stated Clerk shall:

1. ~~Notify each member of the Presbytery, and the clerk of each session, at least 10 days in advance, of the time and place of each meeting. In consultation with the moderator, the Stated Clerk will adjust the time and place of a meeting as an emergency warrants.~~
2. ~~Keep and engross in a suitable record book the minutes of all meetings; furnish extracts of the same, duly attested, whenever properly required; keep a roll of ministers, churches, and candidates, together with their addresses.~~
3. ~~Notify all commissioners and committee personnel of their appointment, and other appointees of their assignment to specific duties; prepare and forward to the General Assembly, or Synod, the statistical reports required by them.~~
4. ~~Make an annual report at the second stated meeting and report at such other times as the Presbytery may direct.~~
5. ~~Be a member ex officio and without vote of all committees of the Presbytery (attend committee meetings as needed or desired), and serve as secretary and officer of the corporation.~~

VI. Additional Duties:

The search term might elect to delete this following section as some of these duties are done by the Administrative Assistant but are none the less a part of the needed function within the Presbytery that is often overseen by the Stated Clerk.

The stated clerk shall also have the following duties:

1. ~~Keep a permanent record of all the actions of Presbytery.~~
2. ~~Keep a roll of the committees of Presbytery, minister members, the churches of Presbytery, session-clerks, active elders of each church, candidates for the ministry, and certified Christian educators.~~
3. ~~Conduct the official correspondence of Presbytery.~~
4. ~~Report to Presbytery all actions of the General Assembly that shall require action by the Presbytery.~~
5. ~~Compile and transmit to the General Assembly and synod all required statistical reports.~~
6. ~~Notify all persons of their elections or appointments to specific duties.~~
7. ~~Keep chronological lists of minister members, officers, committees, commissioners to General Assembly and synod, and churches from which elder commissioners to General Assembly and synod have been elected.~~
8. ~~Receive and record papers, material, and overtures addressed to Presbytery and transmit the same to the proper commissioners, committees, or persons.~~
9. ~~Bring to each stated meeting of the Presbytery Assembly the current statistics of the General Assembly, the Book of Order, and a copy of the current Robert's Rules of Order, Newly Revised.~~
10. ~~Serve as secretary of the Presbytery.~~
11. ~~Include with the call for each regular meeting a copy of the docket for that meeting, and a handbook of needed documents and materials.~~
12. ~~Edit the minutes within the intent of Presbytery's actions.~~
13. ~~Print the minutes of the Assembly meetings to mail to the commissioners of Presbytery within fourteen days after the meeting.~~
14. ~~Publish minutes annually of the February, May, and October meetings and mail copies to all sessions, synod, candidates, Historical Foundation, selected libraries, and other institutions supported by the Presbytery. regular assembly meetings and distribute as needed.~~
15. ~~Report to the moderator of Presbytery any vacancies to be filled.~~
16. ~~Secure a place for the meeting of Presbytery provided no invitation has been given at the previous meeting of Presbytery.~~
17. ~~Notify the Committee on Examination, or the Committee on Ministry, when a minister or candidate is to be received into the Presbytery.~~

VII. Review

1. ~~The Stated Clerk shall meet regularly with the Lead Presbytery for Transformation (LPFT)/Head of Staff.~~
2. ~~He/she shall provide quarterly reports to the Administrative Team.~~

~~3. An annual evaluation will be compiled by the Personnel Committee.~~

~~VIII. Physical Demands~~

~~It is helpful for the Stated Clerk to hold a valid Illinois Driver's license and be able to travel to churches and governing body meetings. The Stated Clerk must be able to attend denominational events/workshops when appropriate. The position requires the ability to stand, stoop, climb stairs, walk, crouch, sit, and regularly lift objects weighing less than 10 pounds. The position also requires the ability to use the phone and computer, with or without reasonable accommodation. The position requires physical and cognitive endurance; candidate must be able to coherently and accurately perform the duties of the position.~~

~~XI. Term~~

~~The Presbytery Assembly elects the Stated Clerk for a term of two years.~~

~~X. Qualifications for the position~~

- ~~• Strong communication skills, writing, public speaking, electronic mail, listening.~~
- ~~• Working knowledge of Robert's Rules.~~
- ~~• Proficiency in Presbyterian polity; research skills.~~
- ~~• Knowledge in the field of records management.~~
- ~~• Strong in establishing and maintaining interpersonal relationship.~~
- ~~• Familiarity with the constitution of the PC (USA).~~
- ~~• Strong planning and organizational skills.~~
- ~~• Demonstrated leadership ability.~~
- ~~• Skilled in work management and control.~~
- ~~• Available for some travel.~~

I. Purpose/Function

The Stated Clerk is one of two elected Constitutional officers of the presbytery, the other being the Moderator of the Presbytery Assembly. The Stated Clerk shall perform all such duties as are prescribed in the Constitution of the Presbyterian Church (USA), the Standing Rules of the Presbytery and as may be required by the acts of higher governing bodies, or as may be assigned by the Presbytery; including, but not limited to, those duties pertaining to documents and records, communication to other governing bodies, and assistance with meetings of presbytery.

The Stated Clerk "shall record the transactions of the council, keep its rolls of membership and attendance, maintain any required registers, preserve its records and furnish extracts from them when required by another council of the church." --See G-3.0104

II. Duties

The duties of the Stated Clerk include:

1. Supporting and interpreting the church's Constitution, the Manual of Operations and policies of the Presbytery in light of the Presbyterian Constitution.
2. With cooperation of other staff, publish the minutes of Assembly and policies of presbytery.
3. Participate in organizing and managing meetings of the Presbytery.
4. Collecting annual membership statistics and reviewing the minutes of sessions biannually.
5. **Maintain all Minister Member Files.**
6. Assisting the Lead Presbyter, Moderator, Vice-Moderator of presbytery.
7. Supporting the administrative commissions of presbytery.
8. Preserving the archives of minutes and records.
9. Providing support and training to clerks of Session.
10. Doing the background **or reference** checks ~~and check references~~ for incoming pastors as requested by COM and/or Lead Presbyter, **or making sure they are done by other authorized individuals of the Presbytery.**
11. **Work with Administrative Assistant to maintain and publish Presbytery Directory.**

III. Expectations and Relationships

The Stated Clerk will:

1. Work with the presbytery's Administrative Assistant in consultation with the Lead Presbyter.
2. Work as a member of the presbytery staff and will meet regularly with the Lead Presbyter/Head of Staff.
3. Be accountable to the Presbytery of Great Rivers through the Personnel Team and the Lead Presbyter/ Head of Staff.

IV. Responsibilities

1. Act as resource person to all committees of presbytery as needed—especially to Committee on Ministry.
2. Parliamentarian of presbytery, bringing the current Book of Order, Roberts Rules of Order to each presbytery assembly meeting.
3. Coordinate the constitutional process of judicial and disciplinary cases.
4. Serve as constitutional resource person for Permanent Judicial Commission.
5. Assist the Lead Presbyter whenever needed.
6. Insure that proper records of the business of the Presbytery are maintained and coordinated with Synod and General Assembly.
7. Attend annual General Assembly meetings and Stated Clerk's meetings.

V. Specific Duties

The Stated Clerk shall:

1. Keep and engross in a suitable record book the minutes of all meetings; furnish extracts of the same, duly attested, whenever properly required; keep a roll of ministers, churches, candidates, and certified Christian Educators, together with their addresses. Direct the Administrative Assistant to assist in this task.
2. Keep chronological lists of minister members, officers, committees, commissioners to General Assembly and Synod, and churches from which elder commissioners to General Assembly and Synod have been elected.
3. Hold workshops for Sessions, Clerks and others on record keeping, Book of Order requirements and other clerical matters that will further the work of congregations and our presbytery.
4. Notify all commissioners and committee personnel of their appointment, and other appointees of the assignment to specific duties; prepare and forward to the General Assembly, or Synod the required statistical reports.
5. Make reports at meetings of presbytery.
6. Be a member ex-officio and without vote of all committees of the presbytery, attending as necessary.
7. Serve as the secretary and officer of presbytery and of the corporation.
8. Conduct the official correspondence of presbytery.
9. Report to presbytery all actions of the General Assembly that shall require action by the presbytery.
10. Receive and record papers, material and overtures addressed to presbytery and transmit the same to the proper commissioners, committees, or persons.
11. Compile, edit and publish the minutes of Assembly meetings on the web site in a timely Manner, and direct the Administrative Assistant to assist in this task.
12. Perform background checks and references for incoming pastors as requested by COM or Lead Presbyter.
13. Notify the Committee on Ministry when a minister or candidate is to be received into the presbytery.

VI. Review

1. The Stated Clerk shall meet on a regular basis with the Lead Presbyter/ Head of Staff and the Personnel Chair for review.
2. An annual evaluation will be compiled by the Personnel Team.

VIII. Term

The presbytery assembly elects the Stated Clerk for a term of two years.

IX. Qualifications for the position

- Strong communication skills: writing, public speaking, electronic mail, listening.
- Working knowledge of Robert's Rules.
- Proficiency in Presbyterian polity; research skills.
- Knowledge in the field of records management.
- Strong skills in establishing and maintaining interpersonal relationships.
- Familiarity with the constitution of the PCUSA.
- Strong planning and organizational skills.
- Demonstrated leadership ability.
- Skilled in time management and work organization.
- Available for some travel.

Presbytery of Great Rivers Accountant Position Description Replace with job description for Bookkeeper below

I. Purpose

To enhance the ministry and mission of the Presbytery of Great Rivers.

II. Accountability

This person is employed by the Presbytery and is accountable to the Presbytery through the Personnel Work Group of the Administration Team and under the supervision of the Lead Presbytery for Transformation (LPFT).

III. Responsibilities

Areas of responsibility: To manage the financial affairs of the Presbytery, with the counsel of the Trustees, Treasurer, and the Lead Presbytery for Transformation (LPFT).

A. General Ledger

1. Oversee the preparation of bank deposits and entry into the financial software.
2. Recording of receipts and disbursements.
3. Preparation of checks for the Treasurer's signature after verifying the vouchers/invoices for arithmetic accuracy, account number assigned and approving signatures.
4. Preparation of bi-weekly employee payroll checks, monthly payroll tax liability deposits; quarterly payroll tax returns; annual forms W-2s and W-3s; annual forms 1099 and 1096, and related reports
5. Maintain bank deposit authorization forms.
6. Maintain financial files and subsidiary records.
7. Analysis of investments, interest allocation and fund balances.
8. Reconcile monthly financial accounts with bank statement.
9. Prepare quarterly financial statements for the Administration Team
10. Prepare Financial Statements for Assembly papers.
11. Prepare flexible spending reimbursement checks and maintain accounting of individual employees' flexible spending accounts.
12. Maintain fixed asset inventory listing; maintain depreciation schedule.
13. Transmit General Assembly & Synod mission funds on a monthly basis.

B. Mission

1. Review of mission remittances for consistency with the church's pledge or its history of giving.

C. Budget

1. Work with the treasurer in the annual preparation of the detail budget for Presbytery approval and enter into the financial software, making adjustments when directed by the appropriate Presbytery unit.

D. Resources

1. Annually compute and prepare a statement of per capita due for the succeeding year for the Senior Administrative Assistant to mail to each church.
2. Provide financial advice to the Administration Team and to member churches.
3. Maintain a record of per capita delinquencies for follow up by the Administration Team and correspond with churches concerning per capita status upon direction of Trustees.

E. Audit

1. Preparation of schedules for auditors prior to their arrival.
2. Work with auditors during the audit providing data as requested.

~~G. Maintain Corporation Records~~

- ~~1. File the Annual Report of the General Not for Profit Corporation Act with appropriate signatures and statements from the Trustees.~~
- ~~2. File any Corporation Name Changes, Statement of Change of Registered Agent and/or registered office with appropriate signature and statements from the Administration Team.~~

~~H. Other Responsibilities~~

- ~~1. Serve as resource to various Presbytery units upon request.~~
- ~~2. Serve as resource for trustees regarding issues of closing churches.~~
- ~~3. Act as consultant to church financial officers.~~
- ~~4. Annual financial training with church treasurers and other training as requested by churches~~

IV. Evaluation

~~The Lead Presbytery for Transformation (LPFT) and a representative from the Personnel Work Group of the Administration Team shall make a complete review and evaluation of this person's work annually.~~

Bookkeeper Position Description

I. Purpose

To enhance the ministry and mission of the Presbytery of Great Rivers.

II. Accountability

This person is employed by the presbytery and is accountable to the presbytery through the Personnel Committee. ~~of the Administration Team~~ and under the supervision of the Lead Presbyter (LT). ~~for Transformation.(LPFT)~~

III. Responsibilities

A. General ledger

1. Verify bank deposits and enter into the financial software.
2. Record all receipts and disbursements.
3. Preparation, in a timely manner, of checks for the Treasurer's signature after verifying the vouchers/invoices for arithmetic accuracy, account number assigned and approving signatures. Usually issued every other week.
4. **Manage payroll for Presbytery staff.**
5. Maintain bank deposit authorization forms.
6. Maintain financial files and subsidiary records.
7. Reconcile monthly financial accounts with bank statement.
8. Prepare quarterly financial statements for the Administration Team.
9. Prepare financial statements for assembly papers.
10. Assist the Treasurer in maintaining fixed asset inventory list and depreciation schedule.
11. Transmit General Assembly & Synod mission funds on a monthly basis.

B. Mission

Review of mission remittances for consistency with the church's pledge or its history of giving.

C. Budget

Work with the treasurer in the annual preparation of the detail budget for Presbytery approval and enter into the financial software, making adjustments when directed by the appropriate Presbytery unit.

D. Resources

1. Annually compute and prepare a statement of per capita due for the succeeding year and mail to each church.
2. Maintain a record of per capita receipts/delinquencies for follow up by the Administration Team and correspond with churches concerning per capita status upon direction of ~~Trustees.~~ **Administration Team.**

E. Audit

1. Preparation of schedules for auditors prior to their arrival.
2. Work with auditors during the audit, providing data as requested.

- F. Maintain Corporation Records (assist the Stated Clerk in the following)
 - 1. File the Annual Report of the General Not for Profit Corporation Act with appropriate signatures and statements from the ~~Trustees~~ **Administration Team**.
 - 2. File any Corporation Name Changes, Statement of Change of Registered Agent and/or registered office with appropriate signature and statements from the Administration Team.

IV. Evaluation

The Lead Presbyter ~~for Transformation~~ and a representative from the Personnel Committee ~~of the Administration Team~~ shall make a complete review and evaluation of this person.

Presbytery of Great Rivers
Executive Administrative Assistant Position Description

A. IT TECH SUPPORT

Able to work on own initiative.
Demonstrate practical knowledge and problem-solving strategies.
Manage Dropbox files.

Software

Install new software as needed.
Liaise with the Stellar Systems Inc. to maintain computer & software inventory.
Assist with Stellar in the deployment of computer hardware and software.
"Go To" person when technical problems arise, track technical issues, work with Stellar Liaison,
when necessary to correct problem.

B. ASSIST STATED CLERK

Quarterly Fineline Report.
Manage Session Record Review reports.
Prepare Stated Clerk report for assembly papers.
Prepare Permanent Minutes.
Take committee minutes and disburse accordingly

C. WEBSITE & DATABASE

Created and maintain website.
Maintain and update all data changes for the People and Organization modules of ACS.

D. COMMITTEE DUTIES (*Under direction of Lead Presbytery for Transformation (LPFT) and Stated Clerk*)

COM Committee

Maintain communication with COM members.
Collect various COM correspondence/documents.
Assist in preparing Agenda.
Send out reminder along with all documents necessary.
Maintain spreadsheets for various COM functions.
Take COM meeting minutes.
Process all documents—transfers, status changes, etc.
Maintain a process of memos and reports for all Installation/Ordination and Administrative
Commissions.
Prepare COM report for Assembly Papers.

CPM Committee

Maintain communication with CPM members.
Maintain communication with CPM inquirers and candidates.
Collect various CPM correspondence/documents.
Preparing Agenda.
Send out meeting reminder along with all documents necessary.
Maintain spreadsheet for candidates & inquirers.
Take CPM meeting minutes.
Prepare CPM report for Assembly Papers.

Nominating Committee

Maintain committee members database.
Notify members of meetings.

Administration Team and Visioning Team

- Maintain committee members database.
- Notify members of meetings.

E. ANNUAL REPORTS

- Coordinate, prepare, and mail the churches annual report packet including the Changes in Terms of Call, directory change sheet, necrology report, trustees annual report, GA clerk's annual questionnaire and booklet. Collect and process all returned information.
- Yearly Per Capita mailing.
- Yearly Shared Mission Pledge.
- Yearly Specialized and Member at Large mailing. Track reports received and report to COM.

F. SR. ADMINISTRATIVE ASSISTANT DUTIES

- Create & edit video for website.
- Create and edit CDs & DVDs.
- Maintain all Minister Member files.
- Background checks for pastors entering our Presbytery.
- Maintain and publish Presbytery Directory.
- Maintain forms for the Presbytery office, the Presbytery and on the web.
- Maintain the PGR Manual for office and website with any additions or corrections.
- Learn new software as need arises.
- Misc. routine mailings.
- Make travel arrangements as necessary.
- Serve as resource for instructions/questions.
- Maintain and update office and website calendar.
- Read and respond to e-mails.
- Provide other routine clerical/secretarial duties as required.
- Answer the telephone and route calls, make copies. Use of fax machine, postage machine, paper folding machine and computer.
- Sort and distribute incoming mail.
- Receive and welcome visitors, with attention to their comfort and staff schedules.
- Run errands as needed, pick up office supplies, etc.
- File all papers into church files.
- Misc. routine mailings — Assembly postcards, Mission Initiative Grant display letters, Session Records.
- Review letters, retired minister's group invitations, Elder Training letters, thank you notes, etc.
- Send items to Presbytery Historic Society.

G. PGR OFFICE PURCHASING AGENT

- Oversee the purchase of office supplies.
- Supervise the maintenance and disposal of office equipment.
- Obtain bids and make recommendations for purchase of office equipment.

H. MISCELLANEOUS

Ethical Conduct Classes

- Prepare mailing.
- Track attendance in ACS & spreadsheet.
- Create certificates for attendees.
- Upload training video to website and send out notification.

Assembly Meetings

- Prepare all documents to be uploaded to website.
- Assist in set up for meeting.
- Create ordination anniversary certificates.

~~I. FINANCIAL RESPONSIBILITIES (Under direction of the Accountant)~~

~~Log in checks daily into Dropbox
Prepare the deposit.~~

~~J. EVENT PLANNING RESPONSIBILITIES~~

~~Coordinate reservations, menus, mailings and RSVPs for social events.~~

~~Order catering as needed for meetings.~~

~~Run errands as needed, purchase drinks, cookies, chips for meetings and go to SAMS to buy food for Assembly Meeting lunches.~~

~~Coordinate logistics and registration for presbytery assembly meetings, events and conferences, working along with Lead Presbytery for Transformation (LPFT) and Presbytery committees as needed.~~

~~YOUTH TRIENNIAL.~~

~~K. COMMUNICATION RESPONSIBILITIES~~

~~Prepare the weekly presbytery e-newsletter through Constant Contact.~~

~~Administrative Assistance or Office assistance will be secured as needed with input and review from the Lead Presbyter (LP), Stated Clerk, Leadership Team, Administration Team and Personnel Team. I have incorporated this under 4.04~~

CP COORDINATOR JOB DESCRIPTION

Commissioned Pastor Coordinator

I. Purpose

To provide support, connection and maintain lines of communication between Commissioned Pastors and the Presbytery at large.

II. Accountability

This person is an independent contractor who will be accountable to the Lead Presbyter/ Head of Staff of Great Rivers Presbytery and the Personnel Committee.

III. Responsibilities

1. Maintain open lines of communication with all CPs and work in direct relationship with CPs and candidates for that position.
2. Develop and maintain a list of the CPs serving in Great Rivers Presbytery.
3. Work cooperatively as a peer with the chairs of Committee on Ministry and the Committee on Preparation for Ministry.
4. Serve as a resource person for individuals who have interest or questions about becoming a CP.
5. Work with the CPs to discover what level of connection and support they want with one another and with the CP Coordinator and help to implement that support.
6. Plan events to foster connection, learning and renewal for the CPs.
7. Function as a supervisor to CPs in a mentoring role in accordance with Book of Order G..21004.
8. Attend PGR Staff meetings and report to Lead Presbyter.
9. Participate in Leadership Team as time permits or when the Coordinator's expertise or insights are requested.
10. Participate in Presbytery Assembly meetings with written or verbal reports as needed.
11. Help develop a new handbook for Commissioned Pastors.
12. Explore resources and ways to partner with other presbyteries to better serve our CPs.

IV. Evaluation

The Lead Presbyter and a representative from the Personnel Committee of Great Rivers

shall make a complete review and evaluation of this person's work annually.

Great Rivers Job Description: Lead Presbyterian **Replace with job description below.** **Ann will determine if more specific delineation of tasks is appropriate.**

~~Presbytery of Great Rivers is a cluster of 95 churches in West Central Illinois. Our Lead Presbyterian for Transformation will facilitate and assist us as we discern how God is leading us to function in the world today. This leader will listen to our concerns, help us to envision new ways of relating to one another, seek out pathways to create leaders for tomorrow and live his or her faithful call in Christ. They will serve as head of staff for the Presbytery and as spokesperson of the PCUSA within the geographic bounds of our Presbytery and to the greater denomination.~~

Qualifications Required

- ~~1. Must be an ordained minister or ruling elder within the Presbyterian Church, USA.~~
- ~~2. Possesses a lively, Christ-centered faith and spirituality with the capacity to help form faith leaders in our Presbytery.~~
- ~~3. Experience in middle body governance is preferred.~~
- ~~4. Ability to bring vision and imagination for faithful innovation.~~
- ~~5. Capacity to juggle multiple demands and administrative needs in a complex system.~~
- ~~6. Has the heart of a pastor to listen, communicate, and help us to be a united people of Christ.~~
- ~~7. Ability to work with us, providing pastoral care and leadership to our small, rural churches, as well as larger, urban congregations and their leaders. This will require good self-differentiation and professional boundaries.~~

Duties

Our Lead Presbyterian for Transformation will be responsible to work in these four areas:

Faith Leadership and Pastoral Presence. They will...

- ~~• Visit, support, and counsel congregations and clergy in our Presbytery, providing an approachable presence that invites collaboration.~~
- ~~• Model faith leadership that inspires us to become disciples and help us continue to grow into the Body of Christ.~~
- ~~• Help us foster healthy and collegial relationships throughout the Presbytery.~~
- ~~• Attend and participate in Presbytery Assemblies.~~

System and Process Orientation. They will...

- ~~• Help us evaluate and modify our structures to become more responsive to the needs of our churches and our communities.~~
- ~~• Help us build communication systems in the Presbytery that allow our members to grasp our shared vision and to connect with our leaders through electronic means, as well as personal contact.~~

Leadership Development. They will...

- ~~• Help us identify and equip Presbytery leaders for our future.~~
- ~~• Serve and counsel (without vote) on our teams and committees: Committee on Ministry, Leadership Team, Administrative Team, Committee on Preparation for Ministry, Visioning Team, Personnel Committee and Nominating Committee.~~

Administrative Tasks. They will...

- ~~• Serve as chief administrative officer of the Presbytery.~~
- ~~• Represent the Presbytery to other governing bodies of the denomination and serve as a Synod Colleague.~~
- ~~• Represent the Presbytery in matters of civil litigation and, together with the Stated Clerk, advise in ecclesiastical and disciplinary matters.~~
- ~~• Represent the Presbytery, as appropriate, in ecumenical, inter-religious, and community affairs.~~
- ~~• Act as head of staff to supervise Presbytery employees and adjunct staff.~~
- ~~• Work with the Personnel Committee to oversee the development and maintenance of job descriptions for each member of the staff, the annual performance review process, programs for staff development, and make recommendations on matters such as pay and benefits.~~

Standard Elements for All Exempt, Supervisory Positions

~~The Lead Presbyterian for Transformation must be able to attend denominational events/workshops when appropriate. Job descriptions are intended to be guidelines for position responsibilities. As such, each employee of the Presbytery of Great Rivers may be asked to perform tasks outside of the duties outlined in this document. The Lead Presbyterian for Transformation may be assigned to tasks and projects as necessary in order to support the vision and mission directions of the organization.~~

Evaluation and Review

~~This position will be reviewed and evaluated annually by the Personnel Committee in accordance with the Personnel policies of the Presbytery.~~

Structure of this Position

~~This is a three-year position that has been created to help us to become more vital and to attain greater energy and connections. We seek to grow in our confidence to do the ministry of Jesus Christ in our communities. Therefore, the following plan is being implemented;~~

- ~~• After two years there will be a conversation in which we evaluate the work that has been done to determine if goals have been met (or are in line to be met within the next year.)~~
- ~~• If more time is needed, and both parties are in agreement, the contract can be extended beyond three years.~~
- ~~• If the goals are mostly accomplished (or in line to be) the Presbytery will create the next goals for our Presbytery and do one of two things.~~
 - ~~— Invite this Lead Presbyterian for Transformation if he or she feels called to walk with us along this next part of our journey. If so, we will write a new contract. If not, we will engage in a search for our next Presbytery leader.~~
 - ~~— Thank our Lead Presbyterian for Transformation, and without impunity or negation of his or her skills, sever our relationship after year 3 is concluded. We will use the remaining year to complete our transformational work and to search for a new candidate to meet the new goals of the Presbytery. Our Lead Presbyterian for Transformation would also use the remaining year to complete the scheduled tasks with us while also searching for the next position to which God is calling.~~

~~This Presbytery is an equal opportunity employer.~~

In Conclusion

~~We pray God's presence and grace upon Great Rivers Presbytery and on our Lead Presbyterian for Transformation. Through our joint efforts and growing faith, may God's will be done.~~

~~This Presbytery is an equal opportunity employer and this position is an equal employment opportunity.~~

~~The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Holy Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for the discrimination against any person. The Presbytery Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F 1.0403)~~

Role and Tasks of the Lead Presbyterian Great Rivers Presbytery

Position Purpose

Great Rivers Lead Presbyterian's role is to provide visionary leadership, practical support, and connectional, team-building assistance and administrative leadership to the Presbytery and its members. In collaboration with the Stated Clerk and the Leadership Team, this person will facilitate the transition to a new Presbytery structure, help to implement that structure and continue to assess it for the continued viability of our Presbytery. Tools for this transformation will be the report of the Finance & Staffing Task Force report, 2020 Mission Statement, and our Matthew 25 initiative, and the ongoing needs and challenges of the Presbytery.

Essential Team and Mission Building Tasks

- Lead the presbytery in refining, implementing, and assessing a new structure that will awaken, enliven, and enhance our worshipping communities.
- Participate in the life of the churches of the presbytery, through a regular schedule of visitation, worship participation, and faith-filled leadership.
- Establish and maintain strong relationships with congregations by working with and through the sessions and pastoral leaders and other defined leaders, challenging them as needed and encouraging an understanding and practice of connectional and shared purpose.
- Provide resources, guidance, encouragement and correction (when needed) for congregational ministry and mission.
- Connect churches to Presbytery Committees, other congregations and PC(USA) Councils as appropriate to enable the mission of the church.
- Encourage imaginative, flexible and creative approaches to the ministry, mission and work of Presbytery at all levels.
- Work with Leadership Team to assist congregations and members to connect and support one another in our common ministry goals and fellowship needs.
- Provide pastoral support and coaching to our minister members, offering check-ins, fellowship opportunities, spiritual support and prayers.
- Provide ongoing assessment of the ministry and mission of PGR, developing and facilitating plans to address challenges, cultivate accountability, and build upon our strengths.
- Encourage and foster new forms of ministry and new visions of worship and service in alignment with the intent of our 2020 Mission Statement.
- Encourage and expand communication regarding activities, functions and priorities of the Presbytery and of our congregations through the Presbytery newsletter, Assembly reports, and person to person contacts.
- Engage with congregations in transition, ie preach soon after pastor leaves, assist in search for interim pastor, educate and train Sessions and PNCs about the search process.
- Coach and encourage the development and training of lay leadership and encourage participation in the work of Presbytery by all of our churches.
- Actively participate in Synod and GA initiatives, trainings, and networking for mid-council leaders (Presbyterian Leadership Formation, Association of Mid-Council Leaders, Synod Collegium), as well as Biennial General Assembly, bringing resources back to our ministries.

Administrative and Committee Tasks

- Oversee critical tasks such as background checks.
- Serve as head of staff for Presbytery Personnel coordinating activity and communications with and among them
- Serve as ex officio on all committees, supporting and offering advice, helping to clarify their responsibilities, and enabling them to engage with our congregations to better fulfill the mission of PGR
- Support and advise with regarding the financial and administrative activities of PGR
- Update, revise and monitor website content and Presbytery directory
- Write articles for the twice-monthly PGR newsletter, proofread the document and monitor content and appearance
- Ensure that boundary training is scheduled and coordinate with Stated Clerk to ensure that attendance is tracked and training is completed each year.
- Work with Leadership and other committees to equip current leadership and raise up new leaders, and help to secure training as needed
- Monitor policies and manuals to keep them up to date, and participate in policy writing as new policies are mandated by General Assembly.

- Speak for the Presbytery on issues which call for public comment.
- Relate to local seminaries, Presbyterian Colleges, the Synod of Lincoln Trails, and the General Assembly to discover and share resources for our shared mission.

The Lead Presbyter will report to the Personnel Team of Great Rivers Presbytery

Personnel Committee motion #2.

Assuming the approval of edits to the Personnel Manual, Personnel Committee moves the following amendments for Sick Leave policy to that manual

Previous Policy

14.06 Sick Leave

~~Permanent~~ ~~full-time~~ Employees will receive ten (10) working days of sick leave each calendar year. Unused days may accumulate up to 120 days, to be used in case of injury/illness of the employee. Sick leave entitlement during the first year of employment will be prorated according to the length of employment, using a ratio of one day for each two months of employment. The ten (10) days of additional sick leave will be credited on January 1 of each successive year of employment. Total credited service will be included in computing of sick leave.

14.01 Part Time Employees

For part-time employees, ~~staff will not receive~~ sick time will be prorated based on the number of hours an employee works. For example, an employee who works 24 hours per week, will receive 60% (24 hours worked divided by a full time equivalent of 40 hours) of an eight-hour day or 5 hours per sick day. In this example, the employee would earn 50 hours (5 hours X 10 days) of sick time per year. Sick time will accumulate for part time employees up to 120 days.

At the time of termination of employment (either voluntary or involuntary), staff will not receive pay in lieu of unused sick leave.

Proposed Policy

14.00 Sick Leave

~~Permanent~~ ~~full-time~~ Employees will receive ten ~~paid~~ (10) working days ~~or 80 hours~~ of sick leave each calendar year. Unused days/ ~~hours~~ may accumulate up to 120 days ~~or 960 hours~~, to be used in case of injury/illness of the employee. Sick leave entitlement during the first year of employment will be prorated according to the length of employment, using a ratio of one day ~~or 8 hours~~ for each two months of employment. The ten (10) days ~~or 80 hours~~ of additional sick leave will be credited on January 1 of each successive year of employment. Total credited service will be included in ~~the~~ computing of sick leave.

14.01 ~~For part-time employees, staff will not receive~~ sick ~~time-leave~~ will be prorated based on the number of hours an employee works. For example, an employee who works 24 hours per week, will receive 60% (24 hours worked divided by a full time equivalent of 40 hours) of the ~~8 hour day or 5 hours per sick day~~. ~~80 hours~~ per year as allowed for full time. In this example, the employee would earn ~~50 hours (5 hours X 10 days)~~ ~~48 hours~~ of sick ~~time-leave~~ per year. ~~Sick leave entitlement during the first year of employment will be prorated according to the length of employment, using a ratio of 1 hour for each 40 hours worked. The prorated number of hours allowed per year of additional sick leave~~

will be credited on January 1 of each successive year of employment. Sick ~~time~~ leave will accumulate for part time employees ~~up to 120 days~~ on a prorated basis, calculated on the number of hours an employee works. For example an employee who works 60% of the time (24 hours per week) may accumulate up to 576 hours (60% of 960 which is allowed for full-time staff.

At the time of termination of employment (either voluntary or involuntary), no staff, neither full nor part time, will receive pay in lieu of unused sick leave.

PGR Nominating Committee Report, August 24, 2024

The full Nominating Committee (NC) met via Zoom on these dates since our last assembly meeting: April 22, 2024, May 23, 2024, June 21, 2024, and August 7, 2024. The committee and co-chairs also communicated regularly via email, phone, text, and in-person as we completed the work before us.

In April, the NC invited all the committee chairs to meet with us via Zoom and/or send an email explaining their committee needs and requirements.

We have received resignations from Laura Reason (COM Moderator), Jessica Hawkinson-Dorow (Visioning Team), Cassie Mayer (Visioning Team), and Lorna Blackford (Visioning Team). To address concerns, all three of the Visioning Team members moved outside of the presbytery due to work and family changes. Thank you to the four of these individuals for their service to the presbytery.

As we have begun the work of making calls to fill openings for 2025, we have been focused on addressing a need that has been made known to us, which is the need to balance the work of moderator (chairperson) of each committee. We have learned through our own experience and conversation with committee moderators that it is to our benefit as a presbytery to have co-moderators for our committees. As such, we are working with current committee moderators to find a co-moderator as needed. It is our expectation moving forward to nominate co-moderators each time we need to elect new committee leadership. As always, if you are interested or know someone interested in serving on a presbytery committee, please contact one of us.

We have one motion for the assembly this time. We **move** that TE Bill McLean (LeRoy) elected as moderator for a first term ending December 2027. *At the time of posting of this report we are working on nominating a co-moderator, we expect to have a nominee at our next assembly meeting.*

Our next meeting will be held September 13, 2024 at 11 AM. At this meeting we will continue our work for filling the openings for next class of officers.

Thank you to all those who have volunteered to serve. If you are interested in serving on a committee of the presbytery, please let us know.

In Christ's Service,
The Nominating Committee
Co-Moderator RE Gary Terpstra g.terpstra@comcast.net
Co-Moderator TE Cheyanna Losey cheyannalosey@gmail.com
RE Gary Davis
RE Julio Garcia
RE Diane Ludington

Presbytery of Great Rivers
Committee on Preparation for Ministry (CPM) Report
August 24, 2024

Items from both the June 19th and August 12th, 2024 meetings:

- ❖ Lorna Blackford – was ordained and installed on June 2, 2024 at her church of call, A Community of Faith of Raymond, Illinois by the Presbytery of Southeastern Illinois.
- ❖ Julio Garcia – is a CRE candidate under our care and has completed the first of eight courses required in the ministry formation program of the Presbytery of Great Rivers.
- ❖ Updates on individuals who have made contact with the committee exploring entering into ministry were given. There are nine individuals that have expressed interest in the process of entering into ministry as a Minister of Word and Sacrament or as a Commissioned Ruling Elder.' Four met with the committee to discuss their interest on August 12, 2024.
- ❖ Inquirer – we are awaiting notification that an individual has been endorsed by their congregation to enter the preparation process for the ministry of Word and Sacrament.
- ❖ Ruling Elders are being sought to be Readers for the Senior Ordination Exams during the Winter 2025 exam cycle. February third through seventh, 2025 are the dates for the reading period the Presbytery of Great Rivers is to provide readers for.
- ❖ The Committee on Preparation for Ministry Handbook – the committee has been working to update its handbook to be in agreement with the current Book of Order, and the new Church Leadership Connection (CLC) process. The CPM portion of the Commissioned Ruling Elder (CRE) handbook has been incorporated into the handbook as well. Grammar and language corrections were made as needed.
- ❖ The remaining date for a regularly scheduled Committee on Preparation for Ministry meetings in 2024 is:
 - Wednesday, October 16th at 5:30 p.m. via Zoom.

Committee Celebrations:

- 🎉 We celebrate the Ordination of Lorna Blackford as Minister of Word and Sacrament on June 2, 2024. Members of the committee and members of our Presbytery were present to celebrate with her and the congregation of A Community of Faith in Raymond, Illinois. She was presented with a stole signed by members of the Presbytery of Great Rivers.

Committee Recommendation for Assembly Action:

- ❖ The committee has approved the revision of The Committee on Preparation for Ministry Handbook at their August 12th meeting and recommend it to the assembly for their approval.

PRESBYTERY OF GREAT RIVERS (PGR)

PREPARATION FOR MINISTRY

HANDBOOK

Adoption Date August 24, 2024

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SECTION ONE: An Overview of the *Preparation Process for the ministry of Word and Sacrament*

I. KEY CONCEPTS

The preparation for ministry process is grounded in an understanding of Christian vocation as a response to God's preeminent grace which calls all Christians to ministry, whatever their occupations. Some among them are called by the Holy Spirit, through the church, to the ministry of **(the)** Word and Sacrament.

Covenant relationships acknowledge that the Christian community's primary commitment is to God. In the context of this commitment to and covenant relationship with God, the Inquirer or Candidate and the Committee on Preparation for Ministry negotiate between themselves additional covenant agreements. These agreements affirm their mutual responsibility and provide the means for planning and evaluating the Inquirer's or Candidate's progress in preparing for the ministry of **(the)** Word and Sacrament.

The resulting **ongoing relationships** take seriously the unique background, experience and personal attributes that each person brings to the process. They enable the sharing of deep convictions, an enhanced understanding of the demands of ministry, and the self-evaluation that are essential to the process. Professional and spiritual guidance and personal support develop naturally within the context of such relationships.

Consultations with the Inquirer or Candidate are based on specific goals in five areas of growth development and on specific "expected outcomes" for both the **(I)**inquiry and **(C)**candidacy **(P)**phases. The purpose of consultations is to help the Committee on Preparation for Ministry work with the individual at their current level of achievement and, through guided conversations and the mutual negotiation of new learning contracts, to stimulate further growth in specific areas.

The process of examination and ordination is shared by both the Candidate's presbytery and the presbytery of call. Having guided and evaluated the Candidate's progress through the cumulative series of consultations, the Candidate's presbytery meets with the Candidate in a final consultation to assess their readiness to receive a call. When a call is extended by a church in another presbytery, the presbytery of call ordinarily has the responsibility to examine, ordain and install Candidates. (G-2.0702). A **(e)**Candidate may request to be ordained in **(his/her) their** presbytery of care,

Shared mutual accountability characterizes the preparation for ministry process. The Inquirer or Candidate shares responsibility for ~~her or his~~ **their** movement through the process and for planning and evaluating **(her or his) their** growth.

The pastor and session are responsible for helping members of the congregation understand what Christian vocation means. This is the critical foundational step in the preparation for ministry process. The pastor and session are expected to provide the context within which individuals can discern the call to the ministry of **(the)** Word and Sacrament and understand the nature of this ministry. They help Inquirers evaluate the suitability of their gifts and provide pastoral care and support during the preparation for ministry process. Acting as advocate for the Inquirer or Candidate, the session, through its moderator and presbytery commissioner(s), can call the presbytery's Committee on Preparation for Ministry to accountability in fulfilling its responsibilities.

The **presbytery**, through the Committee on Preparation for Ministry (CPM), provides pastoral care, guidance, support and evaluation of Inquirers and Candidates.

The **theological institution** provides academic, field education and professional resources in the guidance and evaluation of Inquirers or Candidates.

The preparation for ministry process is one of **continuing development**. By providing a supportive community in which the Inquirer or Candidate assumes increasing responsibility for decisions made throughout the process, it introduces him or her to skills for self-development, goal-setting and self-evaluation. The individual is encouraged to develop these skills into conscious, disciplined planning for personal and professional growth which should continue throughout ~~(his or her)~~ **their** ministry.

II. PREPARATION FOR MINISTRY PROCESS G-2.06

The Preparation for Ministry process involves two phases: Inquiry and Candidacy.

Both the **(I)**inquiry **(P)**phase and the **(C)**candidacy **(P)**phase of the process nurture and test the individual's development in five key areas:

- **Education for Ministry**, which includes evaluation of the individual's academic potential and progress and reflection on the purpose of educational experiences and on their relation to preparation for the ministry of the Word and Sacrament;
- **Spiritual Development**, which provides a framework in which individuals can reflect on their personal faith journeys and their spiritual practices to discern the will of God in their lives;
- **Interpersonal Relations** which provide opportunities to reflect on how an individual relates to others, one's own leadership style, and what this means in terms of the ministry of **(the)** Word and Sacrament;
- **Personal Growth**, through which persons reflect on who they are, what areas they need to develop, how to understand their call, and how to develop personal stewardship;
- **Professional Development**, to help persons develop specific skills that will enhance their effectiveness as ministers of **(the)** Word and Sacrament and as presbyters. To understand one's ministry context, the congregation, is important. Also needed is the ability to deal with conflict that may emerge in the congregation one serves.

During both the **(I)**inquiry **(P)**phase and the **(C)**candidacy **(P)**phase, the individual's progress is measured by specific expected outcomes formulated in light of these five growth areas. It is important that the expected outcomes be understood as essential goals rather than simply as minimum requirements to be met or papers to be written. These expected outcomes serve as the focus of ongoing consultations between the Inquirer or Candidate and the session and the presbytery's Committee on Preparation for Ministry.

The process of **(I)**inquiry and **(C)**candidacy is most effective when it reflects the biblical theme of the covenant relationship. That is, when it is both a response to God's faithfulness and an expression of the concern people have for one another. The process further affirms that all aspects of the church's life are based upon God's gracious promises and on the belief~~(,)~~**(comma removed)** that God's self-giving love undergirds all that the church is and does. Throughout the entire process, all who are involved in the covenant relationship need to approach their tasks with seriousness and diligence, communicating openly and intentionally with each other.

A. Phase 1: Inquiry G-2.0603

The purpose of the inquiry phase is to provide an opportunity for the church and those who believe themselves called to ordered ministry as teaching elders to explore that call together so that the presbytery can make an informed decision about the **(i)Inquirer's** suitability for ordered ministry.

1. Admission to Inquiry

A member of a congregation is considered for enrollment as an Inquirer when ~~he or she~~ **they** approach**(es)** the session about the possibility of becoming a Minister of Word and Sacrament**(s)** and formally agrees with the session and with the presbytery's Committee on Preparation for Ministry to explore the implications of this quest. Enrollment is intended to be a thoughtful and deliberate step; people are encouraged to take this formal action soon after they have made their personal decision to explore this ministry so that the presbytery's Committee can provide them with support and counsel as early as possible. The process and requirement of the inquiry phase can be as follows:

- a. A person desiring to become an Inquirer shall indicate to the session of the particular church a desire to explore the personal implications of becoming a Minister of Word and Sacrament**(s)**.
- b. The person shall have been an active member of that particular church for at least six months.
(period added)
- c. The session shall contact the Committee on Preparation for Ministry for orientation to the process used in **(that) this** presbytery.
- d. The session shall consult with the person and, if the individual requests to be enrolled as an Inquirer, shall make a recommendation to presbytery through the Stated Clerk with respect to the request. The Stated Clerk shall communicate this request to the Committee on Preparation for Ministry Moderator.
- e. Upon receipt of the recommendation of the session, the Committee on Preparation for Ministry shall recommend to the presbytery whether to enroll the person as an Inquirer. The Committee on Preparation for Ministry shall interview the person before making its recommendation. The date of the presbytery's action to enroll shall be the beginning of the covenant relationship. This covenant relationship shall be at least two years, at least one year of which shall be as a Candidate. (G-2.0602)
- f. The phase of inquiry shall be of sufficient length for the Inquirer, the session, and the Committee on Preparation for Ministry to decide whether the Inquirer should apply to become a Candidate. During this time, the Committee on Preparation for Ministry shall make use of resources such as information provided by the Inquirer, personal references, and reports from counseling services, the session, and the Inquirer's institution of learning, if the Inquirer is a student.

2. During Inquiry

Before deciding whether to apply for candidacy and in order to remain in good standing, **(comma added)** the Inquirer must consult at least once a year with the Committee on Preparation for Ministry. During each consultation, the **(C)committee** and the Inquirer assess **(her or his) their** progress toward previously established goals and together negotiate appropriate new goals. The **(C)committee** votes at each consultation whether the Inquirer will continue in the process.

3. Completion of Inquiry

The ~~(I)~~inquiry ~~(P)~~phase concludes when the Committee on Preparation for Ministry knows the Inquirer well enough to determine whether or not to recommend that the presbytery receive ~~(him or her)~~ them as a ~~(c)~~Candidate.

4. Expected Outcomes of Inquiry

By the end of the inquiry phase, each Inquirer will demonstrate adequate promise for ministry by presenting to ~~(CPM)~~ the Committee on Preparation for Ministry in writing:

- a statement of ~~(his or her)~~ their understanding of Christian vocation in the Reformed tradition and how it relates to ~~(his or her)~~ their sense of call;
- a statement of personal faith which incorporates an understanding of the Reformed tradition;
- an analysis of at least one concept from the personal faith statement regarding what it suggests about God, humanity, and their interrelationships;
- a statement of what it means to be Presbyterian, indicating how that awareness grows out of participation in the life of a particular church;
- a statement of self-understanding which reflects the Inquirer's personal and cultural background and includes a concern for maintaining spiritual, physical, and mental health;
- statement of ~~(his or her)~~ their understanding of the tasks a Minister of Word and Sacrament~~(s)~~ perform, including an awareness of ~~(his or her)~~ their specific gifts for ministry as a Minister of Word and Sacrament~~(s)~~ and of areas in which growth is needed.
- A report ~~(from)~~ of ~~(V)~~vocational ~~(A)~~assessment ~~(C)~~counseling from a provider determined by the Committee on Preparation for Ministry. Ordinarily, the cost of this assessment is shared in equal parts by the Inquirer, ~~(his/her)~~ their congregation and the Presbytery of Great Rivers. The inquirer must sign a release for the report to go to the ~~(CPM)~~ the Committee on Preparation for Ministry.

B. Phase 2: Candidacy G-2.0604

The purpose of this phase is to provide opportunities for the church to support persons received as Candidates in their preparation for being ordained as Minister of Word and Sacrament~~(s)~~.

It is the responsibility of the Committee on Preparation for Ministry to create an environment in which the uniqueness of each individual Candidate is taken seriously. As partners in a covenant relationship, both the Committee and the Candidate are encouraged to work together as they plan for and evaluate the Candidate's growth and development.

1. Admission to Candidacy

An Inquirer becomes a Candidate by action of presbytery. At that time the Candidate formally agrees to accept the presbytery's supervision in ~~(his or her)~~ their preparation for the office of Minister of Word and Sacrament~~(s)~~.

The process of the candidacy phase can be as follows:

- An Inquirer shall apply to the presbytery through the session of ~~(his or her)~~ their church and the presbytery's Committee on Preparation for Ministry to become a Candidate for the office of Minister of Word and Sacrament~~(s)~~.
- The session shall confer with the Inquirer, review the evidence of the inquiry phase, and make recommendations to the presbytery through the ~~(Stated Clerk)~~ Committee on Preparation for Ministry Moderator with respect to the Inquirer's application. ~~(The Stated Clerk shall communicate this information to the CPM moderator.)~~

Completed and signed forms may be sent via email to: PreparationforMinistry-CPM@greatriverspby.org

- c. The Committee on Preparation for Ministry shall confer with the Inquirer and review the evidence which indicates whether the Inquirer is ready to proceed to candidacy
- d. The Committee on Preparation for Ministry shall make a definite recommendation to the presbytery with respect to whether the Inquirer should be received as a Candidate. Presbytery shall act on every committee recommendation regarding application for candidacy.
- e. The presbytery shall receive the report and recommendation of its committee and shall examine the Inquirer in person with respect to ~~(his or her)~~ **their** Christian faith, forms of Christian service undertaken, and motives for seeking the ministry.
- f. If the examination is approved, the presbytery shall receive the Inquirer as a Candidate after the following manner. The moderator shall propose the following questions to the inquirer:
 - (1) Do you believe yourself to be called by God to the office of Minister of Word and Sacrament~~(s)~~?
 - (2) Do you promise, in reliance upon the grace of God, to maintain a Christian character and conduct, and to be diligent and faithful in making full preparation for this ministry?
 - (3) Do you accept the proper supervision of the presbytery in matters that concern your preparation for this ministry?
 - (4) Do you desire now to be received by this presbytery as a Candidate for the office of Minister of Word and Sacrament~~(s)~~ in the PC(USA)?
- g. If these questions are answered in the affirmative, a brief charge shall be given, the Candidate's name shall be recorded on the presbytery's roll of Candidates, and the proceedings shall close with prayer.
- ~~h. A presbytery may provide, at the request of the Candidate and his or her session, for the service of reception to be conducted by a commission of presbytery in the presence of the Candidate's congregation.~~

2. During Candidacy

The covenant relationship between the Candidate and the presbytery is expressed through the negotiation and review of a series of learning contracts based on the expected outcomes for this phase. To remain in good standing, there must be consultations at least once a year, in which both the ~~(C)~~committee and the Candidate assess ~~(his or her)~~ **their** progress toward completion of previously established goals and negotiate appropriate new goals. It is essential that during each consultation the decision be made as to whether ~~(C)~~candidacy should be continued, especially if it becomes clear that adequate growth is not taking place. The ~~(C)~~committee votes at each consultation whether the Candidate will continue in the process.

3. Completion of Candidacy

Candidacy continues until the presbytery acts in one of three ways to remove the Candidate's name from the Roll of Candidates:

- a. Completion of the preparation for ministry process with a call to the ministry of the office of Minister of Word and Sacrament~~(s)~~. In this case, the following steps are involved:
 - (1) the Committee on Preparation for Ministry determines that the Candidate is ready to be examined for ordination;
 - (2) the Candidate receives a call; and

- (3) the Candidate is ordinarily examined and approved for ordination by the presbytery of call (G-2.0702) A candidate may request to be ordained in ~~(his or her)~~ **their** presbytery of care,
- (4) ~~(a.) the (e)~~ Candidate shall not be ordained before the full two-year period of covenant relationship required, at least one year of which shall be as a Candidate. (G-2.0602)
- b. Withdrawal by the Candidate; (G-2.0609)
- c. Removal by the presbytery; (G-2.0609)

4. Expected Outcomes of Candidacy/ Requirements to be certified ready to receive a call.

By the end of the candidacy phase, each **(e)**Candidate to be ordained shall demonstrate readiness to begin the office of Minister of Word and Sacrament~~(s)~~ by meeting all of the requirements of G-2.0607.

III. Some Constitutional Provisions

A. Accommodations to Particular Circumstances for Inquirers and Candidates (G-2.0610)

- Some accommodations and waivers are possible. See G-2.0610.

B. Service in Covenant Relationship (G-2.0606)

- Some requirements are made about service to a congregation by a **(e)**Candidate/**(i)**Inquirer.

C. Final Assessment and Negotiation for Service (G-2.0607)

A **(e)**Candidate having completed or nearly completed the minimum two-year covenant relationship (G-2.0602) “may not enter into negotiation for ~~(his or her)~~ **their** service as a teaching elder without approval of the presbytery of care. The presbytery shall record when it has certified a **(e)**Candidate ready for examination by a presbytery for ordination, pending a call. Evidence of readiness to begin ordered ministry as a teaching elder shall include:

- a **(e)**Candidate’s wisdom and maturity of faith, leadership skills, compassionate spirit, honest repute, and sound judgment;
- a transcript showing graduation, with satisfactory grades, at a regionally accredited college or university;
- a transcript from a theological institution accredited by the Association of Theological Schools acceptable to the presbytery, showing a course of study including Hebrew and Greek, exegesis of the Old and New Testaments using Hebrew and Greek, satisfactory grades in all areas of study, and graduation or proximity to graduation; and
- examination materials, together with evaluations that declare those materials satisfactory in the areas covered by any standard ordination examination approved by the General Assembly. Such examinations shall be prepared and administered by a body created by the presbyteries.

D. Transfer of Relationship (G-2.0608)

At the request of the **(i)**Inquirer or **(e)**Candidate and with the approval of the sessions and presbyteries involved, a presbytery may transfer the covenant relationship of an **(i)**Inquirer or **(e)**Candidate.

E. Removal from Relationship (G-2.0609)

An **(i)**Inquirer or **(e)**Candidate may, after consultation with the session and the presbytery, withdraw from covenant relationship. A presbytery may also, for sufficient reasons, remove an

individual's name from the roll of ~~(i)~~Inquirers and ~~(e)~~Candidates, reporting this action and the reasons to the session, to the individual, and, if appropriate, to the educational institution in which the individual is enrolled. Prior to taking such action, the ~~(p)~~Presbytery or the Committee on Preparation for Ministry shall make a reasonable attempt to give the ~~(e)~~Candidate or ~~(i)~~Inquirer an opportunity to be heard concerning the proposed removal.

F. Location of Ordination (G-2.0702)

The presbytery placing the call to the ~~(e)~~Candidate for ministry shall ordinarily examine, ordain, and install the ~~(e)~~Candidate.

IV. ~~(SECTION TWO:)~~ Roles and Responsibilities of Participants

A. ~~(I-)~~ THE INQUIRER AND CANDIDATE

1. ~~(A-)~~ Role of Inquirers and Candidates

Responding to God's call to ministry is an exhilarating and demanding experience. The ministry of the Word and Sacrament is particularly challenging to prepare for and to fulfill. It stretches every human capacity and touches every dimension of life.

As a person discerns ~~(his or her)~~ **their** call and begins the process of preparation for ministry, the counsel and guidance of the pastor and **the** session of the home church are available, along with that of **the** presbytery and the theological institution.

The denomination has designed the process of preparation for ministry to enable one to participate fully in discerning the type of ministry for which ~~(she or he)~~ **they are (is)** best suited and to plan and evaluate one's own preparation and development in consultation with the presbytery's Committee on Preparation for Ministry. Although demanding, the process is not intended to be simply a series of imposed requirements; its focus is, rather, on the covenant relationships between persons who are deeply committed to the church and those who are preparing for ministry. As an individual enters into these relationships and assumes responsibility for moving through the process according to the guidelines provided, and maintains regular and open contact with the persons and committees involved, ~~(he or she)~~ **they** can expect a rich and rewarding experience.

2. ~~(B-)~~ Responsibilities of Inquirers and Candidates

a. ~~(1-)~~ Before the Process Begins

- Participate actively in the life and mission of the Church.
- Initiate discussions of a sense of call with pastor, college chaplain or other spiritual advisor, or persons whose opinions one respects.
- Be an active member of a Presbyterian Church (USA) congregation for at least six months.

b. ~~(2-)~~ Phase 1: Inquiry

To begin the process, indicate to the session the desire to explore the implications of becoming a Minister of Word and Sacrament~~(s)~~. At least six months of active church membership is required before this step can be taken. The following forms are found at <http://oga.pcusa.org/section/mid-council-ministries/prep4min/application-forms/>

Individual completes and submits to the moderator of session the following:

A. Form 1A “Application to be enrolled by Presbytery as an Inquirer”

B. Form 1B “Questions for Reflection”

C. Form 1C “Financial Planning for Theological Education”

- Session fills out and sends to the Committee on Preparation for Ministry: **Form 1D “Session Evaluation and Recommendation”**
- Upon approval of the session, **the** individual **then** requests to be enrolled by **(i) the** presbytery as an Inquirer.

Complete Form 2A, “Report of Consultation Regarding Application” and send a copy with **(CPM’s) the Committee on Preparation for Ministry enrollment report to session for recording of endorsement.**

- Participate in one or more interviews with the presbytery’s Committee on Preparation for Ministry.

It is imperative that the roles, expectations, and responsibilities of Inquirer or Candidate and **(C)committee** members be made clear from the beginning. Discuss these issues and negotiate a covenant relationship with the **(C)committee** at the first interview or consultation.

Use Form 2B, “Covenant Agreement and Inquirer Release” to formalize this relationship.

- Throughout the Inquiry **(P)p**hase, consult with **the** presbytery’s Committee on Preparation for Ministry to plan for and evaluate growth and development.

Complete and return Form 3, “Pre-consultation report on development areas” to the Committee on Preparation for Ministry at least 21 days before each Consultation.

Working jointly with representative(s) of the Committee on Preparation for Ministry, complete Form 4, “Report on Consultation.”

- As requested by the Committee, participate in **(career) vocational assessment** counseling.
- Continue active membership and participation in a PCUSA congregation.
- With the approval and under the guidance of the **(p)P**resbytery, engage in some form of service to the church or field education.
- To complete the Inquiry **(P)p**hase, meet with the session for a review of evidence indicating readiness to proceed to **(C)c**andidacy.

Adequate promise for ministry must be demonstrated according to the expected outcomes of Inquiry and any other requirements agreed to in previous consultations.

- Meet with **the** presbytery’s Committee on Preparation for Ministry for an evaluation of readiness to be recommended to presbytery for reception as a Candidate.
- Adequate promise must again be demonstrated. The Inquiry **(P)p**hase generally lasts a minimum of one year, but can continue for as long as is necessary to make the decision as to whether a person’s God-given gifts will be best utilized through the office of Minister of Word and Sacrament**(s). (period added)**

- In case of termination of the covenant relationship with a person who decides against or is denied admission to (C)candidacy, other ways in which that person might express ~~(his or her)~~ **their** vocation may be explored through a group discernment process with the aid of the session and the Committee on Preparation for Ministry.

c. (3-) Phase 2: Candidacy

- For admission to (C)candidacy, apply to the presbytery through the session and the presbytery's Committee on Preparation for Ministry. The following forms are found at <http://oga.pcusa.org/section/mid-council-ministries/prep4min/application-forms/>

Complete and submit Form 5A, "Application to be enrolled by Presbytery as a Candidate" to session for review and recommendation to presbytery. Session fills out Form 5B "Session recommendation for Enrollment as Candidate"

- **Completed and signed forms may be sent to the Committee on Preparation for Ministry via email to: PreparationforMinistry-CPM@greatriverspby.org**
- Once the CPM has officially endorsed the individual for candidacy, the person shall appear before the presbytery to be examined with respect to Christian faith, forms of Christian service undertaken, and motives for seeking the ministry **of Word and Sacrament**.
- ~~The Candidate and her or his session may request that a commission of presbytery conduct a service of reception in the presence of the Candidate's congregation.~~
- During (C)candidacy, maintain a relationship with the Committee on Preparation for Ministry through: consultations held at least annually, participation with **the** committee to negotiate and review learning contracts, participation in reviews of growth and progress, and preparation of reports.

Form 3, "Pre-consultation report on development areas" must be submitted before each consultation to fulfill presbytery requirements.

- Continue active church membership.
- With the approval and under the guidance of presbytery, engage in some form of service to the church or field education.
- Successfully complete course requirements at a regionally accredited college or university and at a theological institution acceptable to the presbytery and accredited by the Association of Theological Schools <https://www.ats.edu/Member-School-list>. **G-2.0607.**
- Successfully complete examinations in the areas covered by Presbytery's Cooperative Committee on Examinations for Candidates.
- Before seeking a call, and ordinarily in the final year of theological education, meet with the Committee on Preparation for Ministry for a final assessment of readiness to receive a call. This consultation focuses on the outcomes of (C)candidacy.
- Complete ~~(Personal Information Form (PIF))~~ **Personal Discernment Profile (PDP)** and receive approval from the Committee on Preparation for Ministry to explore obtaining a call. Submit the completed ~~(PIF)~~ **PDP** to the Church Leadership Connection Office for circulation and participation in the denomination's procedures for exploring a call to service.
- A one page Personal Statement of Faith must be submitted to ~~(CPM)~~ **the Committee on Preparation for Ministry** to be shared during examination by the presbytery.
- Complete examination for ordination, administered on the floor of the presbytery of call.

If the presbytery finds the call in order and determines that it is for the good of the whole church, it shall inform the person being called of its decision and shall proceed to present the call through the presbytery having jurisdiction over the ~~(e)~~Candidate.

To be eligible for ordination, the Book of Order requires a relationship with the presbytery of at least two years, including at least one year as a Candidate. (G-2.0602)

Remember that the church's session continues to act as an advocate during both the ~~(I)~~inquiry and ~~(C)~~candidacy ~~(P)~~phases; through its moderator and presbytery commissioner(s) it can call the presbytery's Committee on Preparation for Ministry to accountability in fulfilling its responsibilities.

Candidacy continues until ordination, withdrawal, or removal.

B. ~~(II.)~~ THE SESSION

1. ~~(A.)~~ Role of Session

The pastor and session are responsible for communicating to all church members what is meant by "the ministry of all believers" and for helping members discern and fulfill their Christian vocation.

a. ~~(1.)~~ Developing Vocational Awareness

To ensure that committed, knowledgeable persons continue to be involved in the life and mission of the church and the world, it is essential that the session take seriously its responsibility for developing vocational awareness among members of the congregation. A biblically-grounded, theologically sound understanding of Christian vocation integrated into the church's program will help members recognize opportunities to fulfill their Christian vocation within the context of their secular occupations.

b. ~~(2.)~~ Developing Awareness of the Call to Ministry ~~(of)~~ through the ~~(O)~~office of Minister of Word and Sacrament~~(s)~~

Members of congregations should also be aware of the ~~(O)~~office of Minister of Word and Sacrament~~(s)~~ as an occupation through which many dimensions of Christian service can be realized. This opportunity ~~(should)~~ **can** be emphasized in all church programs, from Christian education classes and youth and young adult groups, to men's and women's programs.

It is **therefore** essential that pastors, sessions and local congregations:

- challenge all members to become aware of their Christian vocation;
- develop and implement thoughtful and creative means by which highly qualified persons may be challenged to consider a vocation in the ~~(O)~~office of Minister of Word and Sacrament~~(s)~~;
- help potential Inquirers get in touch with the presbytery's Committee on Preparation for Ministry as early as possible;
- give high priority to developing and maintaining vital, theologically sound youth programs which are in harmony with the Presbyterian and Reformed traditions; and
- assure that youth ministry leaders are carefully selected and trained, theologically competent and appropriate role models.

c. (3-) Exploring the Call to Office of Minister of Word and Sacrament(s)

When a member of the congregation approaches the pastor and session to express the possibility that ~~(she or he has)~~ **they have** been called to the ~~(the)~~ office of Minister of Word and Sacrament(s), the local church is provided with a challenge and an opportunity. It is the session's responsibility to provide a supportive relationship through which it can explore with the individual the personal implications and suitability of a church occupation.

According to the Constitution, the relationship between the session and the individual Inquirer is part of the ~~(I)~~inquiry ~~(P)~~phase of the preparation for ministry process. Its purpose is to provide an opportunity for the church and for those who believe themselves called to **the (the)** office of Minister of Word and Sacrament(s) to explore that call together in such a way that a decision regarding the Inquirer's suitability for ministry of ~~(the)~~ Word and Sacrament will be based on knowledge and experience of one another.

Such knowledge and experience emerge through prayerful examination of the Inquirer's motivation, personal faith and experience in the congregation, through examination of ~~(his or her)~~ **their** knowledge of the responsibilities of a Minister of Word and Sacrament(s), and through a serious assessment of the gifts needed by **a** Minister of Word and Sacrament(s). These are the first important steps in discerning that the individual has indeed been called by the Holy Spirit, through the church, to the office of Minister of Word and Sacrament(s). Studies indicate that the lives and work of dedicated pastors and effective congregations have a significant impact on the lives of Inquirers and Candidates.

d. (4-) Supporting Inquirers and Candidates

The pastor, session and congregation communicate with and support Inquirers and Candidates throughout the entire period of preparation. This can be a most meaningful experience for those involved.

Along with its specifically prescribed responsibilities, it is important that the session continue to express its concern and support by contacting the individual and ~~(his or her)~~ **their** family at important times, such as annual consultations with the Committee on Preparation for Ministry, appearances before presbytery, academic examination periods, Presbyteries' Cooperative Examination periods, when **the** presbytery **through the Committee on Preparation for Ministry** makes its final assessment of the Candidate, when a call is being negotiated, on holidays, anniversaries, etc.

2. (B-) Responsibilities of the Session

- To develop among church members an awareness of their Christian vocation and challenge them with responsible Christian stewardship of their talents.
- To encourage persons with appropriate motivation and abilities to consider preparation for the office of Minister of Word and Sacrament(s) or other church occupations.

a. (4-) Phase 1: Inquiry

Admission to ~~(I)~~inquiry begins when a person who has been a church member for at least six months indicates to that church's pastor and session ~~(his or her)~~ **their** sense of call to the office of Minister of Word and Sacrament(s). This is the first step toward establishing an ongoing relationship with the session and **the** presbytery's Committee **on Preparation for Ministry** for the purpose of exploring and testing **their** sense of call.

Some Issues for Attention and Evaluation by the Session When Examining the Gifts and Motivations of a Prospective Inquirer

- What personal qualities **do they possess, that** are evidence of a healthy and vital faith in God through Jesus Christ?
- How is that faith currently being expressed through the individual's participation in the worship, life and mission of this congregation?
- What various motivations impel **their** sense of call? (e.g., service to God and the world, compassion for God's children, guilt, the need for power and status)
- What real and potential talents for ministry are evident in this individual? (e.g., the ability to communicate, interpersonal skills, leadership or administrative abilities)
- What is the level and adequacy of the individual's academic interest, ability and motivations?
- What is the evidence of **(his or her) their** physical health and stamina?
- What is the evidence of **(his or her) their** emotional well-being?
- What is the evidence of **(his or her) their** self-discipline?
- How does the individual plan to finance **(his or her) their** education?

Ask the applicant to complete Form 1A "Application to be enrolled by Presbytery as an Inquirer," Form 1B "Questions for Reflection," and Form 1C "Financial Planning for Theological Education"

- Contact the Committee on Preparation for Ministry requesting orientation to the preparation for ministry process used in that presbytery.
- Meet with representative(s) of the presbytery's Committee on Preparation for Ministry to receive orientation in the preparation for ministry process. Ordinarily the orientation will take place prior to the presbytery enrolling the inquirer.

At this meeting distribute the applicant's completed Form 1 to session members for review prior to session's meeting with the applicant.

- Consult with the person requesting enrollment as an Inquirer and make a decision whether or not to endorse the applicant as an Inquirer.
- Appoint a Ruling Elder (or a group of persons including at least one elder) to act as liaison with the Inquirer and with the presbytery's Committee on Preparation for Ministry and to participate with the Inquirer and the Committee as they explore and evaluate **(his or her) their** progress.
- Make a recommendation to **the** presbytery, through the Committee on Preparation for Ministry, regarding the applicant's request to be enrolled as an Inquirer.

Indicate session's endorsement or non-endorsement on Form 1D "Session Evaluation and Recommendation" and submit Forms 1A, 1B, 1C and 1D to the presbytery.

- If the session, the committee or presbytery decides not to accept the individual's name for enrollment as an Inquirer at this time, the session continues to provide support, counsel and guidance to the individual as **(she or he) they** seek(s) to discover an appropriate occupational expression of **(his or her) their** Christian vocation.
- During the **(I)inquirer (P)phase**, the session participates with the inquirer and presbytery's committee in evaluating the Inquirer's growth and progress.

- For completion of the ~~(I)~~inquiry ~~(P)~~phase, the session meets with the Inquirer to review evidence indicating ~~(his or her)~~ **their** readiness to proceed to ~~(C)~~candidacy. This evidence includes personal interviews with the Inquirer, all consultation reports, the Inquirer's demonstration of adequate promise for ministry according to the expected outcomes.
- The session makes a decision regarding whether to recommend to **the** presbytery that the Inquirer proceed to **the** ~~(C)~~candidacy ~~(P)~~phase.
- **Ordinarily**, ~~(T)~~the session pays for at least one third of the expenses associated with **the** required ~~(career)~~ **vocational** assessment.

b. ~~(2.)~~ Transition from Inquiry to Candidacy

When the Inquirer is ready for admission to Candidacy the session **fills out Form 5B "Session recommendation for Enrollment as Candidate"**

- **Indicate **the** Session's endorsement or non-endorsement on the Inquirer's completed Form 5B "Session recommendation for Enrollment as Candidate" and submit to **the** presbytery. Completed and signed forms may be sent to the Committee on Preparation for Ministry via email to: PreparationforMinistry-CPM@greatriverspby.org.**
- **The Session** provides support and **may** make~~(s)~~ a statement, ~~if requested~~, when ~~(she or he)~~ **the Inquirer** is examined by presbytery.
- If the Inquirer is not received by **the** presbytery as a Candidate at this time, the session continues to support, counsel and guide the individual as ~~(she or he)~~ **they** seek~~(s)~~ to discover an appropriate occupational expression of ~~(her or his)~~ **their** Christian vocation.

c. ~~(3.)~~ Phase 2: Candidacy

- ~~After the presbytery examines and votes to approve the Inquirer's becoming a Candidate, the Candidate and her or his session may request that a commission of presbytery conduct a service of reception in the presence of the Candidate's congregation.~~
- During ~~(C)~~candidacy, the session provides support and pastoral care to the Candidate and ~~(her or his)~~ **their** family, maintaining the liaison relationship with both the Candidate and the presbytery Committee.
- The session receives and reviews reports of each consultation.
- The session removes the Candidate's name from the church roll when notice is received of ~~(her or his)~~ **their** ordination.

It is important to recall that the session acts as an advocate for both Inquirers and Candidates and through its moderator and presbytery commissioner(s), can call the presbytery's Committee on Preparation for Ministry to accountability in fulfilling its responsibilities.

C.(III.) THE PRESBYTERY

1. ~~(A.)~~ Role of the Presbytery

The presbytery's ministry to the church is at the heart of the preparation for ministry process. The presbytery ~~(participates in providing support for the denomination's colleges and seminaries and)~~ provides a committee to work with individual Inquirers and Candidates. The presbytery elects persons to serve ~~(on the Presbyteries' Cooperative Committee on~~

Examinations) as readers for ordination exams, and the presbytery guides Inquirers and Candidates and examines them for ordination.

The presbytery's ministry with individual Inquirers and Candidates takes place through the work of its Committee on Preparation for Ministry. As Ruling Elders and Ministers of Word and Sacrament(**s**) take on the (**demanding**)-responsibilities of membership on this (**C**)committee, they share in the rich (**satisfaction**) tradition of helping (**men and women**) individuals to discern their calls and grow toward readiness for the office of Minister of Word and Sacrament(**s**). Their time, energy and commitment offer a significant contribution to the church's future ministry.

2. (~~B~~) Responsibilities of the Presbytery

a. (~~1~~) Responsibilities of the Presbytery as a Whole

- To provide a Committee on Preparation for Ministry or other groups to work with its Inquirers and Candidates and ensure that this committee has adequate support and resources. Committee members should be carefully selected, with planned tenure to assure continuity. While new members should receive careful orientation, regular training events or retreats should be provided for all committee members. Such training will enable committees to develop their own procedures for relationships with Inquirers and Candidates and help them establish their own criteria by which to measure individuals' development.
- To receive the committee's reports and recommendations regarding each applicant for (**I**)inquiry and (**C**)candidacy; enroll Inquirers and examine and vote whether to approve the Inquirer's becoming a Candidate.
- To record the name of each Inquirer and Candidate on its rolls and report this to the General Assembly Office.
- To receive reports of consultations.
- To grant exceptions and waivers to Preparation for Ministry requirements.
- To transfer Inquirers and Candidates to the care of other presbyteries.
- To remove the names of Inquirers and Candidates from its rolls when appropriate.
- To transfer Candidates for ordination when requested.
- To examine and ordain Candidates who have received a call to ministry and to report these ordinations to the appropriate General Assembly offices.

b. (~~2~~) Responsibilities of the Presbytery through its Committee on Preparation for Ministry

1. (~~a~~) Phase 1: Inquiry

- When the Committee on Preparation for Ministry receives information from a session that a member of their church has indicated a desire to explore the personal implications of becoming a Minister of Word and Sacrament(**s**), one or more (**C**)committee members should meet with that session to explain the session's role and responsibilities during the preparation for ministry process. During this orientation, members of the session are encouraged to discern their own call and Christian vocation, and are informed about the particular evaluative criteria and procedures used in (**that**) this presbytery and, with the (**C**)committee representatives, discusses ways the session and the (**C**)committee can work together most effectively.

- After the applicant has agreed to enter into a covenant relationship with the session and the presbytery's Committee on Preparation for Ministry and has received the session's endorsement for enrollment as an Inquirer, ~~(he or she)~~ **they** meet(s) for an interview with the **(C)**committee. The purpose of this initial interview is to allow the **(C)**committee to make a preliminary assessment of the applicant's motives, seriousness of intent and general suitability for the office of Minister of Word and Sacrament(s) before deciding to recommend to presbytery that ~~(he or she)~~ **they** be enrolled as an Inquirer.
- **Forms 1A "Application to be enrolled by Presbytery as an Inquirer," 1B "Questions for Reflection," and 1C "Financial Planning for Theological Education" are distributed to all Committee members for review prior to the meeting to acquaint them with the applicant.**
- After completing its interview and evaluation and making a decision, the **(C)**committee recommends to the presbytery whether to enroll the applicant as an Inquirer. When enrollment is recommended, the Committee on Preparation for Ministry should appoint from its membership ~~(an advisor)~~ **a liaison** to work closely with the Inquirer. The Inquirer and session shall be informed of this action.

Complete Form 2A "Report of Consultation Regarding Application to become an Inquirer"

- **(C)**committee reports and recommendations to **(P)**presbytery to enroll applicant as an Inquirer

Use Form 2B, "Covenant Agreement and Inquirer Release" to formalize this relationship.

- It is imperative that the roles, expectations and responsibilities of the Inquirer and **(C)**committee members be clarified and a covenant relationship be negotiated at the first interview or consultation.
- Throughout the ~~(I)~~inquiry ~~(P)~~phase, the Committee on Preparation for Ministry holds consultations with each Inquirer to explore the appropriateness of the office of Minister of Word and Sacrament(s) as an occupational choice and to guide ~~(his or her)~~ **their** development for that ministry. Each consultation focuses on goals for growth and development in each of five key areas: Education for Ministry, Spiritual Development, Interpersonal Relationships, Personal Growth and Professional Development.
- During each consultation, the **(C)**committee and the Inquirer assess what progress has been made toward fulfilling previously established goals in each of the five areas and together negotiate appropriate new goals. The **(C)**committee votes at each consultation whether the Inquirer will continue in the process.

At least 21 days prior to each consultation, the Inquirer completes and returns to the **(C)**committee Form 3, "**Pre-consultation report on development areas**," as a basis for discussion.

Use Form 4, "Report on Consultation" for reporting purposes.

- Specific considerations may guide the **(C)**committee's assessment of an Inquirer's suitability to prepare for the office of Minister of Word and Sacrament(s). Careful

individual assessment may also help the (C)committee to recommend experiences to enhance the Inquirer's growth and development.

- Following action by the session and receipt of Form 5A, "Application to be enrolled by Presbytery as a Candidate," the Committee on Preparation for Ministry meets with the Inquirer to review evidence indicating whether or not ~~(he or she is)~~ **they are** ready to proceed to the (C)candidacy (P)phase and has fulfilled all the expected outcomes for Inquiry and any other requirements agreed to in previous consultations.
- After considering the preceding evidence the (C)committee makes a recommendation to presbytery.
- Through its Committee on Preparation for Ministry the presbytery is responsible for continuing to guide and support both those whom it does and does not recommend to be enrolled as Candidates. Those who are denied (C)candidacy at this time should be helped through a group discernment process or a **(Ministry Development Center program) vocational assessment** to discover appropriate occupations through which they can fulfill their Christian vocation.

Consultations

The goals and expected outcomes of each of the five areas of growth provide the focus for each consultation. By using these goals the (C)committee can discover the Inquirer's current level of experience and achievement and, through guided conversations and appropriate new learning contracts, stimulate further growth in appropriate areas. **The (C)committee will decide for itself what signifies "growth" and how an Inquirer might show evidence of such growth.** Creativity should be used in thinking through these areas and goals with the individual Inquirer so that ~~(she or he does)~~ **they do** not see this experience simply as the writing of required papers in order to qualify for (C)candidacy.

2. ~~(b-)~~ Some Considerations to Guide the Committee's Assessment of an Inquirer's Suitability to Continue Preparation for Ministry ~~(of)~~ to the office of Minister of Word and Sacraments by proceeding to the (C)candidacy (P)phase.

Personal Issues:

- How would you describe the Inquirer's commitment to God and to the world?
- How deeply ~~(does she or he)~~ **do they** demonstrate self-awareness?
- How ~~(does she or he)~~ **do they** demonstrate a sense of responsibility and self-direction?
- How does the Inquirer relate to people?
- How effective are ~~(her or his)~~ **their** leadership skills?
- How ~~(does she or he)~~ **do they** seem to tolerate stress?
- Does the Inquirer appear to be open to the influence of others?
- How ~~(does she or he)~~ **do they** seem to relate to authority figures?

Educational issues:

- ~~(Does he or she)~~ **Do they** demonstrate adequate academic skills?
- Is there sufficient motivation for scholastic achievement?
- ~~(Is she or he)~~ **Are they** meeting the constitutional requirements?

- ~~(Does she or he)~~ **Do they** have adequate experience in a local church or other context for experiential learning?
- ~~(Has she or he)~~ **Have they** made appropriate theological education plans?

Situational issues:

- Are there financial obstacles?
- Are there health limitations?
- Are there family or spouse considerations?
- Are the Inquirer's present goals feasible and realistic?

Occupational issues:

- Is the Inquirer's blend of temperament, abilities, coping style, values and motivation suitable for the ministry of **(the)** Word and Sacrament?
- Should ~~(she or he)~~ **they** consider a specialized ministry or alternate occupations?
- Does the Inquirer have a realistic understanding of the occupational demands and job opportunities in the ministry of **(the)** Word and Sacrament?

3. ~~(C)~~ **Phase 2: Candidacy**

Candidacy is a time of continuing pastoral guidance and support by the Committee on Preparation for Ministry. This shall be accomplished through the guidance and evaluation of **(C)**Candidates, using learning contracts within a context of supportive relationships."

The Committee on Preparation for Ministry receives **your forms 5A and 5B**, and if the **(C)**committee decides to recommend **your** moving to the **(C)**candidacy **(stage) phase**, the **(C)**committee fills out Form 5C "Report of Consultation to become a Candidate" and Form 5D "Covenant Agreement and Candidate Release."

- After the Committee on Preparation for Ministry completes its evaluation of the Inquirer and presents to the presbytery its report and recommendation as to whether the Inquirer should or should not be received as a Candidate, **if the recommendation is to move the Inquirer to Candidate status**, the Inquirer appears before the presbytery to be examined with respect to ~~(his or her)~~ **their** Christian faith, forms of Christian service and motives for seeking the ministry.
- If the presbytery votes to receive the Inquirer as a Candidate, ~~(he or she is)~~ **they are** asked to respond to the "Candidacy questions to be used before Presbytery" in Section 3-1. A charge is given, the Candidate's name is recorded on the roll of Candidates and prayer is offered.
- ~~(Upon request, the presbytery may arrange for a service of reception to be conducted before the Candidate's congregation.)~~

As with Inquirers, the presbytery, through its Committee on Preparation for Ministry, and the session, are responsible for continuing to guide both those whom it recommends for **(C)**candidacy and those whom it does not.

- The presbytery continues its regular consultations with the Candidate through the Committee on Preparation for Ministry. As described in the **(I)**inquiry **(P)**phase, these consultations focus on goals in each of the five areas of growth and development.

As during ~~(I)~~inquiry, planning for and evaluating growth during ~~(G)~~candidacy and the negotiation of new learning contracts continue to involve the active participation of both the Candidate and the ~~(G)~~committee.

The Candidate completes Form 3, “Pre-consultation report on development areas,” and submits it at least 21 days prior to each consultation to provide the basis for discussion.

Form 4, “Report on Consultation” is completed and signed by both the Candidate and the appropriate ~~(G)~~committee person after each Consultation and becomes part of the Candidate’s permanent file.

Final Assessment: ~~(Before seeking a call, and ordinarily in the final year of theological education, and before a Candidate may accept a call,)~~ Negotiating a Call may only be sought after the Committee on Preparation for Ministry meets with the Candidate for a final assessment of ~~(his or her)~~ **their** readiness in all respects to receive a call.

- In conducting this assessment, the ~~(G)~~committee focuses on the expected outcomes of ~~(I)~~inquiry, the ~~(excepted)~~ **expected** outcomes of ~~(G)~~candidacy, on each of the requirements of certification and on any additional items negotiated between the presbytery and the Candidate.
- Evidence that the Candidate has achieved the expected outcomes is based on ~~(her or his)~~ **their** academic performance and experience in supervised field education, **the requirements of G2.0607 [see III. C.] (or)** and other activities discussed and agreed upon by the ~~(G)~~committee as relevant to preparation for the office of Minister of Word and Sacrament~~(s)~~.
- The ~~(G)~~committee completes its evaluation and reports to **the** presbytery a summary of the final assessment along with the date the Committee certified the Candidate ready for examination for ordination, pending a call. When requested, the presbytery transmits this report to the presbytery of call.

Use Form 6, “Summary Report of Final Assessment of Candidate’s Readiness to be Examined for Ordination” to transmit this report.

Upon completion of the preparation process the Candidate’s file is either kept by the ~~(G)~~committee (for a specified period of time) or given to the Candidate. In cases where the Candidate and ~~(G)~~committee have dealt with highly sensitive issues that are a matter of record, the ~~(G)~~committee may want to retain the Candidate’s file.

D. ~~(VI.)~~ THE GENERAL ASSEMBLY

1. ~~(A.)~~ The Office of Vocation:

- Provides guidance, consultation, and resource materials to presbytery Committees on Preparation for Ministry to assist them with vocational discernment and ministry preparation of Inquirers and Candidates.
- Provides appropriate vehicles to enable presbytery Committees on Preparation for Ministry to exchange resources, policies, and models for their ministry.
- Participates in synod and presbytery training events for members of Committees on Preparation for Ministry.

- Provides guidance to presbyteries on particular sections of the Book of Order that deal with preparation for ministry.
- Works through seminaries and presbytery Committees on Preparation for Ministry to encourage collaboration as they work with Inquirers and Candidates.
- Works with seminary staff and Inquirers and Candidates providing guidance on preparation for ministry, ordination exams, and the call process.
- ~~(Serves as liaison with the Ministry Development Council [is this the correct name?] and its centers in support of preparation for ministry.)~~
- Maintains and makes available a list of seminary contact persons and moderators of Committees on Preparation for Ministry.
- With the Presbyteries' Cooperative Committee, coordinates the development, administration, and grading of ordination examinations.
- Provides coaching to Candidates seeking their first call.

2. (B) *The Office of Financial Aid for Studies, administers scholarships and loans for those preparing for ministry.*

V. Examination of Ministers from other denominations seeking to become a PC(USA) Minister of Word and Sacrament

In cooperation with the presbytery's Committee on Ministry, the Committee on Preparation for Ministry has examined Ministers from other denominations seeking to become a PC(USA) Minister of Word and Sacrament. [see G-2.0505] This examination has followed a similar path as the "Final Assessment and Negotiation for Service" found in G-2.0607 which states that: "Evidence of readiness to begin ordered ministry as a minister of the Word and Sacrament shall include:

- a) a Candidate's wisdom and maturity of faith, leadership skills, compassionate spirit, honest reputation, and sound judgment;
- b) a transcript showing graduation, with satisfactory grades, at a regionally accredited college or university;
- c) a transcript from a theological institution accredited by the Association of Theological Schools acceptable to the presbytery, showing a course of study including Hebrew and Greek, exegesis of the Old and New Testaments using Hebrew and Greek, satisfactory grades in all areas of study, and graduation or proximity to graduation; and
- d) examination materials, together with evaluations that declare those materials satisfactory in the areas covered by any standard ordination examination approved by the General Assembly. Such examinations shall be prepared and administered by a body created by the presbyteries."

SECTION TWO: An Overview of the Preparation Process for the ministry of Ruling Elders seeking Commissioning to a Particular Church or Validated Ministry [From the Commissioned Ruling Elders (CRE) Handbook¹]

1. Overview of the Ministry Formation Program

1.1. Introduction:¹

Great Rivers Presbytery is committed to providing the best possible leadership to all churches within its bounds. To provide that leadership training has been developed for the continued edification of our ruling elders. The Committee on Ministry (COM), and Committee on Preparation for Ministry (CPM), and Commissioned Ruling Elder Coordinator partner to provide the various levels of training for ruling elders.

COM provides training for ruling elders who are seeking to be granted permission for a specific time frame to serve Communion in their home congregation in the absence of pastoral leadership. COM also works with ruling elders who seek to be approved for the presbytery's pulpit supply list. CPM provides training for ruling elders who seek to serve as pastor in a specific context. The CRE Coordinator works with both committees for the purpose of training and caring for ruling elders who complete the more in-depth training to be able to serve a commission. This handbook provides the information for those ruling elders seeking the in-depth training.

Our polity provides for two forms of pastoral leadership in congregations. The first as a Minister of Word and Sacrament, the other as a Commissioned Ruling Elder. It is the intention of this handbook to outline the process for authorizing ruling elders to be commissioned as Commissioned Ruling Elders as provided for in the *Book of Order* (G-2.10).

The purpose of the Ministry Formation Program is to prepare and commission Ruling Elders for preaching and administration of sacraments at places of need within the presbytery. The Handbook for Commissioned Ruling Elders provides guidelines to attract, discover, train, counsel, and support qualified Ruling Elders to provide leadership, nurturing and service to member congregations and other service opportunities within Great Rivers Presbytery.

The Committee for Preparation for Ministry (CPM) is responsible for the selection of applicants and the training and the examination of Candidates and evaluating the effectiveness of the training. The CPM is also responsible for approving the Candidate as ready to accept a position as a Commissioned Ruling Elder.

The Commission on Ministry (COM) is responsible for authorizing the placement and commissioning of CREs.

1.2. Definition of a Commissioned Ruling Elder

A Commissioned Ruling Elder is a Ruling Elder who has been commissioned by Great Rivers Presbytery to limited pastoral service in a validated ministry of the presbytery.

They have been called by God and affirmed by their session and received appropriate training in accordance with the *Book of Order*, G-2.1002, under the supervision of the Committee on Preparation for Ministry (CPM).

The CRE is commissioned by the presbytery to serve a particular congregation or validated ministry in Great Rivers Presbytery after being deemed certified ready to be commissioned, invited by the session of a congregation or other entity, recommended by the Committee on Ministry (COM), and approved by the presbytery.

¹ This handbook has been adapted for the Presbytery of Great Rivers' use from the Commissioned Ruling Elder's manual of Blackhawk Presbytery with their permission.

The CRE may perform pastoral functions not requiring ordination as a Minister of Word and Sacrament, in agreement with the session, and approved by COM, such as teaching, visitation of members in home or hospital, visitation of prospective members, supervising Sunday school, leading music, prayer meetings, or study groups or conducting funerals. Other duties and privileges may be approved in certain circumstances (See section 2.4)

If commissioned to a congregation, the CRE will ordinarily be the primary leader of worship and preacher for the congregation. This person may serve as a CRE in full-time or part-time, salaried, or volunteer positions.

2. Policy and Procedures for Congregations.

2.1 Recruitment of CRE Candidates.

“We have gifts that differ according to the grace given to us” (Romans 12: 6a).

Within every congregation God bestows many and diverse gifts upon the members of that church. It is important that churches actively encourage persons to honor, use, and build upon their gifts in the ministry of the church.

It is the duty of all Christians, whether in leadership roles or not, to seek and recognize those believers who have been gifted by the Holy Spirit for service, and to encourage them to explore their calling.

Great Rivers Presbytery is committed to working with local congregations to identify and encourage people gifted for ministry as Commissioned Ruling Elders.

It is the Presbytery of Great Rivers’ practice not to assign CREs to their congregation of current membership and/or sponsoring congregation. Exceptions to this policy require a 75% vote of the presbytery.²

2.2 Determining Congregational Needs

Congregations considering whether a CRE or an MWS would best fulfill their need should spend some time in prayer and discernment.

CREs are trained, though not ordained as MWS are. Theirs is a separate calling. The primary differences between a Minister of Word and Sacrament and a Commissioned Ruling Elder can be found in Appendix A.

Often, a church who decides to go with a CRE has money as their leading reason, believing that a CRE will be cheaper, however there should be a missional and theological reason to choose a CRE, not simply a financial reason.

Often a CRE will have differing gifts than an MWS. A CRE may have better skills and experience connecting with laity. A CRE may have already served in a variety of councils of the church including at the presbytery or higher levels.

At all times it is advisable to consult with the COM during this discernment process.

2.3 Potential Additional Duties of a CRE.

Upon the written request of the session to the COM and with the recommendation of the mentor and supervisor, the CRE may also be commissioned by the Presbytery to carry out other functions allowed in the *Book of Order*, G-2.1001.

- a. Administer the Sacrament of the Lord's supper
- b. Administer the Sacrament of Baptism

² Verify with COM’s policy.

- c. Moderate the session of the congregation.
- d. Moderate meetings of the congregation.
- e. Have voice and a vote in meetings of the Presbytery.
- f. Perform a service of Christian marriage when invited by the session or other responsible committee of the Presbytery, and in accordance with Illinois law.³

2.4 Minimum Compensation for Commissioned Ruling Elders

It is the determination of Great Rivers Presbytery that the minimum effective salary for Commissioned Ruling Elders is set at 80% of the current presbytery minimum for Ministers of Word and Sacrament.³

2.5 Search Process for CRE Candidates.

Any congregation interested in hiring a CRE should contact their COM Ministry Partner to find more information.

3 Policy and Procedures for Candidates

3.1 Policy

The Ministry Formation Program Great Rivers Presbytery shall be administered by the Committee on Preparation for Ministry (CPM).

The CPM will have the following responsibilities:

1. Recruitment, admission, or dismissal for cause of Candidates to the program.
2. Oversight of the training process.
3. Consultation with Commissioned Ruling Elders during training as they explore their sense of call.
4. Referral of the Candidate to Presbytery's Committee on Ministry for examination, approval of placement, and post-commissioning oversight (see G-2.1003 and G-2.1004) once a CRE Candidate is ready for a commission.

Application Process for Elders

1. An applicant to the program shall be an elder in the Presbyterian Church (USA).
2. Ordinarily, an applicant to the program will have been a member of the Presbyterian Church (USA) for at least two years and active in the life of a particular church within the bounds of the Great Rivers Presbytery for at least one year immediately prior to applying for the Commissioned Pastor program.
3. Application to be a Commissioned Pastor will be submitted to the Committee on Preparation for Ministry and will include:
 - a. a completed application form (CRE Form 1a, appendix D),
 - b. the completed support form from the church session or its equivalent (CRE form 2, appendix F)
 - c. and an interview with CPM (CRE Form 4, appendix I).
4. Upon receipt of the individual's application and support from their session, an interview with CPM will be scheduled and the Candidate will be contacted for any additional information needed to complete the required background check.
5. Applicants for whom English is not a primary language may apply to take courses in their primary languages, as available, with the prior approval of the CPM.

³ Verify with COM's policy.

6. Applicants who have previous study in required areas may submit those to CPM for consideration as a substitute for equivalent courses. Applicants may also show the CPM documented experience from employment, church, or academic settings, to stand as equivalent to any of the areas of training and the CPM will advise the applicant as to the substitute credit that may be applied in their unique case.
7. Applicants to the program should be aware that acceptance to this program does not guarantee placement as a Commissioned Pastor within Great Rivers Presbytery
8. Application packets are available through the CRE Coordinator, CPM Moderator, or on the Great Rivers Presbytery website.⁴

3.2 Outline of the CRE Process

Those persons seeking to become a CRE will follow a different track or program than those seeking ordination as Minister of Word and Sacrament. A CRE's ability to preach, teach, and lead worship may be seen as a gift of the Spirit developed through experience, practice, and formal training.

To further develop the gifts for service in a particular field of ministry, the Presbytery, through the CPM and COM, will guide the CRE Candidate through a program of training and preparation for pastoral service. For others who wish to attend training, but do not know how they are called to serve, the CPM and the CRE Candidate will work together to prayerfully discern God's call for the individual.

The program track for a CRE is:

1. **Seeking Phase:** The individual seeking to become a CRE receives endorsement from the session of their own church and is evaluated and received by the CPM.
2. **Learning Phase:** With the authorization, guidance and support of the CPM, the CRE Candidate will engage in study and preparation for service as a CRE.
3. **Commissioning Phase:** After completing the program of training, preparation, and discernment with the CPM, and after the CPM determines the CRE Candidate is ready to receive a commission to a field of service or congregation, they will be recommended to the COM. At the recommendation of the COM and with the approval of the Presbytery, the CRE may be commissioned to a particular congregation or validated ministry.

During the entirety of the CRE preparation process, the CRE in Training shall:

1. Meet at least annually with their sponsoring session.
2. Meet at least annually with the CPM, supplying a CRE Form 3 for every meeting.
3. Demonstrate work towards completing the class requirements.
4. Remain active in the life and work of their congregation.
5. Receive instruction and practice in all areas of church life.

In each step of the program, particular responsibilities are assigned to:

1. The CRE Candidate
2. The session of the sponsoring congregation.
3. The Committee on Preparation for Ministry
4. The Committee on Ministry

⁴ This packet will need to be created from our current resources.

4. Seeking Phase

During this phase a Ruling Elder, believing they have been called by God to be a Commissioned Ruling Elder (CRE), seeks validation of the call by their session and then by the presbytery through the Committee on Preparation for Ministry (CPM).

Core Responsibilities during the Seeking Phase:

The CRE Candidate Applicant

1. Has been a member of a PC(USA) congregation within the Great Rivers Presbytery for at least one year prior to submitting the application to the session.
2. Has been ordained a Ruling Elder within the PC(USA) for at least six months. They need not be actively serving on session to qualify.
3. They shall be regular in attendance and active in the life of their congregation. They shall have demonstrated leadership ability, pastoral concern and pastoral ability.
4. The applicant should have an extended conversation with their pastor about their sense of call and the gifts and tasks of ministry before approaching CPM.
5. The applicant will contact the presbytery's Commissioned Ruling Elder Coordinator to begin the process of application.
6. The applicant is examined by the session of their member church and seeks their endorsement.
7. Applicant shall fill out and submit CRE Form 1A (appendix D) to the CRE Coordinator or in the absence of a CRE Coordinator, the CPM Moderator (preparationforministry-CPM@greatriverspby.org) supplying three references as outlined in the application. The three references will each fill out a CRE Form 1B (appendix E) to be submitted to CPM. The CRE Coordinator or CPM moderator shall provide the forms upon request, or they can be found on the Great Rivers Presbytery website under "Forms."⁵
8. Meets with the CPM for a review of their application, and approval to enter the process.

The Session of the Sponsoring Congregation⁵

1. The session shall contact the CRE Coordinator or in the absence of a CRE coordinator, the CPM Moderator for orientation to the process.
2. Applicants shall meet with their session to be interviewed to receive the session's endorsement for application to the CRE program. If approved, the session shall fill out CRE Form 2 and submit it to the CRE Coordinator or in the absence of a CRE coordinator, the CPM Moderator.
3. The proposed CRE Candidate, the session, and Commissioned Ruling Elder Coordinator together will initiate contact with the CPM.
4. The session will appoint one or more of its members as liaison for the duration of the CRE process.
5. Encourages, supports, and prays for the CRE candidate throughout their time of preparation for service.
6. May offer to provide financial assistance to the CRE candidate for class work or study
7. May offer opportunities for service and preparation for ministry through working in the congregation under the supervision of the pastor(s), in either paid or volunteer positions.
8. The session shall renew their endorsement of the candidate on an annual and ongoing basis.

⁵ Verify these are on the website.

The Committee on Preparation for Ministry

1. After receiving the Application Form and Session Endorsement Form, the CPM shall meet with the applicant. The interview shall include discussion of the individual's:
 - a. personal faith
 - b. sense of call
 - c. motives in seeking enrollment in the program
 - d. competency in Book of Order requirements
 - e. communication skills
 - f. willingness to engage in study/mentoring program
 - g. review of information contained in application
2. Confidentially interviews the references included in the application concerning the applicant's qualifications, character, and aptitude for pastoral service. The CPM may also initiate inquiries to others who may be familiar with the applicant.
3. The CPM will ask the applicant to address inadequacies in any area before recommending further preparation as a CRE.
4. Once the committee approves the applicant to enter the process, they shall vote to receive the applicant as a CRE Candidate. The CRE Candidate shall then begin their training in the CRE process.
5. The Commissioned Ruling Elder Coordinator will act as a liaison between the CPM and Candidate to guide the Candidate through the process. In the absence of a Commissioned Pastor Coordinator a member of CPM will act as the liaison.
6. Designing the learning plan for the CRE Candidate. Validating directed studies done in concurrence with the agencies (presbyteries, colleges, seminaries, workshops, etc.).
7. CRE Candidates shall meet annually with the CPM to be examined as to personal faith, motives for seeking commission, and the areas of instruction they may have already received. The Candidate will fill out form CRE 3 for each annual consultation.

5. Learning Phase

During this phase, the CRE Candidate will acquire competency and skills required for the role of Commissioned Ruling Elder under the supervision and direction of the Committee on Preparation for Ministry (CPM) (*Book of Order*, G-2.1002).

Upon entry into the CRE training phase, the CRE Candidate and the CPM liaison will adopt a Learning Covenant (CRE Form 3, appendix G) that will be written and signed as a covenant between the Candidate, their CPM liaison and the CPM.

The Learning Covenant will be tailored for each individual including plans for completion of all training requirements and realistic timelines for the completion of each requirement. Training will not require the same levels of knowledge required of Ministers of Word and Sacrament.

Core Responsibilities during the Learning Phase:

The CRE Candidate

1. The CRE Candidate needs to take the initiative through this phase of the process.
2. They will explore available training options with the approval of the CPM.
3. They will enroll and begin their program of study.
4. They may, with their CPM liaison, find an appropriate internship program.
5. The Candidate will sign and submit to COM a statement declaring the absence of any convictions of sexual or financial misconduct.

The Session of the Sponsoring Congregation

1. Meets with the CRE Candidate annually through their course of study to review progress and to encourage, support, and pray for the CRE.
2. May offer to provide financial assistance to the CRE Candidate for class work or study.
3. May offer opportunities for service and preparation for ministry through working in the congregation under the supervision of the pastor(s).

The Committee on Preparation for Ministry

1. Available CRE training programs from the Synod of Lincoln Trails, other governing bodies, seminaries, colleges, etc., are reviewed and an authorized list of available programs is created and provided to CRE Candidate.
2. Reviews and approves independent study arrangements and other Presbytery sponsored training programs as requested by a CRE Candidate.
3. Meets with the CRE Candidate at least annually through this phase to review their progress and determine other needs or future plans.
4. May assist in facilitating an internship or find appropriate internship for the CRE Candidate.
5. The CPM will request that a criminal background check be conducted via the process currently in use in the Presbytery.

The CRE Coordinator

1. Act as a liaison for the Candidate with the CPM.
2. Support the Candidate with their studies.
3. Meets with the Candidate monthly.

Course Requirements

The CRE Candidate, with the approval of the CPM, may take classes offered by the presbytery and designated for CRE Candidates; may enroll in a designated CRE training program offered by a college, seminary, the Synod of Lincoln Trails, or another governing body as approved and recommended by the CPM.

There are eight areas of competence that are required by Great Rivers Presbytery.

1. Introduction to Old Testament
2. Introduction to New Testament
3. Introduction to Preaching
4. Introduction of Christian Education
5. Introduction to Pastoral Care
6. Presbyterian Polity
7. Reformed Worship and Sacraments
8. Introduction to Reformed Theology

Additional work may be required depending on the particular Candidate's background and experience as well as the type of ministry a CRE Candidate is preparing to undertake.

Other Requirements

In addition to the training requirements above, CRE Candidates must:

1. Complete a vocational assessment counseling by a provider determined by CPM to evaluate the fit of the Candidate for the ministry, early in the CRE process. Ordinarily, the cost for this evaluation is shared in equal parts with the CRE Candidate, their congregation and the Presbytery of Great Rivers.

2. Attendance at an approved workshop on healthy boundaries is required prior to being approved for a commission.
3. The CPM may also require a supervised internship if it feels it is appropriate to prepare the Candidate for pastoral ministry. The CPM will, in consultation with the Candidate, determine the scope and length of the internship. If there is a need for an internship a teaching elder in PGR will be assigned to the Candidate as a mentor.
4. Special Circumstances—ordinarily Certified Christian Educators applying to be a Commissioned Pastor are deemed qualified to serve having completed requirements of the Book of Order G-2.1103

6. Certification and Commissioning Phase

At this phase, the CRE Candidate is formally commissioned by the Presbytery to a specific ministry. The presbytery's Committee on Ministry has oversight of the commissioning Phase.

Core Responsibilities during the Certification and Commissioning Phase:

The Committee on Preparation for Ministry

1. CPM shall examine the CRE Candidate to determine their fitness for pastoral ministry. This assessment will include:
 - a. a review of all Learning Covenant requirements,
 - b. assessment and review of the CRE Candidate's Faith Statement,
 - c. and a final sermon review including exegesis, preparation, and delivery; perhaps in a congregational or alternate setting.
2. After successful completion of the examination, CPM will present the Candidate to presbytery as certified and ready for a commission (CRE Form 5).

The CRE Candidate

1. Upon successful completion of all items listed in the learning covenant, the CRE Candidate will provide the following documents to the CPM.
 - a. A personal statement of faith.
 - b. A brief sermon (5-9 minutes).
 - c. Before preaching the sermon, the committee shall be told the context and setting where this sermon would be presented.
 - d. Plans for continuing education.
 - e. A written self-evaluation (no more than three pages) about their experience during their training and their readiness to be Commissioned into Service.
2. Once receiving the certification from Great Rivers Presbytery, the CRE Candidate may begin the search for suitable employment. At this point, working with the COM, they may:
 - a. Be added to Preaching Supply List and become available for potential match with congregation(s).
 - b. Complete a CRE Information Form / Resume and may be considered for commissioning to a specific congregation or validated ministry as a Commissioned Pastor.
 - c. The CRE will be prepared to interview and preach for sessions or PNCs of the congregations that are considering CREs.

This ends the CPM portion of the CRE Handbook. The CRE Handbook continues after this point with the Committee on Ministry's (COM) portion of the process.

Section Three: A Listing of Resources

I. RESOURCES FOR THOSE ENTERING THE PREPARATION PROCESS FOR THE MINISTRY OF WORD AND SACRAMENT

A. (I-) RECOMMENDED LISTS OF QUESTIONS AND CRITERIA

A List of Questions for Session Inquiry Endorsement Interviews

- What personal qualities are in evidence of a healthy and vital faith in God through Jesus Christ?
- How is that faith being expressed through the individual's participation in the worship, life and mission of this congregation?
- What various motivations impel the sense of call? (e.g., service to God and the world, compassion for God's children, guilt, the need for power and status)
- What real and potential talents for ministry are evident in this individual? (e.g., the ability to communicate, interpersonal skills, leadership or administrative abilities)
- What is the level and adequacy of the individual's academic interest, ability and motivations?
- What is the evidence of ~~(his or her)~~ **their** physical health and stamina?
- What is the evidence of ~~(his or her)~~ **their** emotional well-being?
- What is the evidence of ~~(his or her)~~ **their** self-discipline?
- How does the individual plan to finance ~~(his or her)~~ **their** education?

A List of Outcomes for Inquiry

- A statement of ~~(her or his)~~ **their** understanding of Christian vocation in the Reformed tradition and how it relates to ~~(her or his)~~ **their** sense of call;
- A statement of personal faith which incorporates an understanding of the Reformed tradition;
- An analysis of at least one concept from the personal faith statement regarding what it suggests about God, humanity and their interrelationships;
- A statement of what it means to be Presbyterian, indicating how that awareness grows out of participation in the life of a particular church;
- A statement of self-understanding which reflects the inquirer's personal and cultural background and includes a concern for maintaining spiritual, physical, and mental health; and
- A statement of ~~(her or his)~~ **their** understanding of the tasks of Minister of Word and Sacrament~~(s)~~ perform, including an awareness of ~~(her or his)~~ **their** specific gifts for office of Minister of Word and Sacrament~~(s)~~ and of areas in which growth is needed.

A list of Questions for moving to (C)candidacy examination

- Do you believe yourself to be called by God to the office of Minister of Word and Sacraments?
- Do you promise in reliance upon the grace of God to maintain a Christian character and conduct, and to be diligent and faithful in making full preparation for this ministry?
- Do you accept the proper supervision of the presbytery in matters that concern your preparation for this ministry?

- Do you desire now to be received by this presbytery as a ~~(e)~~Candidate for the office of Minister of Word and Sacrament~~(s)~~ in the Presbyterian Church (USA)?

A List of Candidacy Interview Questions

Personal Issues:

- How would you describe the Inquirer's commitment to God and to the world?
- How deeply ~~(does she or he)~~ do they demonstrate self-awareness?
- How ~~(does she or he)~~ do they demonstrate a sense of responsibility and self-direction?
- How does the Inquirer relate to people?
- How effective are ~~(her or his)~~ their leadership skills?
- How ~~(does she or he)~~ do they seem to tolerate stress?
- Does the Inquirer appear to be open to the influence of others?
- How ~~(does she or he)~~ do they seem to relate to authority figures?

Educational Issues:

- ~~(Does she or he)~~ Do they demonstrate adequate academic skills?
- Is there sufficient motivation for scholastic achievement?
- ~~(Is she or he)~~ Are they meeting the constitutional requirements?
- ~~(Does she or he)~~ Do they have adequate experience in a local church or other context for experiential learning?
- ~~(Has she or he)~~ Have they made appropriate theological education plans?

Situational Issues:

- Are there financial obstacles?
- Are there health limitations?
- Are there family or spouse considerations?
- Are the Inquirer's present goals feasible and realistic?

Occupational Issues:

- Is the Inquirer's blend of temperament, abilities, coping style, values and motivation suitable for the office of Minister of Word and Sacrament~~(s)~~?
- Should ~~(he or she)~~ they consider a specialized ministry or alternate occupations?
- Does the Inquirer have a realistic understanding of the occupational demands and job opportunities in the office of Minister of Word and Sacrament~~(s)~~?

A List of Candidacy Questions for Use Before Presbytery

- Do you believe yourself to be called by God to the office of Minister of Word and Sacrament~~(s)~~?
- Do you promise in reliance upon the grace of God to maintain a Christian character and conduct, and to be diligent and faithful in making full preparation for this ministry?
- Do you accept the proper supervision of the presbytery in matters that concern your preparation for this ministry?
- Do you desire now to be received by this presbytery as a candidate for the office of Minister of Word and Sacrament~~(s)~~ in the Presbyterian Church (USA)?

A List of Outcomes for Candidacy

- Presenting evidence of competence in the fields such as theology, Bible, polity, and Worship and Sacraments, of ministerial skill attested in the supervised practice of ministry;
- ~~Presenting evidence of readiness to participate in a calling presbytery's plan for transition and of plans for _____.~~
- Expressing theological views compatible with the confessional documents of the church;
- Expressing understanding of the meaning of the questions required for ordination (W4.4003) informed by knowledge of the church in diverse settings;
- Revealing commitment to the office of Minister of Word and Sacraments within the Presbyterian Church (USA) with personal maturity, spiritual depth, and a capacity to respond to the needs of others, including colleagues in ministry;
- Presenting a written sermon, together with a description of the contemporary need to which it was addressed (**and**), an exegetical interpretation of the biblical material out of which the sermon arose **that you wish to submit, and a list of sources used**. This sermon shall be preached before the calling presbytery or a committee thereof as a part of the appearance of the candidate.

B. (H.) DESCRIPTION OF FORMS USED IN THE PREPARATION FOR MINISTRY PROCESS

All these forms are found online at <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/>

Form 1A "Application to be enrolled by Presbytery as an Inquirer"

To be completed initially by the applicant seeking to be enrolled. Both the committee/commission overseeing preparation for ministry and the presbytery's actions regarding the application are recorded on this form. It provides basic information regarding the applicant's background, identity, and interests. This form includes a list of personal references.

Form 1B "Questions for Reflection"

These questions are to be completed by the applicant as a basis for direct discussion first with the session of the applicant's home church and later with the presbytery's committee/commission overseeing preparation for ministry.

Form 1C "Financial Planning for Theological Education"

Using basic information provided by the applicant, this spreadsheet automatically generates a projection of the applicant's financial resources and needs relative to the required seminary training.

Form 1D "Session Evaluation and Recommendation"

This form is completed by the applicant's session and forwarded along with the other application forms to the presbytery's committee/commission overseeing preparation for ministry. The form includes questions that may guide the session's discussion with the applicant and provide support for its recommendation to the committee/commission overseeing preparation for ministry.

Form 2A "Report of Consultation regarding application"

In addition to formulating its recommendation to the presbytery to enroll the applicant as an inquirer, the committee/commission overseeing preparation for ministry should also establish goals for the first year the new inquirer will be under care. This form records the growth objectives agreed to by the

new Inquirer and the committee/commission overseeing preparation for ministry. The completed report is sent to the enrollee, the theological institution, and the sponsoring session.

Form 2B “Covenant Agreement and Inquirer Release”

A signed acknowledgement of the new covenant relationship entered into by the (i)Inquirer, the session and the committee/commission overseeing preparation for ministry. The (i)Inquirer release sets in motion an understanding that permits the committee/commission overseeing preparation for ministry to secure information necessary to make responsible decisions and recommendations.

Form 3 “Pre-consultation report on development areas”

This report, completed by the (i)Inquirer/(e)Candidate before each consultation, evaluates progress in accomplishing previously agreed-upon goals and objectives. The form requests a listing of completed courses, and includes specific questions to be addressed in each of the five growth areas.

Form 4 “Report on Consultation”

A summary report of the consultation, completed by the committee/commission overseeing preparation for ministry and the (i)Inquirer/(e)Candidate, that indicates developmental progress in the five key areas along with growth objectives agreed to for the next year. The completed report is sent to the (i)Inquirer/(e)Candidate, theological institution, and sponsoring session.

Form 5A “Application to be enrolled by Presbytery as a Candidate”

To be completed initially by the Inquirer seeking to be advanced to candidacy. The recommendations of the session and the committee/commission overseeing preparation for ministry along with the action taken by the presbytery are recorded on this form.

Form 5B “Session recommendation for Enrollment as Candidate”

This form is completed by the (i)Inquirer’s session and forwarded to the presbytery’s committee/commission overseeing preparation for ministry. Questions that may guide the session’s discussion with the inquirer and provide support for its recommendation to the committee/commission overseeing preparation for ministry may be found in the “Advisory Handbook” on pages 39 – 41. Attach a letter explaining rationale for the session’s action in light of inquirer’s suitability.

Form 5C “Report of Consultation to become a Candidate”

A signed acknowledgement of the new covenant relationship entered into by the (e)Candidate and the committee/commission overseeing preparation for ministry. This form also establishes growth areas for (e)Candidate. The completed report is sent to the (i)Inquirer/(e)Candidate, theological institution, and sponsoring session.

Form 5D “Covenant Agreement and Candidate Release”

A signed acknowledgement of the new covenant relationship entered into by the (e)Candidate, the session and the committee/commission overseeing preparation for ministry. The (e)Candidate release sets in motion an understanding that permits the committee/commission overseeing preparation for ministry to secure information necessary to make responsible decisions and recommendations.

Form 6 “Summary Report of Final Assessment”

This form, completed by the committee/commission overseeing preparation for ministry, acknowledges that the committee/commission overseeing preparation for ministry of the (e)Candidate’s presbytery has conducted a final assessment of the (e)Candidate’s preparation and readiness to begin ministry. It certifies that (~~she/he~~) **they (has) have** successfully completed all requirements of the denomination and the committee/commission overseeing preparation for ministry and so is ready to be examined for ordination. It should be accompanied by supporting documentation that is identified on the form. (Since this report may need to be shared with another calling presbytery, all presbyteries should use this form as issued.)

Online Reporting to Mid Council Ministries of the Office of the General Assembly

Since January 2014 the Office of the General Assembly has exclusively used online management systems for presbyteries to report actions related to their (i)Inquirers and (e)Candidates. The system also provides direct access to Senior Ordination Exams and their evaluations as well as Bible Content Exam results, and is to be used by presbyteries to report their ordination exam readers to the Presbyteries’ Cooperative Committee on Examinations for Candidates (PCC). Both a “User’s Guide” and a “Quick Reference Sheet” have been prepared to assist presbyteries in the use of the system.

<http://www.pcusa.org/resource/exam-system-users-guide/>

C. Presbytery of Great Rivers CPM Flow Chart

PERSON

interested in becoming inquirer
(must be member
of church for 6 months)

PASTOR

Provides **FORM 1A, 1B, 1C**
to person who
completes all pages

SESSION

Session makes decision
after meeting with member.
Session completes **FORM 1D**.
Session sends **ALL (original)**
completed **and signed** forms to
(Presbytery office ASAP.) to
the Committee on Preparation
for Ministry via this email:
PreparationforMinistry-
CPM@greatriverspby.org

PRESBYTERY/CPM

Receives forms. Contacts
person with date to meet
with CPM.

PERSON & CPM

Person must have **FORM 1A, 1B,**
1C, & 1D completed & signed prior
to meeting with CPM. CPM meets
with potential Inquirer. CPM votes to
accept as **(N)new** Inquirer and completes
FORM 2A & 2B. (N)new Inquirer is
assigned Liaison.

ASSEMBLY

CPM requests Assembly to
accept person as new Inquirer.

INQUIRER

(At least) Ordinarily
1 year as Inquirer.

Vocational Assessment Counseling (~~/Career Counseling~~)

Inquirer must attend career counseling.
Ordinarily Church pays 1/3, Inquirer pays 1/3,
CPM pays 1/3 (including travel and expenses
up to \$250.00). Inquirer releases report to
CPM **(at Presbytery Office)**.

INQUIRER ANNUAL MEETING

Meet with CPM for annual
consultation and must have **FORM**
3 completed and e-mailed to
(Presbytery office) no later than
21 days prior to annual meeting.
Liaison will meet with Inquirer to
complete FORM 4.

When Inquirer wishes to become a Candidate, they must first meet with session. Session asks CPM to move them to status of Candidate. The Inquirer **must** also have **FORM 5A and 5B** completed AND signed by Session. Report must be sent at to **(Presbytery office) the Committee on Preparation for Ministry Moderator at: PreparationforMinistry-CPM@greatriverspby.org** at least 21 days prior to meeting.

If CPM approves Inquirer's request to become Candidate, CPM will complete **FORM 5C** and **5D** at meeting. Candidate must be presented on the floor of Assembly for questioning regarding their call. **NO** theological questions are asked at this time. Assembly will vote to accept Inquirer as a new Candidate.

CANDIDATE

At least 1 year as Candidate
Must take and pass ALL five
Standard ordination exams.

CANDIDATE ANNUAL MEETING

Meet with CPM for annual consultation
and must have **FORM 3** completed and
Mailed to **(Presbytery office) the Committee**
on Preparation for Ministry Moderator at:
PreparationforMinistry-CPM@
greatriverspby.org no later than 21 days.
prior to annual meeting. **(CPM fills out**
FORM 4 at end of review with Candidate
and has Candidate sign.) Liaison will meet
with Inquirer to complete FORM 4.

CANDIDATE ANNUAL MEETING

Meet with CPM for review and to be
Certified Ready to Receive a Call. Must
send to CPM **via email** at least 21 days
prior **date of meeting**, a Digital copy of
sermon, Statement of Faith and **(PIF)**
PDP. CPM to complete **FORM 6**.

CPE is not a requirement but it is highly recommended.

II. RESOURCES FOR THOSE ENTERING THE PREPARATION PROCESS FOR RULING ELDERS SEEKING COMMISSIONING TO A PARTICULAR CHURCH OR VALIDATED MINISTRY

APPENDIX A (Summary of Differences between MWS and CRE)

Committee on Ministry Comparison of Ministers of the Word and Sacrament and Commissioned Ruling Elders

	Ministers of the Word and Sacrament – Called and Installed	Ministers of the Word and Sacrament - Temporary Supply	Commissioned Ruling Elders
Functions			
Preaching	Yes	Yes	Yes
<i>Preside</i> at The Lord's Supper	Yes	Yes	Yes, if authorized
Baptism	Yes	Yes	Yes, if authorized
Funerals	Yes	Yes	Yes
Weddings	Yes	Yes	Yes, per local law
Moderate session	Yes	Yes	Yes, if authorized
Moderate congregational mtg	Yes	Yes	Yes, if authorized
May ordain elders / deacons	Yes	Yes	Yes, if authorized
Voice and vote at Presbytery (if PCUSA)	Yes	Yes	Yes, if authorized
Call / Hiring			
Utilizes Church Leadership Connection	Yes, generally	Sometimes	No
PNC coordinates search and hiring	Yes, generally	Sometimes	Sometimes
Hired by session or congregation	Congregation	Session	Session
Requires approval of COM	Yes	Yes	Yes
Installation commission	Yes	No	No
Term of Call	No term	1 year/ renewable	1-3 years/ renewable
Compensation			
Presbytery minimum terms of call	Apply	Apply	80% of MWS Minimum Salary ⁶
BOP health plan	Pastor Participation plan required	May be in BOP Pastor Participation, Minister's Choice, or another plan	Optional
Pension	Required	Sometimes	Optional
Reimbursable Expenses	Required	Generally required	Optional

⁶ Verify with COM's policy.

APPENDIX B (CRE Process Quick Reference)

Great Rivers Presbytery Progress Checklist for Commissioned Ruling Elders

Seeking Phase

Date

Task

Date Candidate joined as a member of the congregation: _____
Date Candidate was ordained as a Ruling Elder: _____
Form CRE1a (*Application for Certification Program for Commissioned Ruling Elder*) Completed and Submitted to the CPM
Form CRE1b (*Reference for Commissioned Ruling Elder Applicant*) [One form from each of three (3) references] Completed and submitted to the CPM.
Interview with the session of the Sponsoring Congregation
Form CRE2 (*Session Evaluation and Recommendation*) Completed and submitted to the CPM.
Interview with the CPM.
Candidate received as a CRE In Training by the CPM
Liaison assigned by the CPM: _____

Learning Phase

Date

Task

Candidate along with their liaison develop an appropriate learning covenant.
Learning Covenant is approved by CPM
Candidate enrolls and begins their program of study.
Training completed: Introduction to the Old Testament
Training completed: Introduction to the New Testament
Training completed: Pastoral Care
Training completed: Presbyterian Polity
Training completed: Reformed Worship and Sacraments
Training completed: Introduction to Preaching
Training completed: Foundations of Christian Education
Training completed: Reformed Theology
Training completed: Internship (if required)
Training completed: Healthy Boundaries Workshop
Vocational Assessment Counseling performed

Certification and Commissioning Phase

Date

Task

Personal Statement of Faith completed and submitted to the CPM.
Written Self-Evaluation completed and submitted to the CPM.
Sermon and Context Statement prepared and submitted to the CPM.
Sermon preached to the CPM.
Continuing Education plans completed and submitted to the CPM.

_____ Affidavit declaring the absence of any convictions of sexual or financial misconduct completed and submitted to the CPM.

_____ CPM ensures that a criminal background check is conducted.

_____ Candidate examined by the CPM.

_____ Form CRE4 (*CPM Evaluation/Recommendation*) completed by the CPM and submitted to the Presbytery.

_____ Candidate is presented and approved by the presbytery assembly.

_____ Candidate is Certified by the presbytery as ready to receive a commission.

_____ Mentor/Supervisor assigned by the COM: _____

_____ Session in coordination with the COM develop an appropriate Covenant Agreement.

_____ Covenant Agreement is signed by all parties.

_____ The COM recommends to the presbytery that the CRE Candidate be commissioned based on the signed Covenant Agreement.

_____ Presbytery assembly commissions CRE at an appropriate Service of Commissioning.

_____ Session conducts a Service of Recognition welcoming the CRE to their congregation.

APPENDIX C (List of Training programs & required coursework)

Core Courses:

- Introduction to the Old Testament
- Introduction to the New Testament
- Introduction to Preaching
- Christian Education
- Pastoral Care
- Presbyterian Polity
- Reformed Theology
- Reformed Worship and Sacraments

If you are a ruling elder and are interested in receiving specific training that would allow you to be commissioned to serve in the role of pastor in one of our presbytery's congregations, here are three options:

- Option 1 – join the Wabash Valley Presbytery cohort. This partnership allows you to take online classes through Columbia Theological Seminary, and have in-person training. This option keeps you with a cohort of ruling elders throughout the training to help you build a support system.
- Option 2 – take online classes through University of Dubuque Theological Seminary.
- Option 3 - take online classes through Union Theological Seminary.

Scholarships are available through the Committee on Preparation for Ministry (CPM). To be eligible for the scholarship you will need to be endorsed by the Session of your home congregation (congregation of membership) and meet with the CPM (we meet via Zoom) to be accepted into care.

All of that is done once you contact the Commissioned Ruling Elder Coordinator for the Presbytery of Great Rivers. Throughout the training you will have a partner from CPM and the CRE Coordinator to support your studies.

CRE Coordinator:

Rev. Dr. Cheyanna Losey

Email: cheyannalosey@gmail.com

Cell phone: 309-299-4790

APPENDIX D (CRE Form 1a)

Great Rivers Presbytery Committee on Preparation for Ministry

Application for Certification Program for Commissioned Ruling Elder (CRE)

Applicant's Name: _____

Mailing Address: _____

(Street or PO Box)

(City) (State) (Zip)

Phone (Home): _____ Phone (Cell): _____

Email Address: _____

Gender: Male Female Date of Birth: _____

Occupation/Place of Employment: _____

Church of Membership: _____

(Name of Church)

(City, State)

What church occupation (Pastor, Youth Leader, etc.) are you interested in at this time?

Academic Background

List the academic institutions you have attended, beginning with high school, and complete the information requested:

<u>Institution</u>	<u>Dates Attended</u>	<u>Program/Major</u>	<u>Diploma/Degree</u>
--------------------	-----------------------	----------------------	-----------------------

Describe any previous experience in lay preaching or lay pastor training:

Occupational History

List the three most recent full-time or part-time positions in which you have been employed and attach it to this application. Provide the following information: job title, dates of employment, aspect most enjoyed, aspect most disliked.

Church History

Date and place of baptism:

Date and place of profession of faith:

Church membership:

Date joined:

Date ordained a ruling elder:

Date ordained a deacon:

List other churches where you have been a member.

List areas of involvement in your local church, both as a participant and as a leader. Indicate areas of leadership.

List areas of involvement in Presbytery, Synod, or General Assembly.

List voluntary services, civic or social organizations of which you are or have been a member. Indicate your extent of participation and your role.

List any factors that may place limits on your ability to receive training or to serve as a Commissioned Ruling Elder (CRE).

Questions for Reflection

Write a response to each of the following questions and attach to this application.

1. In one or two paragraphs, describe yourself as a person.
2. Describe briefly what it means to you to be a Commissioned Ruling Elder? What has motivated you to consider this program?
3. Write a brief statement of your personal faith (approximately 300-500 words). Your statement should describe (at minimum) what you believe about God as Father, Son, and Holy Spirit and your relationship to them.
4. What does it mean to you to be a Presbyterian?
5. Describe your current spiritual journey, spiritual practices, prayer life, and disciplines.
6. Comment on your interests, hobbies, and stress-relieving activities.

References

Please list three people who will serve as references. One should be your pastor or a pastor within Great Rivers Presbytery.

Name: _____

Address: _____

Phone: _____ Email: _____

Relationship: _____

Name: _____
Address: _____
Phone: _____ Email: _____
Relationship: _____

Name: _____
Address: _____
Phone: _____ Email: _____
Relationship: _____

Please ask your references to complete Form BHP-CRE 1B (Reference for Commissioned Ruling Elder Applicant), including the questions for reflection, and send their responses under separate cover directly to the Committee on Preparation for Ministry at the following address: Great Rivers Presbytery, Attn: CPM, P.O. Box 476, Oregon, IL 61061.

I promise, in reliance upon the grace of God, to participate diligently and wholeheartedly with the session and the presbytery's Committee on Preparation on Ministry/Committee of Ministry in exploring my vocation.

Signature: _____ Date: _____

After completing the application, make a copy for yourself and submit the original to the Clerk of Session or Moderator of the session of your home church.

APPENDIX E (CRE Form 1b)

**Great Rivers Presbytery
Committee on Preparation for Ministry**

Reference for Commissioned Ruling Elder Applicant

Background information for (applicant's name): _____

Reference Name: _____

Relationship to Applicant: _____

Length of time known person: _____

Date: _____

The person named above is seeking admission to the Commissioned Ruling Elder program. The Committee on Preparation for Ministry would appreciate your candid response to the following questions:

1. To what extent does the applicant adhere to Christ's teachings?
2. What is your experience of the applicant's commitment to the Presbyterian Church (USA)?
3. What special gifts, talents and skills does the applicant exhibit for service as a Commissioned Ruling Elder?
4. What is the most recent example of the applicant's service to the church?
5. If the applicant were your Commissioned Ruling Elder, what specific areas would you wish them to improve?
6. If you are a Minister of Word and Sacrament and a member of the Presbytery of Great Rivers, would you be willing to serve as the applicant's mentor if asked?

Please use a separate sheet(s) for your response, attach it to this form, and send your response directly to:

CRE Coordinator Rev. Dr. Cheyanna Losey

cheyannalosey@gmail.com

or

1299 Day Street, Galesburg, IL 61401

or

Committee on Preparation for Ministry

preparationforministry-CPM@greatriverspby.org

APPENDIX F (CRE Form 2)

Great Rivers Presbytery Committee on Preparation for Ministry

Confidential Session Endorsement

On _____, 20_____, the Session met with the _____

(applicant) and examined him/her/them about becoming a Commissioned Ruling Elder Candidate of the Presbytery of Great Rivers.

We, the session of the _____ Presbyterian Church (USA) in _____, Illinois, certify that _____ is an active member of our congregation.

The session does / does not (please circle) endorse this application for admission to the Commissioned Ruling Elder Program of the Presbytery of Great Rivers.

We are able / unable (please circle one) to provide financial support by paying 1/3 of the vocational assessment counseling fee.

Moderator/Clerk of Session _____ Date _____

Report on Session's Consultation with Applicant

1. Where have you seen this Candidate exhibit God's grace in life and in their ministry as an elder?
2. What real and potential talents for ministry are evident in this individual (e.g., the ability to communicate, interpersonal skills, leadership or administrative abilities)?

*Please mail to: CRE Coordinator Rev. Dr. Cheyanna Losey, 1299 Day Street, Galesburg, IL 61401 or cheyannalosey@gmail.com.
Or Committee on Preparation for Ministry: preparationforministry-CPM@greatriverspby.org*

APPENDIX G (CRE Form 3)

Great Rivers Presbytery
Committee on Preparation for Ministry

*Learning Covenant for CRE applicant, CPM, and Liaison
To be reviewed annually with all parties.*

Applicant’s Name: _____

Mailing Address: _____

(Street or PO Box)

(City) (State) (Zip)

Phone (Home): _____ Phone (Cell): _____

Email Address: _____

CPM Liaison’s Name: _____

Mailing Address: _____

(Street or PO Box)

(City) (State) (Zip)

Phone (Home): _____ Phone (Cell): _____

Email Address: _____

Required classes to complete:

Class/Training Required	Anticipated Date & Program	Date Completed

Completion of background check: _____ (date)

Completion of vocational assessment: _____ (date & agency)

The liaison and applicant will meet regularly for support. Record of meetings dates:

Other trainings completed or recommended:

Other items of note.

Year One: _____ (date)

Signed: _____
CPM Moderator

Signed: _____
Applicant

Signed: _____
CPM Liaison

Signed: _____
CRE Coordinator

Year Two: _____ (date)

Signed: _____
CPM Moderator

Signed: _____
Applicant

Signed: _____
CPM Liaison

Signed: _____
CRE Coordinator

Year Three: _____ (date)

Signed: _____
CPM Moderator

Signed: _____
Applicant

Signed: _____
CPM Liaison

Signed: _____
CRE Coordinator

APPENDIX H (CRE Form 3)

Great Rivers Presbytery Committee on Preparation for Ministry

Questions for Annual Consultation

Name: _____

Please return form by: _____ to _____

For your annual consultation at _____ AM/PM on _____

At _____

- I. Attachments
 - a. Certification of Training completed, grades if applicable
- II. Information Update
 - a. When will you complete your training? _____
- III. Reflect on and respond briefly in the following areas of your training?
 - a. Old Testament
 - b. New Testament
 - c. Church History
 - d. Practice of Ministry
 - e. Other
- IV. Briefly describe your spiritual disciplines, including your participation in the worship and mission of a Presbyterian congregation.
- V. Describe your relationship with your peers, authority figures, family, and others who are significant to you. What are the implications of those relationships in your ministry?
- VI. Describe recent experiences of emotional impact, if any, and how you dealt with them.
- VII. Comment on areas in which you believe you are growing and identify areas in which you feel the need for progress.
- VIII. List other areas which you wish to discuss with the committee including financial needs, family concerns, etc.

APPENDIX I (CRE Form 4)

Great Rivers Presbytery
Committee on Preparation for Ministry

CPM Evaluation/Recommendation

The Committee on Preparation for Ministry of Great Rivers Presbytery met with _____
On _____ and submits the following report:

The Committee on Preparation for Ministry

_____ **Endorses** the applicant to be trained by the presbytery to become a Commissioned
Ruling Elder.

_____ **Does not endorse** the applicant to be trained by the presbytery to become a Commissioned
Ruling Elder.

Signed: _____
Moderator, CPM

Signed: _____
Applicant

APPENDIX J (CRE Form 5)

Great Rivers Presbytery
Committee on Preparation for Ministry
Certification Notice for CRE Candidates

The Committee on Preparation for Ministry of Great Rivers Presbytery met with _____
On _____ and submits the following report:

The Committee on Preparation for Ministry

_____ **Certifies** that the Candidate has been properly trained and is ready to receive a commission to a validated ministry within the bounds of the Presbytery of Great Rivers.

_____ **Does not certify** the Candidate as ready to receive a commission. The Committee on Preparation for Ministry believes that the Candidate has the following deficiencies regarding their readiness to serve as a Commissioned Ruling Elder. The CPM would be willing to reconsider certification once these deficiencies have been corrected.

Deficiencies that need to be corrected:

Signed: _____
Moderator, CPM

Signed: _____
Applicant

Presbytery Assembly Evaluation Form

August 24, 2024

Presbytery of Great Rivers

Assembly meetings are for:

- a) Collaboration and Collegiality
- b) Discernment, Deliberation and Decision-making
- c) Worship and Spiritual Nurture
- d) Education and Edification

In what ways did this assembly serve the purposes listed above? How could the assembly have been improved? (If something didn't measure up, offer a suggestion on how it might be done.)

Did you have trouble accessing the meeting materials or hearing about the meeting in advance? If so, please be specific about what didn't work.

Were there parts of the meeting or worship which were inaccessible to you? What were they, and how could they have been accessible?

The greatest single benefit I derived from this assembly was:

What will you report to your session?

Name: (optional) _____

Contact info: (optional) _____