

The Presbytery of Kiskiminetas

*Commissioned to Pulpit Supply and
Commissioned Lay Pastor Program (CLP)*

The Presbytery of Kiskiminetas
PO Box 339, 71 West Main Street
Yatesboro, PA 16263

And Peter said to him, “Lord, you know everything; you know that I love you.” Jesus said to him, “Feed my sheep.” John 21:17

Table of Contents

Introduction: Becoming a Commissioned or Authorized Lay Preacher or a Commissioned Lay Pastor in the Presbytery of Kiskiminetas.	3
Personal Characteristics	4
Professional Characteristics:	5-6
A. Standards	
B. Qualifications	
C. Covenant with the Presbytery	
Commissioning Ruling Elders to Particular Pastoral Services	7
Procedures for Entering the Commissioned To Pulpit Supply or Commissioned Lay Pastor Program (Authorized Lay Preacher)	8
Guidelines for the Commissioned Pulpit Supply Program	9-10
Guidelines for Authorized Pulpit Supply	11
Guidelines for the Commissioned Lay Pastor	12-15
The Commission	
The Training: Additional Training for Commissioning	
Requirements for Commissioning	
Responsibilities for the Commissioning of each Lay Pastor	
Supervision	
Completion of a Commission	
Appendices	
A. Form A: Application for Lay Preacher/Lay Pastor Program	16-19
B. Form B: Session Endorsement Form	20-21
C. Form C: Pastor /Moderator/Personal Reference Form	22-23
D. Covenant for Services of Commissioned Lay Pastor	24-27
E. Guidelines for Writing a Statement of Faith	28

Introduction

Foundation of the Commissioned Pulpit Supply and Commissioned Lay Pastor Program in the Presbytery of Kiskiminetas

The purpose for the Commissioned Pulpit Supply and Commissioned Lay Pastor Programs is to provide for the ministry of churches who are without pastoral service for short or long-term periods. Commissioned Pulpit Supply may fill a pulpit in any church within the Presbytery at the invitation of the pastor/moderator and the session. Commissioned Lay Pastors may perform commissioned duties only in those churches in which they are specifically commissioned to serve. The purpose of the Commissioned Pulpit Supply/Commissioned Lay Pastor program is to provide leadership in the worshipping communities by training those ruling elders who feel called and whose sessions certify their qualities and calling.

The *Book of Order* provides for the training, examination, and authorization of persons to exercise a public ministry of the Church as Commissioned Ruling Elders to lead worship and preach the gospel, watch over the people, and provide for their nurture and service. “The presbytery may authorize a ruling elder to be commissioned to limited pastoral service as assigned by the presbytery.” (G-2.1001) A ruling elder so designated may be commissioned to serve in a validated ministry of the presbytery. An elder who has been commissioned and later ceases to serve in a particular congregation may continue to be listed as available to serve but is not authorized to perform the functions specified in G-2.1001 until commissioned again to a congregation or ministry by the presbytery. (G-2.1002)

The *Book of Order* provides that when a congregation does not have a pastor, or while a pastor is unable to perform her or his duties, the session, with the approval of presbytery, may obtain the services of an individual who may be a ruling elder, in a temporary pastoral relationship. Kiskiminetas Presbytery calls these individuals Commissioned Lay Pastors and shall determine the terms of service for such temporary supply relationships. (G-2.0504b; G-2.1001)

PERSONAL CHARACTERISTICS

To those called to exercise special functions in the Church...God gives suitable gifts for their various duties...those who undertake particular ministries should be persons of strong faith, dedicated discipleship, and love of 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. They must have the approval of God's people and the concurring judgment of a council of the Church." (G-2.0104)

Those deserving to serve as Commissioned Pulpit Supply or as Commissioned Lay Pastors should recognize the importance of receiving throughout the preparation for their tasks. They must be willing to accept the guidance of the presbytery in their ministry. They should promise reliance upon the grace of God to help them maintain a Christian character and conduct, and to help them be diligent and faithful in this special ministry.

Freedom of Conscience

It is necessary to the integrity and health of the church that the persons who serve it in ordered ministries shall adhere to the essentials of the Reformed faith and polity as expressed in this Constitution. So far as may be possible without serious departure from these standards, without infringing on the rights and views of others, and without obstructing the constitutional governance of the church, freedom of conscience with respect to the interpretation of Scripture is to be maintained. It is to be recognized, however, that in entering the ordered ministries of the Presbyterian Church (U.S.A.), one chooses to exercise freedom of conscience *within certain bounds*. His or her conscience is captive to the Word of God as interpreted in the standards of the church so long as he or she continues to seek, or serve in, ordered ministry. The decision as to whether a person has departed from essentials of Reformed faith and polity is made initially by the individual concerned but *ultimately becomes the responsibility of the council in which he or she is a member*. (G-2.0105) (Italics added)

PROFESSIONAL CHARACTERISTICS

A. Standards

1. Faith, as expressed by trust in Jesus Christ as Lord and Savior, and belief in the one triune God, the Holy One of Israel, whom alone we worship and serve: acceptance of the Old and New Testaments as the unique and authoritative witness to that faith; receiving and adopting the essential tenets of the Reformed faith as expressed in the Confessions of the Church.
2. Maturity as expressed by membership in the Presbyterian Church (U.S.A.), faithful, regular participation in its worship and service; demonstrated leadership in the Church; ability to develop facility in the craft of preaching; demonstrated pastoral ability.
3. Christian life expressed by moral standards acceptable to the Christian community; commitment to personal spiritual growth through prayer, Bible reading, and devotions.
4. Constitutional preparedness as expressed by affirmative answers to the constitutional questions in the *Book of Order* W-4.0404.

B. Qualifications

1. High School diploma
2. Currently a member for at least 2 years in the sponsoring Presbyterian Church (U.S.A.) congregation.
3. Ordained a ruling elder and have served at least one year as a ruling elder on session before entering the program.
4. Recommendation by the local session where membership is held.
5. Three personal references.
6. A demonstrated knowledge of the content of Scripture.
7. Ability to speak publicly, with a clear voice and in good English.
8. Demonstrated leadership within the church.
9. Reliability.
10. Compassion.
11. Skills in personal relationships such as: listening skills, ability to relate to various age groups.
12. Ability to keep confidentiality.
13. Completion of an agreement to abide by the Sexual Conduct Policy of the Presbytery of Kisiminetas, and criminal background checks as required by the Commonwealth of Pennsylvania.

C. Covenant with the Presbytery of Kiskiminetas

1. Agree to complete the appropriate level of training for:
 - a. Commissioned Pulpit Supply for the Presbytery.
 - b. Commissioned Lay Pastor for the Presbytery. This program requires an invitation from the Education Team following two (2) years serving on Pulpit Supply.
2. Continue active participation in the life and mission of the current local church.
3. Participate responsibly with the local session, mentor, and the Education Team in the goal setting, evaluation, and decision-making processes related to preparation for services a Commissioned to Pulpit Supply or lay Pastor.
4. Give diligent attention to the educational and developmental tasks involved in the training programs.
5. Adhere to the schedules, deadlines, and time requirements of the Education Team of the Commission on Ministry.
6. Take initiative in maintaining regular communication with your mentor and Education Team regarding experiences, progress, and other issues pertaining to education, spiritual, and personal development.
7. Respond promptly and responsibly to all communications, correspondence, and requests for information, consultations, and reports.
8. Agree to attend regular continuing education provided by and through the presbytery.
9. Submit annual report to and participate in reviews by the Education Team of the Commission on Ministry.
10. If any of these covenants are not maintained, the Commissioned Pulpit Supply or Commissioned lay Pastor may not have his or her commission renewed. (Include termination of training or service)
11. Understand that completion of training does not guarantee being qualified to preach as a Pulpit Supply, nor service as a Commissioned lay Pastor. Also, completion of training does not assure that a position as a Commissioned lay Pastor will be available.

COMMISSIONING RULING ELDERS TO PARTICULAR PASTORAL SERVICES

The *Book of Order* provides that individuals may be commissioned to service within presbyteries. “When the presbytery, in consultation with the session or other responsible committee, determines that its strategy for mission requires it, the presbytery may authorize a ruling elder to be commissioned *to limited pastoral service as assigned by the presbytery*. A ruling elder so designated may be commissioned to serve in a validated ministry of the presbytery.... This commission shall also specify *the term of service which shall not exceed three years but shall be renewable*. The presbytery shall review the commission at least annually. (G-2.1001) (Italics added)

A ruling elder who seeks to serve under the terms of G-2.1001 shall receive such preparation and instruction as determined by the presbytery to be appropriate to the particular commission. *The ruling elder shall be examined by the presbytery* as to personal faith, motives for seeking the commission, and the areas of instruction determined by presbytery. A ruling elder who has been commissioned and later ceases to serve in the specified ministry may continue to be listed as available to serve, but is not authorized to perform the functions specified in G-2.1001 until commissioned to a congregation or ministry by the presbytery. (G2.1002) (Italics added)

PROCEDURES FOR ENTERING THE COMMISSIONED TO PULPIT SUPPLY OR COMMISSIONED LAY PASTOR PROGRAM

1. Meet with your pastor or moderator of session.
2. Request a Commissioned Pulpit Supply/Commissioned Lay Pastor Application from the Presbytery of Kiskiminetas office.
3. Complete the Application (Form A) and meet with your session for their review.
4. The session will complete the session recommendation (Form B) and will return it to the Presbytery of Kiskiminetas office.
5. Return your completed Form A to the Presbytery office.
6. Distribute three Personal Reference forms—one to your pastor/moderator and two to references of your choosing (Form C). Include a self-addressed envelope for each form so that these may be returned directly to the Presbytery office when they are completed (The Presbytery of Kiskiminetas, PO Box 399, 71 Main Street, Yatesboro, PA 16263).
7. The completed application (Forms A, B, and C, [three]) will be directed by the Presbytery office to the Education Team of the Commission on Ministry. You will be scheduled for an interview with representatives of the Education Team. The interview will include, but may not be limited to, seeking elaboration of the materials from your application.
8. The Education Team will recommend candidates to the Ministry Commission for approval for entrance into the training program..

GUIDELINES FOR THE COMMISSIONED PULPIT SUPPLY PROGRAM

The authorization to preach and lead services of worship as a Commissioned Pulpit Supply:

1. is granted by the presbytery upon completion of all requirements and examination.
2. is recognized by the presbytery at the January regular meeting of the presbytery.
3. is valid for a period of up to three years as determined by presbytery.
4. may be renewed or terminated at any time at the discretion of the presbytery.
5. will be reflected on the annual report from the Commission on Ministry of the status of those serving in this capacity to the presbytery.

The Training:

1. The person shall be a ruling elder recommended by the session of his or her local church.
 2. The person shall receive instruction in:
 - a. Old Testament
 - b. New Testament
 - c. Reformed Theology
 - d. Creeds and Confessions
 - e. Preaching
 - f. Worship and Sacraments
 - g. Leadership Training and Time Management
 3. **Each course is required and all assignments must be completed** prior to the final examination
 4. The Presbyterian Church seeks leadership that will uphold its ordination vows to fulfill its ministry in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions. Just as the presbytery expects and requires teaching elders to continually educate themselves, the presbytery expects and requires its commissioned ruling elders to continually educate themselves and to meet together to support, encourage, and hold each other accountable.
- ??? To this end, Kiskiminetas and Huntingdon Presbyteries will offer continuing education classes and conduct bi-monthly training to support ongoing education. Those Commissioned to Pulpit Supply and as Lay Pastors need to earn 18 Continuing Education Units (CEU) over the three years of their commission to be considered for renewal.

The Saturday morning courses offered by Huntingdon Presbytery are worth two CEUs. Continuing Education training offered by Kiskiminetas will be based upon the time requirement for the student and training format.

REQUIREMENTS FOR COMMISSIONING TO COMMISSIONED PULPIT SUPPLY

1. After successfully completing the training, the person shall be examined by at least four members of the Kiskiminetas Presbytery on their personal faith, motives /sense of call for seeking to serve as Pulpit Supply, special gifts for ministry, and the successful completion of instruction outlined above. This also include a brief statement of faith. (See Appendix E)
2. This person shall preach a sermon with the exegetical work for review.
3. Concurrently, the candidate must be given copies of the presbytery Sexual Conduct and Criminal Background Check Policy, and return the Sexual Conduct Signoff form, the authorization to perform a Criminal Background Check, and the authorization to perform reference checks to the presbytery office. [Contact the presbytery office for policies and forms.] The candidate is notified that she/he must obtain PA Criminal Database and Child Abuse Clearance Checks and an FBI national criminal background check with fingerprints and complete the PA-required mandated reporter training and submit copies of the checks, clearance, and certificate of completion of training to the General Presbyter.
4. Upon successful completion of all requirements, the Pastoral Care Team will recommend to the Commission on Ministry for approval that the candidate be cleared to serve and be commissioned at the next presbytery meeting.

THE RESPONSIBILITIES OF THE COMMISSIONED PULPIT SUPPLY

1. Lead worship and preach the Gospel as requested when invited by a session.
2. Perform *only* those duties specifically commissioned to perform by the presbytery.
3. As duties allow, continue active participation in the life and mission of the church of membership.
4. Agree to attend required, regular continuing education approved by the Education Team of the Ministry Commission. Remember, everyone must accumulate 18 CEUs over the three years of the commission.
5. Complete an annual report to the Education Team of the Commission on Ministry.

SUPERVISION

1. Commissioned Pulpit Supply shall work under the supervision of the Education Team and mentor.
2. Commissioned Pulpit Supply shall be evaluated annually by the Education Team of the Commission on Ministry.

GUIDELINES FOR AUTHORIZED TO PULPIT SUPPLY

GUIDELINES FOR THE COMMISSIONED LAY PASTOR

The Commission:

1. is granted to the ruling elder by the presbytery to lead worship, preach the gospel, and perform other duties as granted to individual Lay Pastors by the presbytery and specifically outlined in the commission.
2. is valid on one or more congregations as designated by the presbytery.
3. requires the congregation, the candidate, and representatives of the Commission on Ministry complete the Covenant for Services of a Commissioned Ruling elder worksheet. The proposed terms of call shall meet the minimums determined by the presbytery. [See appendix D for Covenant of Services worksheet]
4. is valid for a period of up to three years as determined by the presbytery, with the terms of call reviewed annually.
5. may be reviewed at expiration or terminated at any time at the discretion of the presbytery.
6. requires an annual report from the Pastoral Care Team of the Ministry Commission on the status of those serving in this capacity to the presbytery.

The Training:

1. All persons seeking to become Commissioned Lay Pastors must first serve a minimum of two years in the presbytery as a Commissioned Pulpit Supply before applying for training to become a Commissioned Lay Pastor.
2. The person shall be a ruling elder endorsed by the session of his/her local church.
3. The person shall receive additional instruction in:
 - a. Leadership/Time Management
 - b. Old Testament
 - c. New Testament
 - d. Weddings, Funerals, and Baptism
 - e. Church History
 - f. Moderating a Session
 - g. Pastoral Care
 - h. Conflict Management

i. Mandated Reporter training (every five years or as required by the Commonwealth of Pennsylvania).

j. Small Church Sociology

k. Ethics and Personal Boundary Training

l. Presbyterian Church Polity

m. Worship and Sacraments

n. Christian Education

4. Each course listed above is required and all assignments must be completed. The Education Team on the Commission on Ministry will certify the successful completion of all courses.

5. A person may be given credit for a course by:

a. having taken and successfully passed the course or its equivalent elsewhere, or

b. other means as approved by the Education Team of the Commission on Ministry.

c. Plans to include Independent Studies are currently being developed. In general, anyone wishing to conduct an independent study will be required to find a qualified mentor, develop a thesis statement and a plan for the study, and present it to the Education Team for approval before beginning the study. The CEU credit will be determined at that time in conjunction with the Education Team.

Requirements for Commissioning

1. After successfully completing the training, the person shall be examined on the floor of Kiskiminetas Presbytery on their personal faith, motives/sense of call for seeking to serve as Commissioned Lay Pastor, special gifts for ministry, and the successful completion of the areas of instruction outlined above. The candidate must also present a statement of personal faith.

2. Concurrently, if the candidate has not already done so for the Commissioned lay Preacher program, the candidate must be given copies of the presbytery Sexual Conduct and Criminal Background Check Policy, and return the Sexual Conduct Signoff form, the authorization to perform a Criminal Background Check, and the authorization to perform reference checks to the presbytery office. [Contact the presbytery office for policies and forms.] The candidate is notified that she/he must obtain PA Criminal Database and Child Abuse Clearance Checks and an FBI national criminal background check with fingerprints and complete the PA-required mandated reporter training and submit copies of the checks, clearance, and certificate of completion of training to the General Presbyter.

3. Upon successful completion of all requirements, the Pastoral Care Team will commend to the commission on Ministry that the person be designated commissionable. Being designated commissionable enables the person to be considered for commissions. But the designation does

not guarantee that opportunities for commissioning will be available or that the individual will be selected for any particular commission.

4. When the Commission on Ministry (presbytery) is satisfied with the qualifications of a ruling elder, the Church Team assigns the candidate to serve a particular congregation (on the request of their session), and upon the approval of the terms of service for the relationship, the Commission on Ministry will move the Presbytery to commission the ruling elder to such service. The commission shall be valid for a specific period of time not to exceed three years and shall be reviewed annually. The commission shall specify the functions authorized by the commission and shall assign a teaching alder as mentor and supervisor of the Commissioned lay Pastor. (G-2.1001)

5. When a commission has been approved, the presbytery shall commission the candidate at the next presbytery meeting employing the questions contained in W-4.0404.

6. The commissioned lay pastor remains a member of her/his home congregation so that he/she continues to have a pastor him/herself. If the Commissioned Lay Pastor is commissioned to his/her home congregation, their assigned mentor should provide pastoral care.

Responsibilities of the Commissioned Lay Pastor

1. Lead worship, preach the gospel, and perform other duties as granted to individual Commissioned lay Pastor by the presbytery.

2. May be assigned pastoral oversight of a local congregation.

3. Attend at least three presbytery meetings per year, acting as a communicator between presbytery and session.

4. As duties allow, continue active participation in the life and mission of the church of membership.

5. Take initiative in maintaining regular communication with the assigned mentor.

6. Attend required and regular continuing education approved by the Commission for Ministry.

7. The commission may include one or more of the following responsibilities within the boundaries of the congregation:

a. Administer the Lord's Supper.

b. Have voice and vote at presbytery meetings.

c. Administer baptism.

d. moderate meetings of session.

8. Complete an annual end of year report and/or review as required by the Education Team of the commission for Ministry.

Supervision

1. Commissioned Lay Pastors shall work under the supervision of a mentor assigned by Education Team of the Commission on Ministry.
2. Commissioned Lay Pastors serve under the authority and at the will of presbytery.

Completion of a commission

1. The commission shall be renewable upon the concurrence of all parties (session, commissioned lay pastor, and presbytery).
2. A ruling elder who has been commissioned and later ceases to serve in the specified ministry may continue to be listed as available to serve, but is not authorized to perform the functions specified in “Responsibilities 8” and G-2.1002 until commissioned again to a congregation or ministry by the presbytery.

FORM A

The Presbytery of Kiskiminstas

COMMISSIONED LAY PREACHER/LAY PASTOR PROGRAM

APPLICATION

PERSONAL INFORMATION:

Name _____ Email _____

Mailing Address _____

City and Zip code _____

Home phone _____ Work phone _____

Occupation/place of employment _____

EDUCATIONAL BACKGROUND:

Formal education: list academic institutions attended and degrees obtained, beginning with high school.

School/location/years attended	diploma or degree	major/minor
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CHURCH BACKGROUND:

Year of Baptism _____ Year of Confirmation/Public Profession of Faith _____

Name and location of Church where you are member _____

Date you were received as active member in current congregation _____

Date of Ordination to Elder _____

Are you a Deacon? No [] Yes { } Date of Ordination to Office _____

List other churches where you have been a member:

List below your area of involvement in the life and mission of the church as a participant and as a leader:

Area of involvement	Years involved?	Participant or leader?
---------------------	-----------------	------------------------

Please answer the following questions. Feel free to use additional paper as necessary.

1. What experiences will assist you in this program? (Travel, conferences, seminars, etc.)

2. Why are you interested in this program? What motivates you to apply?

3. What aspects of your present church life do you enjoy the most?

4. What aspects of your current church life frustrate you the most?

5. What does it mean to you to be a Presbyterian?

6. What gifts and skills do you bring to this program?

7. In what area of your life would you most like to grow?

8. What are your current spiritual practices and disciplines?

9. What are some of your interests/hobbies?

10. In what community or volunteer service have you been involved?

FAITH STATEMENT: PLEASE ATTACH A BRIEF STATEMENT OF YOUR PERSONAL FAITH.
Describe what you believe about God, Jesus Christ and the Holy Spirit, and your relationship with the Triune God. Include a brief summary of your understanding of the role of Scripture, the Church, and the Sacraments in your life. (Suggested length is no more than one page single spaced.)

SESSION ENDORSEMENT: After you met with your pastor/moderator, request a meeting with the Session of your congregation. They will review your application with you before filling out their endorsement form.

REFERENCES: In addition to the pastor/moderator and the session, please list three additional persons that know you well in a variety of relationships (i.e.. another church member, a colleague at work, a teacher, a friend) who will serve as Individual References. Duplicate and pass along an Individual Reference Form to each, asking them to complete the form and mail directly to the Presbytery Office. Please list below the persons who will be your Individual References.

Name	Address	City/state	Phone
1.			
2.			
3.			

STATEMENT OF CONSENT

I am applying for admission to the Commissioned Lay Preacher/Pastor Program of the presbytery of Kiskiminetas. If accepted, I hereby commit myself to participate fully in the scheduled activities and assignments to the best of my ability. I hereby give my permission to allow the presbytery of Kiskiminetas to contact session members, references, and pastor/moderator concerning my application for admission into the Commissioned Lay Preacher/Pastor Program of the Presbytery of Kiskiminetas and to session members, references, and the pastor/moderator to furnish the Presbytery of Kiskiminetas with any and all information in their possession regarding me in connection with my application for admission to the Commissioned Lay Preacher/Pastor Program of the Presbytery of Kiskiminetas. I understand that successful completion of the training for the Commissioned lay Preacher Program is required before I may serve as a Commissioned Lay Preacher for the Presbytery or be considered for admission to the Commissioned lay Pastor portion of the training program.

Signature _____ Date _____

_____ I am applying for the Commissioned lay Preacher Program only

_____ If I successfully complete the Commissioned lay Preacher Training Program, I anticipate applying for Training as a Commissioned lay Pastor.

FORM B

The Presbytery of Kiskiminstas

COMMISSIONED LAY PREACHER/LAY PASTOR PROGRAM

SESSION ENDORSEMENT FORM

Attention should be given to evaluating the applicant's natural gifts, commitment, motivation, and potential for growth. The Ministry Commission must rely upon the session and the applicant to exercise good judgment in discerning whether the individual seems called by God to serve as Commissioned to Pulpit Supply or as a Commissioned Lay Pastor.

Name of Applicant: _____

1. What personal qualities are evidence of a vital faith in God through Jesus Christ?

2. How is the faith of this person being expressed in the individual's participation in the life of the congregation?

3. The following qualities are especially important for Commissioned to Pulpit Supply and Commissioned Lay Pastors. Please check all that you have seen the applicant demonstrate in the life of your church:

___ Ability to speak publicly, with a clear voice and in good English.

___ A demonstrated basic knowledge of the content of Scripture.

___ Reliability

___ Leadership in the church.

___ Compassion.

___ Skills in interpersonal relationships.

___ Well-developed listening skills.

___ Ability to relate to various age groups.

___ Ability to keep confidentiality.

4. Describe any hesitations the session might have in endorsing this candidate.

5. Check one:

The session of the _____ Church:

DOES recommend this applicant for admission to the Pulpit Supply/CLP training program.

DOES NOT recommend this applicant for admission to the Pulpit Supply/CLP training program.

does endorse with QUALIFICATIONS this application for admission to the Pulpit Supply/CLP training program (list qualifications on a separate sheet of paper.

Clerk of session _____ Date _____

Moderator of session _____ Date _____

5. Service as a Commissioned to Pulpit Supply or Commissioned Lay Pastor often requires preaching two services of Worship on Sunday mornings over country roads. Are there any factors which could affect the applicant's ability to fulfill these requirements?

6. the following personal and professional characteristics are important for Commissioned Lay Preachers/Pastors. Please check all those which you believe apply to the applicant.

___ Ability to speak publicly, with a clear voice and in good English.

___ A demonstrated basic knowledge of the content of Scripture.

___ Reliability

___ Leader in a church.

___ Compassion.

___ Skills in interpersonal relationships.

___ Well-developed listening skills.

___ Ability to relate to various age groups.

___ Ability to keep confidentiality.

Name _____

Relationship to Applicant _____

Date _____

Signature _____

The Presbytery of Kiskiministas
COVENANT FOR SERVICES OF COMMISSIONED LAY PASTOR

Name of Church _____

Name of CLP _____

Service from _____ to _____

Mission Strategy for the Church:

Use additional space as needed.

Responsibilities of CLP to implement Mission Strategy of Church:

- 1.
- 2.
- 3.
- 4.

(Use additional space as needed.)

Time expectation (per week)¹: _____ Specific days in ministry: _____

Specific authorities (granted only by presbytery):

- Baptisms Officiate at Lord's Supper² Voice and vote at presbytery³
 Funerals Moderate session and congregational meetings
 Services of Christian Marriage

Yes No **Responsibilities of CLP to Congregation:**

The CLP will:

____ ____ 1. Serve as Sunday worship leader ____ (number) Sundays per month and at special services as follows (list): _____

¹ Minimum 10 hours per week per church.
² Authorization may be granted for no more than three years at a time.
³ Ibid

- 2. Officiate at sacrament of the Lord's Supper.
- 3. Administer sacrament of baptism when invited by the session.
- 4. Officiate at funeral and memorial services.
- 5. Perform service of Christian marriage, after providing marriage preparation, as outlined in W-4.9002 (on church property or of church members only).
- 6. Visit members of congregation who are in the midst of crisis (i.e. death, sickness, trauma, or other significant events) where pastoral care is required.
- 7. Visit members of congregation who are not able to attend church services (shut-ins) and take communion, if requested (with an accompanying ruling elder).
- 8. Serve as moderator of session and of congregational meetings.
- 9. Coordinate new member confirmation procedures and conduct new member classes, if required.
- 10 Work with the session, church leaders, and musicians to develop ideas for creative worship and activities.
- 11. Communicate effectively with church members, church committees, and the general public using appropriate patience, tact, and professionalism.
- 12. Adhere to the standards of professional ethics and integrity including those incorporated in "**Life together in the Community of Faith: Standards of Ethical Conduct for Ordained Officers in the P.C.(USA).**"
- 13, Other _____

Use additional sheets as needed.

Yes No **Responsibilities of the CLP to Presbytery:**

The CLP agrees to:

- 1. Acknowledge the authority of the Presbytery over the congregation and his/her ministry and abide by the polity and discipline of the presbyterian church (U.S.A.).
- 2. Take initiative in maintaining regular communication with the assigned mentor.
- 3. Attend at least three (3) meetings of presbytery per year and ensure session representation at presbytery meetings.
- 4. As duties allow, continue active participation in the life and mission of the church of membership.
- 5. Attend required, regular continuing education approved by the ministry Commission.
- 6. Complete an annual end of year report.

___ ___ 7. Complete presbytery sexual conduct training and submit a sexual conduct signoff form to Stated Clerk.

___ ___ 8. Complete Commonwealth-mandated background checks and clearances and training (including mandated reporter training) and submit copies to presbytery.

___ ___ 9. Other _____

(Use additional sheet as needed)

Yes NO **Responsibilities of Congregation to CLP:**

The congregation agrees to:

___ ___ 1. Support and cooperate with the CLP and assume responsibility for: attending worship services and meetings; ongoing financial support of the ministry and mission of the church; provide adequate support services.

___ ___ 2. Pay CLP fairly. Session will review and reports terms of call annually and agree to meet or exceed presbytery minimum for CLPs.

___ ___ 3. Other _____

Yes No **Responsibilities of Congregation to Presbytery:**

The congregation agrees to:

___ ___ 1. Acknowledge the authority of presbytery over the congregation and the CLP's ministry among them and abide by the polity and discipline of the Presbyterian Church (U.S.A.).

___ ___ 2. Encourage representation at presbytery meetings by the CLP and ruling elder commissioner and participate actively in the work of the presbytery.

___ ___ 3. Other _____

Terms:

Length: The term of this contract shall be a period of _____ (not more than one year), renewable up to three years from the date of signing. Both parties will meet at a mutually convenient time before the expiration of this contract to discuss contract renewal and any necessary revisions, in conjunction with committee on ministry.

Compensation:

Cash salary⁴: \$ _____ /week/month (circle one).

⁴ Minimum \$15.00 per hour.

If CLP desires, and session approves, division of cash salary may be divided into \$ _____ Housing⁵ and \$ _____ Cash Salary. Total Cash Salary and Housing is the Total Effective Salary of \$ _____.

SECA offset (an amount equivalent to an employer's share of the FICA tax or 7.65% of the Total Effective Salary⁶. _____

Medical/Pension Contribution: yes/no (circle one) _____

Travel expenses (reimburse vouchered expenses at current IRS rate per mile)

Other monetary items: _____

Vacation: 28 days per year, including at least four Sundays per year, accrued monthly.

Continuing Education allowance of \$ _____. Continuing Education to be reimbursed by voucher.

Time for Governing Body Service (one week for program service including Sunday).

Provision for Termination of Covenant Relationship Prior to Expiration:

1. The agreement may be terminated by any party by giving _____ (days/weeks) notice.
2. Should difficulties in the relationship develop, assistance from the Commission on Ministry to help in conflict management and resolution shall be requested.
3. Other termination provisions: _____ .

Signed by:

Clerk of Session _____ Date _____

CLP _____ Date _____

COM Chair _____ Date _____

Date approved by Ministry Commission _____

(Complete in triplicate: one copy to Clerk of Session, one to CLP, one to COM/Stated Clerk)

Churches may attach additional pages to this form or use an email version. Contact the presbytery office at (724) 783-7196 or email at kiski@kiskipby.org.

⁵ Note: the session must approve the "Housing" portion prior to January 1 of the year for which it is approved to meet IRS standards; it is the responsibility of the individual CLP, not the employing church or presbytery, to justify the "Housing" allocation to the IRS. CLPs should consult their own tax advisor for legal requirements.

⁶ Employer's portion to be calculated according to IRS standards. The pastor is considered "self-employed" for IRS purposes and is responsible for paying her/his SECA tax according to IRS regulations. CLPs should consult their own tax advisers on what portion is taxable for IRS.

The Presbytery of Kiskiminstas

GUIDELINES FOR WRITING A STATEMENT OF FAITH

Elders should be advised that it is important to deal with each of the topics below rather than selecting several to discuss in detail while neglecting others. They should also be advised to expect to be questioned in more detail on any one of the topics. The appropriate length is one page single spaced.

- The Trinity
- The person and work of Jesus Christ
- The authority of the Scriptures
- The Sacraments
- The nature of humanity
- The nature of the Church
- The mission of the Church
- Eschatology