

**For the Between Time:
A Packet for
Sessions**

Contents

Introductory Letter

**Steps for Sessions to take during the Between Time
Ethical Guidelines for Departing Pastors and Sample Letter
Moderator and Pulpit Supply Compensation Guidelines**

**Steps toward an Interim Pastor
Interim Contract
Commissioning of Interim Pastor**

Steps in the Between Time: Pastor/Associate Pastor Nominating Process

Mission Study

**Guidelines for electing Pastoral Nominating Committee
Commissioning of Pastoral Nominating Committee
Accountability of Pastoral Nominating Committee**

**Authorization to do Background & Reference Checks
Vacancy Dues Letter
EEO Information & Forms**

Standards for Ministerial Compensation

Discounted Moving Information



THE PRESBYTERY OF SOUTHERN NEW ENGLAND

P.O. Box 388, Chester, CT 06412
860/388-0874 FAX 860/388-5813

www.psne.org

Dear Session:

Welcome to the Between Time! We know that change is hard and we are sending this packet to help you. Hopefully, most of your questions will be answered herein. If questions remain, remember you can always call upon your COM liaison. If you're not sure who that is, call the Presbytery office at 860/388-0874.

We hope that you find this packet helpful. If, as you use it, you wish other information had been included, please let us know. We are always in the process of revising it.

This will be an exciting time for your congregation as you reflect on your past ministry and as you shape your ministry for the future. Enjoy the Between Time because it is a time for learning what new things God has for you to do and to be!

Peace,

Your Committee on Ministry

STEPS FOR SESSIONS TO TAKE DURING THE BETWEEN TIME

(Each steps must be taken in sequence)

SAYING FAREWELL

- _____Pastor makes decision to leave. Calls Executive Presbyter and Committee on Ministry Chair.

- _____Pastor calls session meeting
 - Session receives notice of pastor's desire to leave.
 - Sets date for congregational meeting, chooses Moderator (Normally is not the leaving pastor, agenda.
 - Suggest termination agreement, time pastor will leave and finances.
 - Set date for first meeting with presbytery reps.
 - Notify EP and COM of decisions.

- _____Session calls congregation meeting.
 - Congregation acts on dissolution of relationship.
 - Congregation acts on session recommendations for termination terms.
 - Representatives elected from congregation to report actions and confirm vote at Presbytery meeting.

- _____Session meets with Presbytery Representative
 - Receives information and discusses options during interim period.
 - Discusses who should be named session moderator.

- _____Pastor has exit interview with presbytery rep.

- _____Presbytery meeting to confirm congregation's actions.
 - Congregations reps present and speak to congregation's vote to dissolve relationship.
 - Moderator named at this meeting.

- _____Session makes plans for pastor's leaving.
 - Plan a reception after worship (or another time)
 - Invite presbytery reps to farewell events
 - Think of appropriate farewell gift.

ORGANIZING FOR MINISTRY

- _____Determine pastoral leadership for interim period.
 - List tasks, determine what members can do, estimate the time needed to complete tasks, what meetings need to be attended, investigate financial obligations and options.
 - Decide with Presbytery what pastoral leadership you want.

_____ If session desires an interim, choose interim search committee (usually a committee of session).

Search committee drafts position description

Work with Presbytery executive to obtain names of possible interim pastors.

Interview and choose an interim pastor.

If stated supply is desired, work with COM and Presbytery executive to find person.

Draft a contract for pastoral leadership. (Salary is usually the same as previous installed pastor.)

Obtain necessary presbytery approval (both person and contract terms need to be approved)

_____ Check presbytery requirements for mission study.

Determine which congregation group will do mission Study (a special group, session, ?)

Work with presbytery liaison to complete mission study.

Submit it to COM for suggestions and approval.

_____ Elect pastor nominating committee.

Make sure that Presbytery permission to elect the Committee has been given.

Consult the Book of Order for constitutional requirements.

Call congregation meeting. Work with moderator to establish agenda.

Report election of PNC to COM

Make allowances for work of PNC in budget (also pastor moving expenses)

Session works with PNC to establish salary range, housing recommendations, job and person description.

Session approves the CIF form and sends it to COM for their approval

MINISTRY DURING THE TRANSITION

_____ Determine who will have oversight of other employees.

Review existing contracts

Communicate with custodian regularly

Who will do the bulletins, provide information, etc.

Who will inform organist of hymns, etc.

_____ Develop communications channels with all boards and committees.

Explore possibility of joint session/deacons retreat.

Develop a short term mission project.

Invite Church School to be a part of a special celebration.

_____ Support members of the PNC

Pray for them every Sunday

Refer correspondence to them UNOPENED

Help them find ways to share their progress without violating their confidentiality.

_____ Make session meetings the highest priority.

- Maintain regular meeting and agenda
- Review all committee structures (AVOID full reorganization if possible)
- Coordinate scheduling of events and meetings

- _____ Plan regular communication with congregation
 - Determine who will make Sunday announcements
 - Identify person to prepare Sunday bulletin
 - Decide when, how and who will produce newsletter.
 - Encourage PNC to report regularly.

- _____ Develop new leadership
 - Make a special effort to recruit new or to reactive former leaders.
 - Work out a plan for officer training.
 - Schedule new members classes.

- _____ Work intentionally at the five interim developmental tasks of the Between Time:
 - Coming to terms with history
 - Discovering a new identity
 - Managing shifts of leadership
 - Rethinking denominational linkages
 - Commitment to new leadership and a new future

- _____ Plan a session retreat.

- _____ Set interim goals, such as:
 - Aim for one new member family per month.
 - Raise your stewardship goal above last year's
 - Involve the entire congregation in the mission study.
 - Plan for one experimental event (intergenerational worship or educational event)

SAYING HELLO TO NEW LEADERSHIP

- _____ Extend a call.
 - Insure the COM has met with and approved the Candidate.
 - Invite the PNC to session meeting to...
 - ... receive the request to call a congregation meeting
 - ... review the terms of call
 - ... plan hospitality events to meet candidate.
 - Call congregation meeting.
 - Report vote to presbytery.

- _____ Plan the new pastor's arrival.
 - Work out with PNC the moving arrangements, manse or housing arrangements,
 - Alert the treasurer to begin new salary and pension payments.
 - Plan a celebration for interim.
 - Begin preparations for installation celebration (check with presbytery for guidelines)
 - Discuss future role of PNC; find a way to use their experience.

_____ Start-up.

Ask presbytery to provide orientation for new pastor.

Encourage pastor to find a support group.

Determine PNC's relationship to personnel committee.

Provide church information for new pastor

Revised from a document by Jane Wick and approved by COM of PSNE on December 19, 2001

CODE OF ETHICS

FOR THE COMMITTEE ON MINISTRY
PRESBYTERY OF SOUTHERN NEW ENGLAND

AMONG OUR INDIVIDUAL AND CORPORATE RESPONSIBILITIES ARE:

AVAILABILITY

- To be available within reason to other members of the Presbytery who ask to be heard.
- To inform them when they raise matters which must be shared with civil authorities (such as child abuse).
- To make appropriate referrals as the situation demands.

CONFIDENTIALITY

- To normally keep confidential all information shared with or within the C.O.M.
- To be discreet in the way we conduct ourselves as members of the committee.
- To not necessarily or prematurely take actions that would embarrass others or signal that “trouble” exists.
- To serve as reference only with prior permission from the person for whom we are asked to serve as reference; and to openly share the reference given with that person.
- To only consider sharing confidential information when we are required to do so by civil law or the Constitution of our church.

CONFLICT OF INTEREST

- To avoid conflicts of interest:
 - by absenting ourselves from deliberations of the C.O.M. when matters are introduced which pertain to our personal interests or interests of congregations with which we are directly connected; and
 - by not using relationships with other members of the C.O.M. to influence the outcome of matters which pertain to our personal interests or interests of congregations with which we are directly connected.

REMUNERATION

- To normally not accept remuneration or personal gifts for our services except when offering some special service such as “moderator of session,” “long term conflict consultation” or “pulpit supply.”
- To report any and all such gifts to the C.O.M.; and to accept its counsel in the disposition of such gifts.

WORK WITH CHURCHES AND MINISTERS

- To respect the collective wisdom of the C.O.M.
- To act as agents of the committee when working with churches and ministers.
- Not to act unilaterally, unless the committee has granted this authority.
- To fairly represent the position of the committee; and not present our own personal position or views as the position of the committee.
- Not to ignore, bypass or act contrary to the Book of Order.

SIGNED _____

DATE _____

Working document PSNE

Sample Letter from a Departing Pastor to the Congregation ...

(in this example the pastor is retiring but it can be adapted for any situation)

Dear Friends,

Occasionally we need to adjust to role changes. Our “little children” become adults and we begin to relate to them as fellow adults and peers. A fellow worker becomes our supervisor and there is a different work relationship.

My role will change in a few weeks. I will no longer be in the role of a parish pastor. Instead I will be living nearby you as Pastor Emeritus.

I will be your neighbor, a fellow citizen of the community, an acquaintance, a friend. While I will still be an ordained minister and a pastor, I will not be regularly serving as your pastor. I (and you) will need to adjust to a role change.

My traveling out of town much of time will lessen the challenge of the adjustment. However, there may still be awkward moments. I will try to do my part to not add to the struggle of the adjustment. While I will initially still be a member of the Presbytery, I will not interfere in this church's organization or administration. The decisions you will face in transition will be in my prayers, but they will not be my decisions. I will support the decisions and actions of the present and future pastors and congregational leaders.

The present and future pastoral staff of Knox Church will provide all pastoral care. I feel it is in the best interest of the whole congregation and its future ministry if I do not conduct funerals, weddings, etc. They are best done by those whom the Lord now calls to serve you. I'm sure they, too, will love and care for you in the name of Jesus.

While I certainly will meet you in the community and genuinely ask “How are you doing?” I will not provide the congregational pastoral counseling which is best left to your present and future pastors and the agencies they would recommend.

I count it as a great blessing to have served in the role as your Pastor. I and my family consider it a blessing to continue to reside in this community with you. May God continue to bless our witness together.

In the name of our Risen Lord,

Pastor Susan

(adapted from a letter by a Lutheran Church pastor)

MODERATOR and PULPIT SUPPLY COMPENSATION GUIDELINES

MODERATOR

It is the policy of the Presbytery that a Session reimburse the Moderator for mileage and special costs such as postage and phone calls.

The Committee has approved, as a guideline for Sessions, that minimum remuneration for a Moderator in a vacant church Session be \$75 plus travel per occasion.

Questions about this arrangement should be communicated to the chairperson of the Committee on Ministry.

PULPIT SUPPLY

The Committee has approved, as a guideline for Sessions, that minimum remuneration for Pulpit Supply preachers be \$150 plus travel per occasion.

Revised and Approved by COM 4/11/07

Looking for a pastor to fill your vacant pulpit?

Refer to our current listing of Pulpit Supply preachers available on our website at www.psne.org/supply.pdf.

STEPS TOWARD AN INTERIM PASTOR

Search for Interim may begin at the exit of installed pastor or with COM approval.
COM liaison and/or the Executive Presbyter meet with the Session to:

- Conduct exit interview with Session Elders.
- Discuss options for interim pastoral leadership.
- Outline steps in the interim process.
- Help establish goals for the interim period.

Reminder: COM approval is necessary before session can hire an interim.

Session

- Identifies committee to conduct search process.
- Approves the Search Committee's plan, e.g. job description, terms of contract.
- Determines budget for search process.
- Submits plan to COM via COM Liaison for COM critique and approval.

Interim Search Committee Responsibilities

(Liaison or COM-appointed person should attend search committee meetings.)

- Develop position description
- Determine salary and other terms of contract guidelines, including length of initial interim period.

Note: The terms of the interim pastor's contract will meet Presbytery's minimums for an installed pastor/associate pastor. Terms shall take into account the level of the outgoing pastor's/associate pastor's salary and the skills and experience of the interim. Ordinarily, the Interim's financial compensation shall be equivalent to the outgoing pastor's compensation. It is expected that the amount of pastoral service shall be maintained during the interim period.

Changes or reductions in pastoral ministry positions during an interim period may only be done with Presbytery concurrence.

Determines questions for search process.

Seeks candidates with assistance of COM, Churchwide Personnel Services, and EP. Other avenues for search may include advertisements in church-related publications, contacts through Presbytery and Synod staff.

Screen interim candidate—making sure that reference check policies are followed with references secured through the Presbytery Executive as top candidates become known.

All Equal Employment Opportunity guidelines are to be followed in the process.

Interviews Candidate(s).

Hears candidates preach and lead worship (as appropriate).

Decides on desired candidate.

Negotiates with Interim final terms of the contract, bringing final version of terms of call and contract to COM.

Gets Session approval of candidate and terms.

Brings Interim Candidate to COM for interview and approval.

COM reports concurrence with call for Interim Pastor to Presbytery (G-11.0502f).

Interim is requested to join Presbytery of Southern New England.

Interim starts pastorate with a “covenanting service” representing the beginning of the church and Interim’s ministry together.

At end of the interim experience:

COM conducts exit interview with Session about interim experience

COM conducts exit interview with Interim Pastor about interim experience

Information about interim experience is shared with the incoming pastor

Approved by PSNE Committee on Ministry, July 19, 2000
Taken from Steps toward an Interim or Associate Pastor Position
adopted by Presbytery of Donegal, March 18, 1997

SAMPLE CONTRACT FOR MINISTER TO SERVE AS INTERIM PASTOR

This contract between the Session of _____ Church of _____, _____ (hereinafter, "SESSION") and _____ (hereinafter, "MINISTER") is for the purpose of establishing an interim pastor relationship.

RECITALS

- a) The parties to this agreement are SESSION, MINISTER, and the PRESBYTERY OF SOUTHERN NEW ENGLAND.
- b) MINISTER represents that he/ she is a Minister of Word and Sacrament and a member in good standing of _____ Presbytery.
- c) MINISTER represents that he/ she has/ has not received formal training to serve as an interim pastor.
- d) SESSION represents that its congregation is currently without a pastor, and that it intends to seek a pastor.
- e) MINISTER and SESSION agree that it will be to the mutual benefit of MINISTER and SESSION to enter into an agreement whereby MINISTER will provide pastoral services while the congregation is seeking a pastor.
- f) SESSION intends that the interim pastor will not engage with the work of the congregation's Pastoral Nominating Committee.
- g) MINISTER and SESSION understand that an interim pastor may not be called to be the next installed pastor.
- h) MINISTER intends/ does not intend to transfer his/ her membership to the PRESBYTERY OF SOUTHERN NEW ENGLAND.

I. RESPONSIBILITIES OF MINISTER

MINISTER will be responsible for providing pastoral services as indicated below or in an attached position description:

- Provide leadership for worship and pastoral care.
- Administer the sacraments of baptism and communion with the approval of the Session.
- Officiate at weddings and funerals as requested.
- Prepare for and moderate regular and special meetings of the Session and the congregation.
- Support and resource individuals/ groups in performing their responsibilities.
- Provide training to elected officers.
- Serve as head of staff.
- Perform administrative duties as may be appropriate.
- Provide special interim leadership concerning change, conflict management, healing, grief work, reconciliation, planning, etc.

SAMPLE CONTRACT FOR INTERIM PASTOR

This contract between the Session of _____ Church of _____, _____ (hereinafter, "SESSION") and _____ (hereinafter, "MINISTER") is for the purpose of establishing an interim pastor relationship.

RECITALS

- a) The parties to this agreement are SESSION, MINISTER, and the PRESBYTERY OF SOUTHERN NEW ENGLAND.
- b) MINISTER represents that he/she is a Teaching Elder (formerly Minister of Word and Sacrament and a member in good standing of _____ Presbytery.
- c) MINISTER represents that he/she has received formal training to serve as an interim pastor.
- d) SESSION represents that its congregation is currently without a pastor, and that it intends to seek a pastor.
- e) MINISTER and SESSION agree that it will be to the mutual benefit of MINISTER and SESSION to enter into an agreement whereby MINISTER will provide pastoral services while the congregation is seeking a pastor.
- f) SESSION intends that the interim pastor will not engage with the work of the congregation's Pastoral Nominating Committee.
- g) MINISTER and SESSION understand that an interim pastor may not be called to be the next installed pastor.
- h) MINISTER intends/does not intend to transfer his/her membership to the PRESBYTERY OF SOUTHERN NEW ENGLAND.

I. RESPONSIBILITIES OF MINISTER

MINISTER will be responsible for providing pastoral services as indicated below:

- Provide leadership for worship, preaching the majority of the sermons to the congregation throughout the year.
- Provide pastoral care as appropriate and necessary.
- Administer the sacraments of baptism and communion with the approval of Session.
- Prepare for and moderate regular and special meetings of the Session and the congregation. Serve as liaison for the following committees: _____
- Support and serve as a resource for individuals/groups in performing their responsibilities.
- Provide training to elected officers.
- Serve as head of staff.
- Officiate at weddings and funerals as requested.
- Perform administrative duties as may be appropriate.
- Provide special interim leadership concerning change, conflict management, healing, grief work, reconciliation, planning, etc.

II. MUTUAL INTERIM RESPONSIBILITIES OF MINISTER AND SESSION

MINISTER and SESSION will together work on the five developmental tasks for church in transition:

- Assisting the church in coming to terms with its history
- Helping the church reassess its identity
- Assisting the church to allow for changes in lay leadership
- Helping strengthen the church's linkages with the larger Church, especially the Presbytery
- Preparing the church to commit to new directions in ministry

III. ACCOUNTABILITY

Under this agreement, MINISTER will be accountable to the SESSION and the PRESBYTERY OF SOUTHERN NEW ENGLAND through its Committee on Ministry (hereinafter, "COM"). It is understood that should MINISTER have difficulties with any former pastor of the congregation, MINISTER will refer the matter promptly to the COM.

IV. AMENDMENT, RENEWAL, AND TERMINATION OF AGREEMENT

This agreement is for a period of _____ or 364 days to begin _____. The agreement may be modified or extended for periods of up to six months at the request of SESSION and MINISTER, and with the concurrence of the COM. Any party to the agreement may terminate the contract with 60 days written notice.

V. COMPENSATION AND BENEFITS

SESSION agrees that the terms of this agreement will meet or exceed the standards for ministerial compensation of THE PRESBYTERY OF SOUTHERN NEW ENGLAND, as they may from time to time be amended.

SESSION agrees to employ MINISTER as an interim pastor on a full-time/part-time (specify part-time % _____) basis according to the following terms:

Compensation — Presbytery of Southern New England

Church/organization name: _____

Pastor/CE Name: _____

Weeks of Annual Vacation: _____ Weeks of Annual Study Leave: _____

Number of Paid holidays: _____

Number of working units/hours scheduled per week: _____ units* (* units are morning/afternoon/evening)

Please enter annual amounts or zero if not applicable.

Part A — aligns with Board of Pensions form enr-111

- | | | |
|--|-------|------------|
| 1. Cash salary | | |
| • Salary | _____ | |
| • Employee retirement contributions | _____ | 1 \$ _____ |
| 2. Housing allowance, utilities, and furnishings allowances | | 2 \$ _____ |
| 3. Employing organizations contributions to 403(b)(9) plans, tax-sheltered annuity plans and equity allowances | | 3 \$ _____ |
| 4. Bonus | | |
| • All unvouchered allowances | | |
| • Gifts from employing organizations | | |
| • Manse equity allowances and grants | | |
| • Bonus (report year paid _____) | _____ | 4 \$ _____ |
| 5. SECA – Self Employment Contributions Act
(for reimbursement in excess of 50% of the minister's SECA tax obligation) | | 5 \$ _____ |
| 6. Other
(including co-payment and medical reimbursement allowances). This does not include expenses reimbursed through vouchers or Benefits Plan dues. | | 6 \$ _____ |
| 7. Manse amount | | 7 \$ _____ |
| 8. Total Annual Effective Salary (total of Lines 1-7) | | 8 \$ _____ |

Part B – additional information for Presbytery

- | | | |
|---|-------|-------------|
| 9. Benefits Plan Dues | | 9 \$ _____ |
| 10. Accountable Reimbursements (vouchered) | | |
| • Continuing Education Reimbursements (\$1,000 minimum) | _____ | |
| • Automobile Expenses | _____ | |
| • Professional Expenses | _____ | |
| • Other vouchered (Book & medical reimbursements) | _____ | 10 \$ _____ |
| 11. SECA Allowance (up to 50% of estimated obligation) | | 11 \$ _____ |
| 12. Optional group plan for medical deductibles, coinsurance and dental | | 12 \$ _____ |

I. COMPENSATION FOLLOWING TERMINATION

If MINISTER is not employed on the date of termination of this contract, neither SESSION nor the PRESBYTERY OF SOUTHERN NEW ENGLAND shall have any responsibility to continue payment of compensation or benefits.

VI. INTERIM PASTOR NOT TO BE CALLED TO BE NEXT INSTALLED PASTOR

MINISTER pledges, in accordance with the Constitution of the Presbyterian Church (USA), not to accept any invitation or suggestion to be a candidate for the pastorate of this church.

SESSION pledges not to compromise the intent of the Constitution of the Presbyterian Church (USA) regarding interim pastors by inviting or suggesting that MINISTER become a candidate for this pastorate. SESSION pledges to inform the membership of this church of this agreement if the need should arise.

VII. FORMATION OF CONTRACT

This contract will become effective when signed below by MINISTER and authorized representatives of SESSION and COM.

Date _____ Minister: _____

Date: _____ for Session: _____

Date: _____ for COM: _____

ACTIONS

The Session of _____ of _____, _____, at a properly called meeting on _____, at which a quorum was present, approved this contract and authorize _____ to sign this contract to signify its approval.

CLERK OF SESSION: _____ Date: _____

The Committee on Ministry of the PRESBYTERY OF SOUTHERN NEW ENGLAND, at a properly called meeting on _____, at which a quorum was present, approved this contract and authorized _____ to sign this contract to signify its approval.

Date: _____ Chair, Committee On Ministry: _____

COMMISSIONING SERVICE FOR AN INTERIM MINISTER
(To be used as part of a regular morning worship)

Presentation of the Interim Pastor

Covenant Questions to the Interim Pastor:

*Do you, before God and in the presence of these witnesses,
commit yourself to this new covenant
and to the responsibilities of interim pastor
of _____ Presbyterian Church?*

*Do you understand that you cannot be a candidate
for an installed pastoral position in this congregation?*

*Will you serve the people of _____ Presbyterian Church
with energy, intelligence, imagination and love?*

Covenant Questions to the Congregation:

*Do you acknowledge and welcome the Rev. _____
as interim pastor of our congregation?*

*Do you, the members of this congregation, agree to pray for
and encourage our interim pastor,
to give heart and life to Christ
and to participate faithfully in the mission of the church?*

Welcome and Commissioning Prayer

STEPS IN THE BETWEEN TIME

Pastor/Associate Pastor Nominating Process
(this process may take a considerable amount of time)

Local Church Responsibility

- ___ When a vacancy occurs, or is announced, the Session shall consult with the Exec Presbyter (EP), COM Chair or COM Liaison.
- ___ Session calls congregational meeting (two Sundays notice required) to concur with pastor's request for presbytery to dissolve relationship.
- ___ Session consults with COM and EP about changing pastoral leadership and keeps ministry and worship of church functioning.
- ___ See "Steps Toward an Interim Pastor"
- ___ Session calls interim pastor or makes other temporary pastoral arrangements.
- ___ When church is stable, the Session or sub-committee, conducts and approves a mission study and forwards it to COM for its approval.
- ___ Session calls congregational meeting to elect PNC (see PSNE guidelines "Steps in Electing a Pastor Nominating Committee"). PNC meets briefly following congregational meeting to elect a convener and set date and time for first meeting.
- ___ PNC meets to elect its chairperson and secretary; agrees on meeting schedule; receives mission study from Session and determines approach to preparing Church Information Form (CIF).
- ___ PNC prepares CIF incorporating findings of mission study.
- ___ PNC consults with session on financial information to be included in CIF.
- ___ PNC presents completed CIF to Session for approval.

PSNE Responsibility

- ___ COM consults with pastor in an exit interview.
- ___ COM designated representative (Liaison, Executive, or other) attends congregational meeting to "show the flag" and answer questions.
- ___ COM appoints a moderator protem for Session and congregational meetings.
- ___ COM or presbytery approves temporary pastoral relationship.
- ___ COM approves mission study and grants permission to form PNC.
- ___ COM designates a COM liaison to the PNC who should be present at congregational meeting to elect PNC and attends subsequent PNC meetings. PNC packet of information is provided to PNC and to COM PNC liaison.
- ___ Liaison or COM representative present at first meeting. Presents AA-EEO guidelines and clarifies process.
- ___ COM liaison provides on going guidance during writing of CIF.
- ___ Provides information on ministerial compensation and Board of Pension information to PNC and session as needed.
- ___ COM signs off on CIF submission.

PNC submits completed CIF to Call Referral Services (using online computer process). **Make sure you read all of the CLC (Church Leadership Connection) Handbook because there are many steps in the submission process.**

____PNC notifies COM of its completion of CIF and determines the process it will use in the evaluation of ministers.

____PNC receives and evaluates Personal Information Forms (PIF's).

____PNC keeps congregation informed of steps in process and general progress of committee with no specifics revealed. Confidentiality is important.

____PNC selects 1-3 finalists and informs COM chair.

____ EP performs background checks. COM liaison arranges COM interviews with top candidates and gives feedback to PNC.

____PNC informs COM of top candidate.

____COM holds in depth interview with final candidates and approves proposed terms of call.

____With approval of COM and candidate, PNC may announce name of nominee to Session and then to congregation. Session determines date for candidating sermon and sets congregational meeting for election.

____Pastor-elect is presented and examined at presbytery meeting.

____PSNE/COM approves call. PSNE or COM appoints administrative commission for ordination/installation. COM assigns liaison/mentor to assist new pastor.

____PNC is dissolved.
A committee may be appointed to assist new pastor with the transition into the life of the church and community.

PSNE/COM approved with revisions, December 2001

Mission Study

The product of a mission study should be a report that will include information giving an overview of your particular church.

The following list of topics is based on approved mission studies of our churches and is intended to give you an idea of those things which should be included. A successful mission study will be a report which will address each of the following topics:

Who are we?

History, Mission Statement (if available), Facility information

Demographics of your area

From what region do you draw your membership?

How many churches are in your region and what kind are they?

Government and Census data about the region

School district data about region

Employment and income level data about region

Chamber of Commerce data about region

Other important data about region

Statistics

Membership—active, worship, church school

Financial/Budget—proposed/prior year income and expenses

About the Congregation--Church Organizations—list and describe, who participates?

Committees, programs, activities

Education opportunities

Income levels—how it compares to community

Organized Outreach Programs and Activities

Identifying short and long term goals

Priorities and areas of challenge

Map of area locating church

A mission study which addresses the above topics will enable the PNC to prepare an accurate Church Information Form which will help the church attract an individual possessing the gifts and skills needed for the mission of the particular church.

Draft working document
from PSNE Stated Clerk and Manual
5/1/01
(Maual/Mission Study.doc)

GUIDELINES FOR ELECTING PASTOR NOMINATING COMMITTEES

I. Electing a Pastor Nominating Committee (G-14.0502)

“When a church is without a pastor, or after the effective date of the dissolution of the pastoral relationship, the congregation shall, with the guidance and permission of the committee on ministry, G-11.0502d, proceed to elect a pastor in the following manner. The session shall call a congregational meeting to elect a nominating committee, which shall be representative of the whole congregation. This committee’s duty shall be to nominate a minister to the congregation for election as pastor. Public notice of the time, place, and purpose of the meeting shall be given at least ten days in advance, which shall include two successive Sundays.

The nominating committee shall confer with the committee on ministry as provided in G-11.0502d and when seeking an associate pastor or co-pastor, with the pastor or any continuing co-pastors. Care must be taken to consider candidates without regard to race, ethnic origin, sex, marital status, age or disabilities. When a church is considering a call to a minister of another denomination, the minister shall follow the procedures required in G-11.0400”

II. Suggested Guidelines (Not part of the Book of Order)

- A. Session meets to set date and time for congregation to meet to elect a Pastor Nominating Committee (PNC)
 - 1. Ten days notice must be given including two successive Sundays.
 - 2. Session could suggest size of committee and recommend to congregation, though final authority for PNC rests with congregation.
- B. Nominations for the PNC may be made by the Session but may be best made by the churchwide nominating committee (the group that nominates the congregation’s elders, deacons and trustees) for the following reasons:
 - 1. The Nominating Committee is ordinarily already established with an active elder as chairperson.
 - 2. The Committee is itself representative of the congregation.
 - 3. The Committee is familiar with the nominations process.
 - 4. The Committee likely knows the members of the congregation and the groups they represent as well as their race, ethnic origin, sex and marital status.
- C. Nominating Committee should provide a mechanism for receiving input of names from congregation.
- D. Nominating Committee’s slate should be representative of the whole congregation who have been contacted to determine if they will serve if elected.
- E. Ballot should be prepared in advance with space for nominations from the floor. Care must be taken that persons nominated from the floor are present and have agreed to serve, or that they have consented in advance.

- F. COM representative should moderate congregational meeting (or be present to advise) when PNC is elected.
- G. PNC meets briefly following congregational meeting to elect a convener and to set date and time for their first meeting. COM representative should be present and may serve as convener to provide guidance at the first meeting of the new PNC.

PSNE Committee on Ministry
Approved December 19, 2001

Commissioning a Pastoral Nominating Committee

The following are some questions that might be used in service commissioning a church's elected PNC members:

- Friends, you have been duly chosen by the people of this congregation to serve them and this church in a most important task. Will you accept this responsibility with energy, intelligence, imagination and love? (I will)
- Will you be a faithful member of the Pastor Nominating Committee, attending its meetings and carrying out its assignments?
- Will you be respectful of our deep Presbyterian commitment to freedom from discrimination, giving full and fair consideration to all those who properly come to you attention without regard to age, marital status, sex, handicap, ethnic origin, or race?
- Will you be governed by our church's polity and will you abide by its discipline?
- Will you promise to work for peace, unity and reconciliation of the church and the committee?
- Will you be a friend among your colleagues, working with them, subject to the ordering of God's Word and Spirit.?
- Will you give prayerful consideration to the needs, desires and hopes of all your fellow parishioners, recognizing that they may be at very different stages along the path of faith and with widely differing opinions about the "ideal" new pastor?

Accountability of Pastor Nominating Committee

Once elected, the PNC is accountable only to the congregation. It is not accountable to the session, a temporary moderator of session, or an interim pastor or associate pastor acting as head of staff or moderator. Except for approval of the PIF, establishing a PNC budget and other financial matters relating to the Terms of Call, and working out the job description, it shall not consult with the interim pastor, the session, the moderator, members of the congregation, staff or spouses without having first obtained permission from the COM Rep or COM Chair. It shall consult regularly with the COM Rep and with the COM chair.

If the event the PNC is nominating an associate pastor, it shall consult with the Pastor from time to time in order to insure that the nominee will be compatible with the pastor. However, the choice of nominee lies exclusively with the PNC.

It would be prudent for the PNC to communicate regularly with the session and congregation concerning their progress and activities with maintaining absolute confidentiality concerning candidates.

Approved by COM 12/01

To: Pastor Nominating Committee
Re: Reference/Background Checks

Beginning in 1993 the Committee on Ministry of the Presbytery of Southern New England adopted the enclosed Authorization Form to be signed by persons who are primary candidates for any position in the Presbytery, its parishes or agencies. Doing so acknowledges our sensitivity to matters of privacy and confidentiality. Before required reference checks are undertaken by any designated Presbytery representative (Committee on Ministry chairperson or members, Presbytery staff), the attached form must have been received at the Presbytery office.

To expedite this step in the process, please send a copy of this form to any candidate whom you are seriously considering; request the candidate to sign and return it directly to the Presbytery office. Generally, a Committee is anxious to move toward closure at this stage of the nominating process and taking this step allows the Presbytery to assist you in moving expeditiously.

While there is no Presbytery requirement for reference checks by local church pastor nominating committees to be preceded by written authorization, we strongly encourage you to have such a form on file from any potential candidate before you or any member of your committee proceeds with reference checks as a matter of both ethical and legal concern.

Thank you for attending to this important step in God's leading toward a candidate.

THE PRESBYTERY OF SOUTHERN NEW ENGLAND

AUTHORIZATION FOR REFERENCE /BACKGROUND CHECKS

I , _____, give my permission for authorized persons in the Presbytery of Southern New England to do reference and background checks for the purpose of possible future employment and/or call within The Presbytery of Southern New England. I understand that background checks may include credit, motor vehicle and criminal checks.

I understand that persons named by me who are familiar with my life, work, and service, as well as my academic and/or call process may be contacted.

I understand that all information will be kept confidential, and that all notes and records related to reference and background checks will be destroyed if I am no longer under consideration for employment or call.

This authorization may be rescinded at any time upon receipt in the Presbytery office of a letter from me withdrawing my consent.

Signed: _____

Date: _____

Position(s) of current interest: _____

Please sign and return to:

BY FAX TO: 860/581-4023

THE PRESBYTERY OF SOUTHERN NEW ENGLAND
P.O. Box 388, Chester, CT 06412

COM Approved 5/92
Revised 2/93
Revised 4/95
Revised 7/96
Revised 7/11/01
Revised 3/04

What are vacancy dues?

Vacancy dues are dues paid by churches for up to 12 months during which a ministerial position is vacant and the church plans to call a replacement. The dues amount is 12% of the effective salary of the last installed minister.

Other dues-related information

Reduced or partial dues may be payable in certain circumstances when a church is temporarily without an installed minister. These circumstances include installed minister vacancies, approved post-retirement service, disability waiting periods, and military leave.

Installed minister vacancy

When a church finds itself temporarily without an installed minister but plans to call a replacement, it pays vacancy dues for the first 12 months that the position is vacant. These dues reflect the community nature of the Plan and are used to help subsidize the Medicare Supplement Program for retired church workers and their spouses.

Vacancy dues are 12% of the effective salary of the last installed minister. You are to begin paying these dues the day after the last day you paid dues for the installed minister member who left the position. After receiving a Service Termination form, the Board of Pensions explores whether a vacancy exists and, if so, issues an invoice for vacancy dues. Vacancy dues cease at the earlier of payment of the full 12 months or when the Board of Pensions receives notification that the position is

- occupied temporarily (such as by an interim pastor) and dues are being paid
- abolished
- filled by the newly installed pastor

Union or federated churches and churches regularly served by a supply minister do not pay vacancy dues.

For further information, visit www.pensions.org or call Member Services.

***Equal Employment Opportunity and Affirmative Action;
Including All of God's Gifted People in Ministry***

The Book of Order (G-11.0502G) places responsibility with the Committee on Ministry for the implementation of equal employment opportunity practice in the call of ministers and the employment of candidates:

"It shall provide for the implementation of equal employment opportunity for ministers and candidates without regard to race, ethnic origin, sex, age, disability, or marital condition. In the case of each call, it shall report to the presbytery the steps in this implementation taken by the calling group" (G-11.0502G).

An effective program for the implementation of equal employment opportunity begins with the Committee on Ministry. The Presbyterian Church values inclusiveness and is unequivocal about its commitment to Equal Opportunity. The most effective way to influence congregations and insure wider diversity in Presbyterian leadership is by example and experience more than enforcement, though there are times when the latter is necessary to insure change.

C.O.M. Affirmative Action

by

Providing

Example

and Experience to

Congregations

The time of pastoral vacancy is an opportunity for a congregation to explore pastoral leadership options and to expand its experience base regarding pastoral leadership. Session moderators, C.O.M. liaison, Presbytery staff, and temporary pastoral leadership all touch congregational life during this time and may expand horizons in a positive way.

There are still many Presbyterian congregations which have not experienced a woman minister leading them in worship. The Committee on Ministry can help that to happen. Most presbyteries have women ministers or candidates within their bounds who are available to preach and welcome the opportunity to open doors and minds. It may be somewhat difficult to find racial-ethnic ministers or candidates who are available to do this, but the Committee on Ministry should seek out such persons in developing its published list of "Persons Available for Occasional Supply". (It is helpful to publish this list in the presbytery directory so that these persons will be used when pastors are on vacation, etc.).

Working with congregations to implement AAEEEO during the pastoral nominating process...

Early in the vacancy period, the Committee on Ministry liaisons should present and discuss the policy of the Presbyterian Church (U.S.A.) and the presbytery to provide equal employment opportunity for all qualified persons; to prohibit discrimination in employment based upon racial ethnic group, sex, age, disability or marital condition; and to correct any existent patterns of discrimination.

Recommend that the composition for the pastor nominating committee should reflect the composition of the congregation - including age, sex, marital status, race, socio-economic status, and theological diversity.

Assist the pastor nominating committee in developing criteria for the selection of the pastor which are not discriminatory: based on racial ethnicity, age, sex, marital condition or disability. It may be helpful to explore feelings and perceptions about this in a non-judgmental way - allowing folks to discuss the unfamiliarity, to ask questions, and to express concerns. Search committees often say things like, “We have nothing against a woman pastor, but our congregation just isn’t ready for that yet.” Those are often the PNCs that bring forth a woman nominee with excitement, if they are handled in a supportive way by presbytery representatives.

When the Church Information Form is being completed, the P.N.C. Chair and presbytery representatives will need to be able to sign with integrity:

Has the presbytery’s Committee on Ministry thus counseled with the Pastor Nominating Committee regarding Equal Employment Opportunity? Yes_____ No_____

Each Pastor Nominating Committee is expected to undertake its search for a minister in a manner consistent with the good news that in the Church”...as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus.”

Has the Pastor Nominating Committee affirmed to the Presbytery Committee on Ministry its intention to follow the Form of Government in this regard? Yes_____ No_____

Assist the pastor nominating committee in screening personal information forms to determine that applications from persons in the protected categories have been received and seriously considered. It is important to stress that every P.N.C. member should see every PIF received, not allow Chair to do initial sorting. It is helpful to hold the P.N.C. accountable by asking “How many women, racial ethnic candidates have you considered?” (See model report.)

Be sure the pastor nominating committee knows that they may ask specifically for Personal Information Forms of persons from the protected categories, if they have not previously received them. Urge the pastor nominating committee to interview qualified persons from the protected categories.

When the call is finalized, it is required by Book of Order G-11.0502g that the C.O.M. shall report to the presbytery the steps in implementation taken by the calling group.

**EQUAL EMPLOYMENT OPPORTUNITY IN MINISTRY
REPORT ON SEARCH PROCESS**

To: Chairperson, Committee on Ministry, Presbyter of Southern New England

From: _____
(PNC Chairperson) (Name of Church)

(Church Address: street, city, state, zip)

Date: _____

Title of Position to be filled: _____

Number of PIF's received: _____
Number from women _____ Number from racial ethnic persons _____
Number from persons over 55 _____ Number from persons with disabilities _____

Number of prospects interviewed _____
Number of women _____ Number of racial ethnic persons _____
Number of persons over 55 _____ Number of persons with disabilities _____

Number of prospects the committee heard preach _____
Number of women _____ Number of racial ethnic persons _____
Number of persons over 55 _____ Number of persons with disabilities _____

Number of persons to whom the position was offered _____
Number of women _____ Number of racial ethnic persons _____
Number of persons over 55 _____ Number of persons with disabilities _____

Name of person nominated to congregation: _____

The candidate is (check those that are appropriate)
a woman _____ a racial ethnic person _____
a person over 55 _____ a person with disabilities _____

Composition of PNC:
Number of persons on committee _____ Number of women _____
Number of racial/ethnic persons _____ Age range of persons participating _____
Did any have known disabilities? _____

Comments on total employment process—recruitment, screening, interviews, employment, COM involvement, etc:

SIGNED: _____
(PNC Chairperson)

This form should be completed by the PNC Chairperson.
Keep a copy for the PNC file and send one to COM.

**Presbytery of Southern New England
Policies for Pastoral Compensation
For the Year 2018**

The Presbytery of Southern New England (PSNE) annually reviews and establishes policies for compensation of Teaching Elders, including persons serving in this role from another denomination, serving a PSNE congregation in an installed or temporary position (see G-2.0504 for these terms). When considering a call to a non-PSNE church, PSNE members may use this policy as a guide. The intention of these policies is assist congregations and Teaching Elders in their discussion about the components of compensation and to ensure that there be fair pastoral compensation facilitating effective ministry with a particular community.

1. General Provisions:

- a. All calls shall conform to the requirements of the *Constitution* of the Presbyterian Church USA, be in writing and include all agreements between the Teaching Elders and the congregations. They shall be reported to the PSNE Committee on Ministry and when appropriate, recommended for approval by PSNE.
- b. Annual meetings with the Teaching Elder(s) and the Session or their personnel committee(s) shall review the adequacy of each element of the calls and modify these as may be advisable.
- c. Congregations shall comply with Equal Employment Opportunity provisions and shall adhere to fair employment practices without regard to race, ethnic origin, gender, age, disability, marital status or sexual orientation.
- d. PSNE and its Committee on Ministry exist to support mission and ministry and recognize that particular situations may not fit these compensation policies. Local churches may seek approval of such calls. When doing so they shall either submit a plan that brings them into compliance within three years or request an exception to the policy by documenting the particular circumstances that prevent compliance. Such exceptions, when granted, must be included in the written call.
- e. This compensation policy becomes effective January 1 of the year following approval. The compensation for both new and continuing Teaching Elders shall comply with these minimum standards.

2. Requirements:

- a. **Effective Salary:** Effective minimum salary for full-time service shall be \$50,000. PSNE uses the Board of Pensions (Board) definition of effective salary which is explained on the Board website and in the instructions for Board of Pensions form ENR-111. A copy of the Parish Clergy terms of call annual reporting form is attached for your information. (The Board of Pensions considers thirty-five hours per week to be full-time.)
- b. **Benefits Plan Dues:** Compensation shall include payment of the Board of Pensions' mandated dues for medical, death and disability insurance, and pension benefits, also called the Pastor's Participation plan. Dues are mandatory for all installed pastors regardless of hours served. Other teaching elders may be enrolled in either the Pastor's Participation plan or in menu options. For other teaching elders enrolled in the Pastor's Participation, there is a 20-hours per week minimum scheduled working-hour

requirement for participation. For other teaching elders enrolled in menu options, there is no minimum scheduled working-hour requirement for medical coverage but there is a 20-hour minimum scheduled weekly working-hour requirement for all other benefits. PSNE requires employing organizations to pay the Board healthcare and pension dues for the Pastor's Participation plan regardless of the pastor's family status and regardless of whether a minister member's spouse and dependents have healthcare coverage through an alternative source. The Committee on Ministry may grant exceptions in extenuating circumstances. The dues are specified by the Board each year as percentages of Effective Salary. The Board annually specifies flat dollar amounts for the minimum and maximum dues basis for the components of the benefit plan. The Board website provides a dues calculator at:

<http://www.pensions.org/AvailableResources/Calculators/Pages/Dues-Calculator.aspx>. Note that the Board has special provisions concerning clergy couples.

- c. Self care: Attention to self care is essential to the well-being of both Teaching Elders and congregations. The responsibilities of ministry often cannot be fully planned or scheduled, so it is important to establish norms and intentionally maintain them on average. Expectation of regular service beyond a typical full-time work week often leads to problems. The number of units or hours of service expected per week should be clearly laid out between the Teaching Elder and the congregation. At least two days off per week should be provided.
- d. Paid Holidays: Paid holidays shall be provided as is customary in the area in which the church is located.
- e. Annual Vacation: Four full weeks of vacation annually and five weeks after ten years of continuous service in a congregation shall be provided. The church is to provide coverage for all pastoral functions in the Teaching Elder's absence, including but not limited to conducting worship services.
- f. Annual Study Leave: Two weeks annually of paid study leave shall be provided. Unused portions may accumulate to not more than six weeks. The study leave shall be approved by the Session as far in advance as possible and normally should not immediately precede, follow, or be mixed with vacation time. As with vacation, the church is to provide coverage for all pastoral functions in the Teaching Elder's absence.
- g. Early Ministry Institute: Teaching Elders whose first parish ministry is in PSNE shall participate in the Early Ministry Institute of the Synod of the Northeast. The church shall provide appropriate time off for participation in this program.
- h. Sabbatical leave: A three-month sabbatical with salary and benefits shall be arranged between the Teaching Elder and session after each sixth year of continuous installed service.
- i. Accountable Reimbursement Plan:
 - i. Continuing Education allowance – A reimbursement budget of at least \$1,000 against paid receipts for expenses for books, continuing education, and study leave shall be provided. This allowance may be accumulated for up to three years.
 - ii. Automobile and Professional expenses – Terms of call shall include a reimbursement account to cover the cost of a Teaching Elder's driving to meetings and pastoral visits, and other appropriate travel as well as other professional expenses such as professional memberships, subscriptions, and so

- forth. Expenses for the use of the Teaching Elder's personal car preferably should be reimbursed at the mileage rate allowed by the Internal Revenue Service for business travel.
- iii. Moving costs where applicable shall be reimbursed against paid invoices or billed directly to the church. Provision for moving costs shall be included in the terms of call of the Teaching Elder.
 - j. Self-employment Contribution Act (SECA) Tax Allowance: A Social Security offset payment of one half of the Teaching Elder's self-employment tax is recommended to prepare for adequate retirement income.

Updated by PSNE on September 19, 2015

Updated by PSNE on February 6, 2016

Updated by COM September 14, 2016

Updated and Approved by PSNE November 19, 2016

Updated and Approved by PSNE November 18, 2017

REPORT OF THE ACTION OF THE PRESBYTERY

Action of Committee on Ministry

Received report of the Pastor Nominating Committee indicating that they fulfilled the requirements of Book of Order G-9.0104, G-11.0502g.

Yes _____ No _____

Action of COM: Approved _____ Disapproved _____

Chairperson: _____
(Signature) (Name printed)

Date: _____

Action of Presbytery

Received report of Committee on Ministry indicating that the Pastor Nominating Committee fulfilled the requirements of Book of Order G-9.0104, G-11.0502g.

Yes _____ No _____

Action of Presbytery: Approved _____ Disapproved _____

Stated Clerk: _____
(Signature) (Name printed)

Date: _____

Aproved COM 1/16/02

GENERAL PROVISIONS:

- A. In accordance with G14.0506 of The Book of Order, all Calls shall be in writing and shall include all agreements between the pastors and the congregations. They shall be approved by the congregations and then recommended for approval by the Presbytery through the Committee on Ministry.
- B. Annual meetings with the pastors and the Session or their personnel committees shall review the adequacies of each element of the calls and modify these as may be advisable, following proper procedures for such changes as indicated in A above.
- C. Congregations are to comply with Equal Employment Opportunity provisions and are to adhere to fair employment practices without regard to race, ethnic origin, gender, age, disability, marital status or sexual orientation.
- D. Local churches may for good and valid reasons petition the Presbytery through the Committee on Ministry to approve Calls that do not conform to these minimum Standards. When doing so they shall either submit a plan that brings them into compliance with 3 years or request an exception to the policy by documenting the particular circumstances that prevent compliance. Such exceptions must be included in the written Call, and the Presbytery may specify conditions for continuing to grant the exceptions.
- E. Compensation for clergy involves unusual income tax considerations. Sessions or their personnel committees should not attempt to give advice pertaining to income tax matters but should suggest that the pastors seek qualified tax advisors.
- F. These Standards supersede those approved by Presbytery in May 2009. They may be revised in accordance with Section 8.03A of the By-laws of the Presbytery of Southern New England.
- G. Effective January 1, 2010, the compensations for new or continuing pastors are to comply with these minimum standards.

Approved by the Presbytery of Southern New England September 16, 2009 to become effective January 1, 2010.



Discounted Moving Rates

The Presbyterian Church (U.S.A.) presently has an arrangement with United Van Lines to provide discounted moving services to its churches and administrative units.

Call: United Van Lines
Bob Lynch or Kelly Fehr
1-800-223-3552

Please refer to this information when you are negotiating with the candidate. The arrangement with United Van Lines may save your congregation a good deal of money.

The latest information about discounted moving rates available through the Presbyterian Church (U.S.A.) can be obtained by calling PresbyTel at 1-800-872-3283.