

Commission on Ministry Organizational Revision Draft
GOAL: Accomplish the Transactional Needs, but Increased Focus on Visionary/Strategic Needs



AD HOC TEAMS – Form as Needs Discerned

Examples:

Conflict Resolution

Leadership
Development

LIAISONS

17 Individuals
(Non-Chairs)
2-3 Churches Each
Communicated at COM;
In Regions
Task List Provided/Agreed Upon

Commission on Ministry Functions
From the Manual of Administrative Operations of WVP

1. advise and provide counsel to sessions, Pastor Nominating Committees, and congregations specific to their ministry model for an installed pastor's position, a CRE position, or a contractual ministry position;
2. approve calls to Ministers of Word and Sacrament and CREs for pastoral service or recommend to the Presbytery such approval where required, Book of Order G-2.0502;
3. supervise a process for ordained ministers of other denominations who request transfer of their ordination credentials to the Presbyterian Church (USA). The process will at least include a background check, verification of ecclesiastical standing, verification of educational credentials, and an examination by the COM. After all requirements are satisfactorily met, the COM may recommend the minister to the Presbytery for approval to transfer their ordination credentials and receive her/him as a member of the Presbytery, Book of Order G-2.0505;
4. dissolve pastoral relationships between a congregation and a pastor;
5. recommend appropriate actions to the Presbytery when a congregation or a pastor seeks dissolution of a pastoral relationship without the concurrence of the other party;
6. receive and grant approval of requests of minister members of the Presbytery to labor outside the bounds of the Presbytery and requests of minister members from other presbyteries to labor within the bounds of the Presbytery;
7. dismiss Ministers of Word and Sacrament to other PC(USA) presbyteries;
8. annually, recommend Minimum Terms of Call for Ministers of Word and Sacrament to the Presbytery for approval;
9. determine the appropriate PC(USA) Authorized Ecclesiastical Occupational Designation for Ministers of Word and Sacrament;
10. examine and grant approval for ministers seeking the status of Validated Ministry, Book of Order G-2.0503a.;
11. grant approval for Member at Large status of Teaching Elders, Book of Order G-2.0503b.;
12. approve honorable retirements for Ministers of Word and Sacrament and recognize their ministry during a Presbytery assembly;
13. approve or recommend candidates ordained for pastoral service;
14. annually report to the Presbytery the terms of call for installed pastor relationships or CRE's who serve in a full-time position with benefits equal to those of installed pastors;
15. review and approve all temporary pastoral relationships, Book of Order G-2.0504b.;

16.recommend to the Presbytery, after an examination by the COM for readiness to receive a call or validation for other ministry, candidates for ordination to the ministry of the Word and Sacrament;

17.annually recommend to the Presbytery minimum compensation requirements for Teaching Elders, CREs, and Certified Christian Educators, Book of Order G-2.1103b., temporary session moderators, and pulpit supply preachers;

18.appoint, approve and dismiss administrative commissions for installations and ordinations;

19.maintain complete files of correspondence, personnel assessments, examinations, and background checks related to calls and pastoral service within the Presbytery;

~~20.maintain a process to facilitate training for CRE's. The COM shall receive applications and may approve the status of CRE for service within the Presbytery. The COM will provide opportunities or recommendations for continuing education; and~~

21.make provisions for a moderator if there is no installed pastor, or the installed pastor is unable to moderate and/or to name another moderator, Book of Order G-10504.

Authority to Act on Behalf of Presbytery

The committee has the authority of the Presbytery to do the following, with the provision that all such actions will be reported to the next stated meeting of the Presbytery:

- Review and approve Ministry Discernment Profiles;
- Find in order and approve calls issued by congregations;
- Examine, approve and present calls for services of teaching elders in installed positions;
- Review and approve temporary pastoral relationships, i.e., stated supply, temporary supply, interim, and commissioned lay pastors in particular pastoral service;
- Examine, approve and present for membership teaching elders in good standing transferring from other presbyteries;
- Review terms of call approved by sessions for compliance with Presbytery minimum requirements;
- Grant requests from teaching elders for release from exercise of ordered ministry (G-2.0507) with the reasons for such release recorded in the minutes of Presbytery;
- Dissolve pastoral relationships in cases where the congregation and pastor concur;
- Grant permission to labor within or outside the bounds of the Presbytery;
- Dismiss teaching elders to other presbyteries;
- Approve the ordination and/or installation commissions for teaching elders;
- Approve the commissioning commissions for ruling elders;
- Approve teaching elders moving onto the field before the next meeting of the Presbytery;
- Validate the ministries of those teaching elders involved in specialized ministries in a non-congregational setting;
- Call meetings of sessions (G-3.023);
- Appoint moderators of session for congregations without an installed pastor.

COM LIAISON

WHAT?

The role of a COM liaison is to establish a relationship with their assigned churches. Liaisons are the primary link between pastors and congregations and the Commission on Ministry and Presbytery. This is an important role, one which requires commitment and diligence. Liaisons need to be in regular communication with their assigned churches. The goal is to be a known “face of the Presbytery” that pastors, sessions, and congregations can go to for assistance. The focus of liaisons is on fostering healthy congregations, showing support, and being available to guide as needed. (You will not be assigned to your own church as liaison!)

HOW?

- Introduce yourself and share your contact information with Pastoral Leader(s) and the Clerk of the Session. Also, it is not a bad idea to share your information with the church secretary/administrator.
- Contact each quarterly. Emails and cards are fine, but at least twice a year connect with a phone call, coffee, or meal.
- Meet with the Session annually.
- When possible, worship with the congregation annually.
- Report back to COM, as indicated in the docket, or more frequently if in transition or if a need arises.

HELP? Conversation Starters

- Pastoral Leaders
 - What is going well in your ministry? What is going well in your life?
 - What areas of your ministry need attention? What areas of your personal life need attention?
 - Are there things about the congregation you think the COM should hear about?
 - Are there resources that would be of help to you?
 - How can I pray for you?
- For Clerks of Session
 - What would the Session name as your congregation’s current celebrations?
 - What would the Session name as your congregation’s current challenges?
 - What would the Session identify as the most important/vibrant ministry of the congregation today?
 - What resources might be of assistance to the congregation at this time?
 - How might I pray for the congregation?
- Other Ideas
 - Like your assigned church’s Facebook page and watch a service online.
 - Remind them to send photos of exciting ministry happenings to Dawn for the WVP Newsletter.
 - Mail a greeting card or handwritten note of gratitude for their ministry. Be sure to personalize. Or send a \$5 gift card to a local coffee shop or send 2 \$5 gift cards one for the pastor or clerk and one for them to give away to encourage someone in their congregation.
 - Remember, WVP will reimburse for mileage and meals in your COM work.

Ministry Together

Minimum Requirements for Ministerial Relationships in the Presbytery of Whitewater Valley

Introduction

The relationship of a church and the ministerial staff of the church is unique. In the Presbyterian Church (U.S.A.) there is a three-way covenant between the clergy, the congregation and the presbytery. Clergy remain members of presbytery and through this relationship they are accountable to the Presbyterian Church (U.S.A.)

The relationship is also religious in nature and it is grounded in the beliefs of the Christian community. The relationships, and the policies which govern these relationships, arise from our mutual call to caring and concern for one another and God's requirement that we set by our example relationships of justice and grace for all the world. The church's employment practice "is rooted in our common call to glorify God, to make God more visible and more central in the processes of human community." (*A Theology of Compensation — A Study Paper*, 195th General Assembly) Thus, the way a church relates to its employees is a question of justice and a facet of the Great Ends of the Church wherein we are called to "the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world."

Foundations of the Employment Relationship

(*Employment Guidance for PC(USA) Session and Session Personnel Committees*, Office of the General Assembly, Presbyterian Church U.S.A., 2021)

Congregations need healthy, thriving staff in order to be healthy and thriving themselves. Staff, in order to be healthy and thriving, need:

- Equitable and fair compensation and benefits
- Clear, honest, and up-to-date descriptions of their work
- Fair, regular, and consistent evaluation
- Employment policies that define the congregation's expectations and obligations
- Support for professional growth
- Recognition of achievements
- Safe and comfortable work environment

Congregations can make better decisions about budgets and staffing needs if they have a mission statement, vision, and/or set of goals to which they have agreed God is

calling them. Ideally, it will specify their gifts and skills and the way in which these currently intersect with their community.

Everyone, including clergy, needs a clear and specific job description that helps them understand how they are expected to spend their time and what they are expected to accomplish. It is not fair for someone to be given a poor performance evaluation if the congregation has not been clear about what it expects, nor is it fair, especially in the context of part-time agreements with pastors and other employees, to include responsibilities in the job description that exceed what can be accomplished within the position's prescribed total hours.

Job descriptions change over time and should be evaluated, modified and communicated on an annual basis.

Annual evaluations are necessary. They give both staff and the congregation the opportunity to affirm positive performance, correct problems, and recalibrate job expectations. These evaluations must be mutual in nature and their ultimate goal is to promote health and well-being within the covenant relationship.

The most important element in any employment decision is the shared understanding of mission — what God is calling to be done at this time and in this place.

The Role of the Presbytery

The Presbytery is an active participant in all calls and installations for installed pastors and provides approval and oversight in the creation of temporary pastoral relationships. The presbytery is the entity that dissolves an installed pastoral relationship after consultation with the pastor and congregation through a called congregational meeting. It also sets minimum standards to pastoral compensation, provides for transfer of pastors from other denominations, and oversees the process when they wish to be released from or no longer be engaged in pastoral ministry or when they wish to renounce jurisdiction. It prepares candidates for ministry, trains and commissions ruling elders to pastoral service, and provides for certified church service. Presbytery staff are always available to interpret *Book of Order* provisions related to employment and can make referrals to the appropriate denominational resources or staff when a congregation has a particularly challenging employment issue.

The Role of the Congregation

As the basic form of the church within the Presbyterian Church (U.S.A.) the congregation is the community through which God's people carry out the ministries of proclamation, sharing the Sacraments, and living in the covenant life with God and

each other. The members of a Presbyterian congregation put themselves voluntarily under the leadership of the session, which is responsible for guiding and governing the life of the congregation. However, they do retain some fundamental employment decisions, all with the counsel and approval of presbytery — calling an installed pastor, approving terms of call, installing a pastor, modifying terms of call as proposed by the session, and consenting or not consenting to a presbytery dissolving a pastoral relationship.

The Role of the Session

The session is a council of the Presbyterian Church (U.S.A.) and is the primary decision-making body in a Presbyterian congregation. The Book of Order organizes the duties and responsibilities of the session according to the tenets of the Reformed Church in our time with the responsibility to:

- Provide that the Word of God may be truly preached and heard,
- Provide that the Sacraments may be rightly administered and received and,
- Nurture the covenant community of the disciples of Christ.

As a council of the church the session is required to develop and implement a manual of administrative operations and a sexual misconduct policy and a child and youth protection policy.

The *Book of Order* includes a specific session responsibility for employment within the congregation. This includes the responsibilities for consultation and approval of the presbytery in matters concerning ministerial staff.

In all employment relationships the session must consider the following as employment responsibilities:

- Ensuring that the congregation has a shared mission that can be used to determine staff needs and create reasonable job descriptions.
- Adopting personnel policies that are aligned with Presbyterian polity and comply with applicable law.
- Overseeing and approving an annual evaluation of all church staff.
- Nourishing an environment in which the congregation, the session, the pastor, and all staff work with each other in a fellowship that promotes respect, safety, trust and love.

Minimum Requirements in the Presbytery of Whitewater Valley

Presbytery of Whitewater Valley COMMISSION ON MINISTRY

2025 MINIMUM REQUIREMENTS

G-2.0804 Terms of Call

*The terms of call shall always meet or exceed any minimum requirement of the Presbytery in effect when the call is made. The session shall review annually the minister's terms of call and shall propose for congregational action (G-1.0501) such changes as the session deems appropriate, provided that they meet the Presbytery's minimum requirements. The call shall include **provision for a period of twelve weeks family leave and participation in the benefits plan of the Presbyterian Church (U.S.A.). Including both pension and medical coverage, or any successor plan approved by the General Assembly.***

As a congregation calls a pastor to installed service, one of the covenant questions they answer in the affirmative is that in W-4.0404 which says in part, *"Do we promise to pay [her/him] fairly and provide for [her/his] welfare as [she/he] works among us; to stand by [her/him] in trouble and share [her/his] joys?"* These minimum requirements are intended to assist the congregation in this covenant relationship by creating the minimum compensation package which shall be included in all terms of call.

	2023	2024	2025
Minimum Salary and Housing	53,644	56,686	58,968
Minimum if Manse & Utilities Provided	41,306	43,762	45,523
Prior Period Increase/Decrease	2,308	3,042	2,282

The Presbytery of Whitewater Valley requires:

Cash Salary

1. A minimum salary plus housing allowance for pastors in the Presbytery of Whitewater Valley of \$58,968 for 2025 (an increase of \$2,282 or 4%)¹.

¹ The Board of Pensions of the Presbyterian Church (USA) annually tabulates the median and average effective salary information reported to it for minister members of the Benefits Plan who are serving U.S. congregations. The median salary is generally considered more representative than the average salary, since it is less influenced by very high or very low salaries. The Pastor Support Subcommittee applies an increase or decrease to the full-time median salary minimum using data provided by the Bureau of Labor Statistics (www.bls.gov) Consumer Price Index (CPI) – Midwest Urban Report. A 3-year rolling average is applied to the CPD reporting period to offset unusual spikes in the reported average. The data reflects an increase of 5.6% for the subject period.

2. If manse and utilities are provided for pastor, the minimum cash salary is set at 77.2% of Minimum Cash Salary, so for 2025 that amount is \$45,523.

Accountable Reimbursement Plans

1. Full Mileage Reimbursement at IRS established rate. Estimated amount for budgeting purposes is \$2,800.
2. Minimum Professional Development Reimbursement of \$1,500 which is cumulative for up to four (4) years (non-portable).

Vacation and Paid Leave

1. Four (4) weeks paid vacation including four (4) Sundays — five (5) weeks paid vacation including five (5) Sundays for 15+ years of ordained experience.
2. Two (2) weeks paid professional development leave including two (2) Sundays if necessary and cumulative four (4) years and a maximum of eight (8) weeks and eight (8) Sundays if needed.
3. Twelve (12) weeks including twelve (12) Sundays of Family Leave in accordance with guidelines included in Ministry Together.

Pension and Medical Insurance

The Presbytery of Whitewater Valley believes that care for a pastor and family includes adequate health insurance along with a pension plan provided through the Board of Pensions of the Presbyterian Church (USA). We see 2025 as a transitional year to the new plan instituted by the Board of Pensions and encourage congregations to use this time to educate themselves on the new plan. As such, these minimum requirements are taking pro-active steps to address some of the changes that will be required as we transition to the new plan in 2026.²

For 2025:

1. If pastors received full family coverage in 2024 congregations shall enroll in the Transitional Package which continues the 2024 pension and medical coverage. The 2025 dues structure of the Transitional Package shall be paid in full by the congregation based on the following percentages of effective salary.

	Other Benefits Dues	Medical Dues	Minimum Dues	Maximum Dues
2025	10%	33%	15,000	43,000

OPTION:

In some circumstances a congregation may have thoroughly reviewed the new plan provided by the Board of Pensions and determined, in consultation with the clergy members

² The Board of Pensions has created an entirely new Medical Dues structure with a variety of options. The Pastoral Support Committee of the Commission on Ministry has reviewed the options and provided choices based on (a) the new plan structure offered by the Board of Pensions, (b) the requirement of the Book of Order for participation in the Board of Pensions benefits plan and, (c) the long standing and enduring covenantal relationship between the pastor and congregation wherein the congregation pledges to faithfully provide for the pastor's welfare.

affected, that a 2025 transition to the new Congregational Pastors Package is in the best interest of the congregation and their staff. (EX: Clergy staff without need of family coverage and/or clergy couples serving different congregations.) in such cases the congregation(s) shall submit for Commission on Ministry (COM) review a request for exemption to enrollment in the Transitional Plan. Such exemption must be submitted in writing to the COM and contain the full outline of the medical and pension plan being proposed.

HRA Coverage

Congregations shall enroll all positions scheduled to work at least 30 hours per week and who are also an active participant in the Board of Pensions in the Health Reimbursement Arrangement (HRA) managed by the Presbytery of Whitewater Valley and the congregation shall fund the HRA in the amount of \$2,000.³

OPTION:

A congregation which already has an HRA in place or has an existing relationship with a qualified benefits manager who can provide an HRA or has established a medical supplement based on prior COM policy may work with their own administrator of continue the medical supplement provided that it meets or exceeds the Presbytery minimum participation of two thousand dollars. Evidence of such a program shall be reported annually in the terms of call report.

Moving Expenses

1. Moving expenses shall be paid by the congregation (if applicable). This is a taxable benefit.

Minimum Compensation for Other Pastoral Services

1. Pulpit Supply shall receive compensation of \$150 for one service and an additional \$50 for each additional service and/or a requirement to pre-tape a sermon for online use plus IRS mileage rate⁴ reimbursement if the round trip exceeds 10 miles.
2. Contract Pastoral Services (when not preaching) shall be \$25 per hour plus IRS mileage rate reimbursement if the round-trip exceeds 10 miles. (Ex: teaching, pastoral care)
3. Presiding at Communion (when not preaching) shall be \$50 for each service plus IRS mileage rate reimbursement if the round trip exceeds 10 miles.
4. Moderating Session or Congregational Meeting shall be \$25 per hour with a minimum payment of \$50 plus IRS mileage rate reimbursement if the round-trip exceeds 10 miles.

³ An HRA is an employer-funded plan from which employees are reimbursed tax-free for qualified medical expenses up to a fixed dollar amount per year. Unused amounts may be rolled over to be used in subsequent years. By utilizing the established presbytery plan the congregation saves management fees for the plan (which are already being paid through per capita). In anticipation of the future changes as we transition to the new Board of Pensions plan, establishing this HRA program will allow us to address some major changes in the new plan.

⁴ IRS mileage rate for the current year may be found at [irs.gov](https://www.irs.gov)

5. In all cases mileage for reimbursement shall be determined by utilizing Google Maps or an equivalent program to calculate round-trip mileage from starting point (usually the clergy person's home) to the congregation's address.

Minimums for Other Forms of Pastoral Leadership

1. **Temporary Supply (Stated Supply, Covenant, Bridge, Interim, etc.)** The minimum salary and housing terms are the same as the minimums for installed pastors.
2. **Commissioned Ruling Elders (CRE)** The minimum salary and housing for a full-time CRE is 80% of the minimums for installed pastors.
3. **Certified Church Educators (CCE)** The minimum salary and housing for a full-time CCE is the same as the minimums for installed pastors.
4. **Part-time positions** are prorated based on the minimums for installed pastors. Proration shall utilize a 40 hour work week as basis for proration. (EX: A 20 hour part-time position shall be prorated to 50% of minimum.)
5. **Interim Ministers.** The minimum salary and housing terms for Interim Pastors shall be at least 85% of the amount most recently budgeted for the position and shall never be less than the Presbytery minimum.

FAMILY LEAVE POLICY

The covenant relationship between a congregation and its clergy is one that goes beyond the limits of secular employment. Just as a congregation looks to a pastor for spiritual and emotional support, so should a pastor be able to expect understanding, support, and generosity from his or her congregation in encountering personal responsibilities. The same sort of relationship should exist between the congregation and all of its employees. Therefore, in the spirit of love and service, it is important that a formal Family Leave policy be established for all church employees. The session may choose to extend this policy to all employees to accomplish this goal.

All pastors and other staff members, whether salary or hourly, who have been employed by the church at least six months and have accumulated at least 480 hours of service during those six months, may request family leave. Because family circumstances differ wildly, the church session (and personnel committee if so established) should be flexible and creative in meeting the needs of families involved. All family leave provides full compensation and benefits as applicable. In all cases, a person taking family leave must be able to return to his or her former position without penalty in seniority or compensation. The session may approve family leave for persons who do not meet the specific eligibility requirements as expressed in this policy.

The need for leave from church duties to care for family members may arise in many different circumstances. The birth or adoption of a child is one such circumstance.

There also may be a time when leave is necessary to care for an older child, spouse or partner, aging or disabled parent, grandparent, or other relative for which they have responsibility. Family leave may also be needed to mourn a death in the family and to deal with circumstances arising from that death.

Total family leave combining the elements below may be taken for a maximum of twelve weeks (including Sundays) in any calendar year. As appropriate, it may be taken consecutively or in shorter segments. Family leave is not meant to replace or supplement personal or medical leave, vacation, or professional development leave. In other than emergency situations, family leave timing should be worked out in advance to allow for church planning. Pastoral leave must be approved by the session (or in communication to the Clerk of Session in an emergency situation with later session concurrence) or by a person designated by the session for non-pastoral staff.

Definition of Family

For the general purposes of this policy, family is defined as spouse/partner, child, parent, sibling, parent, stepparent, grandparent, grandchild, aunt, uncle, niece, or nephew whether related by blood, adoption, or marriage.

Parental Leave

In recognition and support of the church's commitment to family life and to the importance of early bonding with a child by the parents, pastors and other church employees who welcome a new child through birth or adoption may request family leave within the first calendar year of that child joining the family. Parents who adopt an older child are entitled to the same leave. When special circumstances make extended leave appropriate beyond twelve weeks, the session may approve such leave allowing the use of unused vacation to extend pay and benefits or, in the case of vacation time not being available, may grant leave beyond the required twelve weeks without pay or benefits for up to four consecutive weeks..

Family Care Leave

When a pastor or other church employee has a family member who needs assistance for reasons of physical or mental health or disability, the staff member may request family leave which may be approved consecutively or in shorter segments not to exceed a maximum of twelve weeks (including Sundays) in a calendar year. If additional leave is required by circumstances, the session may approve such leave allowing the use of unused vacation to extend pay and benefits or, in the case of vacation time not being available, may grant leave beyond the required twelve weeks without pay or benefits for up to four consecutive weeks.

Grief Leave

When a pastor or other church employee has a family member who dies, the staff member may request family leave. Family leave may also be requested to deal with circumstances arising from that death. The leave may be taken consecutively or in shorter periods in an amount not to exceed twelve weeks (including Sundays) in any calendar year. If additional leave is required by circumstances, the session may approve such leave allowing the use of unused vacation to extend pay and benefits or, in the case of vacation time not being available, may grant leave beyond the required twelve weeks without pay or benefits for up to four consecutive weeks.

Note

In all circumstances, family leave is per calendar year and not per incident.

The Congregation and Presbytery Roles

For staff other than the pastoral staff, the provision of family leave is the sole responsibility of the congregation through the governing authority and responsibility for care of the session. For pastoral staff, the provision of family leave is the primary responsibility of the congregation through the governing authority and responsibility for care of the session with the secondary assistance of the presbytery as necessary. As circumstances allow the presbytery may:

- assist the congregation in recruiting pulpit supply by any or all of the following:
Maintaining an accurate list of potential pulpit supply candidates and their current contact information,
- assist the congregation in contacting candidates and scheduling pulpit supply
- provide funding, if available, to reimburse the congregation for up to 50% of the cost of providing pulpit supply, including mileage reimbursement.
- create and maintain of a library of video sermons which may be utilized by congregations.

Pastoral care needs that arise during the time of family leave are the primary responsibility of the ruling elders in accord with their ministry of care for the congregation. In the event pastoral care needs arise that are beyond the capability of the ruling elders of a particular congregation, the presbytery staff is available to advise and assist.

Other Leave

The Presbyterian Church has always believed that a church staff member should also be an active and faithful citizen. Therefore, church staff members are eligible for paid leave in order to fulfill civic duties.

Jury Duty or Court Leave

A pastor or church staff member is eligible for up to two weeks of paid leave when summoned for jury duty. In unusual circumstances, that time may be extended by the session. Employees subpoenaed as witnesses or for cases related to work are also eligible for court leave. Court leave may not be used for personal business or because of alleged violation of the law by the employee. Employees who are compensated by a party to court action to serve as “expert” witnesses are not eligible for court leave. Employees are required to submit appropriate documentation concerning jury duty or court leave.

Time Off to Vote

A pastor or church staff member is eligible to up to three hours off with pay to vote as required in the state in which they are employed.

Sexual Misconduct Policy
for the Prevention of and Response to Instances of Sexual Misconduct

Article I. PREMISES OF THIS POLICY

Section 1.01 Theological Premises and Rationale. The theological principles that underlie this Policy include the following:

- a) To those called to exercise special functions in the church, special gifts are given. “[T]hose who undertake particular ministries should be persons of strong faith, dedicated discipleship, and love Jesus Christ as Savior and Lord. Their manner of life should be a demonstration of the Christian gospel in the church and in the world.” (See Presbyterian Church (U.S.A.) BOOK OF ORDER, G-2.0104.)¹
- b) God intends for the church to be a safe place for all to encounter God and grow into lives of service and fulfillment. We are called to be a holy community. “As the one who called you is holy, be holy yourselves in all your conduct.” (1 Peter 1:15) “Holiness is God’s gift to the church in Jesus Christ ... because in Christ the Church is holy, the Church, its members, and those in its ordered ministries strive to lead lives worthy of the Gospel we proclaim.” F.1.0302b
- c) God creates all persons in the image of God. (Genesis 1:27) The gospels tell of Jesus ministering to women, men, and children, teaching and healing all who came to him, treating them with dignity and respect. Throughout the scriptures, God calls us to honor the integrity of our neighbors and their personhood.
- d) God intends all persons to have worth and dignity in their relationships. We are one connected body, and when one part of the body is injured physically, emotionally, or spiritually, the entire body is rendered less than God intended. We are called together to responsible conduct in all aspects of life including human sexuality and to avoid conduct that violates another person’s wholeness and well-being. The scriptures witness to a God whose love brings about justice, mercy, and grace. The Church is called to express God’s love in concrete actions of compassion and healing for all God’s people.

Section 1.02 Responsible Use of Position and Power. Believing the witness of Scripture, Christ our Lord calls us to standards of responsible use of position and power. The intent of this Policy is to promote healthy relationships, create a safe environment for all God’s children, and provide protections for all, especially the most vulnerable in our midst. The basic principles of conduct guiding this policy are:

- a) Sexual misconduct is a violation of the role of pastors, employees, volunteers, counselors, supervisors, teachers, and advisors of any kind who are called upon to exercise integrity, sensitivity, and caring in a trust relationship. It breaks the covenant to act in the best interests of parishioners, clients, co-workers, and students. The ethical conduct of all who minister in the name of Jesus Christ is of

¹ Hereafter references to the Presbyterian Church (U.S.A.) are “PC(USA).”

vital importance to the Church, for through them, an understanding of God and the gospel's good news is conveyed.

- b) Sexual misconduct is a misuse of authority and power that breaches Christian ethical principles by misusing a trust relation to gain advantage over another for personal pleasure in an abusive, exploitative, and unjust manner. If the parishioner, student, client, or employee initiates or invites sexual content in the relationship, it is the pastor's, counselor's, officer's, or supervisor's responsibility to maintain the appropriate role and prohibit a sexual relationship.
- c) Sexual misconduct takes advantage of the vulnerability of persons who are less powerful to act for their own welfare, including children. It is antithetical to the gospel call to work as God's servant in the struggle to bring wholeness to a broken world. It violates the mandate to protect the vulnerable from harm.

Section 1.03 Breach of Christian Ethics and Violation of Trust. In all ministerial, pastoral, teaching, and other professional relationships within the church (such as but not limited to counselors and therapists), Sexual Misconduct is a breach of Christian ethics and a violation of a trust relationship. Engaging in Sexual Misconduct while called to ordered ministry or serving in a pastoral or professional relationship is an abuse of one's power and position.

Article II. PURPOSES AND APPLICATION OF THIS POLICY

Section 2.01 Purposes of this Policy. The purposes of this Policy are to:

- a) Safeguard and protect the members and staff of the Presbytery, the churches, congregants, members, and staff of member churches within the Presbytery, and the people served by the Presbytery and its missions, especially those who are vulnerable, against any form of Sexual Misconduct within the church.
- b) Express the Presbytery's commitment to prevent Sexual Misconduct by creating an atmosphere in our Presbytery where acts of silence, ignorance, and minimization regarding Sexual Misconduct are overcome by acts of understanding, respect, care, and justice.
- c) Promote justice, compassion, and healing for all persons and congregations affected by instances of Sexual Misconduct.
- d) Ensure the effectiveness of our Presbytery's processes for addressing instances of Sexual Misconduct so that the truth may be determined, the due process rights of those involved shall be honored, those involved may be restored within the community of faith, and wrongdoing will cease.
- e) Teach this Presbytery's standards of ministry, for those called to particular service within the life of the church, both ordained and not ordained, in relation to Sexual Misconduct to fulfill our individual and collective responsibility to preserve the integrity of those standards and our ministry.
- f) Work toward justice and compassion for all those involved or affected by Disciplinary proceedings that involve accusations of Sexual Abuse within our Presbytery.
- g) Provide definitions and resource materials useful in the identification and prevention of

Sexual Misconduct. Definitions are included in Article VIII of this policy.

Section 2.02 Application. This Sexual Misconduct Policy for the Prevention of and Response to Instances of Sexual Misconduct (hereafter this “Policy”) applies to all Minister members of the Presbytery of Whitewater Valley (the “Presbytery”), any Minister laboring within the bounds of the Presbytery, as well as any person employed by the Presbytery or serving as a paid or volunteer, full, part-time or contract staff to the Presbytery regardless of their church membership, ordination status, or other professional licensure or status.

Section 2.03 Activity Prohibited. Minister members and all persons subject to this Policy as described in Section 1.02 above shall not engage in any form of Sexual Misconduct (defined below at Section 8.01), including Sexual Abuse (defined in Book of Order D-7.0901 while called to or serving this Presbytery. This Policy applies to all forms of Sexual Misconduct. “Sexual Abuse” is a particular form of Sexual Misconduct which is a Constitutional offense defined in BOOK OF ORDER D-7.0901. Sexual Abuse is a form of, but not the only form of, Sexual Misconduct. To be clear, all forms of Sexual Misconduct are prohibited by his Policy and may result in adverse employment consequences or discipline, even if the conduct is not a Constitutional offense (i.e., Sexual Abuse).

Article III. RESPONSE TO PERSONS INVOLVED

Section 3.01 Treatment of Victims and Accusers. To meet the needs of those persons most directly involved in instances of Sexual Misconduct, the Presbytery intends for the Victim and the Accuser (if not also the Victim) that it will:

- a) Listen and take seriously their stories.
- b) Provide an advocate (see BOOK OF ORDER D-7.01001b), pastoral support, and where appropriate provide or refer them to therapeutic support.
- c) Inform them about church process, this Policy, and progress regarding the allegations or proceedings to the extent possible, while respecting confidentiality and other Book of Order requirements.
- d) Support and advocate for the Victim’s family, and provide or refer family members to pastoral, therapeutic, and economic support to as desired and appropriate.

Section 3.02 Treatment of the Accused. To meet the needs of those persons most directly involved in instances of Sexual Misconduct, the Presbytery intends for the Accused person that it will:

- a) Treat them with fairness and respect.
- b) Respect the Accused person’s right to remain silent throughout a Disciplinary process (see Book of Order D-7.1003a), but also to listen and take seriously their stories if the Accused person chooses to speak
- c) Provide an advocate (see Book of Order D-7.01003c), pastoral support, and where appropriate provide or refer the Accused person to therapeutic support.
- d) Provide counsel or assist in providing counsel if disciplinary charges are filed against the Accused person (see Book of Order D-7.01003d).

- e) Inform the Accused person about church process and this Policy, and progress regarding proceedings that are not part of a disciplinary case to the extent possible, while respecting confidentiality and other Book of Order requirements.
- f) Support and advocate for the accused person's family, and provide or refer family members to pastoral, therapeutic, and economic support to as desired and appropriate, recognizing that the Accused person's family members may also be victims in the situation.

Section 3.02 Treatment of Congregations. To meet the needs of those persons most directly involved in instances of Sexual Misconduct, the Presbytery intends when a Minister, member of its staff, or congregant of a church within the Presbytery is involved in an instance of Sexual Misconduct that:

- a) The Stated Clerk will share with the senior Minister/head of staff (unless that person is the Accused) and the Session this Policy and the flow chart for the disciplinary process.
- b) The Executive Presbyter (or their designee) will meet with the senior Minister/head of staff (unless that person is the Accused) and the Session at the earliest practical opportunity to discuss the situation and explain the role and response of the Presbytery's Sexual Misconduct Response Team (SMRT) and other Presbytery personnel or entities such the Committee on Ministry or other liaisons from the Presbytery to the church, which may include in some instances special task groups or an administrative commission.
- c) In an instance where a Minister or member of the ministerial staff of a church is the Accused person and has been placed on administrative leave (see Book of Order D-7.0902) the Executive Presbyter (or their designee) will be in contact with the senior Minister/head of staff (unless that person is the Accused) and the Session within 24 hours of the administrative leave decision by the Permanent Judicial Commission ("PJC") of the Presbytery to arrange for any necessary pastoral and other support, and in any instance where the PJC did not impose administrative leave on the Accused person, to address any restrictions that should be imposed on the Accused person. These discussions will include consideration of arrangements for paid administrative leave when it has been imposed.
- d) Recognizing that the effects of an instance of Sexual Misconduct may affect many people and persist for an extended time within a congregation, throughout any situation involving instances of Sexual Misconduct, where a Minister, member of its staff, or congregant is involved, the Presbytery, acting through its Stated Clerk, Executive Presbyter, Committee on Ministry, other liaisons, and SMRT will delegate persons or teams to
- e) In all instances, listen to the congregation, church leaders and staff and take their concerns seriously.
- f) Offer pastoral care and support.
- g) Provide information about sexual misconduct in general, PC(USA) Discipline, and related topics.
- h) Provide access to or referrals to resource persons knowledgeable about PC(USA) polity and the effects of sexual misconduct in the church, consultants or therapists with knowledge and experience in dealing with sexual misconduct, or legal counsel knowledgeable about PC(USA) polity, secular (civil and criminal) law pertaining to Sexual Misconduct, Child Sexual Abuse, reporting of child abuse, or similar topics.

- i) Assist the church staff or leaders in notifying and working with the church's insurers when appropriate.

Article IV. DISTRIBUTION AND ACKNOWLEDGMENT OF THIS POLICY

Section 4.01 Distribution to Presbytery Personnel. This Policy applies to everyone within the Presbytery regardless of ordination status. This Policy shall be provided to each person listed below initially upon their entry of service within the Presbytery and annually thereafter:

- All Ministers of Word and Sacrament serving within the bounds the Presbytery
- All Ruling Elders commissioned to service within the Presbytery,
- All persons in the ordination process (Inquirers and Candidates).
- All employees on the staff of the Presbytery.
- All who serve in any capacity as Presbytery leaders, members of Presbytery Committees, task forces, or commissions.

Section 4.02 Written Acknowledgment. Each of these persons shall sign a written acknowledgement of receipt of this Policy and deliver the signed receipt to the Presbytery office no later than January 31 each calendar year. Signed acknowledgments shall be kept on file by the Stated Clerk of the Presbytery.

Section 4.03 Distribution to Congregations. To help congregations understand the Presbytery's role when Ministers and Commissioned Ruling Elders are accused of Sexual Misconduct, the Stated Clerk shall distribute this Policy annually to every Clerk of Session in the Presbytery, who shall share it with each congregation's officers and make it available to members when requested. The Stated Clerk shall also make this Policy available to all persons who report or present allegations of Sexual Misconduct and to all persons against whom allegations of Sexual Misconduct are received by the Stated Clerk.

Section 4.04 Available Online. This Policy shall also be available to the public through the Presbytery website to assist congregations in forming their own Book OF ORDER mandated policies.

Article V. PREVENTION and EDUCATION

Section 5.01 Screening.

a) Reference Checks. All persons governed by this policy shall have reference checks. Pre-employment screening shall include specific questions to ascertain any history of sexual abuse or misconduct.

b) Background Checks. Criminal records background checks and sex offender reviews shall be performed on all persons covered by this Policy. Other background checks, such as motor vehicle record reports, and credit reports, may be performed as needed and appropriate to the person's responsibilities within the Presbytery.

c) Responsibility for reference and background checks. The Presbytery shall be responsible to conduct reference and background checks for the persons covered by this Policy, and the Stated Clerk shall maintain appropriate records. All records shall be

strictly confidential and may be shared only on a need-to-know basis as authorized by the Executive Presbyter and/or Committee on Ministry.

Section 5.02 Education and Training

- a) The Presbytery shall provide boundary training opportunities annually on subjects such as the recognition and prevention of Sexual Misconduct, ethical misconduct, the appropriate use of social media, financial boundaries, and other boundary related topics.
- b) Persons covered by this Policy are required to complete approved boundary training at least once every three years or more often as appropriate to the person's responsibilities, position, or circumstances or as appropriate based on changes in applicable laws, rules, standards, or the BOOK OF ORDER. Approved boundary training may include in-person, virtual, or video recorded training events offered by the Presbytery or offered by other councils or organizations and approved by the Presbytery.
- c) New minister members and newly Commissioned Elders of the Presbytery are required to attend boundary training within the first year of their arrival/commissioning.
- d) Anyone governed by this Policy who fails to comply with the training requirements will be subject to administrative and/or disciplinary action consistent with the personnel policies of the Presbytery, the authority of the Committee on Ministry and the BOOK OF ORDER.

Article VI. REPORTING ALLEGATIONS OF SEXUAL MISCONDUCT

Section 6.01 Reporting. Allegations of all Sexual Misconduct accusing Ministers of Word and Sacrament (Teaching Elders), Commissioned Ruling Elders, Inquirers and Candidates, Presbytery employees, or others working for or on behalf of Presbytery shall be made in writing and delivered to the Stated Clerk of the Presbytery in person, by mail, courier service or electronic means. In all instances of allegations of Sexual Misconduct, the Stated Clerk (working with others such as the Executive Presbyter, Committee in Ministry, members of the SMRT, or others) shall immediately provide for the safety of those directly involved in the incident.

- a) Allegations of Sexual Misconduct against a person covered by this Policy who is not a Minister of Word and Sacrament shall be reported to the Executive Presbyter and Committee on Ministry or Presbytery's Personnel Committee, as appropriate to the Accused person's position or role. The presbytery shall respond by using the personnel policies of the Presbytery and appropriate procedures from the BOOK OF ORDER Church Discipline.
- b) Once the State Clerk receives an allegation of Sexual Abuse against a Minister of Word and Sacrament, BOOK OF ORDER D-7.0902 et seq. procedures take effect. The Presbytery may impose paid administrative leave or other restrictions on any person covered by this Policy against whom an allegation of Sexual Misconduct has been made.

Section 6.02 Mandated Reporting

- (a) The State of Indiana requires that an individual who has reason to believe that a child is a victim of child abuse or neglect shall make an immediate report to local law enforcement or the Indiana Department of Child Services. See Indiana Code § 31-33-5-1.

- (b) Ministers of Word and Sacrament, Commissioned Ruling Elders, and Ruling Elders shall follow the requirements of BOOK OF ORDER G-4.03 and should consult with the Executive Presbyter or Stated Clerk for assistance in complying with G-4.03.
- (c) In any instance when there is reason to believe there is an ongoing or imminent risk of physical harm to a child the Executive Presbyter and or Stated Clerk shall be immediately notified of the situation.

Section 6.03 Documentation. BOOK OF ORDER D-7.1004 describes the responsibilities of all persons in an investigation of Constitutional offense to work cooperatively and preserve records.

Article VII. SEXUAL MISCONDUCT RESPONSE TEAM

Section 7.01 Stated Clerk. In instances of a written allegation of Sexual Abuse, the Stated Clerk shall proceed immediately in accordance with this Policy and the procedures outlined in the BOOK OF ORDER Church Discipline.

Section 7.02 Executive Presbyter. The Executive Presbyter shall direct those involved (Accused, Accuser, Victim) to the appropriate resources and when appropriate coordinates with Committee on Ministry and to initiate action with the Moderator of the SMRT.

Section 7.03 Sexual Misconduct Response Team (SMRT).

a) Purpose and Role. The SMRT is charged with providing pastoral care, support, and advocacy where needed in cases involving accusations of Sexual Misconduct within the Presbytery or a member congregation. The purpose of the SMRT is to assure that an expeditious, professional, objective, effective, and caring response is made by the Presbytery to charges of Sexual Misconduct. The SMRT shall not investigate allegations or in any way function as an investigating committee for disciplining members but shall confine itself to coordinating a process to meet the specific needs of the Accuser, the Victim and their family (if any), the Accused Person and their family (if any), employing entities, congregations, and others in the Presbytery affected by the situation. See Article III of this Policy. The SMRT shall be in contact with the Session of the church and in contact with the congregation, as needed.

b) Members. To ensure that the Presbytery is ready to meet the needs of those involved in instances of Sexual Misconduct, the Presbytery's Committee on Ministry shall (according to its process for naming committee members) name six members of the SMRT, each appointed for a three-year term and one member shall be designated as the Moderator. The SMRT shall be composed, as nearly as possible, of an equal number of clergy and ruling elders, and women and men. Members may serve no more than six consecutive years. Any SMRT member with any connection to the Accused person, Accuser, Victim, or congregation involved shall recuse themselves.

c) Confidentiality. Members of the SMRT and any individual participating in the work of the SMRT shall sign a pledge of confidentiality, copies of which shall be maintained at the Presbytery office and distributed as deemed necessary.

d) Training. All members of the SMRT shall be trained to serve on this team. Training shall be held at least annually, and as new SMRT members are appointed. Training shall

be provided by professionals who shall focus on such things as compassion, communication, listening, sensitivity to pain, feelings of guilt and anger, etc., and offering resources as needed. Records shall be kept for each SMRT members' training and maintained at the Presbytery office.

e) Activation. The SMART shall be activated whenever an allegation of Sexual Misconduct is received by the Stated Clerk, the Executive Presbyter in consultation with the Committee on Ministry deems it appropriate. In instances involving Sexual Misconduct within a congregation, the SMRT may be activated to assist administrative commissions and others working with the congregation to assist the congregation to respond to the situation in healthy ways. Others who have particular skills or experience (who are not members of the SMRT) may be co-opted to assist as needed.

f) Supportive Role and Listening Sessions. All involved parties deserve listening sessions that are separate from one another. The impact on a congregation is different from the impact on the Accuser or the person Accused. Each will have their own perspective and differing spiritual and other needs. The SMRT is not intended to be a part of alternative forms of resolution, mediation, or restorative justice processes, although it may suggest such processes to congregations and others.

g) Parallel to Disciplinary Process. Disciplinary Process and SMRT activities often will run parallel to one another. The SMRT shall not be a part of Disciplinary Process and because of confidentiality requirements, it would be inappropriate for any SMRT member to offer to, be asked to, or to provide testimony in any related Disciplinary Process. A flow chart of these processes is attached as an Appendix to this Policy.

Article VIII. DEFINITIONS

Definitions for this Policy. As used in this Policy, the following terms have the meanings set forth below:

- **Accused or Accused person** — mean the individual against whom a claim of Sexual Misconduct is made.
- **Accuser** – means the person claiming to have knowledge of Sexual Misconduct by a person covered by this Policy and who has made an allegation against another person. The Accuser may or may not be the Victim of the alleged Sexual Misconduct.
- **Advocate** – is a person who provides support and pastoral care for an Accuser, Victim, or Accused Person or a family member of one of them. The role of the Advocate is to listen and provide support, accompany the person to meetings during the process, and inform the person of procedural rights or steps, but an Advocate is not legal counsel and does not give legal advice. Legal counsel may speak for a person if asked to do by the person being represented; Advocates generally do not speak for the person.
- **Allegation** – means a written statement alleging an offense or wrongdoing that is submitted to the Stated Clerk of the Presbytery or the Stated Clerk of the congregation having jurisdiction over the individual being accused. Allegations shall include (1) a written statement of the alleged offense or offenses; and (2) facts which, if proved to be true, would likely result in adverse action under the

personnel policy of the Presbytery or this Policy, or in the case of a Constitutional offense, censure within the PC(USA). The process for filing an allegation of a Constitutional offense is outlined in Book of Order D-7.02. An allegation may pertain to a violation of this Policy and may not be a Constitutional offense as defined in the BOOK OF ORDER.

- **Child Sexual Abuse** — includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation or gratification of the adult person or of a third person. The behavior may or may not involve touching and may involve Misuse of Technology. A child may never consent to sexual behavior or sexual contact with an adult. In the Presbyterian Church (U.S.A.), the definition of Sexual Abuse includes sexual conduct with anyone under age eighteen. Civil laws generally define a child as someone under the age of eighteen but states like Indiana recognize differences with respect to consent for sexual activity when both persons are over sixteen.
- **Civil Authorities** — are the governmental bodies, whether city, county, state, or federal, that are given the responsibility to investigate, criminally prosecute, and/or bring civil charges against individuals accused of sexual crimes or offenses against adults, adults who lack mental capacity, and children. Civil laws are the laws, regulations, codes, and statutes enacted by Civil Authorities.
- **Misuse of Technology** — use of technology (computers, phones and other personal computers or smart devices, the internet) that results in sexual harassment or abuse of another person, including texting, emailing, or sending messages or images with sexual content to another person who has not consented to receive them. When this conduct includes a person under the age of eighteen, it is considered child abuse. It is never appropriate to view pornography on church property or using church owned technology or the church's internet connection. It is never appropriate to view pornography on church property. There is never an expectation of personal privacy when using technology or an internet connection supplied, owned, or maintained by a church or a church entity.
- **Sexual Abuse** — is defined in D. 7-0901 as: "Sexual abuse is any offense involving sexual conduct in relation to any person under the age of eighteen years or anyone without the capacity to consent, or any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position. Sexual abuse is contrary to the Scriptures and the Constitution of the Presbyterian Church (U.S.A.) and is therefore always an offense for the purpose of discipline."
- **Sexual Harassment** — means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or their continued status in the Presbytery. It is a violation of this Policy to make employment decisions based on whether a person agreed to or rejected the sexual advances or requests of a person covered by this Policy. Sexual harassment also includes unwelcome sexual jokes or comments, unwelcome or inappropriate touching, behavior or display of materials with sexual content that insults, degrades and/or exploits

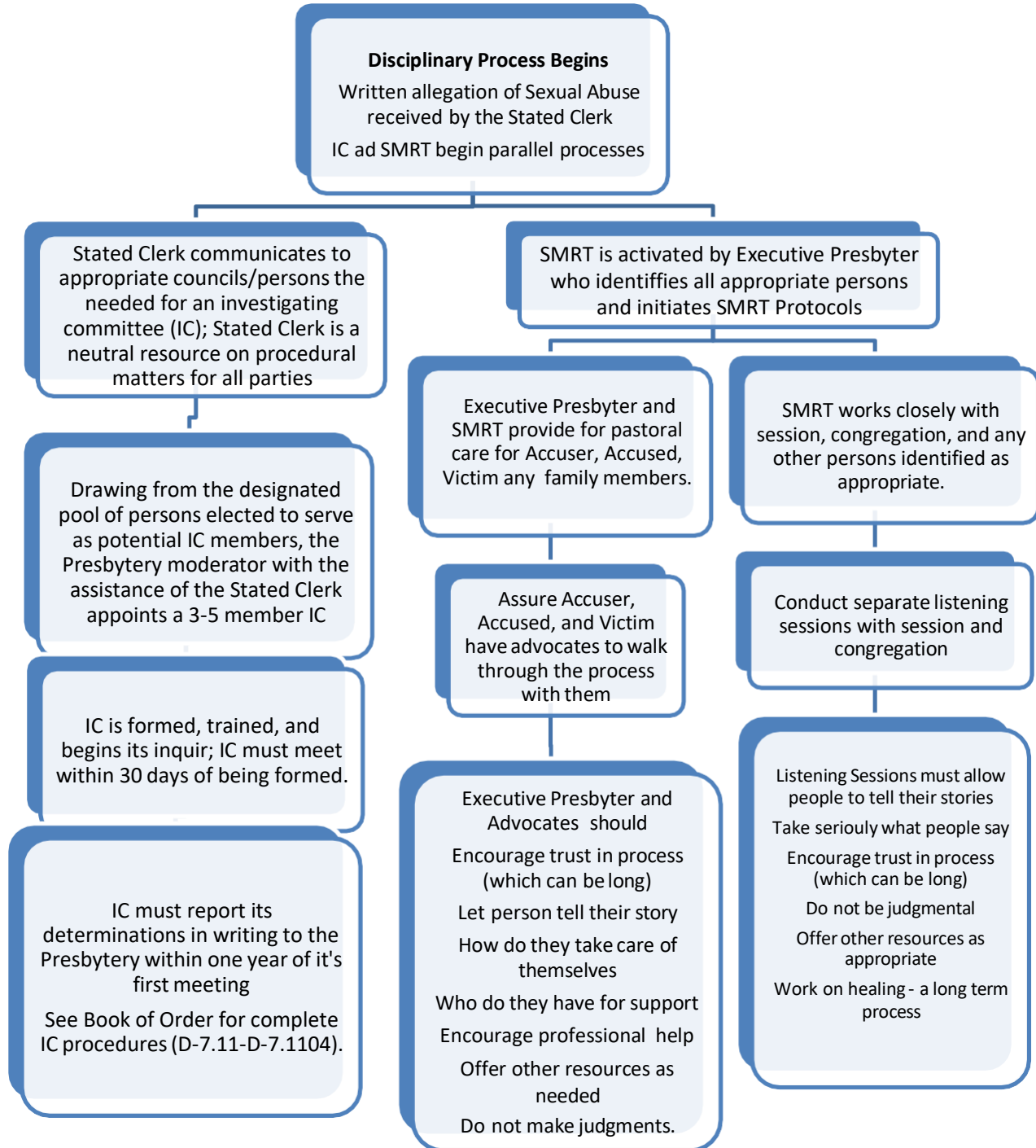
men, women, or children. Sexual harassment has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile or offensive working environment.

- **Sexual Malfeasance** —is defined by the broken trust relationship resulting from sexual activities within a ministerial or professional (such as counseling or therapeutic) relationship that results in misuse of the ministerial or professional office or position.
- **Sexual Misconduct** – is a comprehensive term that includes Child Sexual Abuse (defined herein), Sexual harassment (defined herein), Sexual Malfeasance (defined herein), Sexual Abuse (defined at D-7.0901), and Misuse of Technology (defined herein). As noted above, all forms of Sexual Misconduct are subject to this Policy but not every instance of Sexual Misconduct will be a Constitutional offense.
- **Victim** — a person claiming to have been harmed and/or abused by a person covered under the Policy.

Section 8.02 Definitions in the BOOK OF ORDER. Other terms used in this Policy are defined in the BOOK OF ORDER. Those definitions also apply to this Policy. Terms defined in the BOOK OF ORDER RELEVANT to this Policy include (but are not limited to):

- Allegation -- BOOK OF ORDER D-7.0201c.
- Alternative Resolution -- BOOK OF ORDER D-7.16
- Charges -- BOOK OF ORDER D-7.1503.
- Investigating Committee -- BOOK OF ORDER D-7.05.
- Mediation -- BOOK OF ORDER D-7.1604.
- Offense – Book of Order D-7.0103.
- Rights of the Accuser -- BOOK OF ORDER D-7.1001.
- Rights of the Victim -- BOOK OF ORDER D-7.1002.
- Rights of the Accused - BOOK OF ORDER D-7.1003
- Restorative Justice -- BOOK OF ORDER D-7.1603
- Sexual Abuse -- BOOK OF ORDER D-7.0901.

Flow Chart of Intersection of an IC and the SMRT in a Disciplinary Case



Conclusion

A healthy relationship between the church and its employees is a vital component of the development and maintenance of a healthy and thriving congregation. The importance of these relationships is worthy of the time, effort, prayer and caring all parties — teaching elders, ruling elders, church members and councils — give to develop and maintain the elements of trust and care that display the Kingdom of God to the world.

Addendum

How to Cover 12 Weeks of Family Leave

Covering twelve weeks of Family Leave can be difficult, especially in a smaller congregation, but it is not impossible. Within your community you have resources and abilities to make this possible with a little work and creativity. It will involve reaching both inside and outside your church walls and being open to the guiding of the Spirit.

Here is a sample of what twelve weeks might look like:

Sunday 1 — Ruling elder proclaims the Word

Sunday 2 — Invite a community partner to come and share their mission.

Sunday 3 — Music Sunday. Select a passage of scripture and a selection of music which reflects that passage.

Sunday 4 — Youth Sunday or a video sermon from the presbytery library.

Sunday 5 — Invite a mission co-worker to share their work. This takes advance planning and can happen in person or virtually. This will involve an honorarium.

Sunday 6 — Ruling elder proclaim the Word.

Sunday 7 — Men's Sunday

Sunday 8 — Do you have a retired minister off Word and Sacrament or a retired educator in your congregation? Ask them for one Sunday as a gift to the church.

Sunday 9 — Women's Sunday

Sunday 10 — Invite another community partner to come and share their mission.

Sunday 11 — Is there someone in your congregation that has a story of faith to share (or several people)? Gove them a prompt to help shape their comments.

Sunday 12 — You made it! Celebrate with a hymn sing and prepare to welcome your pastor back!

The Presbyterian Outlook publishes liturgy for each Sunday of the year, typically two weeks ahead of schedule. This is one element of worship that you may use with minimal cost. You will need to give proper credit.

Holy Humor Sunday may be celebrated any day of the year.

A candidate under the care of your presbytery may be able to fill the pulpit on a Sunday. The presbytery office can help with these arrangements.

A nearby Presbyterian seminary or a seminary of one of our partner denominations may have students or teachers who might be available. Reach out and see.

Is there someone in your congregation or a neighboring congregation who service on a presbytery or synod committee? Is there someone in your presbytery who serves on one of the denomination's national committees? Ask them to share about their work.

The bottom line is that with some creativity and thinking beyond the usual box of worship planning and execution you can make Family Leave work well for your church and your staff.

The 2024 Minimum Compensation Standards were approved by the Commission on Ministries on July 26, 2023 and adopted by the Presbytery of Whitewater Valley at its duly called regular stated meeting on August 5, 2023.

The Family Leave and Other Leave Policy was approved by Coordinating Council Commission on January 24, 2024 and adopted by the Presbytery of Whitewater Valley at its duly called regular stated meeting on February 24, 2023, and supersedes any previously adopted or amended policy on Family and Civic Leave for this Presbytery.

The Sexual Misconduct Policy was approved by Coordinating Council Commission on January 24, 2024 and adopted by the Presbytery of Whitewater Valley at its duly called regular meeting on February 24, 2023, and supersedes any previously adopted or amended policy on Sexual Misconduct for this Presbytery.

Rev. Terry Epling

Stated Clerk of the Presbytery of Whitewater Valley



WHITewater VALLEY PRESBYTERY

INSTALLED/DESIGNATED

2025 TERMS OF CALL (TOC)

Minister _____

Congregation _____

Starting Date for new Terms of Call _____ Hours Per Week _____

☐ Pastor ☐ Designated Pastor: _____ year term ☐ Co-Pastor ☐ Associate Pastor

Specific Title _____

2025

Base Compensation	\$
Cash Salary	\$
Housing Allowance	\$
Salary and Housing Total <i>Minimum Salary and Housing= \$58,968 Minimum if Manse and Utilities Provided = \$45,523</i>	\$
Other <i>Bonuses, Unvouchered Allowances and Gifts = Cash Salary 403b Employee Contribution = Cash Salary</i>	\$
Total <u>Effective Salary</u> (items above)	\$
Additional Required Compensation	
Board of Pensions <i>Transitional Package 43% of Effective Salary</i> To request exemption from Transitional Package and enroll the pastor in the Congregational Pastors Package, please complete information on page 2 of this document.	\$
Health Reimbursement Arrangement (HRA) - \$2,000 If not participating in Whitewater Valley Presbytery HRA, please complete information on page 2 of this document.	\$
Vacation <i>minimum 4 weeks, including 4 Sundays +15 years = 5 weeks, including 5 Sundays</i>	weeks
Continuing Education/Professional Development <i>minimum 2 weeks; cumulative for up to 4 years</i>	weeks
Paid Family Leave <i>minimum 12 weeks See "Ministry Together" at www.whitewatervalley.org</i>	weeks
Total Additional Required	\$
Reimbursable/Vouchered Expenses	
Continuing Education/Professional Development <i>minimum \$1,500; cumulative for up to 4 years</i>	\$
Mileage/Auto <i>minimum \$2,800 @IRS established rate</i>	\$
Other Vouchered Expenses, including Moving Expenses	\$
Total Reimbursable/Vouchered Expenses <i>minimum \$4,300</i>	\$
Additional Optional Benefits	

Social Security Offset/SECA Allowance (7.65% of Effective Salary) Please Note: This benefit is taxable, per IRS rules.	\$
Optional Board of Pensions (rates at www.pensions.org)	
Vision	\$ _____ \$ _____
Dental	_____ \$ _____
Supplemental Death	_____ \$ _____
403b Employer Matching Contribution	\$ _____
TOTAL	
Sabbatical Leave, after how many years of continuous service?	_____ years
Total Investment	\$ _____

Certification of Call

This is to certify that the Session and Congregation have voted to accept this call with the compensation listed.

Date of Session Approval _____ Date of Congregational Meeting _____

(Signed) _____
Clerk of Session

Board of Pensions Transitional Plan Waiver

We have consulted and agree that the Congregational Pastors Package of the Board of Pensions is in the best interest of the congregation and the pastor. Our pastor's spouse and family (if applicable) have the needed medical coverage without the Transitional Plan of the Board of Pensions.

(Signed) _____ (Signed) _____
Pastor/Minister Clerk of Session

Health Reimbursement Arrangement (HRA) Waiver

We request a waiver from the Whitewater Valley Presbytery HRA program because:

- ☐ **Our pastor is scheduled to work less than 30 hours per week.**
- ☐ **Our congregation has an HRA in place with a qualified benefits manager and it meets or exceeds the Presbytery minimum of \$2000.**

(Signed) _____
Clerk of Session



WHITEWATER VALLEY PRESBYTERY

TEMPORARY PASTORS

(STATED SUPPLY, COVENANT, BRIDGE, INTERIM, TRANSITIONAL,
VALIDATED SERVING IN A CONGREGATION)

2025 TERMS OF CALL (TOC)

Minister _____

Congregation _____

Starting Date for new Terms of Call _____ **Hours Per Week** _____

(Part-time positions are prorated based on the minimums below which reflect a 40 hour work week.)

Specific Title _____

2025

Base Compensation		\$
Cash Salary		\$
Housing Allowance		\$
Salary and Housing Total	<i>Minimum Salary and Housing= \$58,968 Minimum if Manse and Utilities Provided = \$45,523</i>	\$
Other	<i>Bonuses, Unvouchered Allowances and Gifts = Cash Salary 403b Employee Contribution = Cash Salary</i>	\$
Total <u>Effective Salary</u> (items above)		\$
Additional Required Compensation		
Board of Pensions	<i>Transitional Package 43% of Effective Salary</i>	
To request exemption from Transitional Package and enroll the pastor in the Congregational Pastors Package, please complete information on page 2 of this document.		\$
Health Reimbursement Arrangement (HRA) - \$2,000		\$
If not participating in Whitewater Valley Presbytery HRA, please complete information on page 2 of this document.		
Vacation	<i>minimum 4 weeks, including 4 Sundays +15 years = 5 weeks, including 5 Sundays</i>	weeks
Continuing Education/Professional Development	<i>minimum 2 weeks; cumulative for up to 4 years</i>	weeks
Paid Family Leave	<i>minimum 12 weeks See "Ministry Together" at www.whitewatervalley.org</i>	weeks
Total Additional Required		\$
Reimbursable/Vouchered Expenses		
Continuing Education/Professional Development	<i>minimum \$1,500; cumulative for up to 4 years</i>	\$
Mileage/Auto	<i>minimum \$2,800 @IRS established rate</i>	\$
Other Vouchered Expenses, including Moving Expenses		\$
Total Reimbursable/Vouchered Expenses	<i>minimum \$4,300</i>	\$

Additional Optional Benefits	
Social Security Offset/SECA Allowance (7.65% of Effective Salary) Please Note: This benefit is taxable, per IRS rules.	\$
Optional Board of Pensions (rates at www.pensions.org)	
Vision	\$ _____ \$ _____
Dental	_____ \$ _____
Supplemental Death	_____ \$ _____
403b Employer Matching Contribution	\$ _____
TOTAL	
Sabbatical Leave, after how many years of continuous service?	_____ years
Total Investment	\$ _____

Certification of Call

This is to certify that the Session and Congregation have voted to accept this call with the compensation listed.

Date of Session Approval _____ Date of Congregational Meeting _____

(Signed) _____
Clerk of Session

Board of Pensions Transitional Plan Waiver

We have consulted and agree that the Congregational Pastors Package of the Board of Pensions is in the best interest of the congregation and the pastor. Our pastor's spouse and family (if applicable) have medical coverage without the Transitional Plan of the Board of Pensions.

(Signed) _____ (Signed) _____
Pastor/Minister Clerk of Session

Health Reimbursement Arrangement (HRA) Waiver

We request a waiver from the Whitewater Valley Presbytery HRA program because:

- ☐ **Our pastor is scheduled to work less than 30 hours per week.**
- ☐ **Our congregation has an HRA in place with a qualified benefits manager and it meets or exceeds the Presbytery minimum of \$2000.**

(Signed) _____
Clerk of Session

Ministers of Word and Sacrament serving in Validated Positions in Congregations

**We have read and agree to the covenant Regarding Validated Congregational Positions.
(This document is available on www.whitewatervalley.org under Forms.)**

(Signed) _____ (Signed) _____
Pastor/Minister Clerk of Session



WHITEWATER VALLEY PRESBYTERY

COMMISSIONED RULING ELDERS

2025 TERMS OF CALL (TOC)

Minister _____

Congregation _____

Starting Date for new Terms of Call _____ **Hours Per Week** _____

(Part-time positions are prorated based on the minimums below which reflect a 40-hour work week.)

Specific Title _____

		2025
Base Compensation		
Cash Salary		\$
Housing Allowance		\$
Salary and Housing Total	<i>Minimum Salary and Housing = \$47,174 Minimum if Manse and Utilities Provided = \$36,418</i>	\$
Other	<i>Bonuses, Unvouchered Allowances and Gifts = Cash Salary 403b Employee Contribution = Cash Salary</i>	\$
Total <u>Effective Salary</u> (items above)		\$
Additional Required Compensation		
Board of Pensions	<i>Transitional Package 43% of Effective Salary</i>	
To request exemption from Transitional Package and enroll the pastor in the Congregational Pastors Package, please complete information on page 2 of this document.		\$
Health Reimbursement Arrangement (HRA) - \$1,600		\$
If not participating in Whitewater Valley Presbytery HRA, please complete information on page 2 of this document.		
Vacation	<i>minimum 4 weeks, including 4 Sundays +15 years = 5 weeks, including 5 Sundays</i>	weeks
Continuing Education/Professional Development	<i>minimum 2 weeks; cumulative for up to 4 years</i>	weeks
Paid Family Leave	<i>minimum 12 weeks See "Ministry Together" at www.whitewatervalley.org</i>	weeks
Total Additional Required		\$
Reimbursable/Vouchered Expenses		
Continuing Education/Professional Development	<i>minimum \$1,200; cumulative for up to 4 years</i>	\$
Mileage/Auto	<i>minimum \$2,240 @IRS established rate</i>	\$
Other Vouchered Expenses, including Moving Expenses		\$
Total Reimbursable/Vouchered Expenses	<i>minimum \$3,440</i>	\$
Additional Optional Benefits		
Social Security Offset/SECA Allowance (7.65% of Effective Salary)		\$
Please Note: This benefit is taxable, per IRS rules.		

Optional Board of Pensions	(rates at www.pensions.org)	
Vision		\$_____ \$_____
Dental		_____ \$_____
Supplemental Death		_____ \$_____
403b Employer Matching Contribution		\$_____
TOTAL		
Sabbatical Leave, after how many years of continuous service?		_____ years
Total Investment		\$_____

Certification of Call

This is to certify that the Session and Congregation have voted to accept this call with the compensation listed.

Date of Session Approval _____ Date of Congregational Meeting _____

(Signed) _____
Clerk of Session

Board of Pensions Transitional Plan Waiver

We have consulted and agree that the Congregational Pastors Package of the Board of Pensions is in the best interest of the congregation and the pastor. Our pastor's spouse and family (if applicable) have medical coverage without the Transitional Plan of the Board of Pensions.

(Signed) _____ (Signed) _____
Pastor/Minister Clerk of Session

Health Reimbursement Arrangement (HRA) Waiver

We request a waiver from the Whitewater Valley Presbytery HRA program because:

- ☐ **Our pastor is scheduled to work less than 30 hours per week.**
- ☐ **Our congregation has an HRA in place with a qualified benefits manager and it meets or exceeds the Presbytery minimum of \$1600.**

(Signed) _____
Clerk of Session



WHITEWATER VALLEY PRESBYTERY
RECOMMENDATION FOR AN ORDINATION and/or INSTALLATION
COMMISSION

1. Consider possible dates and contact the Moderator of Presbytery and the Transitional Lead Presbyter first to make sure they are available to serve. If the Moderator is not available, a Moderator's Designee (usually the Vice Moderator of the Presbytery) will be appointed by the Moderator.
2. Contact other people you'd like to serve on your commission. If you are new to the Presbytery, your COM Liaison will be helpful in recommending people to serve on your commission. Guest Ministers and/or Elders from other presbyteries may be invited to participate in the Service, but are not part of the Commission.
3. Complete the form and submit it to the Moderator of the Presbytery at least two weeks prior to the service of installation or ordination.

Name of person being installed or ordained: _____

This will be a: ☐ Service of Installation OR ☐ Service of Ordination

Name of City & Church where service will be conducted: _____

Date of Service: _____ Time of Service: _____

MEMBERS OF THE ORDINATION COMMISSION (5 REQUIRED):

Required 1. Presbytery Moderator or his/her designee: _____

Required Two Ruling Elders - one from calling church, one from another church in the Presbytery

2. Ruling Elder: _____ Church Name & Location: _____

3. Ruling Elder: _____ Church Name & Location: _____

Required Two Teaching Elders (Ordained Ministers of Word and Sacrament) both from Whitewater Valley Presbytery. When a church has multiple pastors, one pastor may be from that church:

4. Teaching Elder: _____ Church Name & Location: _____

5. Teaching Elder: _____ Church Name & Location: _____

We encourage commissions to include an Ecumenical Representative, an ordained minister or lay person representing another denomination.

Name: _____ Church Denomination & Location: _____

Other persons in the Installation/Ordination service:

Name/church/presbytery

Name/church/presbytery

Name/church/presbytery

WHITEWATER VALLEY PRESBYTERY SERVICE OF ORDINATION/INSTALLATION GUIDELINES

When planning the Ordination/Installation of a pastor or a minister to another called work, first read in the **BOOK OF ORDER:**

G-2.06, W-4.404	Ordination of Minister of Word and Sacrament
W-4.0404	Installation of Minister of Word and Sacrament

The Presbytery appoints an Administrative Commission of its members to conduct the installation and/or ordination. In addition, ministers and elders from outside the Whitewater Valley Presbytery may be invited to participate in the service. To the extent possible, all Commission members should be involved in the leadership of the service, reading Scripture, leading prayers, etc.

The moderator of the Commission, designated by Presbytery, convenes the Commission before the service. The candidate for ordination/installation should attend this meeting. The Commission can adjourn with the benediction. Minutes are forwarded by the Secretary of the Commission to the Stated Clerk via the Moderator.

The order of service should proceed as follows: (from W.4.0404)

See: <https://www.presbyterianmission.org/resource/teaching-elderpastor-installation-and-ordination-service/>

1. The Service for the Lord's Day or the normal order of service shall focus on Christ and the joy and responsibility of the mission and ministry of the church, with a sermon appropriate to the occasion. The Commission calls the congregation to worship.
2. The Ordination/Installation Service should proceed as follows:
 - A. Statement on the Nature and Importance of Service - Moderator of Commission
 - B. Constitutional Questions to Candidate/Minister- Moderator of Commission
 - C. Constitutional Questions to Congregation - Member of Commission from the installing/ordaining congregation.
 - D. When all questions have been answered in the affirmative, those to be ordained will kneel, if able, for the laying on of hands and the prayer of ordination.
 - E. The presbytery commission lays on hands at the ordination of minister of the Word and Sacrament.
 - F. The moderator may invite other ministers of the Word and Sacrament and ruling elders to participate.
 - G. Declaration of Ordination/Installation - Moderator of Commission
 - H. Welcome (handshake) by Commission and others as appropriate
 - I. Signs and symbols of blessing may be conferred on the newly ordained, installed or commissioned person.
 - J. Charges: To Pastor/Associate Pastor- Member of Commission
 To Congregation - Member of Commission
 - K. The newly installed minister may make a brief statement and shall pronounce the benediction
 - L. After the installation service, the officers and members of the church should come forward to their Pastor /Associate Pastor and give him/her an appropriate expression of cordial reception and affectionate regard.
3. **The Presbytery recommends that an offering be taken and that the monies be given to the Presbytery for discretionary use by the Preparation for Ministry Committee in providing support for ministerial candidates. Notice of this action should be prominently included in the bulletin.**

December 2024

Covenant Regarding Validated Congregational Positions

There are reasonable times and circumstances in which congregations may seek to call a Minister of Word and Sacrament to a position that is neither installed (designated or undesignated) nor temporary (stated supply, covenant, bridge, interim, etc.). In such cases, congregations may instead develop a job description for a position, often titled “Director,” which may be held by a Minister of Word and Sacrament and then validated by the Commission on Ministry (COM).

Since that call arrangement is out of the ordinary four-way calling process between God, Minister, Congregation, and Commission on Ministry as detailed in the Book of Order, Whitewater Valley Presbytery (WVP) has created this covenant so that there is agreement, understanding, and covenant to all roles and responsibilities in this unique circumstance.

Sessions calling Ministers of Word and Sacrament to serve in validated positions in congregations covenant to:

- Pay the Minister of Word and Sacrament fairly and provide access to Board of Pensions benefits when requested.
- Understand that should there be a conflict between the congregation and the minister, COM will not engage in mediation between the Minister of Word and Sacrament and the congregation.
- Notify the COM and/or the Lead Presbyter when the contract between the Minister of Word and Sacrament and the church has been terminated and the reason for the termination.
- Report cases of known or suspected malfeasance of any form by the Minister of Word and Sacrament to the Lead Presbyter so that pastoral care may be extended, any appropriate actions can take place to allow the Minister of Word and Sacrament to remain in good standing in WVP, and future background checks between Presbyters across presbyteries can be accurate.

Ministers of Word and Sacrament serving in validated positions in congregations covenant to:

- Be active minister members of the Presbytery, serving in the councils of the church.
- Understand that should there be a conflict between the congregation and the minister, COM will not engage in mediation between the Minister of Word and Sacrament and the congregation.
- Meet annually with COM for validation of the position.

The Commission on Ministry of Whitewater Valley Presbytery covenants to:

- Annually review these positions for validation.
- Welcome, support, and serve together with minister members of the Presbytery.

CLERK: _____

MINISTER: _____

COM CHAIR: _____

PASTORAL LEADER COVENANT OF CLOSURE OF WHITEWATER VALLEY PRESBYTERY

It is understood that the purpose of this *Covenant* is to affirm that _____ and _____ Presbyterian Church in Whitewater Valley Presbytery give thanks to God for their time in ministry together and commit to supporting the next pastoral leader so they can enjoy the same depth of relationship and faithfulness in ministry.

For this to happen well, it is necessary for the departing pastoral leader to make space for that healthy new relationship to grow. Therefore, the session, the pastoral leader, and the Commission on Ministry enter into the following *Covenant*:

1. The pastoral leader's departure signifies that their pastoral relationship with _____ will end on _____.
2. The departing pastoral leader agrees that they will not officiate or assist in any baptism, marriage, memorial service, worship leadership, church anniversary activities, Bible Study, etc. at _____, or elsewhere, for members of _____, after _____ unless specifically invited by the Moderator of Session. This includes any interim period before the new pastoral leader begins their ministry. *A former pastoral leader shall not return to a former congregation to perform any pastoral function (Wedding, funeral memorial service, baptism, or worship service) without the express prior invitation of the moderator of Session. (G-2.0905)*
3. The departing pastoral leader will no longer make hospital visits or offer pastoral care to members. Their role will be within the normal limits of friendship and community activities, while affirming that pastoral care is the responsibility of the church's pastoral staff and ministries.
4. The departing pastoral leader and their spouse and minor children (if applicable), will ordinarily not attend worship or social events of the congregation. A conversation with the Session, and Committee on Ministry is advised particularly in cases of the spouse of a retiring pastor seeking to continue congregational involvement.
5. The departing pastoral leader and their spouse (if applicable), will not speak to, provide advice, or listen to criticism of the clergy, staff, or church leaders or have involvement in any congregational disagreement or dispute. They are expected to offer support to present and future leadership.
6. The departing pastoral leader and their spouse (if applicable), will be independent of the church office and staff, except for routine forwarding of mail or other courtesies provided to the members and correspondents, and others if appropriate.
7. If desired by both parties, the departing pastoral leader and new pastoral leader may meet for the purposes of knowledge transfer or a "pastor to pastor debrief." The purpose of such a process is to preserve the strengths and assets of the church, but always allowing the new pastoral leader to function without interference.
8. The departing pastoral leader promises to pray for the new pastoral leader, the church leadership, and the congregation.

Approved by COM, XXX

9. The Session promises to pray for the departing pastoral leader as they follow God's call and leading in their future ministry. The Session also promises to pray for the congregation, and to put this *Covenant* in the Session minutes and shares this *Covenant* at the congregational meeting when the pastoral relationship is dissolved.
10. If, after a suitable period which has been agreed upon by the new pastoral leader and the Session, the departing pastoral leader wishes to review any of these items, they may initiate a review with the consent of the Session, and in consultation with the Committee on Ministry, provided that the new pastoral leader is willing to concur.

Signature, Pastor _____

Signature, Clerk of Session _____

Signature, Presbytery Representative _____

Date _____

Examination Interview for Ordination in COM meetings

The Book of Order [G-11.0402] provides that “The Presbytery, through its appropriate committee shall examine each minister or candidate who seeks membership in it on his or her Christian faith and views in theology, the Sacraments, and the government of this church.” The examination and interview provide an opportunity for discussion of the minister’s Statement of Faith, understanding of the Reformed faith, and experience in ministry and witness, as well as the fit of call.

Sample Questions

1. Please reflect theologically on the meaning and practice of the Fourth Ordination Question (W-4.4003d) “Will you fulfill your office in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our Confessions?”
2. Why are you in the Reformed tradition and a Presbyterian in the PC(USA)?
3. What aspects of our Presbyterian polity do you consider most valuable? What aspects do you consider most in need of further development?
4. Please reflect theologically on Book of Order Section G-2.0104b (Gifts and Qualifications). In your response (a) describe how you demonstrate in your own life the gifts and qualities for ordered ministry in the PC(USA) as described in this section and (b) how would you guide a session and/or nominating committee in discerning these gifts and qualifications in persons being nominated for Deacon or Ruling Elder in a church?
5. What do you understand to be your responsibility in furthering “the peace, unity and purity of the church” (W-4.4003g)?
6. How has the Gospel been good news in your life, and how might you share it with others?

More samples may be found at: <https://www.presbyterianmission.org/wp-content/uploads/examinationsampling.pdf>

Possible Exam Questions

Theology:

- List and briefly explain five major tenets of Reformed Theology.
- Pick one tenet, how does this doctrine work in your personal life and in the life of the church?

Creeds and Confessions:

- Pick one of the creeds or confession of the church: Name some of the issues that led to the original writing of the creed/confession. How does this creed/confession speak to issues in the church today?
- What does it mean to be a credal church? How is that lived out in the PC(USA)?

Bible:

- What are four major messages of the Old Testament?
- What are four major themes found in the New Testament?
- Tell us how one of these themes has been evident in your life.

Polity:

- What are the parts of the Constitution of the Presbyterian Church (U.S.A.)? What are the three major sections of the Book of Order--what does each section address?
- Name the 4 governing bodies of the Presbyterian Church. What are some of the responsibilities of each?
- How would you respond to an elder who says, "Why do we need to go to Presbytery or General Assembly? It is just a waste of time?"

Worship:

- What is the purpose of the Sunday morning Worship Service? How do the various parts of the Sunday service carry out that purpose?

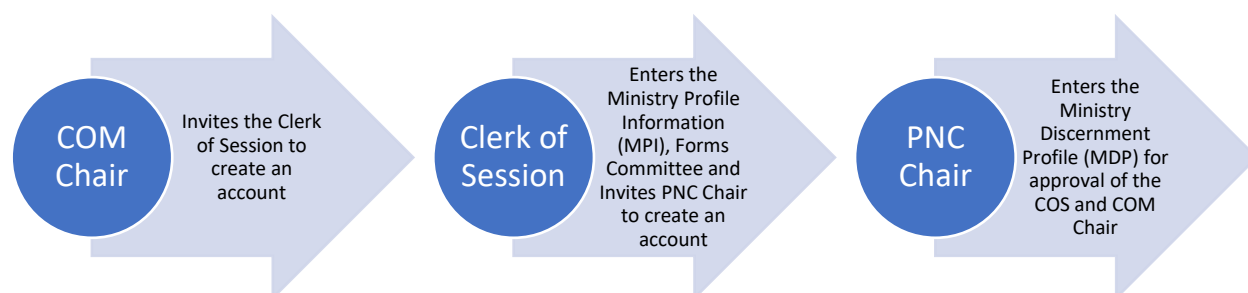
Preaching:

- How do you create your sermon? What is the process? What resources do you use and why do you use these particular resources?
- Tell us about a time you had negative feedback on a sermon and how you responded to it? Did this feedback change your process or preaching?

Sacraments:

- What are the Sacraments of the Presbyterian Church? Briefly, what is the meaning of each of these sacraments?
- What is a person's identity in the light of these sacraments? What do these sacraments say about who you are and your relationship to others?
- You come from a tradition that does not affirm infant baptism. How have your views changed regarding baptism since you have been in the PC(USA)?

A COMPLETE GUIDE TO CREATING A MINISTRY DISCERNMENT PROFILE (MDP)



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BEFORE YOU BEGIN

1. **Make sure your computer will run the CLC system.** Browsers such as Microsoft Edge or Google Chrome are known to be the most compatible with the CLC system.
2. If you are the **Pastor Nominating Committee Chair** or **member**, please wait for the Clerk of Session to send you an invitation to create an account.
3. If you are a **Clerk of Session**, the Committee on Ministry Moderator (COM) or designated person will invite you to claim your role and the system will send a link so you may configure your credentials and enter your general information. If you have not received a link, you may visit the **CLC Main Page** (clc.pcusa.org) to **Sign Up**. At the Sign-Up screen, select you are a **Calling Organization**. Under Organization Type, choose **Congregation**, and type the name of your church to select it from the list. Finally, type in your name, last name and create your username and password. When you submit the information, you will receive an email to confirm the creation of your account. Please allow some time for your Presbytery Leader to approve your account. You will receive an email once your account has been approved and you can begin fulfilling your tasks in the system.
4. If you are a **Mid Council leader** needing to enter an MDP, please contact CLC staff at clcsupport@pcusa.org.
5. If you are from a **PCUSA Agency, Hospital, College, Educational Institution**, or a **church from another denomination**, please contact CLC.
6. For manuals, forms, guides, and training videos for CLC, go to pcusa.org/clc

NOTES BEFORE FILLING OUT THE MDP

There are mandated character limits. The church mission and vision statement, responsibilities of the position, and answers to the five narrative questions are limited to 1,500 **characters** each including spaces and punctuation. If you go past 1,500 characters, the system will not save your work. Please verify your character count in a word or pages document.

Saving MDP work in progress. If you need to head out for the day and have not completed the information in the Ministry Discernment Profile, you can exit the page and the system will save your information automatically. You will be able to continue your work later by clicking the note and pencil icon. See below screenshot with an example of an MDP in progress and the icons on the right:

Serving multiple roles at the same time. If you have more than one role in the system, you can switch between them by clicking on your name and role at the top of your dashboard. See below screenshot as an example:



CLERK OF SESSION: FILLING OUT THE MINISTRY PROFILE INFORMATION (MPI)

The **Clerk of Session** must enter the **Ministry Profile**, form a **Search Committee**, **Invite the PNC Chair**, and can invite the **PNC Members** to use the system. To begin entering the information, go to clc.pcusa.org and log in.

- When you log in for the first time, you are taken to the Ministry Profile. You will notice that some of the details have already been completed. Press the Save & Continue button after you have filled out the pages to move forward. Some of the required fields to fill are:
- Church Email Address, Preferred Phone Number, Alternate Phone/Email, Fax, and Website Address.
- Intercultural Ministry. Select whether you are part of an Intercultural Ministry. Intercultural Ministries are congregations/agencies that integrate multiple races, cultures, and languages within their ministry.
- Congregation Size. Select the appropriate number of church members.
- Average Worship Attendance. With a single number, enter your average worship attendance for all regular worship services. Do not include special or one-time services.
- Church School Attendance. With a single number, enter the number of people (children through adults) who attend church school.
- Curriculum. List (within 150 characters including spaces and punctuation) the curriculum most used in church school. If you go past the 150-character limit, the system will not

save this section.

- **Community Type.** On the pull-down menu, select the community type where your church or organization is located. Press the save button and return to your dashboard.
- **Intercultural Composition.** Using whole numbers that add up to 100 percent enter the racial ethnic composition of your church or organization. Press the **Save** button once you are finished.

You will be taken to your dashboard after completing the ministry profile. Update the Ministry Profile any time by clicking the edit button of this section.

The screenshot shows a 'Ministry Profile' form with a light blue header. The form is organized into three columns. The first column contains: Ministry Name (Testing Presbyterian Church), Email (t@test.com), Mailing Address (PO Box 8968), Inter or Multicultural Ministry (Yes), and a link for Intercultural Composition. The second column contains: Presbytery (Presbiterio De San Juan), Preferred Phone (1234567890), Alternate Phone/Email, and Congregation or Organization Size (101-250 members). The third column contains: Synod (Boriquen En Puerto Rico), Website Address (test.com), Community Type (Rural), and Curriculum (testing). An 'Edit' button is located in the top right corner of the form.

- Back at your dashboard, scroll down to your Search Committees' section and click on the **Form Committee** button.

The screenshot shows the 'Search Committees' section with a light blue header. A '+ Form Committee' button is visible in the top right corner.

- Give a name to the Search Committee and press the submit button.

The screenshot shows a modal window titled 'Form Committee' with a close button (X) in the top right. Inside the modal, there is a label 'Committee Name *' followed by a text input field containing the placeholder text 'Search Committee'. A 'Submit' button is located at the bottom right of the modal.

- Now that you have formed a search committee, click on the **Invite** button to help register your PNC Chair, who will enter the MDP. You can also invite the Committee Members to create an account, or you can allow your PNC Chairperson to invite the committee members.

Search Committee

Rename Committee

Dissolve Committee

Committee Members

+ Invite

Name	Email	Role	Status	Actions

- Type in the name, last name, email address and select the role of the person you are wanting to invite. They will receive an email with a link to register on CLC. **If you are both Clerk of Session and PNC Chair, send yourself an invitation using the same email address you are using for your Clerk of Session account. The PNC Chair role will be added to your account. To learn how to switch between roles, please see page 3.**

×

Invite Committee Member

First Name *

Last Name *

Email *

Role *

PNC Member

PNC Member

PNC Chair

Submit

Next steps as Clerk of Session. The PNC Chair will enter the MDP, when this happens you will receive an email to review and approve the MDP. Log into the system to find it in the **MDPs Waiting for Approval** section. Click the MDP number to review the information. Once you have reviewed the MDP you may click the Approve button on the righthand side of the page.

MDPs Waiting for Approval						
MDP ID	Position Type	Employment Type	Congregation	Approved by COS	Approved by COM	Actions
10218	Transitional/Interim Position	Full-time	Hope Presbyterian Church	No	No	<div>Approve</div>

PNC CHAIR: ENTERING THE MINISTRY DISCERNMENT PROFILE (MDP)

The Ministry Discernment Profile asks for more in-depth information about your church or organization and information on the position to be listed. This is the longest part of the form.

If you are already logged into the system, scroll down on your dashboard until you reach the Ministry Discernment Profiles section. Click the **Create New MDP** button.



FILLING OUT THE POSITION REQUIREMENTS

Position Type. On the pull-down menu, click on the position title. There is an optional field called **Specific Position Title** where you can give a name to the position in case you need to be more specific.

Experience Required. Add the level of experience you require for this position type (*No experience/first ordained call, 2-5 years, 5-10 years, or more than 10 years.*) The experience level is not a factor for matching. This is only so ministers can see this requirement in the Opportunity Search and decide whether they want to self-refer.

Employment Status. Click “Full-time” or “Part-time” or “Full-time/Part-time” or “Bi-vocational.”

Training/Certification Requirements. If you require special training for your position, choose from the categories: Interim Ministry Training, Certified Christian Educator, Conflict Mediator Training, Interim Executive Presbyterian Training, Certified Business Administrator and/or Pastoral Education Training. If the required training is not on this list, use the **Other Training** field.

Language Requirements. Click on the language(s) in which the person who fills this position needs to be fluent. If there is an additional language required that is not on the list, use the **Other Languages** field.

Statement of Faith. The statement of faith provides insight of person’s theology. Select whether you desire to receive a statement of faith from potential candidates. By selecting “yes” you will only be matched with persons who have included a statement of faith in their PDP. Most COMs require that churches receive statements of faith for ordained positions. Please verify with your COM representative of this requirement if you are uncertain.

Clergy Couple. By selecting “yes” you will also be matched with clergy couples in the system. If your congregation is open to a clergy couple this means that you are open to hiring two people

who work together to fill the roles of your position. Similar to co-pastors, a clergy couple is a couple looking to do ministry together in the same setting. Clergy couple does not mean that two ministers are married but serving in two separate ministries.

Deadline date. CLC does not recommend entering a deadline date unless you believe it to be necessary. If you enter a deadline date, the MDP will be removed from circulation and matching after that date. To continue your search process once your MDP is removed, you will need to obtain the COS and COM re-approvals online.

When the above steps are completed click on Save and Continue.

MISSION AND VISION STATEMENT AND TASKS FOR THE POSITION

Mission/Vision Statement. Some presbyteries require performing a mission study involving Bible study, prayer, and an honest and thoughtful look at your congregation and community, to discern the direction in which God is leading the congregation. Other presbyteries provide a set of questions and/or resources to determine the needs of the church. The Session (or PNC) should use these tools to discern and compose a Mission/Vision statement that represents your members and community. Your Committee on Ministry Moderator is a resource to help you develop your Mission/Vision Statement. Please enter up to 1,500 characters.

Tasks, expectations, duties, supervision, assignments, and responsibilities for the position. These are the job descriptions agreed to by the Session and Presbytery (COM or its equivalent.) These should be general descriptions. (Example: Assist the youth group at least once a month.) Please enter up to 1,500 characters.

COMPENSATION AND HOUSING

Effective salary is cash salary plus housing allowance or manse value and other compensations. See Effective Salary Definition at [Board of Pensions](#). The minimum effective salary will be displayed on your MDP. The maximum effective salary is not displayed but is used for matching purposes only. We use a range because candidates list a minimum effective salary on their PDP's, and the system matches all the candidate/ministers who fall below the maximum. This allows for the church to have some negotiating power when discerning who they wish to call and how much they feel called to offer. **Please only type numbers in the salary fields, with no spaces, symbols, decimal places, or punctuation marks.**

Housing for Pastoral Positions. If you have a manse that is part of the call, click on "Manse." If you have a housing allowance that is part of the call, click on "Housing Allowance." If you have a manse but are willing to consider a housing allowance in lieu of using the manse, click on "Open to Either." Click on "N/A" if this is a non-pastoral position.

NARRATIVE QUESTIONS

It is important that your responses will provide adequate information for call seekers about your ministry. The narrative question fields are limited to 1,500 characters each including spaces and punctuation. To view a description of each narrative question, please click [here](#). Note that question five is similar to the tasks and expectations section previously entered, but more specific. Please take time to elaborate in this section on previously mentioned tasks and expectations. We have created this guide for PNCs and COMs to determine what topics a narrative question answer.

OPTIONAL LINKS

List any links that support the answers to your narratives or highlight ministries within your church/organization. You may also include links that you believe will help highlight your community. You can type a title for your link, provide a brief description of its contents, and enter the link URL (Website Address.)

EQUAL EMPLOYMENT OPPORTUNITY

All MDPs must answer the EEO question in the affirmative for the MDP to be included in the CLC system. Although the statement refers to instructions from the committee on ministry (COM), the statements are intended to indicate a willingness to comply with PC(USA) Equal Employment Opportunity policies.

REFERENCES

List three people who know your congregation or organization well. Include the contact information requested and their relationship to your congregation or organization. Please make sure to contact your references so they are aware you used them as such and note that references should not be members of the congregation. Please be brief in the relationship description of your references as the window will only show so many characters.

PNC CHAIR CONTACT INFORMATION

Enter the contact information of the chair of the pastor nominating committee or search committee. This person's contact details will appear at the bottom of the MDP, publicly accessible through the website Opportunity Search, once posted. This person will receive all notification regarding the MDP in the system.

REVIEW

This is the last page of the MDP. Here you will have the chance to review and edit everything you had entered prior. Once you have finalized your review, please click the submit button on the bottom right corner. After you have submitted the MDP you can go back in to edit any time.



APPROVALS REQUIRED

Your Clerk of Session will receive an email notifying that you have submitted the MDP. Your Clerk of Session will be instructed to log in, review the MDP, and mark their approval online.

When your Clerk has approved the MDP, the COM Moderator (Committee on Ministry Moderator) or a designated presbytery leader will receive an email to review and approve the MDP.

Once the COM Chair marks their approval online, the MDP will be released and posted in the Opportunity Search, and you will be able to fill in the **competency match criteria** and can **request matches**. You have not finished the process with your MDP.

COMPETENCY MATCH CRITERIA


The matching criteria sliding scales is a set of 14 descriptions/traits of your future minister, found under the Clipboard icon  or paper with a plus sign icon , on the Actions of your MDP. For **each** description, you must select a percentage number from 0-100%, according to the expectation of that trait for the position. The 14 descriptor percentages do not need to add to 100%. Please evaluate and discern the value of expectations of each trait with your search committee and slide the scale towards the appropriate percentage number.



The sliding scales will not affect the number of matches you receive and will only sort your matches in order of compatibility. Please do not select 100% on all your descriptors for the best results.

Once you fill out and save the matching scales, it will unlock the matching list with your first matches.

MATCHING LIST

Found under the checklist icon  on the Action of your MDP, your matching list will contain all your matches. There are three sections on your matching list: PDP Matches that require action, PDPs in discernment, and PDPs no longer considered.

[← Back to Dashboard](#)

Matching PDP Results

☒ Sort By Competency Score

[Request Rematch](#)

MDP ID	Organization Name	Position Title
10221	Traverse City Presbyterian Church (Traverse City, MI)	Head of Staff (Senior Pastor/Head of Staff (SPHS))

PDP Matches (Require Action)

PDPs in Discernment

PDP Matches Not Considered

Requesting Matches. You can request matches by clicking the Request Rematch button in your Matching List. This will automatically populate matches available. Your matches will come to the PDP Matches (Require Action) section. The PDP Matches (Require Action) section has a **maximum capacity of 25 system matches. Self-Referrals on the other hand are unlimited.** You must select an action on all your matches before you can request another rematch. Click on the PDP ID number to read the call seekers' information. At the bottom of their PDP, you will see a Committee Notes section. You can keep notes of your interactions with the call seeker as well as the conversations with your search committee. The PNC Chair and the PNC Members can add and read committee notes to stay informed. ***The candidate does not have access to your notes.*** You will notice that the name, contact information, statement of faith, and optional links of the minister candidate will be omitted in this initial phase. Please evaluate the minister's information and select the appropriate action.

PDP Matches (Require Action)				
PDP ID	Employment Type	Relevant Experience	Status	Action
100091	Full-time	Associate Pastor (Other) (Up to 2 Years)	Requires action	<div><div>Select Action</div><div>Select Action</div><div>Invite to apply</div><div>Will not consider</div></div> <div>Submit</div>

Actions. There are several actions that you will come across in the process. Please note that the minister/candidates are notified on some of the actions you take on their PDP and can also see those actions in their profiles. Below is a description of what each action does online:

1. **Invite to Apply.** When you submit this action, the matched call seeker will receive an email notifying that they have been invited by a church/agency to apply for their position. **You can only invite 10 matches at a time.** As they reply, you can continue to send out more invitations. Please allow at least 14 days (about 2 weeks) for the minister to reply to your invitation. If a minister does not reply after two weeks, you may select the action “will not consider.” You can re-invite them again later if wanted.

When a call seeker replies to your invitation, you will receive an email to log into the system and verify your matching list. If they reply accepting your invitation, their PDP is moved to the PDPs in Discernment section. At this point, you can click on their PDP ID number to read their name, contact information, statement of faith, and optional links. You may proceed to contact the candidate directly to schedule a time to speak. If the call seeker replies declining your invitation, their PDP is moved to the PDPs no longer considered section, with the status “Declined/Withdrawn”.

2. **Will not Consider.** When you submit this action, the PDP is moved to the PDP no longer considered section. The candidate will *not* know you are not considering them, nor will they know they have been matched with you. However, if you invite the candidate to apply for your position and they accept that invitation, they will be notified by email of any action that you take on their PDP from that point on.
3. **Reconsider.** This action is available on your list of matches no longer considered. This action will allow you to re-invite those ministers who expressed interest in your position but were not considered.
4. **Begin Consideration.** This action should only be used when you, the PNC, have interviewed multiple candidates and have narrowed down your choices. This action will let them know that you are considering them as serious candidates for the position and are doing final consultations, background checks, etc.
5. **Notify a Call.** You have nominated a candidate for the position, and they have accepted the call. With this action, the MDP will be removed from circulation but will be kept in the database, and in your dashboard for future reference. The call seeker’s PDP will also be inactivated, and they will have a record of it in their dashboard.

Self-Referrals. Call Seekers have access to the Opportunity Search and can apply to your position, regardless of their compatibility or matching preferences. Self-referrals will come to your “PDP Matches Require Action” section of your matching list. Since the minister has applied directly, you will be able to read their full PDP. Do not take an action on the PDP until the PNC has revised it and decided on the action and if the PNC decides to interview further. If you select

the action “Will not Consider” the system will send an email to the call seeker with thankfulness in prayer for their process, notifying that the PNC is looking at other call seekers.

CLOSING THE SEARCH PROCESS

If you have extended the call to a candidate and have a start date for the position, please notify the call in the matching list. If the candidate was found outside of the system and not as a match, please reach out to CLC Support at clcsupport@pcusa.org with the name of the candidate and the start date of the position. The CLC Team will take care of inactivating the MDP. Finally, the PNC Chair can remove all the members of the committee including themselves and dissolve the search committee. This will conclude the search process and guarantee the position is no longer posted.

SAVING A PDF COPY OF THE MDP

You can save a copy of your completed MDP any time. Click on your View MDP icon to see the full information. There is a print button on the top right side. When you click on it, you will be taken to your **printer settings**. In the Printer options, select the option to **Save as PDF** and click the save button. It will download to your computer automatically.

Print

Total: 4 pages

Printer

Save as PDF

Save as PDF

OneNote (Desktop)
Ready

OneNote for Windows 10
Ready

Microsoft XPS Document Writer
Ready


Microsoft Print to PDF

☐ Even pages only

☐ e.g. 1-5, 8, 11-13

Save

Cancel



Ministry General Information

Ministry Name	Presbytery	Synod
Testing Presbyterian Church	Presbiterio De San Juan	Boriquen En Puerto Rico
Email	Preferred Phone	Website Address
t@test.com	1234567890	test.com
Mailing Address	Alternate Phone/Email	Community Type
PO Box 8968, Carolina, PR 00988-9868		Rural
Congregation or Organization Size	Curriculum	Average Worship Attendance
101-250 members	testing	230

ADVANCED SEARCH

If you need additional help obtaining matches, your presbytery COM Chair/designated person can help you by running an advanced search.

CLC Consultants can be reached by calling 844-984-2440. You can also send an email to clcsupport@pcusa.org.

MDP Preparation Resources

Prepared by Rev. Brian Wallace
Associate Minister, Pittsburgh Presbytery
Revised August 2023

Helpful Links:

1. [Guide to the Competency Survey & Match Criteria](#) - This resource explains how the Competency expectations selector works, and why. Use this tool to know the background of the survey and the traits that PNCs will be working with.
2. [A Complete Guide for Creating and Matching an MDP](#) - This provides all the ins and outs to get your MDP released and start matching with screenshots.

Additional forms, guides and webinar videos can be found by visiting pcusa.org/clc

MDP Competency Information

Introduction: One of the critical components of the Church Leadership Connection is the matching feature. The matching system takes the criteria for a given job posting and compares it against the same criteria supplied by candidates. What may be confusing is the first line on Pg. 7 of the blank MDP form that says, "Please note, this section is not part of the MDP." What this means is that the public form - the form candidates can see - will not contain this information. It will only be used to match with potential candidates.

Recommendations: There isn't a "right" way to develop the match criteria, but you should avoid a few things.

1. You should not make each of these 100% important. While all of these competencies need to be present at some level for any pastoral candidate, no one will be able to evaluate themselves at 100% in every category. **In fact, putting everything at 100% will decrease the quality of your matches.**
2. You should think of this as a 50 = average scale rather than a grading scale (where a 70 = average)
3. Words may be easier to use than numbers. Here's a sample scale for you to consider using:
 - 90 - Essential, 70 - Important, 50 - Necessary, 30 - Potentially helpful, but not necessary, 10 - Unnecessary

Do feel free to use the mid-point steps. So if your committee feels like a particular competency is more than important, but maybe not quite essential, you can put in 80.

4. For every competency you move up a step, you should also consider moving another one down a step to keep your competencies balanced. Put another way, the average of all your entries should be at 50% (necessary level) when you've finished filling these out.

MDP Competency Preparation Methods

Here are three suggested methods for preparing the competencies for your MDP

Method 1: Line by Line (Worksheets provided on Pgs. 3-5)

- Go through each competency line by line and assign it a ranking using the scale on Pg. 1. Try to keep your competencies balanced, where if you increase the importance of one, you decrease another by the same amount.
- Then use the summary sheet provided on Pg. 4 to double check your work.

Method 2: Rank Order (Worksheet provided on Pg. 6)

- Rank the individual competencies from 1-14.
 - Have every member of the committee rank the competencies from 1-14 (where 1 is most important, 14 is the least important)
 - Total up the ranking for each competency by adding together each individual's score. The competency that receives the lowest numerical score would then be the lowest priority
 - Assign the most important competency a percentage, then set the least important competency to a percentage such that the two percentages equal 100.
 - Example: If Good Communicator is the most important competency and you assign a percentage of 80%, then your least important competency should be set to 20%.
 - Continue this pattern with each pair of competencies (2-13, 3-12, 4-11, 5-10, 6-9, 7-8)

Method 3: Categorization (Worksheets provided on Pgs. 7-8)

- Decide which of the following categorizations you want to use for the competencies.
- The worksheets initially set every competency to Necessary (50%). To make an adjustment, mark the corresponding box or use an arrow to show that you've shifted it's priority.
 - Three-Category Approach
 - Using this approach, each competency will be classified as important, necessary, or potentially helpful but not necessary (the final percentages will all be between 30 and 70)
 - Identify four competencies that are most important and the corresponding four competencies that are less important.
 - Five-Category Approach
 - This approach will use all five categories, requiring some competencies to be rated very low (unnecessary).
 - Identify the 1 or 2 essential competencies and an equal number of competencies to be categorized as unnecessary.
 - Then identify the 3 to 5 competencies to be categorized as important and an equal number as helpful but not necessary.
 - The remaining competencies should be left at necessary (50%)

MDP Competency Worksheet - Line by Line Approach

Competency	Unnecessary	Potentially helpful	Necessary	Important	Essential
Good Listener: Expresses concentration in a conversation by being attentive, making good eye contact and not interrupting other, showing interest and showing empathy for what is being said.					
Good Communicator: Analyzes their audience before talking to them, adjusting to different circumstances and audiences, so to make each individual feel as they are speaking to them.					
Leads Change: Can communicate the observations they make when identifying weaknesses within ministry, themselves or the community in a wise and discerning way, explaining their vision and responding why and what kind of change is required.					
Values Tradition: Embraces the humanity and Christian principles from the values, stories and objectives passed through generations, using Reformed Theology as their root of principles and vision, using traditions in worship or ministry as a means of comfort and belonging.					
Mentoring: Takes time to examine the task, needs and capabilities of the situation and people, choosing the best way to respond to each one by assessing their approach to lead a team, and shares their plans with the members of the team.					
Problem Solver: Self motivated individual that takes the initiative to start and finish a task given, while working towards a goal, so they can enjoy the rewards of solving a problem.					
Learner: Values their experience in life, they continue their education, builds on strengths and seeks assistance to develop the weak traits.					

Competency	Unnecessary	Potentially helpful	Necessary	Important	Essential
Teacher: Creates learning opportunities for active participants and as a collaborative way, by designing lesson plans that teach concepts, facts and theology.					
Adaptable: Contributes intentionally to the happiness and wellbeing of others, by having genuine interest in seeing others thrive, providing honest and genuine feedback and acknowledging relationships.					
Empathetic: Thrives in challenges with humility and vulnerability, recognizing that asking for help makes them better at their job and surrounding themselves with people that can be smarter at different things.					
Self-Aware: Recognizes how their emotions affect their performance, their inner resources, abilities and limits, and are honest in their positive and negative biases, and own strengths and weaknesses.					
Socially Aware: Sees the differences in society as values for ministry and recognizes the strengths and weaknesses in each by studying, talking and involving themselves in the discussion of issues.					
Organizational Manager: Defines roles clearly in an interdependent environment forming trust form others in their future planning, goal setting/defining and finds the means along the way to produce a vision with creative work and play.					
Visionary: Communicates goals and expectations clearly, delegating onto others certain tasks they acknowledge to have a better result and is able to plan, prioritizing and studying the capabilities of the organization financially or in human resource.					

MDP Competency Match Summary

- In the boxes below, put the number of competencies you placed in each category
- Multiply that number by the number in line 2 and place that number in line 3.
- Add the numbers from line 3 together.
- You are not required to balance your competencies, but it is strongly recommended. If your competencies are balanced, your total should be 42.

Line	Not Necessary	Potentially Helpful	Necessary	Important	Essential	Total
1						
2	1	2	3	4	5	
3						

MDP Rank Order Approach Worksheet	Ranking (1-14)
Good Listener: Expresses concentration in a conversation by being attentive, making good eye contact and not interrupting other, showing interest and showing empathy for what is being said.	
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Mentoring: Takes time to examine the task, needs and capabilities of the situation and people, choosing the best way to respond to each one by assessing their approach to lead a team, and shares their plans with the members of the team.	
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		Problem Solver: Self motivated individual that takes the initiative to start and finish a task given, while working towards a goal, so they can enjoy the rewards of solving a problem.		
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		Empathetic: Thrives in challenges with humility and vulnerability, recognizing that asking for help makes them better at their job and surrounding themselves with people that can be smarter at different things.		
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Working with Ministers of Other Churches

