

The Presbytery of New York City
Committee on the Preparation for Lay Ministry
(CPLM)

HANDBOOK FOR THE TRAINING OF
RULING ELDERS
FOR COMMISSIONING



Presbytery of New York City
475 Riverside Drive, Suite 1600
New York, NY 10115
Telephone: 212-870-2221
WWW.NYCPRESBYTERY.ORG

Presbytery of New York City – Committee on Preparation for Lay Ministry

Table of Contents

	Page
Introduction	3
Guidelines for becoming a Commissioned Ruling Elder from the Book of Order	4
The Commission	5
Commissioning and Re-commissioning	6
Application and Training	6
Supervision	7
Institutions Offering Required Courses	7
Psychological Evaluation	7
Responsibilities of the Commissioned Ruling Elder	8
Mentor Responsibilities	8
Suggestions for Mentoring Activities	8
CRE Candidate Liaisons	9
Process of Transitioning from CPLM to COM	9
APPENDIX A	
Commissioned Ruling Elder Program: Steps to Commissioning	10
APPENDIX B	
Application Commissioned Ruling Elders Program	13
APPENDIX C	
CRE Personal Information Form (PIF)	16
APPENDIX D	
CRE Evaluation Questionnaire	23

INTRODUCTION

• **WHAT IS A CRE*?**

A Commissioned Ruling Elder (CRE) is a ruling elder of the Presbyterian Church (USA) who is commissioned to limited pastoral service as assigned by the presbytery. A ruling elder so designated may be commissioned to serve in a church or in a validated ministry of the Presbytery (Book of Order 2015-2017, *G2.10*). The commission may be for full-time or part-time work, salaried or volunteer. The term Commissioned Ruling Elder will be used only in the event that a Commission has been approved by Presbytery and executed according to the protocol described below. Only when the Presbytery determines that its strategy for mission requires it will a CRE be commissioned to serve in his/her home church.

• **WHO OVERSEES THE CRE PROGRAM?**

The Committee on Preparation For Lay Ministry (CPLM) has as its mission to provide for and oversee the training of CRE candidates. At the completion of training, CPLM will commend each candidate as ready to be commissioned by the Presbytery of New York City.

• **CRE SUPPORT**

Throughout the training period, candidates receive the support of their home church and pastor as well as a liaison from the CPLM committee, a Teaching Elder Mentor, and the Committee as a whole. Throughout the period of any commission, the Commissioned Ruling Elder is under the supervision of the Committee on Ministry (COM) of Presbytery and an assigned Teaching Elder who serves as their Mentor.

• **RULING ELDER PREPARED TO RECEIVE A COMMISSION**

After successfully completing the required coursework and a psychological evaluation, the candidate will be examined by CPLM on their brief statement of faith. Having demonstrated proficiency and readiness for the tasks ahead, the candidate is commended to the Presbytery for commissioning. A Ruling Elder who has met all the requirements to receive a Commission, but is either awaiting a Commission or has completed one shall be known as a “Ruling Elder Prepared to Receive a Commission”.

*Prior to the New form of Government, ruling elders who were commissioned for pastoral work were called Commissioned Lay Pastors. The new term is Commissioned Ruling Elder - the title used in this document.

Commissioned Ruling Elder Program

GUIDELINES FOR BECOMING A COMMISSIONED RULING ELDER FROM THE BOOK OF ORDER.

The Book of Order 2015/2017 [G-2.1001-G-1.004] provides for the functional definition of the position of Commissioned Ruling Elder.

“G-2.1001 Functions

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. Presbytery, in its commission, may authorize the ruling elder to moderate the session of the congregation to which he or she is commissioned, to administer the Sacraments, and to officiate at marriages where permitted by state law. 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-2.1002 Training, Examination and Commissioning

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 again to a congregation or ministry by the presbytery.

G-2.1003 Commissioning Service

When the presbytery is satisfied with the qualifications of a ruling elder to serve a congregation providing the services described above, it shall commission the ruling elder to pastoral service as designated by the presbytery, employing the questions contained in W-4.4000.

G-2.1004 Supervision

The ruling elder commissioned under the terms of G-2.1001 shall work under the supervision of the presbytery. The presbytery may at any time withdraw the commission for reasons it deems good and sufficient. A teaching elder shall be assigned as a mentor and supervisor. “

Presbytery of New York City – Committee on Preparation for Lay Ministry

The Commission:

1. Is granted by the Presbytery.
2. Is to lead worship, preach the gospel and perform other pastoral duties, or to engage in a validated ministry as granted to individual Commissioned Ruling Elders by the Presbytery. For a validated ministry COM will consider commissioning a CRE to a validated ministry upon confirmation by CPLM that the CRE has satisfactorily completed all courses required, undergone a successful psychological evaluation and has submitted a satisfactory statement of faith. The organization/entity requesting the services of the CRE must also submit a written confirmation that they are requesting his/her services for the particular ministry. The CRE must maintain membership in a church within the Presbytery, be mentored by a Teaching Elder and participate in continuing education.
3. Is valid in one position at a time. After a commission is completed, a Ruling Elder may hold a commission in a different position.
4. The CRE and the Session of the church he/she is serving must enter into a written contract or agreement detailing the services to be rendered and the compensation for each service. This contract must be reviewed annually as to fairness of compensation by COM in consultation with CPLM and CM&N. Unless otherwise specified in the contract, the CRE will receive minimum compensation for conducting services in conformity with the minimum honorarium suggested by the Presbytery. Contracts or agreements with organizations for service in a validated ministry will be subject to the same review process.
5. Once approved, the commission will be reviewed annually through COM with written reports from the Session CM&N and CPLM . A team of one representative each from COM, CM&N and CPLM will visit the site of as part of the evaluation process. CREs in parish positions will be reviewed with other Stated Supply Pastors, and those in validated ministries being evaluated with Teaching Elders serving in that category.
6. All CREs and Ruling Elders Prepared to receive a Commission will be required to participate annually in the CPLM continuing education program. CPLM will consult with COM and CM&N annually in the formulation of its Continuing Education Program, and will certify to COM annually that the CRE's and Ruling Elders Prepared to Receive a Commission have taken and completed the courses for the current year.

Presbytery of New York City – Committee on Preparation for Lay Ministry

Commissioning and Re-commissioning of a CRE.

Recommendations to Presbytery for the Commissioning of a Ruling Elder and Re-commissioning of a CRE will come jointly from the Committee on Ministry (COM), the Committee on the Preparation of Lay Ministry (CPLM) and the Committee on Congregational Ministry and Nurture (CM&N). The recommendations of CPLM and CM&N must be submitted to COM in writing, along with the written request of the Session of church served. A consensus recommendation of the three committees will be presented to Presbytery for their consideration. The Presbytery upon the recommendation of the COM, CPLM and CM&N will examine the candidate on the floor of Presbytery. When the examination is sustained, the presbytery will appoint a commission to arrange for the service of commissioning. The service of commissioning will be hosted by the Presbytery and take place either during a regular meeting of Presbytery or during a service at a local church. Commissioning of the ruling elder to pastoral will be as designated by the presbytery, employing the questions contained in the Book of Order W-4.4000. Recommendations for re-commissioning will be presented to the Presbytery by COM upon completion of the process described above.

Application and Training

1. The candidate shall be a Ruling Elder endorsed by the session of their local church and the pastor/moderator of that church.
2. The candidate shall make application to CPLM which includes submission of the application form and meeting with the Committee. If the candidate is accepted, he/she shall participate in a period of education, evaluation and training. The length of the process will depend on the candidate's availability to take the required courses and complete field work.
3. During the CRE process, the candidate will be evaluated by a liaison from CPLM to assess his/her readiness and suitability for ministry. A report from the liaison will be submitted to the CPLM for review.
4. The candidate shall receive instruction in **Introduction to the Bible; Introduction to Preaching; Christian Education; Pastoral Care; Presbyterian Polity; Reformed Theology; Reformed Worship and Sacraments and Practice of Ministry (Field Study/Intern Program)**. Other courses that provide training specific for a particular commission may be recommended. Satisfactory completion of these courses will be required for commissioning. In some cases, depending on the candidate's experience, certain requirements may be waived or specified activities substituted for course work, with the Committee's approval.
5. The candidate will gain knowledge of programs and mission in the local church, as well as other areas through field work experience. Field work may be completed at the Mentor's church (unless this is also the candidate's home church), or under the supervision of another Teaching Elder. Except in rare cases approved by the CRE Committee, field work will not be done in the candidate's home church.
6. Upon completion of all requirements, the Presbytery shall continue to provide resources for the candidate/CRE's spiritual and professional development, including a continuing relationship with a Mentor and ongoing Seminars.

Presbytery of New York City – Committee on Preparation for Lay Ministry

7. The candidate should understand that being commended as ready for commissioning does not guarantee that the candidate will be selected to serve as Pulpit Supply or receive a commission as a CRE.
8. As duties allow, the candidate should continue active participation in the life and mission of the church of membership.

Supervision

1. On being accepted into the program, CRE candidates will be assigned a Liaison from CPLM. The Liaison will be in contact with the candidate at least three times a year to learn about the candidate's progress with coursework and other activities, their thoughts about the types of commission they may be seeking, and to answer any questions or concerns that the candidate may have.
2. Candidates in the CRE program will be assigned a Teaching Elder Mentor during their course of studies, and prior to embarking on field work. The Mentor may be the Teaching Elder/Moderator of the church of membership of the CRE, or another Teaching Elder willing to serve as a Mentor. The Mentor will meet with the candidate, explore their sense of call, review progress, provide guidance and possibly also provide a field work opportunity. (Guidelines and suggestions are included in "CRE Mentors and Liaisons" listed on p.8 and 9). The candidate should take the initiative in maintaining regular communication with the assigned Mentor.
3. CREs assigned to (a) particular congregation(s) shall work under the supervision of a Teaching Elder Mentor. The Mentor may be the one assigned by the CPLM when the individual was a candidate in the CRE program, or may be one newly named.
4. Those candidates who have completed the program but have not been assigned to (a) particular congregation(s) shall be under the supervision of a Teaching Elder Mentor assigned by the CPLM, as above. They shall be designated as Ruling Elders Prepared to Receive a Commission.

Institutions Offering Required Courses

Candidates may take required courses at the following seminaries: Auburn Theological Seminary, New York Theological Seminary, Princeton Theological Seminary, the Christian Leadership Program on line at the University of Dubuque Seminary or another theological seminary recognized by CPLM. Courses may also be taken at the New York Institute for Laity of the Presbytery of New York City when they become available.

Psychological Evaluation

Early in the training process but after at least three courses have been completed successfully, the Ruling Elder will be required to undergo a psychological evaluation recommended by CPLM. The evaluation will be reviewed by a subcommittee of CPLM including the chair, the liaison, and a member of CPLM and discussed with the applicant.

The results are held in strict confidence in the CPLM file. The cost of the evaluation will be shared equally by the candidate, the sponsoring church and the Presbytery.

Presbytery of New York City – Committee on Preparation for Lay Ministry

Responsibilities of the Commissioned Ruling Elder May Include:

1. To lead worship, preach the Gospel and perform other duties as granted to individual Commissioned Ruling Elder by the Presbytery.
2. To assume responsibility for pastoral oversight of a local church.
3. To provide a specific service among a number of churches or throughout the Presbytery; or provide any other service that is appropriate, recommended by CM&N and COM and approved by Presbytery.
4. To serve on a Committee of Presbytery or in a mid-level council if requested to do so.
5. To participate in a particular validated ministry at an organization approved by the Presbytery.

Mentor Responsibilities

Meet initially with CRE candidate and review credentials and church-related experiences. Explore with the candidate sense of call. Meet with the candidate face-to-face three times per calendar year.

Discuss pastoral care and relationships and importance of self-care of spiritual, physical, and emotional well-being.

Assist with and/or review the Candidate's PIF prior to its being submitted to COM.

Stand with the Candidate when they are examined on the floor of Presbytery.

Be present with the CRE at the End-of-First-Year Review.

Suggestions for Possible Mentoring Activities

Review status of studies at each meeting, if applicable.

Review understanding of the Sacraments and instruct in their administration.

Engage in ongoing dialogue about the type of commission the candidate may be interested in.

Discuss pastoral care and relationships with colleagues and members of Session and the congregation.

Discuss the importance of self-care and physical, emotional and spiritual well-being

Have candidate submit a sermon (either written or CD) before meeting. Review, evaluate, share evaluation, and make specific recommendations. If field work is done with the Mentor, they should be present to hear and later critique candidate's sermons.

How does candidate prepare a Call to Worship? A Prayer of Confession?

Review how candidate would present Prayers of the People and other elements of Worship.

Be available to the candidate by telephone or email to answer questions and provide information.

Presbytery of New York City – Committee on Preparation for Lay Ministry

CRE Candidate Liaisons

When each candidate applies to and is accepted into the CRE program, they will be assigned a CRE liaison who is a member of CPLM .

Liaisons will contact candidates by phone or face to face at least twice a year to:

See where they are with coursework

Hear about fieldwork experiences

Help candidates deal with issues; if necessary bringing those issues to the committee;

Listen to the candidate's thoughts about the future direction and expectations for their ministry.

Let candidates know that Liaisons are always available to assist them.

Process of Transitioning from CPLM to COM

1. When candidate has completed CRE requirements and has been examined by CPLM, (s)he is to complete a CRE Personal Information Form * which will be available from and filed with the Presbytery of New York City office.
2. The candidate will ensure that transcripts and/or letters confirming completion of coursework, as well as other required paperwork, are received by the CPLM.
3. The PIF is reviewed by the candidate's mentor and CPLM, and revised as necessary. The chair of the CPLM committee will notify the chair of COM that the candidate is prepared to be commissioned. The candidate's PIF will be shared with the COM chair.
4. The COM chair will notify the full committee of the availability of the candidate. The Presbytery will notify (e-mail) Ruling Elders Prepared to Receive a Commission and CREs whenever it is clear that a church (a mid-level council of the Presbytery) is seeking new leadership.
5. Each candidate/CRE will notify their Mentor, COM and CM&N when (s)he is interested in being considered for an opening.
6. CPLM will ensure that all CREs and CRE candidates have an active Mentor. A representative from CPLM and the CRE candidate must be present for the final negotiation between the CRE candidate, the Session or ruling body of an organization, and COM.”
7. When a contract is agreed upon by the candidate and the Session of the church, a mid-level council or the governing body of an approved organization with an opportunity for a validated ministry and the date and place for commissioning shall be recommended by COM and approved by Presbytery.
8. CREs are expected to continue attending CRE Seminars.
9. Understand that once a commission has ended, the individual continues to be listed as a Ruling Elder Prepared to Receive a Commission

Presbytery of New York City – Committee on Preparation for Lay Ministry

10. Once a CRE is commissioned, his/her file will be maintained in the Presbytery Office.

* The CRE PIF is modeled after the OGA PIF but is specific for Certified Ruling Elders in the Presbytery of New York City.

Appendix A

Commissioned Ruling Elder Program

Steps to Commissioning

ENROLLMENT

- Applicant expresses interest to Pastor/Moderator in congregation of membership
- Applicant reviews CRE materials, begins application to CPLM (See Appendix B)
- Applicant applies to the CRE program through the local Session
 - Date of Session meeting: _____
 - Date of Application: _____ with letter from the local Session or Pastor supporting the Application.
- CPLM reviews application and meets with the Applicant upon receipt of their application
 - Date of initial meeting: _____
 - Date enrolled: _____
 - CPLM Committee Liaison: _____
 - Enrollment noted in the candidate's file on: _____
- Sexual misconduct self certification: _____ (See Appendix C)
- Permission for background check (requires notarization): _____ (See Appendix C)
- Early in the Training period, CPLM arranges for the Applicant to undergo evaluation by a clinical psychologist selected by the CPLM, with a report to be submitted to the Committee.
 - Date of Report: _____

Presbytery of New York City – Committee on Preparation for Lay Ministry

TRAINING

- The Candidate undertakes instruction either through University of Dubuque Theological Seminary's online program or another approved institution and demonstrates proficiency as determined by the Committee in the following areas: Date and institution where completed.
 - Introduction to the Bible _____
 - Reformed Theology _____
 - Reformed Worship & Sacraments _____
 - Preaching _____
 - Christian Education _____
 - Pastoral Care _____
 - Presbyterian Polity _____
 - Other courses taken as electives. _____

- A Teaching Elder Mentor is assigned
 - Mentor: _____
 - Date assigned: _____

- The Candidate is assigned a field education experience, upon completion of all required courses for a minimum period of 6 months.
 - Fieldwork: _____
 - Supervisor (may be Mentor): _____
 - Date started: _____ Completed: _____

Suggested Elements (when/where)

 - Christian Education (teaching a class) _____
 - Administration of communion _____
 - Pastoral Care _____
 - Moderating Session _____
 - Preaching (at least 2 X) _____

Some flexibility may exist in cases where the candidate seeks commissioning to a validated ministry.

Presbytery of New York City – Committee on Preparation for Lay Ministry

- Ongoing participation in the CRE Seminars.
- CRE Liaison reviews progress of the CRE Candidate at least three times annually
 - Date of 1st review: _____
 - Date of 2nd review: _____
 - Date of 3rd review: _____
 - Dates of additional reviews:

- Active participation in the CRE/Ruling Elders Prepared to Receive a Commission Seminars

SEARCH

- When a Candidate is prepared to receive a commission, his/her file will be transferred to and maintained by the Presbytery office, along with files of Teaching Elders.
- Completion of a Personal Information form, including a statement of faith, to be forwarded to COM Co-Chairs and the Presbytery office.
- Submission of Candidate's PIF to the church(es), mid-level councils or organizations that offer opportunities for validated ministry that they are interested in serving.
- After agreement on a contract (which would include a written description of the job to be performed) between the Session of the church, the mid-level council), or organization the candidate and COM, the candidate will :
 - Sign a Sexual Misconduct statement. Submitted: _____
- Examination at Presbytery. Date: _____
- Service of Commissioning:
 - Date: _____ Place: _____
 - Moderator & Participants _____

Submission of annual review, completed with Session, to COM

APPENDIX B

Application Form

COMMISSIONED RULING ELDERS PROGRAM

Date of Application: (dd/mm/yyyy) _____/_____/_____

Last Name _____ First _____ MI _____
Street Address _____
City/State/Zip _____ Home
Phone _____ Email: _____
Social Security Number _____
Date of Birth _____ Place of Birth _____

Occupation _____
Business Address _____
City/State/Zip _____
Business Phone _____ Email: _____

Church of Membership: _____
Church Address _____
City/State/Zip _____
Date of Ordination as Elder _____

Presbytery of New York City – Committee on Preparation for Lay Ministry

Name of Pastor _____

Previous Academic and Professional Training (*beginning with the most recent*)

Institution Name & Location	Date Attended	Degree / Diploma and Year
-----------------------------	---------------	---------------------------

Please list the names addresses and phone numbers of three (3) persons who know you well and are able to speak to your gifts and abilities.

1. Name	Relationship	Phone
---------	--------------	-------

Address:

2. Name	Relationship	Phone
---------	--------------	-------

Address:

Presbytery of New York City – Committee on Preparation for Lay Ministry

3. Name	Relationship	Phone
Address:		

Participation in the Commissioned Ruling Elder Program requires the endorsement of your session. Please have the Clerk of your Session complete the following or include an extract from your Session's minutes certified by the clerk.

On (date) _____ the Session of (church) _____

met and endorsed the application of _____ in the Presbytery of New York City Commissioned Ruling Elders Program.

I, _____, (clerk of session) I hereby certify that the information given by me on this application and all supplementary pages is complete and accurate.

Clerk's Signature: _____

Applicant signature: _____

Mail completed application to:

Committee on the Preparation for Lay Ministry
Presbytery of New York City
475 Riverside Drive New York, NY 10115

APPENDIX C: CRE PERSONAL INFORMATION FORM (PIF)

Name _____

(Last Name)

(First Name)

(Middle Name)

Preferred Phone _____ Alternate Phone _____

E-mail _____ Fax _____

Street Address _____

City _____ State _____ Zip Code _____

Ordination as Elder Date: ____/____/____/ *(Month/Day/Year)*

Eligible for Commissioning Date: ____/____/____/ *(Month/Day/Year)*

Formal Education: Post-Secondary Education

Please attach transcript(s)

Continuing Education: Courses taken in CRE program(s)

List courses with Institutions and Dates completed.

Church Membership:

Name of PC (U.S.A.) church of membership:

City & State: _____

Presbytery of New York City – Committee on Preparation for Lay Ministry

Indicate the Type(s) of Commission that you are seeking with a check mark

<input type="checkbox"/>	CRE Leader of a Congregation	<input type="checkbox"/>	Executive Director
<input type="checkbox"/>	Mission Co-worker (International)	<input type="checkbox"/>	Director of Music (non-ordained)
<input type="checkbox"/>	Christian Educator (Certified)	<input type="checkbox"/>	Christian Educator (non-certified)
<input type="checkbox"/>	Administrator	<input type="checkbox"/>	Mission Co-worker (International)
<input type="checkbox"/>	Media Specialist	<input type="checkbox"/>	Funds Developer
<input type="checkbox"/>	Finance Manager	<input type="checkbox"/>	Communicator
<input type="checkbox"/>	Coordinator	<input type="checkbox"/>	Youth Director
<input type="checkbox"/>	Bi-vocational/Tentmaker	<input type="checkbox"/>	Chaplain
<input type="checkbox"/>	Counselor	<input type="checkbox"/>	College Faculty
<input type="checkbox"/>	Seminary Staff	<input type="checkbox"/>	Campus Ministry
<input type="checkbox"/>	Presbytery Leader	<input type="checkbox"/>	Stated Clerk (Presbytery)
<input type="checkbox"/>	Executive Presbyter	<input type="checkbox"/>	Presbytery Staff

***Languages in which you are fluent** (Please select all that apply):

- English Spanish Korean French
 Arabic Armenian Creole Portuguese Japanese
 Russian Swahili Burmese
 Cambodian Indonesian Laotian Thai Vietnamese
 Taiwanese Cantonese Twi
 Mandarin Chinese
 Sign Language Other
-

Presbytery of New York City – Committee on Preparation for Lay Ministry

Compensation and Housing

Indicated below the total minimum salary and housing compensation you need.

Minimum *Effective* Salary Needed \$ _____

Indicate the housing type you need:

Housing Type _____ Manse

 _____ Housing Allowance

 _____ Open To Either (Manse or Housing Allowance)

 _____ Not Applicable (*For Non-pastoral Positions Only*)

Work Experience:

Please list your work experience: (Please include position title, city, state, church size, community type, and dates from/to or number of years.)

Service to the Church:

Please list your other service to the Church or denomination for the past 10 years:

Describe the ministry Setting that you feel God is calling you to:

PIF (Part II) – Step 5 of 6

Statement of Faith

(Use the space below to enter a one page statement of faith. Please limit response to no more than 200 words)

Presbytery of New York City – Committee on Preparation for Lay Ministry

***Please enter up to 4 references here (a minimum of one reference is required):**

	<u>Name</u>	<u>Relation to you</u>	<u>Phone</u>	<u>Address</u>	<u>E-Mail</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

____ I hereby authorize those inquiring into my suitability to contact my references.

Signature _____ Print Name _____ Date _____

PIF (Part II) – Step 6 of 6

***Sexual Misconduct Self Certification**

The following information related to sexual misconduct was mandated by the Sexual Misconduct Policy and Its Procedures adopted by the 203rd General Assembly (1991), and was revised by the 205th General Assembly (1993).

Please check one of the following:

I certify below that no civil, criminal, ecclesiastical complaint has ever been sustained or is pending* against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.*

I am unable to make the above certification. I offer, instead, the following description of the complaint, termination, or the outcome of the situation with explanatory comments.

Presbytery of New York City – Committee on Preparation for Lay Ministry

*The information contained in my Personal Information Form is accurate to the best of my knowledge and may be verified by the calling and employing entity. I hereby authorize the entity to which my Personal Information Form is being sent to inquire concerning any civil or criminal records, or any judicial proceeding involving me as a defendant, related to sexual misconduct. By means of this release I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information related to sexual misconduct to the entity to which my Personal Information Form is being sent.

_____ I have read this certification and release form and fully understand that the information obtained may be used to deny my employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.

Signature _____ Print Name _____

Date _____

- * ***Sustained***
- In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain.
 - In a civil court, "sustained" means that there has been a judgment against the defendant.
 - In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, **or an Alternative Form of Resolution Agreement approved by a permanent judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.**
- * ***Pending***
- In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case which there is not yet a verdict.
 - In a civil court, "pending" means a case in which there has not been a decision or judgment,
 - In an ecclesiastical case, "pending" means an **investigating committee is inquiring into an allegation or charges have been filed but have not been decided by a permanent judicial commission; or an allegation or charges are in an equivalent state or process in a church other than the PC (USA).**

(The following is taken from definitions in the General Assembly Sexual Misconduct Policy and its Procedures, Pg.13)

Presbytery of New York City – Committee on Preparation for Lay Ministry

"Sexual Misconduct is the comprehensive term used in this policy and its procedures to include: 1) Child sexual abuse, as defined above [refers to Policy]; 2) Sexual harassment, as defined above [refers to Policy]; 3) Rape or sexual contact by force, threat, or intimidation; 4) Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another; 5) Sexual Malfeasance defined as sexual conduct within a ministerial (e.g. clergy with a member of the congregation) or professional relationship (e.g. counselor with a client, lay employee with a church member, presbytery executive with a committee member who may be a layperson, a minister, or an elder). Sexual conduct includes unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, social, intimate, or marital relationships; 6) Sexual Abuse as found in Book of Order D-10.0401b (see Accuser/Victim)

Appendix D: Committee on Ministry

Commissioned Ruling Elder (CRE) Evaluation Questionnaire

Please respond to each of the questions below, providing attachments where requested and available. Presbytery will act on the reappointment of Commissioned Ruling Elders. Continuation of the commission will not be able to be recommended if the completed questionnaire is not received.

Name of Church _____

Name of Commissioned Ruling Elder _____

- 1) How much time, in hours per week, is your CRE expected to provide your church? _____
- 2) Are the expected hours provided? _____
- 3) Are the expectations of your CRE being met?
(Please attach a copy of the written expectations or job description.)
- 4) Has a performance evaluation been performed during the past year?
- 5) Was the outcome of the performance evaluation satisfactory?
- 6) Who conducted the performance evaluation? Session (Council) _____
Personnel Committee _____ Special Committee _____
Other (state who) _____.
- 7) How often is Communion served in the church?
- 8) Has your congregation performed a Mission Study in the past year?
(Attach a copy if one was completed)
- 9) When was the last Mission Study performed?
- 10) Has a plan for the ministry of your church been developed for next year?
(Attach a copy if available.)
- 11) Does the church have plans to conduct a Mission Study during this year?

Commissioned Ruling Elder (CRE) Evaluation Questionnaire, p.2

- 12) Does your congregation desire that the commission be continued?
- 13) Does your church have an active Church School program? _____
Youth program? _____ Adult Education program? _____
Fellowship program? _____ Community Mission program? _____
Other programs? _____ (please list)
- 14) What can Presbytery do to help your church realize its goals?
- 15) Would you like a member of the Committee on Ministry or Presbytery staff to visit with the Session (Council)? _____

Completed by: _____

Title: _____ Date: _____

This report has been reviewed by the Session (Council) on _____
(date). If both Session (Council) and Stated Supply pastor are in agreement
with the content of this report, please sign below:

Commissioned Ruling Elder _____

Clerk of Session _____

If both parties are not able to sign, would the party that differs with the
precision of this report please clarify those differences in the space below or on
an attached sheet?