



HOMESTEAD POLICIES LIST

MANUAL OF OPERATIONS:

- | | |
|--------------------------|------------------------------------|
| Candidate debt policy | Minimum compensation & expenses |
| Church loans | Continuing education |
| Closed churches | Ministry support for churches |
| Commissioned Lay Pastors | Personal financial assistance |
| Emergency shared grant | Personnel policies |
| Former pastor ethics | Shared grants for medical expenses |
| Insurance | Session record review |
| Investment policy | Sexual misconduct |
| Involuntary termination | Validated ministries |
| Leaves of absence | |

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APPLYING for OUTSIDE GRANT MONEY

Application Process:

1. Presenter/Requestor must submit to the appropriate committee or M&M of Homestead Presbytery for its approval.
 - a. The presentation must identify the following at the beginning of the process on a summary cover page to the Grant Application (form is available on the website)
 - i. staff required
 - ii. duration of grant
 - iii. time frame of grant
 - iv. objectives and goals
 - v. grant monetary requirements, i.e., matching, sliding decreasing, etc.
 - vi. cover page will require signatures of all who request and approve
2. The Committee or M&M will then present it to Executive Presbyter, Business and Finance, and Personnel if staffing is affected.

Reporting Process:

1. Committee in charge of grant will share with Business & Finance its Progress Report to General Assembly Synod or other Granting Agency.
2. A copy of all reports to granting agency will be given to Business and Finance, Council and Presbytery. These will be recorded in the minutes of Presbytery when submitted.
3. All reports must be submitted to Business and Finance when submitted to the granting agency.
4. Business & Finance will then submit them to Council and Presbytery.

Non-Compliance:

1. All reporting and approvals must be met before and during the grant for the funds to be distributed by Presbytery to the Grant Project.

Failure to comply will result in the funds being returned to the Granting Agency.

AUTOMOBILE USE POLICY FOR THE EXECUTIVE PRESBYTER

I. Introduction

A part of the responsibilities of the executive presbyter of Homestead Presbytery is to be a presence amongst the churches in our presbytery. Regular visits with churches, pastors and sessions are expected and accordingly many miles will be driven in the accomplishment of these duties. In addition, work with various groups of the presbytery will also require much travel. This being the case the Presbytery of Homestead will provide a car for the executive presbyter for all work related travel. It is important to understand that the use of this automobile is a privilege and such privilege may be revoked at any time. It is clearly noted here that the presbytery's intent is that the use of the automobile is only for "official purposes". An "official purpose" is one which furthers the ministry, work, business, and/or interest of the presbytery and is within the scope of authority and duties related to the position of the executive presbyter. Please note that the car may not be used for any personal purpose.

II. Monitoring

The use of the automobile is subject to monitoring by the presbytery at such times and using such methods as deemed necessary or desirable by the presbytery or its authorized representative(s).

III. Improper Use of Automobiles

The executive presbyter is expected to use the automobile for official purposes only. The automobile should never be used for personal use, inappropriate, unethical, or illegal purposes (collectively "improper purposes"). The executive presbyter should use the traditional notions of good judgment, common sense, and professionalism when using the automobile. If in doubt whether an anticipated use is permitted, the executive presbyter should seek guidance from the moderator of the Personnel or Business and Finance Committee

The executive presbyter must not permit unauthorized persons to operate the automobile at any time. An unauthorized person is any individual that is not an employee or appointed official of the presbytery. Permitting an unauthorized person to operate the automobile is an "improper use" for purposes of this policy. If in doubt whether an individual is or is not authorized to operate the automobile, the executive presbyter should seek guidance from the Personnel committee or the Business and Finance committee.

An "improper use" shall include, but not be limited to, failure to abide by posted speed limits, traffic control devices and signs, and the failure to abide by all moving traffic laws and rules of the road of any local, state, or federal governmental entity with jurisdiction of the roadway upon which the automobile is being operated. It shall also be an "improper use" to operate any presbytery automobile while under the influence of alcoholic liquor or drug as defined by the

local, state, or federal governmental entity with jurisdiction of the roadway upon which the automobile is being operated.

In the event the executive presbyter is ticketed for violation of any moving traffic laws or rules of the road, the executive presbyter must report the incident as soon as practical to the moderators of the Personnel and the Business and Finance Committee. Failing to comply with this reporting requirement shall be considered an “improper use” of the automobile for purposes of this policy. The executive presbyter will be responsible for payment of any fine or fee that may be imposed as a result of a violation of any moving traffic laws or rules of the road.

If the executive presbyter uses the automobile for an “improper use”, the possible consequences include, but are not limited to:

- Discipline up to and including discharge.
- Legal action and possible prosecution for criminal acts.

IV. Valid Driver’s License

In order to operate a presbytery automobile, the executive presbyter must have a valid operator’s license. In the event the executive presbyter’s operator’s license is revoked, suspended, or not renewed the executive presbyter must inform the moderators of the Personnel and the Business and Finance Committee as soon as practical. Operation of a presbytery automobile without a valid operator’s license shall be deemed an “improper use” for purposes of this policy.

V. Maintenance

The Presbytery of Homestead is responsible for all expenses for the fuel to operate the automobile and all expenses related to regular maintenance. It is the responsibility of the executive presbyter to have the automobile serviced at regular intervals as suggested and outlined in the operating manual that relates to the specific automobile which is presently in service and being used by the executive presbyter. The executive presbyter should use the presbytery credit card in paying for expenses associated with the operation of the automobile for the accomplishment of stated duties. All receipts associated with credit card payments must be submitted to the presbytery treasurer. In order to be reimbursed for these expenses when not using the presbytery credit card, the executive presbyter must submit a receipt and an expense form to the presbytery treasurer. Any expense incurred that does not have a corresponding receipt provided to the treasurer becomes the responsibility of the executive presbyter.

DESIGNATED PASTOR POLICY

Position description and process:

Designated Pastor Position

A designated pastor, associate pastor, or co-pastor(s) is a Teaching Elder approved by the Committee on Ministry to be elected for a term of not less than two years or more than four years by the vote of the congregation. The relationship shall be established by the presbytery. Such a pastor, associate pastor, or co-pastor(s) shall normally be nominated by the congregation's Pastor Nominating Committee only from among those designated by the Committee on Ministry. Such a relationship may be established only with the prior concurrence of the Committee on Ministry. The terms of the contract shall be approved by the presbytery. The presbytery shall provide for a covenanting service for the minister. After two or more years of the designated pastor relationship, the session may request the Committee on Ministry's concurrence to act in place of the Pastor Nominating Committee and recommend that the congregation call the designated pastor to become the installed pastor. If the congregational action is affirmative, the presbytery, after voting to approve the new pastoral relationship, shall install the designated pastor as pastor.

The Process

The process begins when there is agreement by the Committee on Ministry and the Session of a congregation that the Committee on Ministry will present a limited number of pre-selected candidates (about 3) to a Pastor Nominating Committee, thereby greatly reducing the time required to call a pastor. Part of the terms of the contract will be for a period between two to four years. All of the terms of the contract are approved by presbytery.

Goals: For the Presbytery

1. To offer another method for a congregation to search for a pastor.
2. To match pastors and congregations appropriately and efficiently.
3. To make creative use of the skills and potential of pastors.
4. To offer pastors a wider range of job opportunities.
5. To assist in promoting inclusiveness

(Approved by COM – 6/9/2012)



**EQUAL EMPLOYMENT OPPORTUNITY
(EEO) REPORTING FORM:**

The Presbyterian Church (USA) and through it, Homestead Presbytery and its member churches, is an Equal Opportunity employer, hiring persons to support ministry and calling pastors for congregational leadership without regard to race, ethnic origin, sex, age, marital status or disability (G-3.0103). For us as the Church, of far more fundamental importance is the moral and ethical basis for this practice, In complying with this policy it is an expression of our witness to the purpose of serving Jesus Christ, declaring and serving his will. Paul reminds us that there is neither Jew nor Gentile, male or female, slave or free, but all are one in Christ. We affirm God's good creation and the inclusiveness it renders to the Church. Therefore, Homestead Presbytery requests each church, in the course of its search for a pastor, to keep a record of its inclusive search performed without bias, using the following process and reporting procedure.

THIS FORM, COMPLETED AS AN INTREGAL PART OF THE PASTOR SEARCH PROCESS, IS TO BE PRESENTED TO COM AT ITS CONCLUSION, NORMALLY WITH THE COMPLETED CALL FORM FOR THE NEW PASTOR.

STEP ONE INTENTION AND ENDORSEMENT--THE SESSION

The Session of the _____ Church has reviewed, understands and accepts the Equal Employment Opportunity requirements of the PC (USA) as well as the requirements, ethical and moral, place in the character and practice of the Church. The Session has taken action making our congregation an EEO employer, and assures the Presbytery that the Pastor Nominating Committee will follow EEO practices in conducting its search for our next pastor.

Signed _____ Date _____
Clerk of Session

Moderator Date _____

STEP TWO INTENTION AND ENDORSEMENT—PASTOR NOMINATING

The Pastor Nominating Committee of the _____ Church has reviewed, understands and accepts the Equal Employment Opportunity requirements of the PC (USA), and commits itself to follow EEO practices in our search for our next pastor.

Signed _____ Date _____
Chairperson, Pastor Nominating Committee

STEP THREE TRACKING RELATIONSHIPS WITH PROSPECTIVE PASTORS

Following is a summary of our contacts during the search process within EEO guidelines:

Pastor Information Forms received: Total_____ Women____ Minorities _____

Telephone/Skype Interviewed: Total_____ Women____ Minorities _____

Heard Preach: Total_____ Women____ Minorities _____

Face to Face Interviews: Total_____ Women____ Minorities _____

Please offer comments on your total screening of PIFs, contacting, interviewing, candidating of prospects, etc. Thank you.

Name of Person Being Called: _____

Person's *Present* Presbytery: _____

Signed _____ Date _____

Chairperson, Pastor Nominating Committee

THANK YOU FOR TRACKING YOUR EEO PROCEDURES AND EFFORTS IN THE PROCESSING OF YOUR CALL THROUGH THE COMMITTEE ON MINISTRY. THE PRESBYTERY WILL NOT PROCEDE UNLESS THIS COMPLETED FORM ACCOMPANIES THE PRINTED CALL FOR YOUR PASTOR ELECT. DEADLINE FOR SUBMISSION:

AT LEAST BY THE FRIDAY PRECEDING THE NEXT PRESBYTERY MEETING.
STEP FOUR RECEIPT AND ACTION BY THE COMMITTEE ON MINISTRY

Report presented to the Committee on Ministry:

Date: _____

Report found to demonstrate compliance with EEO guidelines and received and placed on its minutes by COM:

Date: _____

LABORING IN/OUT of BOUNDS

For a one-time, short-term event such as a funeral or wedding, the COM Moderator has the authority to act on behalf of the COM and Presbytery to grant permission for teaching elders to labor inside or outside the bounds of Homestead.

PULPIT SUPPLY AND TEMPORARY MODERATOR COMPENSATION SCHEDULE

In accordance with the Pulpit Supply List and Minimum Moderator Compensation Policy, the Committee on Ministry recommends the following minimums:

Temporary Pulpit supply - \$100 for one service and \$50 for each additional service with transportation paid at the current presbytery approved rate.

Upon request of the session, Teaching Elders on the Pulpit Supply List may serve communion.

Temporary Session moderator - \$50 an hour with transportation paid at the current presbytery approved rate.

For other speaking engagements or pastoral services, churches should confirm the financial arrangements, times and specifics of pastoral involvement

SUGGESTIONS FOR HOSTING STATED MEETINGS OF HOMESTEAD PRESBYTERY

ATTENDANCE

Normal attendance runs about 70-90, sometimes more. Three contributing elements to the variance are: weather, significance of the gathering, and distance from the population center of the presbytery.

OPENING HOSPITALITY

It has been requested that several choices of drinks be made available along with rolls, donuts, bagels, cookies, muffins, fruit, etc. (You do not need to serve all of these!). Beverages that may be considered include coffee, decaffeinated coffee, tea, juice, soft drinks, and milk. Please consider the cost of these morning and afternoon refreshments in the price of the meal so the meal cost covers all of your expenses. However, you are welcome to place a donation basket at the refreshments table. Some of the commissioners have been traveling for some time and this gesture of hospitality will be gratefully received.

MEAL AND TICKETS

The presbytery will collect all the money for the meal. The church does NOT need to sell tickets for the meal. The host church will be paid \$7.00 for each meal purchased. The \$7.00 will be paid based on the actual number of people who purchased lunches. The Presbytery will charge a slightly higher amount to recoup the cost of using credit cards. Presbytery will be responsible for receiving all the money for the meals, including the day of the meeting. If you have any questions please contact Kris Peterson: 402-580-0947 or krisp@homesteadpres.org.

Meals for children five and under will be free. However, the presbytery will reimburse \$4.00 per meal to the local church for meals served to these children.

Please inform Kris Peterson of the menu for the meal (see contact information above) as soon as possible. We will post this menu with the registration.

Please be advised that some people have dietary restrictions, such as gluten-free or vegetarian. The host church will be notified if there are any requests concerning dietary restrictions.

Presbytery will provide you with the number of online registrations requesting a meal before the meeting. Please know that some do not register until the day of the meeting. Commissioners and guests will be notified that if they do not request a meal prior to the day of the meeting, there may not be any meal tickets available on the day of the presbytery meeting. Thus you do not have to prepare any more meals than the count the presbytery will give you. Please add to the meal count those of your church who will also be eating. However, presbytery does not pay for these meals.

REGISTRATION

Registration will be encouraged online. Some register the day of the meeting. The necessary materials and name tags, etc., will be brought by the stated clerk. Two standard 6-8-foot tables will be needed near the main entrance but situated at a sufficient distance so that people will not have to stand in line outside.

LITERATURE/DISPLAY TABLES

It is requested that a few tables (usually 3-5) be made available for literature displays and the distribution of material(s) before the meeting. It would be appreciated if the registration and literature tables could be located in the same general area. A more specific number of tables needed will be provided as the meeting date draws near.

SANCTUARY (OR IN LOCATION OF THE PRIMARY MEETING PLACE)

- (a) A table and one chair for the clerk at the front of the meeting room as close to the moderator as possible with an electrical outlet within 20 feet of the table.
- (b) Microphones will be needed for the moderator, the stated clerk, at least one on the floor, and, if possible, an additional microphone for a stand or lectern from which the various people can make their reports.
- (c) An appropriate table for the visual aid equipment (visual, computer & power point projector, etc.) If the table will be farther than eight feet from an electrical outlet, the church will need to provide an extension cord. We can provide the screen, but there will need to be an area available to set up the screen where everyone can see it. If you have a projection system, or a screen installed in the sanctuary, please contact Kris Peterson, the Congregational Resource Coordinator: 402-580-0947.

WORSHIP

Worship at a meeting of the presbytery is the responsibility of the presbytery. Traditionally, the host pastor has been asked to plan the service. It would be appreciated if you would have an organist/pianist available to accompany the singing of hymns. The Lord's Supper will be celebrated. Please be sure to include a gluten-free alternate for the bread. The gluten-free bread is not to touch any product containing gluten. Also, if intinction will be used, there must be a separate cup for **ONLY** the gluten-free bread. Once bread with gluten contacts the juice, the juice is no longer gluten-free. It is best to have a separate station for the gluten-free bread if intinction will be used.

We will be bringing the presbytery's quilted communion table cloth the day of the meeting. For the **February** stated meeting, it would be appreciated if the necrology report be a part of the worship service. Please contact the stated clerk for assistance. For the **November** stated meeting the moderator plans the worship in consultation with the host pastor.

WELCOMING BY HOST

The host pastor/moderator or a designated representative is responsible for welcoming the presbytery at a time near the convening of the meeting. It is appropriate for the welcome to include a few words about the church: its history, its present ministry, and its goals (about five minutes). The welcome also needs to include such essential items as rest room locations and meal arrangements

Also, you are asked to provide the stated clerk with a "welcoming letter". These materials need to be in the possession of the presbytery's stated clerk no later than **4 weeks prior to the date of the meeting**.

CHILD CARE

Presbytery asks that the church provide child care providers for the meeting. Presbytery will pay the child care providers. Requests for child care will be part of the registration process. The number and ages of children needing care will be known at least one week before the meeting. If no children are registered, there will be no child care, and the church will be informed a few days before the meeting. Parents are responsible for their children during noon hour.

ANY QUESTIONS?

If you have any questions regarding these requests and/or instructions, please know that you are encouraged to call the stated clerk's cell (402-217-3684), or email him at raymondm@homesteadpres.org

POLICY FOR ORDINATIONS AND INSTALLATIONS

Ordinations and Installations are an action of the whole presbytery on behalf of the church universal.

Presbytery will routinely delegate the planning and execution of ordinations and installations to an administrative commission.

The administrative commission is responsible for the worship service attendant to the ordination or installation. However, the administrative commission will normally ask the ordinand or the minister being installed to plan the worship service and invite participants, subject to the commission's approval.

The time and place of these services shall be determined by the administrative commission if not previously set by presbytery. Since these services are an act of the presbytery, it is normally inappropriate for them to be at the same time as a congregation's normal Sunday worship celebration.

An offering is part of the worship service. When an ordination is being conducted the offering shall be dedicated to the Presbytery's support of its candidates for the Ministry of Word and Sacrament. When an installation of a previously ordained minister is being conducted, the offering shall be dedicated to the Presbytery's support of its minister members' special or emergency needs.

It is appropriate for the service to include a time for presentations of gifts to the newly ordained or installed minister. The Presbytery shall present the newly ordained minister with a white stole decorated with the Presbyterian cross.

At services of ordination and of installation, the sacrament of communion may be served.

GUIDELINES FOR
PASTORAL CHANGES

Farewell

Transition

Welcome

Committee on Ministry
Homestead Presbytery

	Pastor	Session/Congregation	Presbytery
1	Pastor notifies COM and EP when he/she is requesting the dissolution of the pastoral relationship and asks Session to call a congregational meeting.	The Session calls a congregational meeting to concur with the pastor's request that presbytery dissolve the call.	COM &/or HP votes to dissolve relationship upon request of pastor & congregation.
2	Pastor participates in Exit Interview with COM.	Session participates in Exit Interview with COM.	COM conducts Exit Interviews with pastor and Session.
3	Clearly presents the concept of "Separation Ethics" as an important part of saying goodbye.	Celebrates the pastor's ministry and acknowledges the material within "Separation Ethics."	COM explains the theology of "Separation Ethics." If possible, publicly expresses appreciation for service within HP.
4	Types of transitional leadership: stated supply, interim pastor, interim co-pastor, interim associate pastor, temporary supply or organizing pastor. The transitional pastor may be appointed moderator. An interim pastor is normally not eligible to be considered as the next installed pastor. (G-2.0504b)	Session is introduced to types of transitional leadership and selects the one that best meets the needs of the congregation. Transitional leaders are hired by session or appointed by COM with presbytery approval.	COM appoints a temporary moderator. The liaison and the moderator meet with the Session to discuss transitional pastor leadership. COM approves the selection and appoints a moderator for the transition period. COM's representative participates in a Litany of Welcome at the first worship with interim.
5	If appropriate, the transitional pastor assists with Needs Assessment with guidance from COM.	Session institutes a Needs Assessment.	COM provides options in conducting a Needs Assessment.

6	Transitional pastor may moderate the meeting to elect the PNC.	Session calls congregational meeting for election of PNC and to advise congregation of EEO directives . The PNC maintains strict confidentiality.	COM liaison assists in establishing a process for election of the PNC with specific directives concerning EEO .
	Pastor-Candidate	Session/Congregation	Presbytery
7	Transitional pastor is not involved in the decision-making process of the PNC, but may be consulted on procedural matters. S/he may respond to questions of potential candidates.	Session approves CIF and Clerk electronically confirms approval. Session/congregation receives periodic reports from the PNC. Reports can include: numbers and where they are in the process. Names of potential candidates considered are kept confidential. Only the final name is mentioned.	COM's PNC liaison and PNC prepare CIF. EP/COM chair assigns a login number & password for PNC chair. When CIF is completed electronically the COM chair approves it. When all approvals are completed, EP will use CIF to do a computer match.
8	Transitional pastor presents developmental tasks: 1. Coming to terms with history. 2. Discovering a new identity. 3. Shifts of power.	Participates in the developmental tasks of transitional ministry. PNC reviews the call process and "Steps to Required Membership."	COM's PNC liaison gives assistance, training and guidance in the remaining steps of the call process—evaluating PIFs, interviewing, checking references, etc. EP meets with PNC to discuss referencing the church with candidates.
9	Developmental tasks continue: 4. Rethinking denominational links. 5. Commitment to new leadership and a new future.	When PNC has selected 3-5 finalists to come for a neutral pulpit, PNC chair contacts EP for executive references and COM chair for COM references BEFORE visit. If a person is not yet ordained, CPM chair is contacted. Upon clearance, PNC invites potential candidates to interview.	COM or CPM arranges for initial interview with the 3-5 persons being considered as the candidates. (G-2.0803). NO PERSON MAY CANDIDATE UNTIL BACKGROUND CLEARANCE IS RECEIVED.
10	A finalist is selected by the PNC.	PNC selects a finalist to candidate & notifies COM & the EP. A copy of the PIF is sent to COM Chair & EP.	Presbytery sends membership exam packet and background check release forms to the final candidate.

	Pastor-Candidate	Session/Congregation	Presbytery
11	<p>Transitional pastor prepares congregation for her/his farewell and creates a welcoming environment for the new pastor.</p> <p>The pastoral candidate proceeds to candidate after background clearance is received.</p>	<p>PNC asks Session to call congregational meeting and works with Session in planning means to introduce candidate to congregation.</p> <p>PERSON MAY NOT ASSUME PASTOR POSITION UNTIL MEMBERSHIP AND CALL ARE APPROVED BY PRESBYTERY.</p>	<p>After background clearance and a call are received: If ordained: COM or presbytery conducts a membership exam at a regularly scheduled meeting. Terms of call must be approved by Presbytery.</p> <p>If not ordained, CPM/COM work together to facilitates examination process. If passed, Presbytery approves the call.</p>
12	<p>Pastor-Candidate leads worship prior to congregational meeting.</p> <hr/> <p>Transitional pastor or an approved moderator presides at the called congregational meeting.</p>	<p>At the called congregational meeting, the PNC explains the process of recommending a particular candidate and then places the name of the candidate before the voting members. The vote is to be by ballot. The call must include all terms and the effective date.</p>	<p>Call forms are then signed following the congregational meeting, and the call is placed in the hands of the COM liaison.</p>
13	<p>Transitional pastor says farewell.</p> <p>COM conducts Exit Interview with transitional pastor.</p>	<p>Session/congregation says farewell and holds a celebration of transitional pastor's ministry.</p> <p>COM conducts Exit Interview with Session.</p>	<p>COM conducts Exit Interview with transitional pastor and Session.</p>
14	<p>Pastor-Elect and PNC select persons to serve on commission to ordain/install and submit information to COM.</p>	<p>Session may be asked for suggestions for the commission to ordain/install.</p>	<p>COM liaison provides Guidelines for Ordination/Installation and suggests names for commission.</p> <p>Presbytery approves the time, date and commission members.</p>

15	Pastor plans installation service.	Congregation gathers for ordination/installation and pays costs of ordination/installation commission.	Presbytery, through its commission, installs pastor.
16	Enjoys start-up bliss.	Welcomes newly installed pastor.	COM liaison conducts six-month and one-year check-ins.

GLOSSARY OF TERMS

- CIF** **Church Information Form:** The form containing data which describes the situation, goals and priorities of a particular congregation or parish, together with a precise description of the skills, experience, and interest needed to meet the expectations held for the pastor-elect.
- CLC** **Church Leadership Connection:** Using the latest technology to provide matching services for churches, organizations, governing bodies and church professionals, CLC utilizes Presbyterian Church web page: www.clc.pusca.org.
- COM** **Committee on Ministry:** The committee of ruling and teaching elected by the Presbytery to serve as pastor and counselor to the ministers of the Presbytery; to facilitate the relations between congregations, ministers and the Presbytery; and to settle difficulties on behalf of Presbytery when possible and expedient. It is responsible for the concerns of the ministers and congregations of the Presbytery. It is the committee having first decision in all processes of Presbytery regarding the establishment and dissolution of all pastoral relationships.
- CPM** **Committee on Preparation for Ministry:** The committee of ruling and teaching elders elected by the Presbytery is responsible for the full preparation of persons to serve the church as teaching elders. This committee is involved when the person being called to a pastoral position has not yet been ordained.
- CPS** **Churchwide Personnel Service:** The office within the National Ministries Division of the General Assembly that processes PIFs and CIFs and provides support services to COMs, PNCs, and pastors seeking new calls. 1-800-398-3912.
- EP** **Executive Presbyter:** The person called to be the administrative and pastoral leader for the presbytery.
- PIF** **Personal Information Form:** The form containing data on a particular minister. Formerly called a “dossier” or “data form.” It is used in the search process.
- PNC** **Pastor Nominating Committee:** The committee elected by the congregation to search, in consultation with the COM, for a pastor. The PNC is elected by the congregation and reports to the congregation, not the Session.
- HP** **Homestead Presbytery**



Session Records Review Checklist

Church Name _____

Page # in Minutes to be filled in by

Included Y/N and Comments to be

Clerk of Session BEFORE the Review

Completed by Reviewer DURING

The Review with Committee on

Ministry

**Recorded Item
Comments**

Reference

Page #

Included Y/N

Reviewer's

Date, time, place of each meeting and stated or special meeting.	G-3.0203			
Meeting at least quarterly.	G-3.0203			
Names of ruling elders present.	G-3.0101			
Name of moderator.	G-3.0203			
Opened and closed each Meeting with prayer.	G-3.0203			
Minutes approved by session.	G-3.0204			
Financial report at each Meeting or regularly.	G-3.0205			

Session plan and approval for sacrament of the Lord's Supper (at least quarterly) and to home bound members.	G-3.0201b W-2.4012			
Report of administration of the Lord's Supper (next meeting).	G-3.0201			
When taken to sick or shut-in members, names of those officers who served the sacrament.	W-2.4012			

Recorded Item **Reference** **Page #** **Included Y/N** **Reviewer's**
Comments

Approval of the Sacrament of Baptism.	G-3.0201b W-2-3011			
Report of administration of Baptism (next meeting).	G-3.0201			
Commissioner(s) to presbytery meetings elected by session.	G-3.0202			
Report of Commissioner(s) Given at next session meeting following each presbytery meeting.	G-3.0202			
Signature of Clerk of Session.	G-3.0107			

Items to be Recorded Annually in Minutes:

Recorded Item Comments	Reference	Page #	Included Y/N	Reviewer's
Training, examination of newly elected ruling elders and deacons.	G-3.0201c			
Ordination and Installation of ruling elders and deacons.	G-3.0201c			
Report of annual review of compensation for pastor and all other staff.	G-2.0804			
Session review of annual statistical report.	G-3.0202f			
Annual statistical report included with minutes.	G-3.0204			
Election of Church Treasurer(s) by session.	G-3.0205			
Election of Clerk of Session by session.	G-3.0104			
Session approval of budget.	G-3.0205			
Full financial review or audit.	G-3.0113			
Review of all committees and organizations of the church.	G-3.0201c			

**Recorded Item Reference Page # Included Y/N Reviewer's
Comments**

Review of Deacons.	G-2.0202			
Provision for education, nurture, and fellowship opportunities.	G-3.0201			
Insurance Review - adequate property and liability coverage, including officers.	G-3.0112			
Session efforts to restore less active members to active participation, if any.	G-3.0204			
Session composition with regard to racial ethnic members, women, men, age groups, and how this corresponds to composition of the congregation.	F-1.0403			

Minutes of Congregational Meetings:

**Recorded Item Reference Page # Included Y/N Reviewer's
Comments**

Congregation met at least annually.	G-1.0501			
Presentation of Session	G-3.0205			

approved budget in minutes.				
Election of Nominating Committee by congregation.	G-2.0401			
Election of elders, deacons, trustees (where applicable).	G-1.0503			
Minutes of all congregational meetings are signed by clerk.	G-1.0505			
Review of compensation of pastor(s) by the congregation.	G-1.0503			
Pastor(s) Terms of Call (compensation) included in congregation minutes.	G-1.0505			

Church Rolls and Registers:

Recorded Item	Reference	Included Y/N	Reviewer's Comments
Roll of Active Members maintained by Session.	G-3.0204		
Roll of Baptized Members maintained by Session.	G-3.0204		
Roll of Affiliate Members, if any, maintained by Session.	G-3.0204		
List of Ruling Elders and Deacons, with ordination date.	G-3.0204		
List of Pastors, Associates, with dates of service.	G-3.0204		
Record baptisms with date of birth and name of parents.	G-3.0204b		

Clerk of Session who prepared this review form _____

Thank you very much for your work on this review.

Date: _____

Name of Reviewer _____

Minutes and Registers Approved:

() Without Exception - OR -

() With Exception(s): _____

THOUGHTS ON SABBATICAL LEAVES

Churches and other employing agencies of Homestead Presbytery are encouraged to consider providing a sabbatical leave to their Teaching Elder(s) for the purpose of renewal, rest, recreation and self-improvement. This leave shall be used for spiritual and intellectual pursuits, continuing education, or volunteer mission activities. Such leaves should enrich and enhance the quality of the ministry to the congregation. It is recommended that a Teaching Elder considering a sabbatical consult with the session/governing body a minimum of one year prior to the anticipated start of the sabbatical

Should a Teaching Elder and the session/governing body elect to provide for a sabbatical leave, the following are suggested terms that could be included in the call.

1. A Teaching Elder is eligible for sabbatical leave after serving seven (or fewer if the terms of call so state) consecutive years in the position.
2. A written plan with identified goals must be submitted for approval to both the session/governing body of the employing agency and to the Committee on Ministry at least four months before the anticipated beginning of the leave time.
3. Sabbatical leave is normally over and above regular vacation days for that year.
 - a. Leave with full pay and benefits will not exceed 90 days and may not be split into smaller leave times.
 - b. Additional leave time up to 90 more days without pay may be negotiated in advance.
4. During sabbatical leave, the church or employing agency agrees to underwrite the cost of the services of a temporary replacement for the Teaching Elder. Leave is contingent on satisfactory replacement or other arrangements so that there is little to no interruption in the program and progress of the congregation.
5. The Teaching Elder shall provide the session or employing agency and the Committee on Ministry with a comprehensive report of the benefits gained through his/her spiritual experience, mission work or educational pursuits.
6. If the Teaching Elder chooses to leave the congregation or employing agency within a period of one year after the leave is completed, the Teaching Elder will reimburse the church the amount of salary for the time of the sabbatical leave.
7. Another sabbatical cycle will begin after the leave is completed. Unused sabbatical time cannot be carried forward into the next cycle.

OUTSTANDING HOMESTEADER GILES AWARD

Annually, a person within Homestead Presbytery will be recognized for his/her outstanding contribution to the work, mission and ministry of the presbytery, its committees and congregations.

The selection committee shall be comprised of the Moderator of Presbytery and the two most recent award recipients residing within the presbytery.

Presentation of the award shall normally be at the November Assembly of Homestead Presbytery.

A plaque with the name of the recipients and year of their awards shall be maintained in the presbytery office. Each recipient shall be presented with a framed certificate of award.

Each recipient will be entitled to name a charity to receive a \$100 contribution from the presbytery in their name.

PERSON of FAITH IMN WALL OF HONOR

Each year there shall be budgeted \$1000 to enable Homestead Presbytery to nominate persons to the Interchurch Ministries Wall of Honor. The selection process shall be determined by Council.

PENTECOST OFFERING

Presbytery has authorized a special offering for the purpose of supporting development of new worshipping communities within Homestead. This collection shall normally be made on Pentecost Sunday, but may be done by a congregation at anytime and in a manner to be determined by each session. Participation in this special offering shall be within the prerogative of the individual session.

VACATION FOR ELDERS IN PASTORAL SERVICE POLICY

1. An elder serving as pastor in a particular congregation or validated ministry under the oversight of the Homestead Presbytery earns vacation from date of call at a minimum rate of two and one-half days per calendar month. Normally an elder serving part time receives vacation prorated as agreed upon by the pastor and session.
2. A year's vacation will be thirty days, which normally would not exceed four Sundays.
3. Regular days off are included in calculating thirty days of vacation time.
4. Holidays are not included in calculating thirty days of vacation time. There needs to be clarity between Pastors and Sessions regarding the holiday schedule.
5. An elder's vacation periods may be taken intermittently or on consecutive days. All vacation dates should be authorized by the session. The clerk of session will be responsible for an accounting of vacation periods earned and granted to the elder and report to the session annually.
6. At the time of dissolution of pastoral relations with the church:
 - a. Unused earned vacation will be paid to the elder to a maximum of thirty days.
 - b. When an elder already has taken unearned vacation, the amount will be deducted from his/her final check.