

The Presbytery Assembly's Healthy Pastors and Congregations Commission [HPCC] is commissioned to work with congregations throughout the process of seeking installed pastoral leadership, and with sessions throughout the process of seeking temporary pastoral leadership. HPCC should review and provisionally approve all proposed installed pastoral relationships and temporary pastoral relationships prior to their presentation to the congregation or session, respectively, for approval.

#### A. Installed Pastoral Relationships

##### 1. Traditional Pastoral Relationships

a. A pastor, co-pastor, or associate pastor is elected by the congregation for an unspecified term following an open search by a representative pastor nominating committee [PNC, CPNC or APNC] elected by the congregation.

b. The HPCC provides a liaison to work closely with the search process.

c. Following election by the congregation and approval of the call by the Presbytery Assembly, the pastor, co-pastor, or associate pastor is installed to the appropriate position by the Presbytery.

##### 2. Designated Pastoral Relationships.

a. A designated pastor, designated co-pastor or designated associate pastor [G- 2.0504a, *above*] shall be elected for a term of not less than two years nor more than four years by a vote of the congregation. Such designated relationships may be renewed, with the approval of Presbytery, for additional terms.

b. A proposed designated pastor shall be chosen by the congregation's pastoral nominating committee [PNC, CPNC or APNC] from a list of candidates approved by the Healthy Pastors and Congregations Commission.

c.

At the conclusion of a designated term, the session can 1) request renewal of the pastoral relationship for another designated term, 2) request conversion of the designated pastoral to a traditional installed relationship, pursuant to the process in subparagraph d, below, or 3) allow the designated relationship to expire and move to a temporary pastoral relationship while the congregation seeks a new installed pastor. Six months prior to the conclusion of a designated term, the session shall inform the Healthy Pastors and Congregations Commission which of the above enumerated paths it chooses to pursue.

d.

After at least two years of service in a designated position with a particular congregation the session may petition the Healthy Pastors and Congregations

Commission for permission to call a special congregational meeting for the purpose of electing the designated pastor as the next traditional pastor. After receiving such a petition, HPCC or its commissioned representatives shall meet with the session no less than three times over the following six months before rendering a decision on the petition.

## B. Temporary Pastoral Relationships.

### 1. Approved Categories of Temporary Pastor Relationships

a. An **Interim Pastor** is a Minister of the Word and Sacrament invited by the session of a church without an installed pastor to preach the Word, administer the Sacraments and fulfill pastoral duties during the transition period while the church is seeking to identify its future mission and its next installed pastor. An interim pastor is not ordinarily eligible to serve as the next installed pastor, co-pastor or associate pastor.

1) The session must select an interim pastor from a list of candidates approved by the Healthy Pastors and Congregations Commission.

2) The session may not secure or dissolve the relationship with an interim pastor without the concurrence of the presbytery through the Healthy Pastors and Congregations Commission.

3) The Presbytery Assembly [or HPCC acting on behalf of Presbytery, if appropriate] must approve the invitation to an Interim Pastor and may require that the Interim become a member of the Presbytery if not already a member.

4) Interim pastors should have received, or be willing to receive, specialized training in the field of interim ministry, separation ethics, Presbyterian polity and the developmental tasks which the congregation needs to accomplish during this transitional period.

5) The developmental tasks for the congregation during the interim period include, but are not limited to, 1) Coming to Terms with History, 2) Discovering a New Identity, 3) Examination of Denominational Linkages, 4) Examination of Congregational Leadership and Organization, and 5) Commitment to New Leadership and a New Future.

b.

A

### ***Stated Supply Pastor***

is a Minister of the Word and Sacrament who for particular reasons is not installed but approved to serve as the long term pastor subject to annual renewal of the covenant agreement to perform the functions of a pastor at a particular congregation. The session shall seek the counsel of presbytery through its Healthy Pastors and Congregations Commission before securing the services of a stated supply pastor.

c.

A

***Temporary Supply Pastor***

may be a Minister of the Word and Sacrament , as candidate, a commissioned ruling elder, or an elder secured by the session to conduct services for a period ordinarily not to exceed three months when there is no pastor or the pastor is unable to perform pastoral duties.

A Temporary Supply

Pastor may be particularly assigned when the pulpit becomes vacant because of the absence, death, disability, loss or removal of a pastor.

The session shall seek

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the counsel of presbytery through its Healthy Pastors and Congregations Commission before securing the services of a temporary supply pastor.

d. An ***Organizing Pastor*** is a Minister of the Word and Sacrament appointed by the presbytery to serve as pastor to a group of people who are in the process of organizing a new Presbyterian congregation. The relationship as organizing pastor shall terminate when the new church is formally organized into the Presbytery [G-1.0201]. At the time of formal organization into the Presbytery of Riverside, the new church may, with the approval of the Presbytery Assembly, call the organizing pastor as its first installed pastor, without being required to elect a pastoral nominating committee [PNC] and conduct a pastoral search; or alternatively, it may chose to elect a PNC and conduct a pastoral search.

e. A **Parish Associate** is a Minister of the Word and Sacrament who serves in some validated ministry other than the local congregation, is a member-at-large, or is retired, and who wishes to maintain a relationship with a particular church within the Presbytery.

1) An installed pastor, with the concurrence of the session, may nominate a parish associate for approval by the Healthy Pastors and Congregations Commission.

2) The parish associate shall be responsible to the pastor, as head of staff, on an “as needed/as available” basis.

3) The parish associate relationship shall exist for no more than twelve months, and is renewable. Any form of compensation is to be set out in writing by the session at the commencement of the relationship, prior to seeking Healthy Pastors and Congregations Commission approval.

4) The parish associate relationship shall cease with the dissolution of the church’s relationship with the installed pastor.

2. When a stated or temporary pastoral relationship has been in place for three years, the session and the Healthy Pastors and Congregations Commission shall meet to determine where the church is moving with regard to pastoral leadership.

a. If the congregation *is not ready for an installed pastor*, the process shall inform the specific area(s) of concern. The session may then request either renewal of the stated or temporary pastoral relationship, or termination of the present relationship and a new stated or temporary pastor be sought.

b. If the congregation *is ready* to call a pastor, the session may choose to proceed in one of the following ways:

1) The session may choose to renew the service of the stated or temporary pastor on an annual basis;

2) The session may vote by a simple majority to recommend to the congregation that an open search process be started.

3) By a three-fourths majority vote of the entire session, session may recommend to the congregation that the congregation elect the session to serve as the pastor nominating committee to consider whether or not to

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present the stated or temporary pastor's name as the candidate for pastor. In such cases, the HPCC shall provide a Moderator for the congregational meeting. If the congregation votes not to authorize the session to serve as the PNC, the process reverts to an open search. If the congregation votes to elect the session as PNC, the session shall meet with the stated or temporary pastor and HPCC liaison to determine if there are any reasons why the stated or temporary pastor's name should not be presented to the congregation as a candidate for installed pastor. If the session decides not to present the stated or temporary pastor as the candidate, it shall then recommend an open search process and the election of a PNC; the stated or temporary pastoral relationship will be terminated, and alternate pastoral services will be secured for the period of the search.

3. In all stated or temporary pastoral relationships, a written agreement or covenant, specifying the pastoral functions and duties, compensation and any special skills or training required by the ministry, shall be signed by the stated or temporary pastor, the Clerk of Session, the chair of the Healthy Pastors and Congregations Commission and the Stated Clerk of Presbytery.

4. A stated or temporary pastor is not a member of the session. The Healthy Pastors and Congregations Commission shall appoint a moderator of the session who may be the stated or temporary pastor.

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## **HEALTHY PASTORS AND CONGREGATIONS COMMISSION**

### **SALARY ASSISTANCE POLICY THE PRESBYTERY OF RIVERSIDE ASSEMBLY**

#### **A. PURPOSE**

The Salary Assistance Plan should

1. Provide a way whereby every church in the Presbytery served by a full-time pastor can be assured of being able to pay the Presbytery's minimum salary for its pastor.
2. Provide emergency support to churches experiencing financial difficulties and are temporarily unable to fulfill the financial commitment stipulated in the call or contract with a pastor.

#### **B. PROCESS**

1. Salary Assistance may be available for called pastors, associate pastors, commissioned local pastors, and temporary pastors. A congregation needing assistance may submit an application form to the Healthy Pastors and Congregations Commission, indicating the completion of a stewardship program or special appeal, a budget for the current year, income and expenditures and documentation of its specific needs.
2. Funds for Pastoral Salary Assistance will be paid from Presbytery reserves designated for that purpose.
3. Churches within the Presbytery will be requested to voluntarily contribute .75 percent of their total annual operating budget to the Salary Assistance Plan.
4. The Healthy Pastors and Congregations Commission will determine the dispersal of funds.

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## **COMMISSION ON PREPARATION FOR MINISTRY PRESBYTERY OF RIVERSIDE ASSEMBLY**

### **MISSION**

The Commission on Preparation for Ministry serves to ensure adequate preparation for those people seeking to be ordained as Ministers of the Word and Sacrament (G-2.0601, G-2.0605). The Commission on Preparation for Ministry also serves to ensure adequate preparation for those people seeking to be commissioned as local pastors and local chaplains. (Presbytery of Riverside Policy for Commissioned Local Pastors and Commissioned Local Chaplains).

### **COMPOSITION**

The Commission shall be composed of nine (9) members, at least three (3) Ministers of the Word and Sacrament and at least three (3) ruling elders.

## FUNCTION

1. To serve as Presbytery's instrument for providing oversight of inquirers and candidates for ordination as Ministers of the Word and Sacrament, and oversight of seekers and learners for commissioning as local pastors and local chaplains. This includes recommending people to come under care as inquirers, candidates, and readiness for ordination, and recommending people to come under care as seekers, learners, and readiness for commissioning.
2. To serve as Presbytery's instrument for instructing Sessions on their role in the inquirers and candidates process, and in the seekers and learners process, according to written policy and procedure developed by the commission and adopted by the Presbytery Assembly.
3. To consult periodically with inquirers and candidates, seekers and learners, about their progress in education, spiritual development, field work, interpersonal relations, and personal growth, and help them to navigate the steps to ordination or commissioning.
4. To support through prayer and conversation, Inquirers and Candidates, Seekers and Learners, under care as they discern their call to ministry.

## POWERS

1. The Commission on Preparation for Ministry is granted authority, when all pertinent requirements have been met, to enroll inquirers and seekers, and to dismiss inquirers and candidates for ministry to other presbyteries and report these actions to the next stated meeting of the Presbytery Assembly.
2. The Commission shall receive applications from Inquirers seeking to enter the Candidacy phase of discernment after at least one year enrolled as an Inquirer and, following the