

YEAR: \_\_\_\_\_

THE PRESBYTERY OF WHITEWATER VALLEY  
*Annual Report Form* for **Minister in Non-Parish Positions**  
{Ministers "In service beyond the jurisdiction of the Church"}

---

(Name of Minister)

The Form of Government provides that the Committee on Ministry "...shall require an annual report from every minister performing work which is not under the jurisdiction of the presbytery or a higher governing body of the church." (G-11.0502a). One of the reasons is that the COM makes recommendations regarding calls for the service of the Presbytery's ministers; requests for validation of ministries not involving a relationship to a local church must comply with all the criteria enumerated in G-11.0403, be approved by the COM (G-11.0502b), and are subject to **review and renewal annually**. G-11.0411

G-11.0406b "A member-at-large shall comply with as many of the criteria in G-11.0402 as possible **and shall be encouraged to become a parish associate in a congregation...** The Committee on Ministry shall confer with each member-at-large and inactive member annually, and make a recommendation to the presbytery as to whether the member should continue in the present category, be assigned another category, or be released from the exercise of ordained office."

It is the policy of the Presbytery of Whitewater Valley [adopted November 10, 1993] that members in Validated Ministries, members-at-large, and inactive members **SHALL** provide a written description of their activities demonstrating compliance with G-11.0403---along with a record of those occasions when they have performed the sacerdotal functions of the office (baptism, Lord's supper, marriages, funerals, etc.). This report, **along with a current job description and current performance evaluation by supervisor or Personnel Committee**, must be returned to the Stated Clerk **BY JANUARY 15<sup>TH</sup>**. Failure to provide such a report and associated material **MAY RESULT** in automatic transfer to the Inactive rolls of Presbytery. On the basis of these reports, the Committee on Ministry will recommend to Presbytery whether the Call be validated for an additional year--or will request the individual to appear before the Committee on Ministry to show cause why the Call should be validated.

The following information must be submitted **no later than January 15th** to  
Stated Clerk  
Presbytery of Whitewater Valley  
9152 Kent Ave. B-50  
Indianapolis, IN. 46216

Please phone **(317) 542-5500** or **1-800-942-5501** Ext. #30 if you have questions.

**ANNUAL REPORT FORM FOR MINISTERS IN NON-PARISH POSITIONS**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

#Home Phone: \_\_\_\_\_

#Job Title: \_\_\_\_\_

#Current General Assembly "Occupational Designation":

The Stated Clerk presently identifies you as \_\_\_\_\_

(If above is not "accurate", what do you believe it should be: \_\_\_\_\_)

#Employer or agency (and or professional organization) to which ministry is accountable:

\_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone:

Name of Supervisor: \_\_\_\_\_

Date of last review by employer: \_\_\_\_\_

1. Please tell us how you are meeting the five criteria required by the Book of Order (G-11.0405) for all continuing members of Presbytery as reflected in the questions which follow. [Feel free to use additional paper if needed.]
  - a. How is your ministry Ain demonstrable conformity with the mission of God=s people in the world as set forth in Holy Scripture, the Book of Confessions, and the Book of Order of this church@? (See esp. Chapter III of the Book of Order.)
  - b. How is your ministry Aone that serve others, aids others, and enable the ministries of others@?
  - c. How does your ministry Agive evidence of theologically informed fidelity to God=s Word@?
  - d. How is your ministry carried on in accountability for its character and conduct to the presbytery and to other organizations, agencies, and institutions?

- e. How does your ministry include responsible participation in the deliberations and work of the presbytery and in the worship and service of a congregation? (Next page)

Λ Please describe your involvement in the Presbytery:

Λ What is the name of the congregation where you are active:

\_\_\_\_\_

Are you a Parish Associate there? \_\_\_Yes \_\_\_No

2. What Professional Development have you completed since your last report?

3. \_\_\_\_\_ Would you like a personal meeting with the COM or its Validated Ministries sub-committee. \_\_\_Yes  
\_\_\_No {You always have the right to request a meeting with COM}

<On a separate (blank) sheet of paper, please provide **a written narrative (no more than one page) of your activities, indicating compliance with the above requirements and reasons why Presbytery should renew validation of this ministry for another year.** [If your job description has not substantially changed since last validated, highlights of significant accomplishments in ministry in the past year would be appreciated.] Your narrative should include (but is not limited to) #details of involvement in Presbytery and a local congregation; #clarification of the mission of the group or organization to whom you are accountable; and #sufficient information for the Committee on Ministry to determine whether it can validate your ministry given the requirements of the Book of Order.

Members-at-large need to indicate how their present situation is not "intentional abandonment of the exercise of ministry" (G-11.0406b).

Inactive members should give some indication they are attempting to return to active membership (after three years as an Inactive member, you can be automatically removed from membership).

Each person completing this form needs to help the Committee understand **why the work you are engaged in requires ordination**: along with accountability, this is the fundamental question the Committee on Ministry will be asking.

We also ask that you complete the enclosed Compensation Change information required of all members of Presbytery (because compensation is part of the "terms of call").

You will be notified by the end of March of the Commission on Ministry's decision regarding validation of your ministry, including a copy of your "Call to Validated Ministry Beyond the Local Congregation", to be signed by you and your supervising organization and returned to Presbytery for your permanent files.

G:\HOME\KRISTY\COM\Val. Min. report form (generic for Kim 07).doc