

EASTMINSTER PRESBYTERY

MANUAL OF OPERATIONS

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MANUAL OF OPERATIONS Eastminster Presbytery

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CHAPTER ONE

PREAMBLE

1.1 INTRODUCTION

“Each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council.” G-3.0106

1.0101 Intent and Accountability

During an interim transition process to evaluate present and probable future mission and ministry needs and opportunities of the Eastminster Presbytery, a Presbytery Mission Design Team (PMDT) was created to lead the Presbytery in the discernment of the primary mission of the Presbytery, and to do the necessary work to update the Manual of Operations. The PMDT worked under several basic understandings of ministry and mission in Eastminster Presbytery:

- a. Operational realities include the roles of a Presbytery as a regulatory agency, a resource center and a relational catalyst.*
- b. The Presbytery as a council of the Presbyterian Church (USA) fully intends to educate and empower the congregations in their Reformed Presbyterian witness*
- c. Awareness that this Presbytery is primarily a community of smaller congregations, and serving as a resource to the needs of the small congregation is a necessary focus*
- d. Consistently the officers, staff and leaders of the Presbytery need to provide and promote opportunities for other congregations to partner/do collaborative ministry and mission*
- e. Communication is to be a top priority, encouraging more communication among committees, between committees and the Presbytery Council, and between the Presbytery and the local congregations.*
- f. All efforts of the Presbytery should center on its purpose.*
- g. The Presbytery’s streamlined structure should have the committees it needs, inviting Christ-centered, competent, gifted leadership to serve.*
- h. The Manual and Bylaws need to be in compliance with the laws of the State of Ohio.*

1. 0102 Process

In updating the Manual of Operations for the Eastminster Presbytery, we acknowledged the necessity to cluster geographically for ministry and mission, to improve our practice for gathering congregations and their leadership by size, and to heighten our awareness of a united presbytery, i.e. we are one Presbyterian family gathered together.

1.2 MISSION STATEMENT

The Mission Statement of the Eastminster Presbytery is:

The Eastminster Presbytery gathers its congregations into a covenant partnership marked by faith, hope, love, trust and witness to Jesus Christ to assist in creating and nurturing Christian leaders for the current and emerging Presbyterian congregations of our five counties in northeast Ohio.”

1.3 CORE VALUES

Core values are central to the Presbytery’s work. Conversations led by the Presbytery Mission Design Team have addressed our values as a Presbytery, and we understand that all our actions should consciously take these into account, while constantly remembering that we are a connectional church:

*Honor the witness of the gospel of our Lord Jesus Christ
The Word of God rightly preached
The Sacraments rightly celebrated
Nurture of congregations and pastors
Willingness to be accountable to God and one another
Empower the missional witness of the church*

1.4 POLICIES, PROCEDURES, and OVERVIEWS

1.0401 Definitions

“Policies” are officially approved and have a binding status until changed or revoked by the Presbytery. “Procedures” are agreed upon guidelines for action (e.g. suggested frequency/location of meetings), but they do not have the binding status of policies. The “Overviews” in the Appendices are advisory and are to contain an up-to- date list of tasks to be performed by that committee and a general schedule for accomplishing them. (G-3.0106) If the committee has its own manual (e.g. Committee on Ministry), it is to be included as a separate Appendix after approval by Presbytery.

1.0402 Availability

The purpose of the Appendices is to have the information regarding the administration of the Presbytery’s mission readily available. Appendix A contains the policies and procedures of Eastminster Presbytery as a whole. Overviews of the various committees will be included as separate Appendices.

1.0403 Periodic Review

Upon adoption of this manual, the Presbytery Council is to assign a task force to assemble Appendix A and determine which of the longer policies belong as separate appendices. Following every General Assembly, the Presbytery Council is to assign a task force to determine (by a deadline the Presbytery Council sets) whether this Manual (including the Bylaws) requires any updates. Task forces report back to the Presbytery Council for approval of any changes to be recommended to the full Presbytery. All Presbytery policy or procedure changes (including deletions) must be reported in the minutes of the Presbytery.

Following the same schedule, each committee is to review its Overview and report to the Presbytery Council any changes to be made. These changes will be entered into the Appendices (paper copy and online) by the end of each calendar year.

1.5 MEMBERSHIP of PRESBYTERY

Eastminster Presbytery is composed of all the PC(USA) congregations and teaching elders within its geographical boundaries. Each session is to elect a ruling elder to be commissioners to Presbytery. (*G-3.0301*)

1.0501 Teaching Elders

All ordained teaching elders granted membership by Eastminster Presbytery (as well as Honorably Retired teaching elders living elsewhere but maintaining their membership in the Eastminster Presbytery) are members of the Presbytery and entitled to voice and vote at all meetings of the Presbytery.

1.0502 Ruling Elders and Others

Current elder commissioners are members of the Presbytery and entitled to voice and vote at all meetings of the Presbytery. (*G-3.0301*) Commissioned Ruling Elders (CREs) commissioned to serve a congregation in the Presbytery are members of the Presbytery and entitled to voice and vote at all meetings of the Presbytery. Ruling Elder members of the Presbytery Council are members of the Presbytery, entitled to all privileges of membership. They are to be counted toward the balance between resident teaching elders and ruling elder members of the Presbytery. The officers of the Presbytery may not serve as elder commissioners from their session while in office.

If the Stated Clerk discovers an imbalance between resident teaching elders and ruling elders (commissioners and Presbytery Council members) at the beginning of any year, a number of the largest single-commissioner churches equal to the number needed to redress the imbalance will be invited to send an additional commissioner during that year.

Certified Christian Educators employed within the bounds of the Presbytery, and non-certified Christian Educators who are enrolled in a certification program of the Presbyterian Church (U.S.A.) and employed at least half-time by a congregation in the Presbytery, are granted the privilege of the floor at meetings of the Presbytery

CHAPTER TWO

BYLAWS

2.1 COMPOSITION

Eastminster Presbytery, Presbyterian Church (U.S.A.), shall be composed of all PC(USA) Congregations in the counties of Portage, Mahoning, Trumbull, the townships of Knox, Butler, Perry, Salem, Fairfield, Unity, West, Hanover, Center, Elkrun, Middleton in Columbiana County, and Summit County with the exception of Richfield Township.

2.2 GOVERNING RULES

The most recent Constitution of the Presbyterian Church (U.S.A.), being the BOOK OF CONFESSIONS and THE BOOK OF ORDER, so far as they apply to a presbytery, along with this Manual of Operations, shall be the rules of the Eastminster Presbytery. Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order Newly Revised*, except when it contradicts the afore-mentioned Constitution.

2.3 INCORPORATION

The Presbytery shall be incorporated under the laws of the State of Ohio. The legal title of this corporation is "The Presbytery of Eastminster of the Presbyterian Church (U.S.A.)."

2.4 OFFICERS OF THE CORPORATION

The members of the Presbytery Council shall be the Trustees of the Corporation. The Chair of the Presbytery Council shall be President of the Corporation; the Stated Clerk shall be Secretary and Resident Agent, and the Treasurer shall be Treasurer of the Corporation.

2.5 FISCAL YEAR

The fiscal year of the Presbytery shall be from January 1 through December 31.

2.6 EXECUTION OF OFFICIAL DOCUMENTS

Contracts, deeds, documents, and instruments shall be executed by the President of the Corporation and attested by the Secretary unless the Corporation by action of its Trustees shall in a particular situation designate another procedure for their execution.

2.7 NOTIFICATION OF MEETINGS

E-mail notification sent to all members at least seven (7) days in advance shall be considered legal written notification of meetings. It shall contain the date, time, and location of the meeting as well as a reference to the background documents to be found on the web site. Paper copies will be sent upon written request.

2.8 AMENDMENTS

The Presbytery Council must first approve any proposed change to these Bylaws. The Presbytery Council then submits the proposal to the Stated Clerk for inclusion with the official notice of a stated meeting of the Presbytery. A two-thirds majority at a stated meeting of the Presbytery is required for any bylaw changes.

2.9 DATE OF IMPLEMENTATION

Adopted by the Eastminster Presbytery on June 6, 2016.

Attested by: Dale Riley Stated Clerk

CHAPTER THREE

OFFICERS

3.1 LIST OF OFFICERS

The officers of the Eastminster Presbytery are: Moderator, Vice-Moderator, Treasurer, Stated Clerk, and Chair of the Presbytery Council.

3.2 MODERATOR

The Moderator is to be elected annually, installed at the conclusion of the last stated meeting of the year, and is to serve until a successor is installed. The Moderator is to perform the duties of office prescribed in the Book of Order, G-3.0104. The Moderator is to become the chairperson of the Presbytery Council for the year following his or her term as Presbytery Moderator. The Moderator, in consultation with the Stated Clerk and the Presbytery Council Chair, shall appoint an investigating committee when it is required as part of the preliminary disciplinary procedure. (D-10.0201b)

3.3 VICE-MODERATOR

The Vice-Moderator is to be elected annually, installed at the conclusion of the last stated meeting of the year, and is to serve until a successor is installed. The Vice-Moderator is to perform any duty prescribed for Moderators when asked to do so by the Moderator and ordinarily is to be nominated to be Moderator the following year. In the absence of the Moderator at a meeting of the Presbytery, the Vice-Moderator is to preside. Should both be absent, the duty falls to the most recent Past Moderator present.

3.4 TREASURER

The Treasurer is to be elected for a term of five years, installed at the conclusion of the last stated meeting of the year, and is to serve until a successor is installed. The Treasurer is to assist the Administrative and Financial Assistant in maintaining accurate financial records and is to assure fiscal responsibility according to the actions of the Presbytery.

3.5 STATED CLERK

3.0501 Election

The Stated Clerk is to be elected for a term of five years at the last stated meeting of the year and may be re-elected for two additional successive terms. The Stated Clerk is to take office at the conclusion of the meeting at which elected, although the outgoing Stated Clerk is still responsible for the minutes of that meeting as well as other incomplete business needing his or her input. The work of the Stated Clerk is to be reviewed annually by the Presbytery Council. If the office of Stated Clerk becomes vacant, the Presbytery, at the next stated meeting, is to elect a successor to fill the remainder of the term.

3.0502 Duties and Compensation

The Stated Clerk is to perform all those duties specified in the Book of Order (G-3.0104) and any other duties required by the Presbytery.

The Stated Clerk is to receive a salary as well as approved travel and education expenses. The amounts are to be approved annually by the Presbytery on recommendation of the Presbytery Council.

The Stated Clerk shall consult with the Presbytery Moderator and the Presbytery Council Chair in appointing an investigating committee when it is required at part of the preliminary disciplinary procedure. (D-10.0201b)

3.0503 If Unable to Carry Out the Duties

Should the Stated Clerk be incapacitated or unavailable for a single meeting of the Presbytery, the Moderator is to appoint a commissioner to the meeting to serve as Clerk for that meeting. When the Presbytery Council determines that the Stated Clerk is incapacitated or unavailable for a longer period of time, the Presbytery Council is to appoint an acting Stated Clerk to serve until the Stated Clerk can resume the duties or until a new Stated Clerk is elected. An acting Stated Clerk is to receive approved expenses.

3.6 PRESBYTERY COUNCIL CHAIR

The immediate Past Moderator of the Presbytery is the chair of the Presbytery Council, with the responsibility of preparing for, chairing, and reporting to Presbytery on all meetings of the Presbytery Council. The Council Chair shall consult with the Moderator and Stated Clerk in appointing an investigating committee when it is required as part of the preliminary disciplinary procedure. (D-10.0201b)

3.7 OFFICERS' DUTIES OVERVIEW

Each officer is to keep an up-to-date list of recurring duties and a schedule of routine tasks as well as references to Presbytery Policies and Procedures relevant to that office as part of Appendix J of this Manual.

CHAPTER FOUR MEETINGS

4.1 MEETING DATES

In each calendar year, there shall be four Stated Meetings, one each quarter, in Eastminster Presbytery. The dates for Stated Meetings of the Presbytery are to be determined by the Presbytery Council at least a year in advance and then approved by the Presbytery.

4.2 MEETING PLACES

Meeting places are to be determined by the Presbytery Council.

4.3 DOCKET

4.0301 Preparation of Docket

A proposed docket for each stated meeting is to be prepared by the Moderator and Stated Clerk in consultation with the Presbytery Council.

4.0302 Worship Service

Each stated meeting of the Presbytery is to include a worship service, or the entire meeting organized as Worshipful Work. The Sacrament of the Lord's Supper is to be celebrated at each Stated Meeting. Each year the Presbytery is to suitably remember the teaching elders and ruling elders of the Presbytery who have died during the previous year.

4.0303 Special Considerations for the Docket

The following are to be given special consideration in the development of the agenda items for regularly scheduled meetings of the Presbytery:

- a. The first meeting of the year following a General Assembly is to provide a time to discuss issues from that council.
- b. Other than retreats, meetings are to be held on a Tuesday.

4.0304 Changes in the Docket

At any Stated Meeting, the Presbytery may, by majority vote, agree to consider any matter that was not included with the official call.

4.4 CALL TO MEET

4.0401 Format of the Call

An official call to each meeting (stated or special) is to be e-mailed not less than 7 (seven) days in advance to each Teaching Elder, Elder Commissioner, Presbytery Council

Member, Church Office, and Clerk of Session. This e-mail is to be considered legal written notification of meetings; it is to contain the date, time, and location of the meeting as well as a reference to the background documents to be found on the web site. Paper copies will be sent upon written request.

4.0402 Background Documents

Documents to be posted on the website at least 7 (seven) days before each stated meeting are to be at least the following:

- a. The proposed docket.
- b. All committee reports requiring action by the Presbytery.
- c. Copies of proposed motions upon which the Presbytery will be asked to vote. However, the Presbytery Council and the Committee on Ministry may present requests from congregations which came in too late to be included with the call, provided they have sufficient written copies for Presbytery attendees to read at the meeting.

4.5 SPECIAL MEETINGS

4.0501 Calling Special Meetings

The Moderator may call a special meeting at the request, or with the concurrence, of two teaching elders and two ruling elders, the ruling elders being from different congregations. Should the Moderator be unable to act, the Stated Clerk may, under the same conditions, issue the call. If both Moderator and Stated Clerk are unable to act, any three teaching elders and three ruling elders, the ruling elders being from different congregations, may call a special meeting.

The Synod may direct the Presbytery to convene a special meeting for the transaction of designated business.

4.0502 Docket for Special Meetings

Notice of a Special Meeting is to be sent as described in *4.0401* above. The notice is to set out the purpose of the meeting and no business other than that listed in the notice is to be transacted.

4.6 QUORUM

A quorum will be four teaching elders who are members of the Presbytery and four ruling elder commissioners from four different congregations in the Presbytery. (*G-3.0304*)

4.7 MEETING ARRANGEMENTS

A representative of the body hosting the Presbytery meeting, together with the Presbytery Moderator, Stated Clerk and General Presbyter, are to be a Committee of Arrangements, although they may request additional help from others.

4.8 MATERIALS FOR DISPLAY

Materials displayed or made available at meetings of the Presbytery which are not provided by the Presbyterian Church (U.S.A.) or one of its agencies must have prior approval by the Presbytery Council or one of the committees of the Presbytery.

4.9 RESPONSIBILITIES

4.0901 *The Duty to Examine Teaching Elders*

- a. Examining all candidates seeking membership in the Presbytery prior to ordination.
- b. Examining all ordained teaching elders seeking membership in the Presbytery.

4.902 *Duty to Attend*

It is the duty of all teaching elders of the Presbytery to attend all stated and special meetings of the Presbytery, and it is the duty of all congregations to be represented by duly elected elder commissioners. Teaching elders, elder commissioners, and ruling elder members must request an excuse if they are unable to attend; this may be done by informing the Stated Clerk directly or notifying the Presbytery office via written electronic communication.

a. *Elder Commissioner Absenteeism*

When a congregation has failed to be represented by an elder for three successive meetings, it is the duty of the Stated Clerk to communicate with the clerk of that congregation's session, calling attention to the rule; and it is the duty of the session to determine the cause of such failure to be represented and communicate it to the Presbytery.

b. *Teaching Elder Absenteeism*

Teaching elders who absent themselves from meetings of the Presbytery without excuse are to be reported to the Presbytery by the Stated Clerk. Honorably Retired Teaching Elders are welcome to attend all meetings of the Presbytery, and are not required to submit a request for excused absence. The Stated Clerk shall contact Active Teaching Elders who are absent from two meetings to inquire about the absence.

CHAPTER FIVE

STRUCTURE

5.1 INTRODUCTION

The structure of the Eastminster Presbytery consists of:

- The Presbytery Council
- The Permanent Judicial Commission
- Committee on Ministry
- Committee on Preparation for Ministry
- Committee on Nominations and Representation
- Administrative Ministry Committee
- Resource Committee

The committees report in writing directly to Presbytery Council meetings as well as to stated meetings of the Presbytery.

The Self Development of People Committee (SDOPC) of the Presbytery includes representatives from local communities who are not Presbyterian, and therefore, the SDOPC is governed by their own bylaws and structure, with a certification process designed by the Presbyterian Church (USA) for such committees.

Electronic and phone meetings of a committee, commission, ministry team or task group of the Presbytery is permitted provided: 1) The technology used is available to all persons in the group. 2) The meeting begins and ends with prayer. 3) Attendance is recorded and a quorum declared. 4) The actions of an electronic and/or phone meeting are recorded and ratified at the next regular meeting.

5.2 PRESBYTERY COUNCIL

5.0201 Purpose

The session “is the council for the congregation [with] responsibility for governing the congregation and guiding its witness.” (G-3.0201) The Presbytery Council (referred to in this chapter as the Council) plays a similar guiding role for the Presbytery. The Council, through the committees of the Presbytery, coordinates the planning, initiating, and implementing of the witness, work, and mission of the Eastminster Presbytery and its member congregations.

5.0202 Voting Membership

The voting membership of the Presbytery Council of the Presbytery shall consist of the following persons:

- a. The immediate past Moderator of Presbytery, who is to be the Chair of the Council.
- b. The present Moderator, Vice-Moderator, Treasurer, and Stated Clerk of Presbytery
- c. The Chair or his/her designee of all Committees of Presbytery named in this Manual (with the exception of the Permanent Judicial Commission).
- d. Three at-large members of the Presbytery, elected by the Presbytery

5.0203 Non-Voting Membership

Members of the Presbytery Council with voice but no vote are:

- a. Presbytery Staff (General Presbyter)
- b. The Presbytery's Teaching Elder and Ruling Elder Commissioners to the Synod of the Covenant

Insofar as the persons listed in 5.0203 are members of the PC(USA), they are to have a vote at Presbytery. (*G-3.0301*)

5.0204 Meetings

The Council is to meet at least one month prior to stated meetings of the Presbytery and at other times as it deems necessary.

5.0205 Responsibilities

- a. The Council is to nominate persons to serve on the Committee on Nominations and Representation, including the Chair, and shall present the slate of nominees to the fall meeting of Presbytery for election. In the case of resignations from the Committee on Nominations and Representation the Council may elect temporary members to serve until a regular election takes place at the fall meeting of Presbytery.
- b. The Council is responsible for the Presbytery's relationships with the Synod and the General Assembly.
- c. The Council is also responsible for the Presbytery's ecumenical relationships.
- d. Each Presbytery committee is to submit a written report with any recommendations for the Presbytery to the Council meeting prior to the stated meeting of the Presbytery and is to request appropriate time on the docket if needed. The Stated Clerk is to refer to the website posting of all reports when sending the notice of the meeting (not less than seven (7) days prior to the meeting).
- e. Each Presbytery committee is to submit its budget request by a specified deadline to the Council, which shall propose a budget and anticipated income to the Presbytery for adoption at the last stated meeting of the year.
- f. Each Presbytery Committee may spend its allotted budget without prior approval from Presbytery, reporting all such expenditures in writing to both the Council and the Presbytery.
- g. The Council may establish such task forces as it deems necessary to expedite the accomplishment of its responsibilities.
- h. The Council is to review the relationship between the Presbytery's mission and the strategy and responsibilities of the committees on an annual basis.

5.0205 Ohio Corporation Statutes

The members of the Presbytery Council shall be the Trustees of the Corporation for the purposes of Ohio statutes. The Chair of this Committee shall be the President of the Corporation. The Stated Clerk shall be the Secretary and Resident Agent, and the Presbytery Treasurer shall be the Treasurer of the Corporation.

5.0206 Overview

The Council is to keep its policies and procedures up-to-date as part of Appendix A to this Manual.

5.3 PERMANENT JUDICIAL COMMISSION

The Presbytery's Permanent Judicial Commission is to be composed of no fewer than seven members, with no more than one of its ruling elder members from any one of its constituent churches. *(D-5.0101)* The term of each member of the permanent judicial commission shall be six years. *(D-5.0102)*

5.4 COMMITTEE ON MINISTRY

The Committee on Ministry is to have fifteen members. The Committee is responsible for:

5.0401 Communicating with Teaching Elders, Ruling Elders and Sessions.

- a. Visiting and consulting with each congregation's teaching elder(s), teaching elder(s) in special ministries, and session once every two years.
- b. Acting on information concerning difficulties within a church and serving as an instrument for promoting the peace and harmony of the church.

5.0402 Aiding in the Placement of Teaching Elders

- a. Visiting and counseling with Pastor Nominating Committees.
- b. Counseling with churches without a Pastor.
- c. Assisting and counseling with Pastors in the relocation process.

5.404 Examining Teaching Elders

- a. Examining all candidates seeking membership in the Presbytery prior to ordination.
- b. Examining all ordained teaching elders seeking membership in the Presbytery.

5.0405 Nurturing Teaching Elders

- a. Welcoming, orienting, and providing mentors for teaching elders new to the Presbytery.
- b. Providing opportunities for fellowship and support among professional colleagues.

5.0406 Special Authority

When necessary between meetings of the Presbytery, the Committee on Ministry has the authority to:

- a. Find in order calls issued by churches.
- b. Approve and present calls for the services of teaching elders.
- c. Approve the examination of teaching elders transferring from other Presbyteries for membership.
- d. Dissolve the pastoral relationship in cases where the teaching elder and congregation concur, and dismiss teaching elders to other Presbyteries.

The Committee on Ministry is to report all such actions at the next Presbytery meeting.

5.0407 Overview

The Committee on Ministry is to keep an up-to-date Overview as an appendix to this Manual. In addition, the Manual of the Committee on Ministry will be a separate Appendix to this Manual.

5.5 COMMITTEE ON PREPARATION FOR MINISTRY

The Committee on Preparation for Ministry is to have six members. The Committee is responsible for:

5.0501 Aiding Those Preparing for Ministry

- a. Identifying and actively seeking out persons in the Presbytery who would be prime candidates for Teaching Elders, Missionaries and Church Educators, and Commissioned Ruling Elders, and encouraging them to consider a church vocation.
- b. Nurturing candidates during their preparation, including appointing one or more teaching elders or ruling elders living within a reasonable distance from a prospective candidate to be the liaison(s) between the candidate and the Committee on Preparation for Ministry.
- c. Providing a final review of a candidate's preparation and work prior to ordination.
- d. Insuring that all official forms, documentation and paperwork shall be maintained by the Moderator of the Committee in a secure location at the Presbytery Office.

5.0502 Overview

The Committee on Preparation for Ministry is to keep an up-to-date Overview as an appendix to this Manual. In addition, the Manual of the Committee on Preparation for Ministry will be a separate Appendix to this Manual.

5.6 Administrative Ministry Committee

The Administrative Ministry Committee is to have six members.

5.0601 Treasurer's Role on the Committee

The Presbytery Treasurer is an ex-officio member, with vote, of this Committee.

5.0602 Responsibilities of the Committee

- a. Receiving, holding, encumbering, managing, and transferring property, real or personal, subject to the direction and authority of Presbytery.
- b. Accepting and executing deeds of title to such property.
- c. Holding and defending title to such property.
- d. Receiving and recommending to the Presbytery any requested action for the acquisition, disposal, encumbrance or leasing of the real property of any particular church. (G-4.0206)
- e. Reviewing the budget expenditures regularly and reporting these to the Council as a Financial Report.
- f. Reporting to the Presbytery annually the assets and financial status of the Presbytery. A full financial review of all financial books and records shall be conducted every year by a public accountant or committee of members versed in accounting procedures. Reviewers should not be related to the treasurer(s). Terminology in this section is meant to provide general guidance and is not intended to require or not require specific audit procedures or practices as understood within the professional accounting community. G-3.0113
- g. Reviewing and maintaining the adequacy of the insurance for all Presbytery owned and managed property.
- h. Receiving and reviewing the status of incorporation, property deeds, insurance coverage and annual financial reviews of all the Presbytery's congregations.
- i. Reviewing and reporting the status of all mortgages and loans of particular congregations and the Presbytery.
- j. Coordinating with the Committee on Ministry the purchase or sale of manses.
- k. Implementing and overseeing all provisions of the Personnel Policies of the Presbytery.
- l. Reviewing annually the work of all Presbytery staff and the Stated Clerk

5.0603 Overview

The Administrative Ministries Committee is to keep an up-to-date Overview as an appendix to this Manual.

5.7 Resource Committee

The Resource Committee of the Presbytery is to have nine members.

5.0701 Responsibilities

- a. Serving as a resource to assist congregations in the development of educational programs and leadership to support leaders of the Presbytery for ministry through their local congregation. The primary focus will be in the areas of Worship, Mission, Evangelism, and Christian Education.
- b. Providing opportunities for the orientation, continuing education and support of ruling elders and others in developing their knowledge and skill for work in the church.
- c. Providing resources and encouraging networks of people throughout the Presbytery to assist in the work of ministry.
- d. Developing ways to encourage congregations to do mission together.
- e. Planning, organizing, and implementing the annual DiscipleFest event of the Presbytery.

5.0702 Overview

The Resource Committee is to keep an up-to-date Overview as an appendix to this Manual.

5.8 Committee on Nominations and Representation

The Committee on Nominations and Representation is to ensure diversity and inclusiveness in leadership and employment of the Presbytery as outlined in the Book of Order. (*F-1.04 and G-3.0103*)

The Committee on Nominations and Representation is to have six members nominated by the Coordinating Council. The Committee is responsible for:

5.0801 Nominations

- a. Corresponding with local churches in order to obtain names of persons who could serve in the Presbytery, Synod or General Assembly and maintaining a continuous file of persons qualified to serve.

- b. Nominating persons to fill all vacancies on committees, boards and other bodies, including the chair (who must be either a teaching or ruling elder). Each Committee is to have membership in multiples of three for staggered three-year terms, except those designated otherwise by the Book of Order. No person may serve more than two consecutive three-year terms unless he/she is elected to fulfill a partial term of one year or less in addition to the two consecutive three-year terms. The limit of service would then be seven (7) full years or less.
- c. Considering the nomination of an equal number of teaching elders and laypersons, as well as an equal number of men and women. In all cases, no more than half of the committee membership is to be clergy.

5.0802 Elections

Election of members of committees is to take place at the stated meetings of the Presbytery. Terms of those elected will begin at the beginning of the calendar year (January) and in the case of a portion of a term, following the stated meeting at which one is elected.

5.0803 Resignations

- a. Any person resigning from a position elected by the Presbytery is to notify the Stated Clerk in writing. The Committee on Nominations and Representation is to fill the vacancy provisionally and submit the name for election at the next Presbytery meeting.
- b. Any member of a committee who misses three consecutive meetings of the Committee will be considered as having resigned.

5.0804 Overview

The Committee on Nominations and Representation is to keep an up-to-date Overview as an appendix to this Manual.

CHAPTER SIX

STAFF and OFFICE

6.1 STAFF

The Presbytery may call a General Presbyter who may also serve as Stated Clerk of the Presbytery. The General Presbyter staff position shall be elected to a five-year term, with the possibility to two additional successive terms. The Presbytery is to hire a part-time Administrative Assistant and a part-time Financial Assistant. The Administrative Assistant may serve as the Financial Assistant. Other staff may be called or hired by the Presbytery from time to time as the Presbytery determines. (G-3.0110)

6.0101 General Presbyter

The Presbytery may call a General Presbyter according to the provisions of the Book of Order, providing a position description, annual review, and compensation.

6.0102 Administrative and Financial Assistant.

The Presbytery, through the Administrative Ministry Committee and Council, is to hire a part-time Administrative Assistant and part-time Financial Assistant, providing a position description, annual review, and agreed upon compensation. The Administrative and Financial Assistant is to be responsible for the day-to-day administrative and secretarial work, as well as for the receipt and disbursement of funds and the bookkeeping.

6.2 PRESBYTERY OFFICE

The Presbytery is to maintain: ~~an office to serve as:~~

- a. the office of the General Presbyter and the Administrative and Financial Assistant.
- b. the primary center for the administration of the mission and program of the Presbytery
- c. a secured site as the repository for necessary minutes, records, registers and files of the Presbytery.
- d. a receiving site for mission funds, receiving and disbursing all mission funds to the appropriate agencies, e.g. Synod, General Assembly.

CHAPTER SEVEN

CHANGES TO THIS MANUAL

7.1 PROPOSALS FOR AMENDING

Any teaching elder member of Presbytery, current elder commissioner to Presbytery, committee of Presbytery, or member of the Presbytery Council may propose to the Presbytery Council any change to this Manual of Operations.

7.2 PROCEDURE FOR VOTING

Any proposed change to the body of this manual, after approval by the Presbytery Council, may be voted on at any stated meeting of the Presbytery, provided the proposal is submitted to the Stated Clerk in such time and form that it can be included with the call of that meeting.

Committee Overviews are aids to the committees, and changes need only be reported to the Presbytery Council and then entered into the official copy of the relevant Appendix by the Presbytery staff.

Other actual policies must be approved by the Council and the Presbytery.

Eastminster Presbytery: Committee on Preparation for Ministry (CPM) Manual of Operations

(Approved by the CPM on 01/26/2017: Approved by Presbytery March 7, 2017)

I. INTRODUCTION TO THE CPM

The Committee on Preparation for Ministry (CPM) is responsible for aiding those preparing for ministry by:

- A. Identifying and actively seeking out persons in the Presbytery who would be prime candidates for Teaching Elders, Commissioned Ruling Elders, Missionaries and Church Educators, and encouraging them to consider a church vocation.
- B. Nurturing candidates during their preparation, including appointing one or more teaching or ruling elders living within a reasonable distance from a prospective candidate to be the liaison(s) between the candidate and the Committee on Preparation for Ministry.
- C. Providing a final review of a candidate's preparation and work prior to ordination.
- D. Insuring that all official forms, documentation and paperwork shall be maintained by the Moderator of the Committee in a secure location at the Presbytery Office.

The CPM will meet as needed, but at least three times per year: (1) to prepare for the Annual Consultations with Inquirers, Candidates and CRE applicants, (2) to conduct the annual consultations with Inquirers and Candidates, and (3) to conduct the annual consultations with CRE applicants.

Members of the CPM who are assigned liaison duties to an Inquirer / Candidate / CRE applicant will meet with their assigned person at least quarterly.

Meetings of the CPM and liaison meetings will be held in-person as much as possible. When necessary, meetings will be conducted via online video or audio conferencing.

While this Manual of Operations provides many details about the CPM process, there is much additional information about the CPM process provided by the PC(U.S.A.) through the website and Advisory Handbook located at <http://oga.pcusa.org/section/mid-council-ministries/prep4min/>. All members of the CPM are requested to review these materials.

II. ADMINISTRATIVE RESPONSIBILITIES OF THE CPM

The administrative responsibilities of the CPM are:

- A. Insuring that all official forms, documentation and paperwork shall be maintained in a secure location at the Presbytery Office. There is no expiration date on maintaining the CPM documentation. This function is the responsibility of the CPM Moderator.
- B. Reporting the actions of the CPM to higher judicatories through the use of the PC(USA)'s P4M management system. This function is the responsibility of the CPM Moderator.

- C. Participating in the examination process by supplying readers for examinations. This function is the responsibility of the entire CPM, with a goal of providing a reader for at least one examination cycle each year.

III. THE CPM PROCESS FOR INQUIRERS AND CANDIDATES

The Body of Christ, just like the human body, needs all of its parts. Each part has a different function, all necessary for the life of the whole body. Christian calling, or vocation, is to live as members of a redeemed and faithful community, making the fullest use of our individual gifts.

It is the role of church members to join in the vocation discernment process for themselves and others. When a person is seen to have gifts and talents that would lead to him/her being an effective Teaching Elder (Minister of the Word and Sacrament) or Commissioned Ruling Elder, the person should be encouraged to prayerfully consider this vocation.

It is the role of the Teaching Elder and Session to maintain communication with persons who may be considering a vocation as a Teaching Elder or Commissioned Ruling Elder and to aid in their discernment process.

It is the role of the person considering a vocation as either a Commissioned Ruling Elder or a Teaching Elder to notify the Session when she/he has made a decision to pursue this vocation so that the discernment process may continue with the help of the Session and the Committee on Preparation for Ministry of the presbytery.

Within the Presbyterian Church (USA), there are two phases in the relationship between the person and the presbytery as the person discerns/prepares for ministry as a Teaching Elder: Inquiry and Candidacy.

PREPARATION FOR MINISTRY AS A TEACHING ELDER

During the phases of inquiry and candidacy, the individual continues to be an active member of his or her particular church and subject to the concern and discipline of the session. In matters relating to preparation for ministry, the individual is under the oversight of the presbytery through the Committee on Preparation for Ministry.

- A. The Presbytery: The presbytery shall exercise responsibility for the spiritual growth of inquirers and candidates, to support them with an understanding and sympathetic interest, and to give guidance in regard to courses of study, familiarity with the Bible and with the confessions, practical training and plans for education including the choice of institutions, field education, and the inquirer's or candidate's financial need. The presbytery shall also seek to give guidance and instruction to the inquirer or candidate in the faith, polity and identity of the PC(USA).
- B. The Session: The session shall function in a supportive role during the phases of inquiry and candidacy to ensure that care is provided on a continuous basis. The session shall appoint an elder from the church to be a liaison with the inquirer and candidate and the presbytery's Committee on Preparation for Ministry. The session should consider the provision of financial support for the inquirer or candidate.

INQUIRY PHASE

The purpose of the inquiry phase is to provide an opportunity for the church and for those who believe themselves called to ministry as a Teaching Elder to explore that call together in such a way that a decision regarding the inquirer's suitability for ministry as a Teaching Elder will be based on knowledge and experience of one another.

Process Steps

- A. A person desiring to become an inquirer shall notify the session of the particular church that they wish to explore the personal implications of becoming a Teaching Elder. The person shall have been an active member of that particular church for at least six months.
- B. The prospective Inquirer is encouraged to become familiar with the materials located on the PC(U.S.A.) website related to preparing for ministry at the following website:
<http://oga.pcusa.org/section/mid-council-ministries/prep4min/>
- C. The prospective Inquirer is encouraged to utilize the online training available through the PC (U.S.A.) website, specifically “Cycles of Discernment” and “Journey into Ministry,” which can be found at <http://oga.pcusa.org/section/mid-council-ministries/prep4min/online-trainings/>
- D. The session and/or the prospective inquirer shall contact the moderator of the Committee on Preparation for Ministry (CPM) for orientation to the process used in Eastminster Presbytery. Session orientation by a representative of the CPM shall occur prior to committee interview of the prospective inquirer.
- E. The proposed inquirer shall complete Forms 1A (Application), 1B (Questions for Reflection), and 1C (Financial Planning). (See Appendix A for links to all Forms). The proposed inquirer shall submit Form 1A to the Moderator of the Session, as well as a copy to the Moderator of the CPM, prior to meeting with them. Form 1D shall be sent by the Session with its recommendation concerning the applicant to the Moderator of the CPM.
- F. The session shall appoint an elder to serve as a liaison between the prospective inquirer and the session.
- G. Upon receipt of the recommendation of the session, an initial meeting will be scheduled with the prospective inquirer and the CPM. The purpose for this meeting is to become acquainted, to begin to develop the covenant relationship, and to explain the process involved in becoming a Teaching Elder. Forms 1A, 1B, 1C and 1D will be reviewed and discussed. Form 2A will be completed by the CPM. The prospective inquirer will be advised about the availability of the Margaret Park Presbyterian Church Ministerial Scholarship Fund, and the Elaine Dutton Scholarship Fund, which provide financial assistance to inquirers, candidates, and qualified new pastors in Eastminster Presbytery (see Appendix F for details).
- H. The committee will appoint a person to be liaison between the inquirer and the CPM.

- I. Following this meeting, the CPM shall recommend to the presbytery whether to enroll the person as an inquirer. The date of the presbytery's action to enroll shall be the beginning of the covenant relationship. After the presbytery's action, Form 2B will be completed by the Inquirer, Session, and CPM.
- J. During the inquiry phase, the inquirer shall participate in a psychological assessment program at the Pittsburgh Pastoral Institute or another agency agreed upon by the inquirer and the CPM. The findings shall be released to the General Presbyter by the inquirer. The presbytery shall be responsible for 1/3 of the cost of this program plus an additional \$100.00 for expenses. The local church is encouraged to pay 1/3 of the program cost and \$100 for expenses with all remaining costs to be paid by the inquirer.

Note: This program is **not** a test which the inquirer must pass. The purpose is to discuss and evaluate the vocational interests of the inquirer and to provide the committee with some material to discuss vocational interests and aptitudes.

- K. The inquirer shall actively participate in the life of a PC(USA) church, either the sponsoring church or in the seminary setting. The inquirer shall communicate regularly with the sponsoring church through their liaison.
- L. Communication between the inquirer and the CPM shall be facilitated and enhanced by the liaison. Communications from the inquirer shall include official grade transcripts and reports from the seminary, college, or university prior to the annual consultation. These shall be sent to the Moderator of the CPM.
- M. Approval shall be obtained from Presbytery (through CPM) before serving in a church in any capacity, except for occasional pulpit supply or seminary-supervised field education.
- N. Education requirements:
 - 1. The inquirer shall present to the CPM an official transcript showing satisfactory grades at a regionally accredited college or university, together with a diploma or plans leading toward graduation with at least a bachelor's degree.
 - 2. The inquirer is strongly encouraged to attend a recognized Presbyterian Theological Seminary of the Presbyterian Church (U.S.A.). These are: Austin Presbyterian Theological Seminary, Columbia Theological Seminary, Dubuque Theological Seminary, Johnson C. Smith Theological Seminary, Louisville Presbyterian Theological Seminary, McCormick Theological Seminary, Pittsburgh Theological Seminary, Princeton Theological Seminary, San Francisco Theological Seminary, and Union Presbyterian Theological Seminary and by covenant agreement: Auburn Theological Seminary, Evangelical Seminary of Puerto Rico.
 - 3. If the inquirer wishes to attend another seminary, he or she shall have the **prior** approval of the CPM. It is expected that the theological education received by the inquirer will be in harmony with the Presbyterian and Reformed traditions, show work equivalent to a MDiv. and evidence of acquainting the student with the program and polity of the PC(USA).
 - 4. The inquirer is required to participate in some form of practical field education while in seminary.

- O. The inquirer shall meet with the CPM or its representatives at least annually. The inquirer is required to be physically present for annual consultations. The inquirer shall complete Form 3 and submit it to the CPM at least 14 days prior to the annual consultation. Following the annual meeting, the CPM will complete Form 4.
- P. Bible Content Examination: If the inquirer is attending seminary, he or she is encouraged to take the Bible Content Standard Ordination Examination during the first year of seminary. The CPM Moderator should be notified of the inquirer's intention to take the examination and will supply the inquirer with a signed registration form. If a proctored examination is needed, contact the CPM Moderator at least six weeks in advance.
- Q. There is no specific time requirement for the inquirer phase. The phase of inquiry shall be of sufficient length for the inquirer, the session, and the Committee on Preparation for Ministry to decide whether the inquirer should apply to become a candidate. During this time, the Committee on Preparation for Ministry shall make use of resources such as information provided by the inquirer, personal references, and reports from counseling services, the session, and the inquirer's institution of learning, if the inquirer is a student.

III. TRANSITION TO CANDIDACY

The purpose of the candidacy phase is to provide for the full preparation of persons to serve the church as a Teaching Elder. This shall be accomplished through the guidance and evaluation of candidates, using learning contracts within the context of supportive relationships. An inquirer may be considered for candidacy after completing at least one year as an inquirer, passing the Bible Content Examination, and completing the psychological assessment.

Process Steps

- A. An inquirer shall apply to the presbytery through the session of care, by use of Form 5A (Application to be enrolled as a Candidate) and Form 5B (Session Recommendation for Enrollment as a Candidate) which will be supplied to the Session of Care by the CPM Moderator. (Note: Links to all Forms are in Appendix A)
- B. The session shall confer with the inquirer, review the evidence of the inquiry phase, and make recommendations to the presbytery through the moderator of the CPM with respect to the application.
- C. The inquirer is encouraged to utilize the online training available through the PC(U.S.A.) website, specifically "A Critical Decision: The Transition from Inquiry to Candidacy," which can be found at <http://oga.pcusa.org/section/mid-council-ministries/prep4min/online-trainings/>
- D. The inquirer shall demonstrate adequate promise for ministry preparing a written document to include:

1. A statement of his or her understanding of Christian vocation in the Reformed tradition and how it relates to his or her sense of call.
 2. A statement of personal faith which incorporates an understanding of the Reformed tradition.
 3. An analysis of at least one concept from the personal faith statement regarding what it suggests about God, humanity, and their interrelationships.
 4. a statement of what it means to be Presbyterian, indicating how that awareness grows out of participation in the life of a particular PC(USA) church.
 5. a statement of self-understanding which reflects the inquirer's personal and cultural background and includes a concern of maintaining spiritual, physical, and mental health.
 6. a statement of his or her understanding of the tasks Teaching Elders perform, including an awareness of his or her specific gifts for ministry as a Teaching Elder and of areas in which growth is needed.
- E. This document is to be submitted to the moderator of the CPM. The document should be no less than one paragraph for each of the six items and no longer than six pages in total. A suggested format might be a paragraph about each statement with several additional paragraphs of explanation.
- F. The CPM shall examine the inquirer for readiness to proceed to candidacy, using the document prepared by the inquirer (see #3) and other available information to determine whether the inquirer is ready to proceed to candidacy.
- G. The CPM shall make a definite recommendation to the presbytery with respect to whether the inquirer should be received as a candidate, including the completion of Form 5C (Report of Consultation to become a Candidate). Presbytery shall act on every committee recommendation regarding application for candidacy.
- H. The presbytery shall receive the report and recommendation of its committee and shall examine the inquirer in person with respect to his or her Christian faith, forms of Christian service undertaken, and motives for seeking the ministry.
- I. If the examination is approved, the presbytery shall receive the inquirer as a candidate after the following manner. The moderator shall propose the following questions to the inquirer:
1. Do you believe yourself to be called by God to the ministry of Teaching Elder?
 2. Do you promise in reliance upon the grace of God to maintain a Christian character and conduct, and to be diligent and faithful in making full preparation for this ministry?
 3. Do you accept the proper supervision of the presbytery in matters that concern your preparation for this ministry?
 4. Do you desire now to be received by this presbytery as a candidate for the ministry of Teaching Elder in the Presbyterian Church (U.S.A.)?

- J. If these questions are answered in the affirmative, a brief charge shall be given, the candidate's name shall be recorded on the presbytery's roll of candidates, and the proceedings shall close with prayer.
- K. The Candidate, Session and CPM will complete Form 5D (Covenant Agreement and Candidate Release) to document that the Inquirer has been received as a Candidate.
- L. A presbytery may provide, at the request of the candidate and her or his session, for the service of reception to be conducted by a commission of the presbytery in the presence of the candidate's congregation.

CANDIDACY PHASE

- A. The candidate shall actively participate in the life of a PC(USA) church, either the sponsoring church or in the seminary setting. The candidate shall communicate regularly with the sponsoring church through their liaison.
- B. Communication between the candidate and the CPM shall be facilitated and enhanced by the liaison. Communications from the candidate shall include official grade transcripts and reports from the seminary, prior to the annual consultation. These shall be sent to the Moderator of the CPM.
- C. Approval shall be obtained from Presbytery (through CPM) before serving in a church in any capacity, except for occasional pulpit supply or seminary-supervised field education.
- D. The candidate shall meet with the CPM or its representatives at least annually. In no case shall a candidate be excused from these annual consultations. The candidate shall complete Form 3 and submit it to the CPM at least 14 days prior to the annual consultation.
- E. The other four ordination examinations may be taken by inquirers and candidates after completion of two full years of theological education. These four examinations shall only be taken upon approval by the CPM. Request to take the Standard Ordination Examinations must be sent to the CPM Moderator 60 days prior to the scheduled exams. Candidates are encouraged to utilize the online training provided by the PC(USA). There are multiple opportunities for online training at <http://oga.pcusa.org/section/mid-council-ministries/prep4min/online-trainings/>
- F. At an appropriate time, each candidate will be asked to present a preliminary Personal Information Form for advice and guidance to the CPM at the annual consultation. The PIF should be submitted to the Moderator along with Form 3 at least 14 days in advance of the consultation. The PIF may be circulated only after permission is given by the CPM.

EXAMINATION OF CANDIDATE FOR READINESS FOR ORDINATION

- A. By the end of the candidacy phase, each candidate to be ordained shall demonstrate readiness to begin ministry as a Teaching Elder. The candidate's presbytery shall require a candidate to fulfill the following requirements to be certified as to be ready for examination for ordination, pending a call:
1. demonstration of readiness to begin ministry as a Teaching Elder of the Word and Sacrament.
 2. presentation of a transcript showing satisfactory grades at regionally accredited college or university, together with a diploma.
 3. presentation of a transcript from a theological institution accredited by the Association of Theological Schools acceptable to the presbytery, the transcript showing satisfactory grades, and presentation of a plan to complete the theological degree including Hebrew and Greek and exegesis of the Old and New Testaments using Hebrew and Greek texts.
 4. Completion of at least one unit of Clinical Pastoral Education (CPE) at an ACPE-accredited facility.
 5. completion of at least one course in world religion
 6. presentation of satisfactory grades together with the examination papers in the five areas covered by the Presbyteries' Cooperative Committee on Examinations for Candidates: Bible Content, Theology, Biblical Exegesis, Polity, and Worship and Sacraments.
 7. evidence of ministerial skill attested in the supervised practice of ministry.
 8. presentation of evidence of readiness to participate in a calling presbytery's plan for transition and of plans for continuing study and growth.
 9. expression of theological views compatible with the confessional documents of the church.
 10. expression of an understanding of the questions required for ordination informed by knowledge of the church in diverse settings.
 11. commitment to the ministry of Teaching Elder within the discipline of the Presbyterian Church (U.S.A.) with personal maturity, spiritual depth, and a capacity to respond to the needs of others, including colleagues in ministry.
 12. presenting a written sermon, together with a description of the contemporary need to which it was addressed and an exegetical interpretation of the biblical material out of which the sermon arose. This sermon shall be preached before the calling presbytery or a committee thereof.
- B. The candidate will present a brief statement of personal faith and of commitment to the ministry of Teaching Elder before the presbytery. Whenever possible this statement shall be sent in the call for the presbytery meeting at which the candidate will be examined.
- C. The presbytery will have the opportunity to examine the candidate for his or her Christian faith and views in theology, the bible, the Sacraments, and the government of this Church as it deems necessary.
- a. The floor shall be opened for questions by the rest of the presbytery commissioners.

- b. The examination will be arrested when there is a call to do so, or the moderator of the presbytery determines that the presbytery has completed what it was called to do.

TIME ELEMENTS

A candidate who does not receive a call to the ministry within one year after graduation from seminary, who is living outside the bounds of the presbytery, and has been certified ready to receive a call will be encouraged to transfer her/his candidacy to the presbytery of residence.

IV. THE CPM PROCESS FOR COMMISSIONED RULING ELDER

The purpose of this program is to provide competent, informed, and consistent lay ministry for churches unable to have full or part-time ordained pastors, as well as to outline procedures for the preparation, examination, and continuing education of Commissioned Ruling Elders in Eastminster Presbytery.

Refer to Book of Order G-2.10 for additional information about Commissioned Ruling Elders.

REQUIREMENTS FOR ENTERING THE CRE PROGRAM:

- A. Applicant must be an ordained Elder in the Presbyterian Church (USA).
- B. Applicant must submit a written statement of their personal faith journey and sense of call.
- C. Applicant must have the endorsement of the Session of their church.
- D. Applicant must have a college education (or equivalent, as determined by the CPM).
- E. Applicant must meet with and obtain the approval of the CPM.

CRE TRAINING PROGRAM

Training to meet the requirements outlined above takes place through the “Education for Laity” program of the University of Dubuque Theological Seminary. Details are in Appendix B.

STEPS TO BECOMING A CRE (adapted from the Shenango Presbytery Policy on CRE Preparation, adopted June 24, 2014)

- A. Through personal discernment and prayer, you believe that becoming a Commissioned Ruling Elder (CRE) is part of God’s plan for your life.
- B. Contact the pastor of your home church to discuss your interest and to explore the options for pursuit of study toward becoming a CRE.
- C. Meet with the session of your home church and obtain its approval and endorsement of your study toward becoming a CRE.
- D. Schedule a consultation with the Presbytery’s Committee on Preparation for the Ministry (CPM) through the Moderator. Your motivation, background and plans to pursue the required course of study will provide the focus for the first consultation with the CPM. You will also present a Statement of Faith at this meeting.
- E. Providing that the CPM concurs with your local session regarding your suitability to pursue the CRE course of study, you will be assigned a liaison from the CPM who will serve as your continuing contact for information, guidance and support as you pursue your studies.

- F. Pursue your course of study, keeping in contact with your CPM liaison.
- G. As your first year, or the mid-point, of your study is nearing, the CPM will work with you to schedule the required career/psychological testing and evaluation (at the Pittsburgh Pastoral Institute or another agency agreed to by the CRE candidate and the CPM). The presbytery shall be responsible for 1/3 of the cost of this program plus an additional \$100.00 for expenses. The local church is encouraged to pay 1/3 of the program cost and \$100 for expenses with all remaining costs to be paid by the applicant. Note: This program is not a test which the applicant must pass. The purpose is to discuss and evaluate the vocational interests and aptitudes of the applicant.
- H. As you near completion of all the required courses, you will meet with the CPM to review your progress and review the results of the psychological evaluation. During the consultation the CPM will review your readiness to serve as a CRE in Eastminster Presbytery. The pastor or a session member of your home church is invited to participate in this meeting.
- I. The CPM requires CRE candidates to serve an internship supervised by a mentor pastor. See Appendix G for details.
- J. Upon the completion of the internship, you will meet with the CPM. Again, your home church's pastor or a representative from the session, along with the internship supervisor, may attend this meeting. As this meeting, the CPM will vote whether to endorse you to the Committee on Ministry for consideration to serve as a CRE, or to recommend further study or experience.
- K. Your 'care relationship' with the CPM will be completed as of this final consultation resulting in its recommendation regarding your readiness to serve as a CRE. Pending approval, the Moderator of the CPM will notify the Presbytery's Committee on Ministry of its recommendation and your next step will be to contact the Moderator of the Presbytery's Committee on Ministry.

REQUIREMENTS FOR COMMISSIONING AS A CRE

- A. Successful completion of the CRE Training program through the University of Dubuque Theological Seminary.
- B. Successful completion of a mentored internship.
- C. Preparation of a written Statement of Faith to the CPM.
- D. Preside at the Sacrament of the Lord's Supper and preach for representatives of the CPM and Commission on Ministry.
- E. Preparation of a Personal Information Form.
- F. Examination by the Commission on Ministry.
- G. Appointment by the Commission on Ministry to a congregational setting.
- H. Approval of call and commissioning by the Presbytery.

APPENDIX A: Educational Guidelines for Inquirers and Candidates

When choosing courses to meet the requirements of the seminary, it is expected that inquirers and candidates will select classes in order to become competent in the following:

Biblical Studies

Greek and Hebrew Language and Exegesis

Church History (Including History of the Reformation and the History of the Presbyterian Church)

Practical Theology (including Polity of the PC(USA))

Reformed Worship

Homiletics

Christian Education

Pastoral Counseling

A General Understanding of World Religions

Field Education: At least one unit of field education in a congregation is required. The setting for supervised field education should not be the inquirer's/candidate's home church.

Clinical Pastoral Education: One unit of CPE in a supervised, ACPE-certified setting is required.

APPENDIX B: Educational Guidelines for Commissioned Ruling Elders

Training takes place through the “Education for Laity” program of the University of Dubuque Theological Seminary. Training is offered online through www.udtslearning.net. Participants benefit from a theological education, including interaction with faculty and other students, via the Internet.

Eight core courses are required of CRE’s in the Presbyterian Church (USA). These are:

Introduction to Old Testament

Introduction to New Testament

Pastoral Care

Presbyterian Polity

Reformed Theology

Introduction to Preaching

Foundations of Christian Education

Reformed Worship and Sacraments

An Online Learning Certification is also required. Taking two courses at a time, a student can complete the basic courses in approximately 18 months.

Training in Spiritual Formation, either through a course or special program, is also required.

APPENDIX C: Forms Used in the Inquiry and Candidacy Process

Application to become an Inquirer - <http://oga.pcusa.org/section/mid-council-ministries/prep4min/application-forms/>

Form 1A: Application to be enrolled by Presbytery as an Inquirer – completed by Inquirer, then actions by Session and CPM are recorded

Form 1B: Questions for Reflection – completed by Inquirer

Form 1C: Financial Planning for Theological Education – completed by Inquirer

Form 1D: Session Evaluation and Recommendation – complete by Session

Forms for Enrolling an Inquirer - <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-enrolling-inquirer/>

Form 2A: Report of Consultation regarding application – completed by CPM

Form 2B: Covenant Agreement & Inquirer Release – completed by Inquirer/Session/CPM

Forms for Annual Consultations – <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-annual-consultations/>

Form 3: Pre-consultation report on development areas – completed by Inquirer/Candidate

Form 4: Report on Consultation – completed by CPM

Forms for Advancing to Candidacy – <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-advancing-candidacy/>

Form 5A: Application to be enrolled by Presbytery as a Candidate – completed first by Inquirer, then actions of Session and CPM are recorded

Form 5B: Session recommendation for Enrollment as Candidate – completed by Inquirer/Session

Form 5C: Report of Consultation to become a Candidate – completed by candidate/CPM

Form 5D: Covenant Agreement and Candidate Release – completed by candidate/session/CPM

Forms reporting actions to others - <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-complete-cpm/>

Form 6: Summary Report of Final Assessment – completed by CPM

Online Reporting to Mid Council Ministries of the Office of the General Assembly – completed by CPM

APPENDIX D – Guidelines for Annual Consultations with Inquirers and Candidates

The presbytery shall require the inquirer or candidate to make an annual written report (using Form 3) concerning progress in studies and service to the church, including a report from the individual's institution of learning.

The CPM shall provide for an annual consultation with each person on the rolls of inquirers and candidates. The purpose of the consultation shall be for the evaluation and nurture of inquirers and candidates. The content of these annual consultations shall include, but need not be limited to, assessment of the inquirer's or candidate's development. Additional meetings with inquirers and candidates are encouraged and will be held as appropriate.

In the years prior to entering theological education, discussion at the annual consultation will focus on the inquirer's or candidate's preparation for theological education and for personal growth. For annual consultations which cover the time period of the first year of theological education, discussion will focus on a general assessment of her or his experience and the implications this has for future professional ministry. The primary focus of this consultation(s) shall not be one of formal examination but of guidance and counseling with the inquirer and candidate. For annual consultations which cover the time period of the second and later year of theological education, discussion will include an assessment of the inquirer's or candidate's experience similar to that held in the previous year(s). In addition, the consultation(s) shall include a discussion with the individual on progress in preparation for ordination, including a preliminary statement of faith, a review of all grades, field education reports, and other appropriate evaluation.

APPENDIX E – Guidelines for Consultations with CRE Candidates

The CPM shall provide for consultations with CRE Candidates, typically at the mid-point and end of their educational process. The content of these annual consultations shall include assessment of the CRE candidate's development and plans for future development. Additional meetings with CRE Candidates will be held as needed.

APPENDIX F – Margaret Park Presbyterian Church Ministerial Scholarship Fund and the Elaine Dutton Memorial CPE Grant

MARGARET PARK PRESBYTERIAN CHURCH MINISTERIAL SCHOLARSHIP FUND

Preamble: The objective of the Margaret Park Presbyterian Church Ministerial Scholarship Fund is to provide a mechanism for the continued celebration of the Ministry of the former Margaret Park Presbyterian Church in the work of Jesus Christ in Eastminster Presbytery.

Purpose: To establish a scholarship fund for individual(s) who are pursuing a career in ministry and are attending an accredited Seminary as defined below, in order to assist with the reduction or to prevent the incurring of educational debt for qualified new pastors serving with Eastminster Presbytery.

IV. Definitions:

Accredited Seminary – (to be defined by Committee on Preparation of Ministry)

Award – Amount of money awarded to a particular person.

First Call Pastor(s)/ Co-Pastor(s) – Persons who have received their Master of Divinity Degree from an accredited seminary within two years of their "Call."

Fund: Margaret Park Presbyterian Church Ministerial Scholarship Fund

Fund monies: Principal, all 'return of investment' monies, and other contributions.

Student(s) – Persons who are pursuing a Master of Divinity Degree from an accredited seminary.

V. Qualifications:

Student(s) must be an Inquirer or Candidate in covenant relationship with Eastminster Presbytery and be attending an accredited Seminary. Such *student(s)* must have completed one year of full time seminary education to qualify for an *award*.

First Call Pastor(s)/Co-Pastor(s) must be called within Eastminster Presbytery to qualify for an *award*. He or she must apply and be awarded monies only within two years of his/her ordination.

VI. Award Requirements:

Student(s), as outlined in the above definition and qualification, may receive an amount up to a maximum of \$10,000 after the equivalent of the first full year of seminary study. No more than \$5,000 will be awarded in any one 12-month period.

First Call Pastor(s)/Co-Pastor(s), as outlined in the above definition and qualification, may receive an amount up to a maximum of \$10,000 per year. No more than \$5,000 will be awarded in any one 12-month period.

The *Awards* will be paid directly to the church where the student is a member so as to assist with the reduction or to prevent the incurring of educational debt. The exact amount of the *award* in all cases will be determined by the administrators of the *Margaret Park Presbyterian Church Ministerial Scholarship Fund*.

Fund Administrators: At least two (2) members of the Presbytery's Committee on Ministry; two (2) members of the Presbytery's Committee on Preparation for Ministry, and one (1) member of Presbytery Trustees.

Condition of Existence: The *Fund*, including all monies, is to be invested with the Presbyterian Foundation. The *Fund* will continue to exist through the use of the principal monies, "return on investment" monies and other contributions until all *Fund monies* are depleted. The *Fund* is to be administered by a commission established by the Eastminster Presbytery, or succeeding Presbytery, and must include representatives as defined above as *Fund Administrators*.

Annually the recipients of *Awards* will be recognized and reported to the Presbytery by the *Fund Administrators* thus ensuring that the former Margaret Park Presbyterian Church legacy will be celebrated in the work of Jesus Christ.

ELAINE DUTTON MEMORIAL CPE GRANT

In January of 2012, the Reverend Elaine Dutton, recently ordained to Presbyterian ministry by Eastminster Presbytery, lost her life in an accident as she drove to moderate her Session meeting. In those months of ministry granted to Elaine, her natural talents and acquired skills were used abundantly with her congregation. Gifted in scholarship, music, crafts, and pastoral care, Pastor Elaine shared joyfully. She gave freely of her time as well as her knowledge and wisdom from her very successful seminary experience. The young Rev. Dutton had completed the Clinical Pastoral Education (CPE) program at a hospital in Columbus, Ohio. She was sharing the skills she learned through the CPE program with her congregation. She was very grateful for the intense training that CPE provided.

The Elaine Dutton Memorial CPE Grant was established to provide grants for Inquirers and Candidates who are completing CPE. An Inquirer or Candidate should contact the CPM Moderator to request the grant. The grant amount is for 50% of the cost of the CPE tuition. Upon receiving a receipt from the Inquirer/Candidate documenting that the CPE tuition has been paid, the CPM Moderator will arrange for the grant to be paid.

APPENDIX G – Mentored Internship Policies and Procedures for CRE's

Purpose Statement: When potential Commissioned Ruling Elders have completed the educational and procedural requirements, the expectation is to complete a mentored internship.

The purpose of this internship is to provide experience in serving an individual church proper and its congregation for the benefit of the CRE, the congregation, and the Teaching Elder by gaining experience and personal growth as he/she serves the church and its congregation. It is important that all parties view this experience as a learning one with benefit for all parties.

This learning experience should provide a perspective on ministry's daily involvements, giving experience in performing opportunities and tasks of a pastor. At the conclusion of the internship, a complete evaluation of the CRE (as well as consideration of others involved) should show this person's suitability for this path of ministry as well as a final opportunity to make a determination of willingness to commit to a position.

Prerequisites for Internship:

1. Completion of all other CRE requirements
2. Permission for internship endorsed by the CPM.
3. For supervision, a PC(USA) Teaching Elder within Eastminster Presbytery, selected by the CPM, with a minimum of three years of pastoral experience and at least one year in the church chosen for potential internship.
4. For the church in which to serve, the selection will be made jointly by the CRE Candidate and the CPM, and it cannot be the CRE Candidate's home church.
5. The potential intern will prepare a proposal for the internship, which will be approved by the CPM. The potential intern will meet with the Session of the church to review the proposal. Before the relationship can begin, the Session must approve the internship.

Guidelines:

1. The internship will be for a minimum of 120 hours over a minimum of 3 months. Additional hours if agreed among the CRE, Teaching Elder, and church are possible.
2. During the internship, honorarium payment to intern will be made if he/she fills the pulpit in the absence of the pastor.
3. Regular planning and review between the supervising pastor and intern will be conducted to ensure that the internship is progressing satisfactorily. Documentation will be created as appropriate to aid in the final evaluation.
4. Participation in the life of the presbytery is encouraged.
5. At the conclusion of the internship, there will be an evaluation conducted with the CRE, the supervising pastor, and the CPM.