

COMMITTEE ON MINISTRY MANUAL

PART V: FORMS

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Annual Report to Presbytery

Ruling Elders Commissioned to a Particular Ministry

Report due each year on contract anniversary date

Date Report Submitted _____

(3 pages)

Name _____ Phone number _____

Address _____

(street)

(city)

(zip code)

Cell phone _____ e-mail _____

Church or organization with which you are contracted:

Date your contract expires: _____

If you need additional space for any of the following, please use another sheet of paper and refer to the section number.

1. List classes and/or courses taken as continuing education. Include dates, where taken, and length of instruction:

2. List other activities that you attended which helped you in your service. (workshops, seminars, etc). Include dates, places, and length.

3. List any study or reading that you did during this year that increased your knowledge and competency in your service.

4. Give a brief description of your responsibilities as a Commissioned Ruling Elder attach a copy of your contract responsibilities.

5. Have any of your responsibilities changed since your last report? If so, please describe these changes.

6. List any other information about your service as a Commissioned Ruling Elder that you would like COM to know.

Report should be signed and dated by CRE and sent to Sharon Dardon at the Presbytery office. She will submit a copy to the Care of Church Professionals Subcommittee(COCP).

If approved by COCP, report will be returned to Sharon and placed in CRE's file. A copy of each annual report will be submitted to the Contracts Subcommittee with the next contract renewal application.

If not approved by COCP, report will be returned to Sharon with appropriate notation of what is necessary for the CRE to do and returned to the person reporting for further action.

Signed_____CRE Date _____

Received at Presbytery by_____Date_____

Approved by Care of Church Professionals:

Signed_____Date_____

Not approved by Care of Church Professionals

Signed_____Date_____

Reason for not approving and actions necessary for approval:

Annual Report to Presbytery

Required for At-Large and Minister-Members Engaged in

- 1. Contract Positions or 2. Validated Beyond the Congregation Ministries,
and Requested of Honorably Retired Ministers**

Approved by COM: May 6, 2008

Date Submitted by minister-member _____

The Committee on Ministry shall report to the presbytery annually the type of work in which each teaching elder of the presbytery is engaged. The Committee on Ministry of the Presbytery of New Covenant requires an annual report on the form following, from all members-at-large and members engaged in contract positions or validated ministries. This report is also respectfully requested, although not mandated, of Honorably Retired minister-members. **In accordance with this requirement, please complete this form and return it by _____ to:**

**PRESBYTERY OF NEW COVENANT
1110 Lovett Blvd. Houston, TX 77006-3808
ATTN: COM - ADMINISTRATION SUBCOMMITTEE**

I. _____

(name)

(home phone with area code)

(street address)

(city)

(zip code)

(Business phone with area code)

(Cell phone with area code)

e-mail address(es)

II. Your Ecclesiastical Status: G-2.0503 Categories of Membership

A teaching elder is a member of a presbytery and shall be engaged in a ministry validated by that presbytery, a member-at-large as determined by the presbytery, or honorably retired.

(check all below that apply):

() Honorably Retired (if no longer actively engaged in ministry, please skip to section **VI.**)

() Honorably Retired, serving as a Parish Associate. Name of church:

_____. Skip to section **III.**

CONTINUES ON NEXT PAGE

() Honorably Retired, serving as Stated Supply, Temporary Supply, or Interim. Skip to section **VI**.

() Validated: Serving as Stated Supply, Temporary Supply, or Interim. Skip to section **VI**.

() Validated: Serving in a ministry beyond the congregation, validated by Presbytery. Skip to section **V**.

() Member-at-Large: *A member-at-large is a minister of the Word and Sacrament who has previously been admitted to the presbytery or another presbytery as an active member, and who now, without intentional abandonment of the exercise of ministry, **is no longer engaged in a ministry that complies with all the criteria in G-2.0503a.***

In what ways are you using your ordination privileges and responsibilities?

IF EMPLOYED OUTSIDE THE BOUNDS OF MINISTRY, BUT DESIRE TO MAINTAIN THE STATUS OF MEMBER-AT-LARGE MEMBER OF THE PRESBYTERY OF NEW COVENANT, PLEASE SKIP TO SECTION IV.

() No Longer Engaged in Validated Ministry **G-2.0508**
 A teaching elder whom the presbytery determines no longer to be engaged in a validated ministry (G-2.0503a) or to fulfill the criteria for membership-at-large (G-2.0503b), and who is not honorably retired (G-2.0503c), shall not have voice or vote in meetings of the presbytery, except when the matter under consideration pertains to his or her relationship to the presbytery. Names of such persons shall be reported annually to the presbytery by the stated clerk. If after three years the teaching elder does not meet the criteria for validated ministry or membership-at-large, the presbytery may delete that person's name from the roll of membership and, upon request of a session, dismiss that person to a congregation.

IF YOU CHECKED "NO LONGER ENGAGED..." DO YOU WISH TO LEARN HOW TO REACTIVATE YOUR MEMBERSHIP? _____

WOULD YOU PREFER TO SET ASIDE YOUR ORDINATION AND HAVE YOUR MEMBERSHIP TRANSFERRED TO A LOCAL CONGREGATION? _____

CONTINUES ON NEXT PAGE

III. IF SERVING AS PARISH ASSOCIATE, PLEASE RESPOND TO THESE QUESTIONS:

What are your specific responsibilities as Parish Associate? Have these changed since your Parish Associate Covenant was approved? In what ways?

Do you expect this Covenant to be renewed another year?

How would you describe your working relationship with the pastor(s) and session of this congregation?

IV. IF EMPLOYED OUTSIDE THE BOUNDS OF MINISTRY AND WISH TO REMAIN A MEMBER-AT-LARGE OF THE PRESBYTERY OF NEW COVENANT, PLEASE COMPLETE THE FOLLOWING:

- A. Describe your employment during the past year for which income was earned. Please provide the name and address of employing body, or write "not employed"

CONTINUES ON NEXT PAGE

- B. *Teaching elders (also called ministers of the Word and Sacrament) shall in all things be committed to teaching the faith and equipping the saints for the work of ministry (Eph. 4:12). They may serve in a variety of ministries, as authorized by the presbytery. When they serve as preachers and teachers of the Word, they shall preach and teach the faith of the church, so that the people are shaped by the pattern of the gospel and strengthened for witness and service. When they serve at font and table, they shall interpret the mysteries of grace and lift the people's vision toward the hope of God's new creation. When they serve as pastors, they shall support the people in the disciplines of the faith amid the struggles of daily life. When they serve as presbyters, they shall participate in the responsibilities of governance, seeking always to discern the mind of Christ and to build up Christ's body through devotion, debate, and decision. [G-2.0501]*

How do you (a) teach the faith and equip the saints for the work of ministry?

- C. *The ministry shall give evidence of theologically informed fidelity to God's Word. This will normally require the Master of Divinity degree or its equivalent and the completion of the requirements for ordination set forth in G-2.0607.*

It is expected that ordinarily a secular or non-church related occupation will be one which can be performed more effectively by the application of skills acquired in a seminary M.Div. program. How do you make use of your seminary training in your ministry?

- D. Which congregation in the presbytery do you consider to be your "church home?" Where applicable **(a)** list the ways in which you are related to the life and work of a particular congregation, **(b)** list the ways in which you have been active in the life and work of the presbytery, and **(c)** list other religious or ecclesiastical activities have you been engaged during the past year.

CONTINUES ON NEXT PAGE

V. IF YOU ARE ENGAGED IN A VALIDATED MINISTRY BEYOND THE LOCAL CONGREGATION, PLEASE COMPLETE THE FOLLOWING:

- A. The Book of Order stipulates this about validated ministry: *shall be carried on in accountability for its character and conduct to the presbytery in addition to any organizations, agencies, and institutions served G-2.0503(4).*

To whom and to what organization(s) are you accountable in the performance of your ministry?

- B. *The ministry shall include responsible participation in the deliberations, worship, and work of the presbytery and in the life of a congregation of this church or a church in correspondence with the PC(USA) (G-5.0201). G-2.0503(5)*

Which congregation in the presbytery do you consider to be your "church home?" And where applicable **(a)** list the ways in which you are related to the life and work of a particular congregation, **(b)** list the ways in which you have been active in the life and work of the presbytery, and **(c)** list other religious or ecclesiastical activities have you been engaged during the past year.

- C. Has anything changed significantly in your (validated) ministry in the past year?

CONTINUES ON NEXT PAGE

VI. FOR ALL TO ANSWER

Are there any joys or accomplishments you would like to share with the Committee on Ministry?

Please feel free to provide any additional comments, concerns, or questions.

The Presbytery of New Covenant Annual Review Report

When No Change in Compensation

[Due by July 1 in any year in which Compensation Report Form not filed, to verify that an annual review has been conducted]

Church Name and City _____

Minister's Name & Date Ordained _____

If a compensation report form containing the date of the annual review of the minister and the date of the congregational meeting considering the terms of call has not been filed by July 1 of any year, the moderator and the clerk shall file this report by July 1 for each minister:

Date the annual review was conducted by a committee established by the Session for this purpose: _____

Date of the congregational meeting at which the adequacy of compensation of the minister has been reviewed, after prior review by the Session: _____

In order to secure the required annual review in congregations that have not filed a report of compensation or report of changed terms for each pastor, or the new special report as to annual review of each pastor and annual congregational meeting for the review of the adequacy of each pastor's compensation, the following will be implemented, as appropriate, by the Committee on Ministry:

1. Send a letter to the moderator and clerk of each congregation that has not filed a report by mid-June [after the June Presbytery meeting], reminding them of the requirement and the deadline, and asking that they conduct the review and the congregational meeting promptly and submit the required report.
2. Delay any actions requested of COM for the congregation or its pastors [including approval of terms of call for new pastors, appointment of installation/ordination commissions, etc.] until the annual review and congregational meeting for each current minister associated with the church has been completed.
3. Note in the annual review of minutes of congregational meetings, the failure to comply with the requirement for annual review of compensation for all pastors, and direct the congregation to correct the deficiency promptly. ["Annual review of pastor's salary by Congregation..." is already on the checklist for the Clerk's minutes review.]
4. On behalf of the Presbytery, call a congregational meeting of the church for the purpose of reviewing the adequacy of compensation for all its pastors.

Moderator: _____ **Clerk:** _____

Date of report: _____

For Clergy and Certified Christian Educators
Committee on Ministry: 1110 Lovett Blvd., Houston, TX 77006-3824;
sdarden@pbyofnewcovenant.org

ADMINISTRATIVE COMMISSION REQUEST: TO ORDAIN AND/OR INSTALL

ATTENTION: Minister-elect and/or Clerk of Session

This form is provided for your convenience to request of the Committee on Ministry membership and of the commission to preside over and the time for the service of ordination/installation. **A service of installation shall occur in a timely fashion, ordinarily within the first three months of the beginning of service.** The commission to ordain/install a minister shall be composed of a minimum of five members from the Presbytery of New Covenant, with not more than one of its elder members from anyone of its constituent churches. Ministers and elders from other presbyteries may be included on the commission as "guests of the commission." A quorum shall be 2/3 of the commission's membership. The Moderator of the Presbytery or the Moderator's representative shall be a member of the commission and shall preside and propound the constitutional questions. Composition of the commission shall be representative and inclusive of the diversity within the presbytery and with women and men and ministers and elders in approximately equal numbers.

Commission to ordain and/or install must be approved by the Committee on Ministry at least three weeks prior to the service, and shall be scheduled within the first three months of service.

Name _____ is to be ordained/installed as (title) _____
of
(church) _____ (city) _____ at (date) _____ (hour)

To preside and propound the constitutional questions:

Name _____
_____ Church/City _____

To preach the sermon:

Name _____ Church/City _____

To charge the pastor:

Name _____ Church/City _____

To Charge the Congregation:

Name _____ Church/City _____

CONTINUES ON NEXT PAGE

To complete the Commission (if from another presbytery, provide that information):

Name_____Church/City_____

Name_____Church/City_____

Name_____Church/City_____

Name_____Church/City_____

The minister-elect shall contact each person to determine willingness and availability to service, and upon approval by the COM, will be so advised. Expenses for commission members will be paid by the church.

It is the policy of the Presbytery of New Covenant that an offering be received and designated to assist those preparing for pastoral ministry.

Once this form is completed send to Committee on Ministry, Attention: Sharon Darden, The Presbytery of New Covenant 1110 Lovett, Houston Texas 77006-3808; sdarden@pbyofnewcovenant.org

**Agreement of Dissolution of the Pastoral Relationship
(With Continued Benefits)**

between the Rev. _____

and _____ Presbyterian Church, _____.

Effective _____, this Agreement of Dissolution replaces the Pastoral Call between the Rev. _____ to serve _____ Presbyterian Church of _____ signed originally on _____ together with all amendments subsequently agreed to by the parties. Agreement of Dissolution is subject to the approval of the Committee on Ministry of the Presbytery of New Covenant.

Each party hereby acknowledges that no promise or commitment regarding the Pastor's status or rights after the date of the original Pastoral Call, not set forth explicitly in this agreement, was made, orally or otherwise, by either party to the other.

Effective _____, the Rev. _____ shall no longer serve _____ Presbyterian Church of _____.

As of the aforementioned date, the Rev. _____ shall be in the status of a former pastor of the congregation whose relationship was dissolved by mutual agreement. Furthermore, both the Pastor and the Congregation agree to abide by the Separation Ethics Policy of the Presbytery of New Covenant. No pastoral duties shall be performed nor shall any pastoral commitments be made or fulfilled after this date.

Terms of Dissolution:

The Rev. _____ shall be entitled to the following financial agreements through _____, following the effective date of dissolution:

1. Continuation of Salary and Housing (less ordinary deductions) \$ _____
2. Continuation of Benefits through the Board of Pensions, PCUSA \$ _____
3. Continuation of shared equity agreement (if applicable) \$ _____
4. Compensation for unused earned annual leave (vacation) \$ _____
5. Escrowed funds for unused Prof. Development (if applicable)* \$ _____
6. Continuation of Social Security Allowance \$ _____
7. Continuation of loan repayment by pastor to church (if app.)
or complete payoff \$ _____
8. Continuation of use of the Manse (if applicable) through _____ and shall vacate the premise together with all possessions no later than _____.

*Reimbursable business expenses are not included as they are granted for the ongoing ministry of the congregation that is hereby terminated. Accumulated, unpaid Professional Development funds shall be to be held in escrow (by the church or by the presbytery) and forwarded to the next employer of record. Ordinarily, unused

Professional Development time is not compensated, unless the COM finds that the use of professional development time has been limited or blocked by the church.

9. During such time as the Rev. _____ is receiving the continuation of salary and benefits, the Rev. _____ shall continue to be covered by the church’s insurance policies.

10. The Rev. _____ shall vacate the church facilities, with all belongings, and turn in church key(s) by this date:

If the departing minister finds full-time employment at an Effective Salary less than his/her Effective Salary defined in the Agreement, _____ Presbyterian Church shall pay the difference between what is received from the new employment and what is promised in this agreement. “Employment” may be secular or in ministry, unless specifically noted otherwise. If, however, the departing minister finds full-time employment (secular or in ministry) at a Effective Salary equal to or greater than his/her Effective Salary defined in the Agreement, _____ Presbyterian Church shall be released from all obligations of this agreement. If neither situation occurs, all commitments of _____ Presbyterian Church of _____ to the Rev. _____ shall terminate no later than _____.

This Agreement of Dissolution consists of two pages. It shall be interpreted according to the laws of the Texas. It may not be altered or amended in any way other than by a written and dated amendment signed by all parties, including the Committee on Ministry of the Presbytery of New Covenant.

In affirmation and witness of all the foregoing, the parties have signed their names on the dates shown below.

1. The Rev. _____ Date _____

2. For the congregation of _____ Presbyterian Church of _____,

Clerk of Session _____ Date _____

3. Approved by the Presbytery of New Covenant Committee on Ministry, on behalf of the Presbytery:

_____ Date _____
Moderator of the Committee on Ministry or Stated Clerk

**Form Approved by COM 11/3/09
Amended: April 2011**

Agreement of Dissolution of the Pastoral Relationship (With No Continued Benefits)

between the Rev. _____

and _____ Presbyterian Church, _____.

Effective _____, this Agreement of Dissolution replaces the Pastoral Call between the Rev. _____ to serve _____ Presbyterian Church of _____ signed originally on _____ together with all amendments subsequently agreed to by the parties. Agreement of Dissolution is subject to the approval of the Committee on Ministry of the Presbytery of New Covenant.

Each party hereby acknowledges that no promise or commitment regarding the Pastor's status or rights after the date of the original Pastoral Call, not set forth explicitly in this agreement, was made, orally or otherwise, by either party to the other.

Effective _____, the Rev. _____ shall no longer serve _____ Presbyterian Church of _____.

As of the aforementioned date, the Rev. _____ shall be in the status of a former pastor of the congregation whose relationship was dissolved by mutual agreement. Furthermore, both the Pastor and the Congregation agree to abide by the Separation Ethics Policy of the Presbytery of New Covenant. No pastoral duties shall be performed nor shall any pastoral commitments be made or fulfilled after this date.

Terms of Dissolution:

- | | |
|---|----------|
| 1. Shared equity (if applicable) | \$ _____ |
| 2. Unused earned annual leave (vacation) | \$ _____ |
| 3. Escrowed funds for unused Prof. Development (if applicable)* | \$ _____ |
| 4. Continuation of loan repayment by pastor to church (if app.)
or complete payoff | \$ _____ |

5. Continuation of use of the Manse (if applicable) through _____ and shall vacate the premise together with all possessions no later than _____.

*Reimbursable business expenses are not included as they are granted for the ongoing ministry of the congregation that is hereby terminated. Accumulated, unpaid Professional Development funds **shall** be to be held in escrow (by the church or by the presbytery) and forwarded to the next employer of record. Ordinarily, unused Professional Development time is not compensated, unless the COM finds that the use of professional development time has been limited or blocked by the church.

6. The Rev. _____ shall vacate the church facilities, with all belongings, and turn in church key(s) by this date: _____

7. List any other provisions here: _____

This Agreement of Dissolution consists of two pages. It shall be interpreted according to the laws of the Texas. It may not be altered or amended in any way other than by a written and dated amendment signed by all parties, including the Committee on Ministry of the Presbytery of New Covenant.

In affirmation and witness of all the foregoing, the parties have signed their names on the dates shown below.

1. The Rev. _____ Date _____

2. For the congregation of _____ Presbyterian Church of _____,
Clerk of Session _____ Date _____

3. Approved by the Presbytery of New Covenant Committee on Ministry, on behalf of the Presbytery:

Moderator of the Committee on Ministry or Stated Clerk Date _____

Pastoral Call Form
Presbytery of New Covenant
Presbyterian Church (USA)

(2 pages)

_____ Presbyterian Church of _____, Texas, being well satisfied with your qualifications for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you, _____ to undertake the office of _____ (Pastor, Associate Pastor) of this congregation, beginning _____ promising you in the discharge of your duty all proper support, encouragement and allegiance in the Lord.

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

PART ONE: Compensation Subject to Board of Pensions Dues

- a. Annual Cash Salary \$ _____
- b. Housing and Utility Allowance \$ _____
- c. Value of Manse *(if provided)* \$ _____
- d. Social Security Compensation **8.25% & ABOVE**
\$ _____
- e. Other direct compensation/reimbursement \$ _____
- f. *Deferred Income* \$ _____
- g. *Other paid insurance* \$ _____
- Total Effective Salary (1.a. through 1.g.) \$ _____

PART TWO: Reimbursed Expenses

- a. Auto Allowance @ *IRS Rate* \$ _____
- b. Books, Professional Dues \$ _____
(NOT included in Professional Development Allowance)
- c. Moving expenses \$ _____

PART THREE: Benefits

- a. Board of Pensions Dues \$ _____
- b. Professional Development Allowance (*cumulative for 3 years*)
\$ _____
- c. Paid Prof. Development Leave (*Time cumulative for 3 years*) _____ weeks
- d. Paid Vacation _____ weeks
- e. Social Security Compensation **UP TO 8.24%** \$ _____

We promise and obligate ourselves to review with you annually the adequacy of this compensation.

In testimony whereof we have subscribed our names this ____ day of _____ 20 ____.

Having moderated the congregational meeting which extended this call for ministerial services, I do certify that the call has been made in all respect according to the rules laid down in the Form of Government, and that the persons who signed the foregoing call were authorized to do so by vote of the congregation.

(Signed) _____, Moderator of the Congregational Meeting

(Printed Name of Moderator) _____

CERTIFICATION OF CALL

Presbytery of New Covenant Presbyterian Church (U.S.A.)

This CALL has been reviewed by the Committee on Ministry (COM). The Committee recommends that the Presbytery of New Covenant approve this CALL.

Date of action _____ (*Signed*) _____ COM Moderator

This CALL was approved by the Presbytery of New Covenant through action taken by its COM as authorized by G-11.0502h (Book of Order, 2009-2011).

Date of Action _____ (*Signed*) _____

Stated Clerk, The Presbytery of New Covenant

By Presbytery of Care or Present Call

This CALL has been reviewed by the [Committee on Ministry/on Preparation for Ministry].The Committee recommends that the presbytery find it expedient to release _____ to accept this CALL.

Date of Action _____ (*Signed*) _____

Committee Moderator

The Presbytery of _____ hereby finds it expedient to release _____ to accept this CALL and therefore has placed this CALL in the minister's/candidate's hands.

Date of Action _____

Stated Clerk

By Candidate

This is to certify that I have received and accepted the CALL.

Date of Acceptance _____

Signature