

HPCC Handbook for the Presbytery of Riverside
CHAPTER 1 - GENERAL POLICY

- I. The Healthy Pastors and Congregations Committee (HPCC), referred to in other presbyteries as the Committee on Ministry (COM), is governed by the bylaws of the Presbytery of Riverside and functions in fulfillment of the presbytery's oversight responsibilities defined in G-3.0307.
 - A. Meetings of HPCC are to be attended only by the elected members of the HPCC, the Presbytery Leader and Stated Clerk of this Presbytery, both of whom are ex-officio members without vote.
 - B. Others may be invited by the Chair(s) to attend those portions of particular meetings in which they have a direct, personal involvement.
 - C. The Chair(s), in consultation with the Presbytery Leader, may appoint qualified persons to serve on subcommittees, regardless of HPCC membership, to assist in the committee's work.

- II. Meetings of the HPCC are confidential.
 - A. Minutes and agenda of the regular and special meetings of the HPCC shall be distributed only to the members of the HPCC and to the Stated Clerk and Presbytery Leader of this Presbytery.
 - B. The Stated Clerk shall maintain a permanent file of the minutes of the HPCC. All other recipients of these minutes are to retain copies of them only for the duration of their term of service.
 - C. Members of HPCC shall be excused from any portion of a meeting dealing with matters concerning the church to which the HPCC member is related, in compliance with the presbytery's Conflict of Interest policy.

CHAPTER 2 - MEMBERSHIP

- I. The committee shall consist of nine to twelve (9-12) members divided into three classes. These will be divided equally as possible between elders and ministers.
- II. The committee shall have (a) chair(s), nominated by the Nominating Committee and elected by the Presbytery. In consultation with the Presbytery Leader, the Chair(s) shall have the authority to appoint:
 - A. Moderators for session meetings for congregations without pastors;
 - B. Congregational liaisons for congregations without pastors to fulfill the responsibilities described in Chapter 3 – Organization;
 - C. HPCC readers to review and approve congregational Mission Assessments and Mission Discernment Profiles (MDP);
 - D. HPCC members to interview and make recommendations regarding candidates for ordination and transfer into membership of the Presbytery of Riverside, and,
 - E. Officers of the committee (i.e., Vice-Chair, Clerk, etc.)

All appointments will be reported and recorded in the minutes of the next regular meeting of the HPCC.

- III. A quorum shall be a simple majority of the elected members.
- IV. The Chair(s) shall serve as the committee's clerk, or can appoint one, taking the minutes at meetings and conducting correspondence as related to calls or as requested.
- V. The Chair(s) shall serve on the Presbytery Commission.

CHAPTER 3 – ORGANIZATION

I. Structural Guidelines for HPCC

The Membership of HPCC is outlined in Chapter 2 of the HPCC Handbook. To fulfill its responsibilities, HPCC is organized as outlined below:

- A. Committee members will be recommended by the Nominating Committee and elected by the Presbytery. HPCC will be composed of ruling elders and teaching elders in approximately equal numbers, bearing in mind the principles of unity in diversity [G-3.0307].
- B. HPCC will operate as a committee of the whole, with committee members assigned specific responsibilities to fulfill specific HPCC responsibilities as needed. Committee member assignments and status will be tracked in HPCC minutes.
- C. Persons outside the elected HPCC may be used to support assignments where specific expertise is required.

All actions carried out by the HPCC as a result of delegated authority must be reported to the Presbytery at its next regular meeting [G-3.0307].

The specific functions performed by HPCC members are outlined in the following paragraphs

- A. Serve as Congregational Liaison.
- B. Provide pastoral care to Presbytery pastors.
- C. Manage Presbytery relationships.

II. Serve as Congregational Liaison.

The Presbytery is open, at all times, to communication regarding the life and ministry of their congregations [G-3.0307]. HPCC congregational liaisons facilitate relations between the Presbytery and its congregations and sessions. HPCC liaisons are assigned to interact with congregations in times of regular operations, during times of crisis, as well as during times of transition (Refer to HPCC Liaison Job Description). Different HPCC members may serve as liaison for congregations in each of these situations.

- A. **Congregational Support in Regular Operations.** The Presbytery has a responsibility to coordinate, guide, encourage, support, and resource the work of its congregations for the most effective witness to the broader community. HPCC will support congregations through the following activities:
 1. Establish and/or provide guidelines for ministers, including:
 - a. Pensions.
 - b. Requirements for Terms of Call.

- c. Minimum compensation standards for pastoral calls within the Presbytery [G-3.0303].
 - d. Affirmative Action and EEO requirements.
 - e. Mandatory reporting requirements for protection of adult and child abuse, neglect or sexual molestation [G-4.0302].
 - f. Ministerial conduct.
 - g. Relationships with non-denominational religious organizations [G-5.0102].
2. The HPCC chair(s) will help congregations coordinate temporary moderators of session and publish the pulpit supply list of people approved to preach in this presbytery.
- B. Congregational Support in Times of Crisis.** The HPCC works “to settle difficulties on behalf of the Presbytery where possible and expedient” [G-3.0307].
1. When a challenging situation in a congregation is reported to the Stated Clerk, Presbytery Leader, or the HPCC chair(s), the following actions will be taken:
- a. The person reporting the difficulty will be provided guidance and support as to appropriate actions to be taken to resolve the difficulty [G- 3.0307].
 - b. Any comment, complaint, accusation, etc. that is received regarding church difficulties will be forwarded to the Stated Clerk, Presbytery Leader, and HPCC chair(s), Pastor, and Session and initial fact finding about the difficulty will be conducted and they will ensure that appropriate communication lines are opened between the concerned parties.
 - c. HPCC is informed of the situation and after discussion, advises the session as to appropriate actions to be taken to resolve the reported difficulties, “offering to help as a mediator, and, acting to correct the difficulties if requested to do so by the session or if the session is unable or unwilling to do so, follow the procedural safeguards of the rules of discipline” [G-3.0303].
- C. Congregational Support in Times of Transition.** The HPCC will support congregations when a pastoral relationship is dissolved, when required and approved by Presbytery, at the request of a pastor [G-2.0902], at the request of a congregation [G-2.903] or by Presbytery action [G-2.0904]. A HPCC congregational liaison will be appointed by HPCC, together with the Presbytery Leader, to assist the pastor and congregation during this time of pastoral change by serving as counselor and advisor to Ministers of Word and Sacrament and congregations [G-3.0301, G- 3.0307].

1. The liaison assures that the congregational mission assessment and pastor nominating committees act in conformance with the Book of Order and this handbook of the Presbytery of Riverside
2. The liaison will work with the congregation in transition to provide the pulpit supply list and work with the Chair(s) to secure a moderator of session, as described in Chapter 4 of this manual.
3. An HPCC liaison will be assigned to a congregation in transition to counsel with sessions, mission assessment teams, interim pastor nominating committees (IPNCs), pastor nominating committees (PNCs), regarding processes applicable to the congregational need. Duties associated with managing relationships to churches with vacant pulpits are defined in Chapter 4 of this handbook.
4. HPCC will follow the constitutional commitment to inclusiveness and representation (F-1.0403, G-2.0104b, and G-3.0103).

- III. **Pastors' Care and Liaison.** The Presbytery will maintain mechanisms and processes to shepherd those serving in the Presbytery. HPCC will:
- A. Provide an HPCC liaison for pastors serving their first year of a call in this presbytery.
 - B. Provide an HPCC liaison for those serving in validated ministries, as temporary pastors, CPs, and members-at-large to provide regular connections (at least twice a year), check-ins via phone call, prayer, and fellowship.
 - C. Provide for appropriate recognition of minister members of Presbytery at the time of their retirement.
 - D. Maintain a relationship with all members of the Presbytery. Through these interactions with HPCC members, those with special needs will be identified.
 - E. Conduct an exit interview when a pastor leaves a call and will provide counsel on ethics for departing pastors [G-2.0905].
 - F. Provide professional development training for pastors and staff, as required or needed.

IV. **Manage Presbytery Relationships.**

- A. HPCC will make recommendations to the Presbytery regarding accepting ministers of other denominations to serve in the Presbytery. Ministers of other denominations may be considered for service by transfer of membership [G-2.0505], under orderly exchange [G-5.0202], or in a temporary pastoral relationship [G-2.0506]. This includes managing temporary membership in the Presbytery for a period of service [G-2.0506].
- B. Grant permission for pastors to labor within or outside the bounds of Presbytery and dismiss ministers to other presbyteries.
- C. Interview and recommend ministers transferring from other presbyteries to the Presbytery Assembly for approval.
- D. Receive a report confirming successful background checks.

- E. Ordinarily, only ministers with a call can request membership in the Presbytery of Riverside. All ministers who request membership in the Presbytery of Riverside shall be credentialed prior to being presented to Presbytery for approval. This applies also to ministers responding to validated ministry calls. Retired ministers will also be credentialed in the event they may serve congregations in some capacity such as pulpit supply.
 - F. Work with ministers seeking release from the exercise of ordained office [G-2.0506].
 - G. Release from Ministry as a Minister of Word and Sacrament [G-2.0507].
 - H. Manage the receipt and review of annual reports for teaching elders in validated ministries to ensure ministers who are active members are engaged in validated ministries [G-2.0508].
 - I. Receive report of renunciation of jurisdiction from the Stated Clerk [G-2.0509].
 - J. Promote Peace and Harmony in the Churches in the Presbytery.
- V. **Reporting to Presbytery.** HPCC will provide the following annual reports to Presbytery:
- A. Ensure an annual necrology report is made to the Presbytery.
 - B. Submit an annual report of the compensation received by ministers of Word and Sacrament and CPs of the Presbytery.
 - C. Reports from liaisons regarding regular visits with pastors, CPs, members-at-large, congregations, and sessions.
 - D. Validated ministry reports.

CHAPTER 4 - RELATIONSHIPS TO CHURCHES WITH VACANT PULPITS

- I. Every church having a vacant pulpit shall have a moderator assigned in accordance with the Book of Order. (G-3.0301a)
- II. Whenever an installed pastor of a church shall resign, the HPCC in consultation with the session of that church and in keeping with the Book of Order, shall request that said church be served, during the transition period, by an Interim Pastor or Transitional Pastor, or by other arrangement authorized by the HPCC.
- III. Churches with a vacant pulpit shall be urged to move toward calling an installed pastor with all due haste. The HPCC liaison or a member specifically appointed by the Chair(s), together with Presbytery Leader will represent Presbytery with respect to the conduct of a Mission Assessment and the completion of the Ministry Discernment Profile (MDP). Both the Mission Assessment and the MDP shall be reviewed by readers whom the HPCC may authorize to approve – only by a unanimous vote -- on behalf of HPCC. The readers shall include at least the Congregational Liaison, and designated members of HPCC. In addition, a position description shall be filed with HPCC.
- IV. When any pastor nominating committee (PNC) proposes to bring a prospective candidate for an interview within the bounds of this Presbytery, the HPCC PNC Liaison shall notify the Presbytery Leader and HPCC Chair(s):
 - A. A successful Mid-Council Level Check should be completed (also known as EP-to-EP check) first.
 - B. Then the HPCC Chair(s) can arrange a credentialing interview with the potential candidate.
- V. Action on calls and invitations to Pastors shall be presented by the HPCC, through its Chair(s), to the Presbytery assembled in stated or special meetings.
- VI. Approximately one year following the installation of a pastor, that person shall meet with the HPCC Congregational Liaison to discuss their ministry in light of the expectations, etc., held out at the time of the call or invitation.
- VII. When the pastor of a church having multiple staff prepares to ask the congregation and the Presbytery to dissolve the pastoral relationship between pastor and congregation, the Chair(s) of the HPCC, together with the Presbytery Leader shall confer immediately with all pastors of that church and invite them to meet with the HPCC. The session, congregation, and pastors shall be reminded of the conditions of their respective relationships as defined by the Book of Order.

VIII. PNC's and Congregations are expected to follow the provision in the Book of Order concerning diversity and inclusion in inviting and calling people to serve (F-1.0403, G-2.0104b, and G-3.0103).

CHAPTER 5 - TRANSITIONAL PASTORS

- I. When a pastor has resigned or a pastoral position has otherwise become vacant, the HPCC will ordinarily recommend the appointment of a Transitional Pastor. The HPCC Chair(s), together with Presbytery Leader will assist the congregation in the appointment process.
- II. The Presbytery Leader will do the EP-EP check on the potential candidate for Transitional Pastor if the candidate is not part of the Riverside Presbytery.
- III. A Transitional Pastor, as a rule, is not eligible to be considered for the permanent call. This should be made clear to the church and to the Transitional Pastor being appointed. Exceptions are possible. Language expressing this rule should appear in the Transitional Pastor Contract.

Pastoral Succession in the Book of Order

With respect to changes in pastoral roles, the current Book of Order states:

- G-2.0504a Installed Pastoral Relationships ... "An associate pastor is ordinarily not eligible to be the next installed pastor of that congregation." [emphasis added]
- G-2.0504b Temporary Pastoral Relationships ... "A teaching elder employed in a temporary pastoral relationship is ordinarily not eligible to serve as the next installed pastor, co-pastor, or associate pastor." [emphasis added]

The authority for granting exceptions to these provisions is found in the following:

- G-2.0504c Exceptions. "A Presbytery may determine that its mission strategy permits a teaching elder currently called as an Associate Pastor to be eligible to serve as the next installed pastor or co-pastor, or a teaching elder employed in a temporary pastoral relationship to be eligible to serve as the next installed pastor, co-pastor, or associate pastor. Presbyteries that permit this eligibility shall establish such relationships only by a three-fourths vote of the members of presbytery present and voting."

Process for Requesting Exceptions to Ordinary Practices

HPCC will prayerfully consider exceptions to ordinary practices relating to changes in pastoral role in extraordinary, unique situations, on a case-by-case basis. Given the unique nature of each congregation, it is difficult to anticipate the criteria for determining an extraordinary situation that warrants an exception. The Book of Order indicates that exceptions can be granted if the Presbytery determines that its mission strategy supports it. More specifically, it is likely that HPCC would prayerfully consider the wisdom of an exception in rare cases, such as when there is significant congregational trauma, when a congregation is particularly fragile, or when a pastor possesses the unique gifts needed to meet a congregation's unique pastoral needs.

Requests for exceptions must be made in writing to HPCC.

References – see G-2.0504 Pastoral Relationships

Compensation for Transitional Pastors

HPCC will set an annual minimum salary guideline for Transitional Pastors, not less than 85% of the Installed Pastor Minimum salary.

CHAPTER 6 – DISSOLUTION OF RELATIONSHIP INITATED BY PASTOR

- I. When a pastor wishes to resign/retire:
 - A. The HPCC plays a vital role in the process of a pastoral resignation/retirement by assuring careful adherence to procedure. The HPCC (ordinarily through Presbytery Leader or its Congregational Liaison) will speak to the congregation about the connectional solidarity of our denomination and our abiding pastoral concern for the departing pastor and the individuals within the church community.
- II. Steps to take during resignation/retirement of a pastor:
 - A. The chair(s) of the HPCC will be advised of the pending resignation/retirement. This may be accomplished directly in a verbal manner or through the Presbytery Leader.
 - B. An HPCC member, ordinarily the HPCC Congregational Liaison and/or the Presbytery Leader, will be present at the Session meeting at which the pastor presents the resignation/retirement. When the Session concurs, it calls a congregational meeting. The HPCC representative is there to guide the Session on the appropriate procedural steps to be followed and to affirm Presbytery's assistance and guidance in the ensuing process.
 1. A congregational meeting is called to act upon the resignation/retirement by recommending to Presbytery that the pastoral relationship be dissolved. Ordinarily, a representative of HPCC will be present at the meeting.
 2. The moderator of this meeting is the pastor (see G-1.0505).
 3. The Clerk of Session certifies in writing to the HPCC that the congregational meeting was held, its details, and the action taken.
 - C. The resigning pastor will provide the HPCC with the terms of the new call or take steps to ensure that the calling Presbytery forwards the information to HPCC. If there is no call involved (i.e., retirement), a statement regarding the pastor's future plans will be provided.
 - D. HPCC takes action after the congregational meeting documentation is received.
 - E. The Presbytery receives the recommendation from HPCC.
 1. It is appropriate for the resigning pastor to speak briefly at Presbytery.
 2. It is also appropriate that the Session be represented at this meeting to certify that all necessary steps have been completed.
 3. One (or more) member(s) of the Session may wish to address the Presbytery in brief appreciation and farewell.

- F. The HPCC will work with the Session to ensure a smooth continuity of pastoral services following the resignation/retirement. The HPCC may provide the following possible courses of action:
1. Granting the Session permission to proceed with the prescribed steps to fill the pulpit.
 2. Working in conjunction with the Session to obtain a Transitional Pastor.
 3. Working in conjunction with the Session to recommend a Stated Supply pastor for appointment by Presbytery. (Appropriate only if congregation is not likely to be calling a Pastor).

CHAPTER 7 - DISSOLUTION OF PASTORAL RELATIONSHIP INITATED BY A CONGREGATION

- I. When a congregation wishes to terminate (dissolve its relationship with) a Pastor.
 - A. The severing of a pastoral relationship is always difficult and even in the best of circumstances can involve pain. It is essential that the Pastor and their family, the congregation, and the Presbytery be made aware of the potential for difficulty and pain.
 - B. It is always desirable that pastorates end by mutual consent, a new call, or through retirement. However, when circumstances indicate otherwise HPCC will work within the parameters of the Book of Order, Section G-3.0301 a and c, and G-3.0307.
- II. Early HPCC involvement.
 - A. HPCC shall always hold as its preferred goal the resolution of differences and the reconciliation of the parties involved. Therefore, the committee must continually foster the goodwill and confidence of the Presbytery community in order to be invited (at an early date) into situations where differences exist.
 - B. The earlier HPCC is apprised of situations of dispute or potential situations of dispute, the higher the likelihood of satisfactory resolution for all concerned parties. The HPCC Congregational Liaison should be sensitive to potential difficulties and report them the Chair(s) of HPCC immediately.
- III. Proper presentation of grievances to HPCC.
 - A. Elders in active service on the Session contact HPCC. If an HPCC member is approached by such elders regarding these matters, the committee person should contact the Chair(s) of HPCC.
 - B. Before becoming formally involved in a church-pastor dispute the HPCC must ascertain the extent to which the parties concerned have attempted their own resolution. When satisfied that attempts at reconciliation have been taken as far as practicable the HPCC or its appointed sub-committee shall investigate.
- IV. Evaluation of the condition that exists.
 - A. In reviewing the situation that exists within the congregation HPCC must take into consideration questions such as the following:
 1. What is the issue that has created the dispute?
 2. How long has the present condition existed?
 3. How much effort has been extended by both sides in seeking a resolution?

4. What are the approximate numbers involved in both sides? What percentage of the congregation is involved?
5. Has the issue of termination been expressed between the parties, and if so, what has been the response?
6. What position is the Session taking in the dispute?
7. What is the existing health of the church: financial, membership, growth, property, etc. Have there been any noticeable recent changes in trend in any of these categories?
8. If a sub-committee was appointed to investigate, a summary of the investigation should be shared with the entire HPCC at a stated or special meeting of HPCC.

V. Consultation with Presbytery Leader.

- A. The Presbytery Leader will become involved as appropriate.

VI. In the case of termination (Dissolution).

- A. The HPCC will counsel with the Pastor and advise of the conclusions reached.
- B. The HPCC will work with the Session of the church and the Pastor regarding a suitable date of dissolution.
- C. The Session will call a congregational meeting for the purpose of requesting dissolution. HPCC will appoint a moderator for this meeting and notify the pastor.
- D. HPCC will work with the Session to provide temporary pastoral services if the relationship is dissolved.

VII. Termination (Dissolution) terms.

- A. It is the policy of Riverside Presbytery to require that churches obtaining involuntary termination of a Pastor provide three (3) months continuation of full salary and benefits unless the minister begins a full-time position within three (3) months. In that case, all salary and benefits terminate when the new position begins.
- B. Depending on the facts of the situation determined by HPCC, more than three months continuation of salary and/or benefits may be recommended by HPCC to Presbytery.
- C. Exceptions to this policy must be approved by the HPCC before they are presented to the congregation.

CHAPTER 8 - PERSONNEL GUIDELINES FOR INSTALLED POSITIONS

(NOTE: The requirements with asterisk * in Chapter 8 are mandatory.)

I. Salary*

A. Basic considerations.

1. When a Pastor is called to a church, the local church in the Call promises the Pastor adequate compensation so that the Pastor may "devote herself/himself full time to the ministry of the Word among us". The session further promises and obligates itself "to review with the pastor annually the adequacy of this compensation", (G-2.0804). This review shall be recorded in the session minutes.
2. The church will recognize that the typical Presbyterian pastor graduating from seminary has completed training equivalent in other professional fields to a Master's degree or a Doctor's Degree.
3. Sessions must stress the importance of adequate stewardship by all members of the church to sustain a fair salary for the Pastor. Sessions shall carry the burden of poor congregational stewardship, not the Pastor.
4. Sessions need to recognize that the cost of housing in this area is among the highest in the nation.
5. Pastors and churches must maintain a balance between the financial needs of a ministry context and what a congregation can support.

B. Guidelines for salary levels.

1. The Board of Pensions of the Presbyterian Church (U.S.A) publishes a Salary Survey every year: "Living by the Gospel", found at <https://www.pensions.org/our-role-and-purpose/the-connectional-church/living-by-the-gospel>
2. Each year the Presbytery establishes a minimum salary level for all full-time, installed Pastors. No salary can be below this level. For information on the current minimum, please call the Presbytery office.
3. Calls that are not full-time are prorated, corresponding to presbytery minimums.
4. The Presbytery publishes annually the salary level of pastors within the Presbytery. This is a helpful guide for comparisons.

5. Salary is commensurate to education and experience and attention is warranted when multiple pastors are on staff so that gross inequities or injustices do not occur.

II. Housing*

A. Important considerations.

1. The Session (or its designated committee) needs to think through carefully the question of what is equitable for a Pastor and family to live within the local community. There is great value in having the Pastor living within and identifying with the same community in which most members live.
2. The Session (or its designated committee) needs to recognize the high costs in Southern California for both rental and purchase.

B. Basic guidelines. (Internal Revenue Code changes from time to time. Comments about Internal Revenue Code in this document are meant to be helpful but pastors and sessions should always consult the official Internal Revenue Code that is currently applicable.)

1. Under the Internal Revenue Code, ordained pastors may exclude any housing allowance from their income for tax purposes, if it is designated in advance and paid as part of their compensation when that allowance is used for:
 - a. Rent of a home.
 - b. Purchase of a home, including down payment, mortgage, legal fees, fees for searching the title, installment payments, interest, taxes, fire, and home liability insurance premiums, repairs, etc.
 - c. Running expenses of a home (other than for costs of food and domestic help) such as utilities, house furnishings, attached garage, sidewalks, front and back yards.
2. The Internal Revenue Service has ruled that ordained pastors may exclude from their gross income "only an amount equal to the fair rental value of the home, including furnishings and appurtenances such as garage, plus the cost of utilities", or can exclude "the amount of compensation used for: (1) furnishings, running expenses and real estate taxes to the extent they do not exceed the fair rental value and, (2) utilities".
3. On an annual basis, pastors shall complete and submit to their session a request for an appropriate housing allowance for the coming year. Based

upon these data the session will approve the specific amounts to be designated for housing allowance for the upcoming year for each pastor, providing total for salary and housing does not change terms of call. Any change in terms of call must be approved by the congregation and the presbytery.

4. If the total amount designated for housing allowance is not fully used for housing, it is the pastor's responsibility to include the balance as gross income in computing tax liability for the year in which it is received. The amount of any itemized deduction, for example for real estate taxes or mortgage interest payments, must be reduced to the extent the payment is allowable to the housing allowance.

C. Housing assistance.

1. Pastors who are moving into the area may require assistance in the purchase of a home. Sessions may wish to consider entering into an agreement with the Pastor for either second mortgages and/or swing loans.
2. Such loans shall be given to the Pastor upon approval of the Session and are permitted only to the extent that the funds are necessary to complete the down payment required on a home or to supplement the primary mortgage. It is expected that the Pastor will use all other means to provide financing before seeking such assistance. Since this constitutes an employment benefit, all such loans must be approved by presbytery upon recommendation of HPCC.
3. Such loans are not transferable by the pastor and will be payable in full within 6 months, if the pastor sells the home prior to the scheduled repayment date of the loans, or when employment ends with the lending church. It is suggested that these loans may be interest bearing and/or repayment may include a portion of inflation value received from resale of the home.

III. Professional Expenses*

- A. Pastors experience professional expenses other than car expenses and study leave expenses. Session may want to establish a separate "professional expense" category which will include such items as:
 1. Attendance at Presbytery, Synod, General Assembly sponsored conferences which enhance the Pastor and the local church's work.
 2. Attendance at meetings of the General Assembly.

3. Books and professional journals which are used as essential tools for ministry.
4. Entertaining the staff, church boards, committees, etc., in the home of the Pastor.
5. Baby-sitting costs, especially where a pastor couple is involved.

IV. Social Security

- A. Pastors are considered by the Internal Revenue Service as "self-employed" for Social Security purposes, and therefore the pastor is responsible for the entire Social Security tax.
- B. Social Security tax is based on:
 1. Cash salary.
 2. Housing allowance.
 3. Utilities and other Internal Revenue Service allowable expenses if paid separately from housing
- C. Since the pastor is self-employed, the church cannot withhold social security and send it in quarterly for the pastor. However, many churches do reimburse the Pastor a certain percentage of Social Security self-employment tax on a quarterly basis as the Pastor's payments are made. This reimbursement (SECA offset) amount paid to the pastor must be added to the total salary upon which income and social security taxes are paid and included in terms of call.

Note: if the church pays more than 50% of the SECA (the 15.3% Social Security tax) that amount over 50% is to be included in the Effective Salary on which Board of Pension dues are figured.

- D. Some Pastors have filed with the Internal Revenue Service to be exempt from Social Security payments. It should be noted:
 1. Participation in Social Security is obligatory unless one objects to participation by reason of religious principle or conscience. Financial considerations are not a legal basis for waiving participation.
 2. A member of the Benefits Plan of the Board of Pensions who does not participate in Social Security and is not eligible for Medicare Part A and Part B will not be eligible for the Board's Medicare Supplement coverage after retirement. A member who did not participate in Social Security may

subscribe to Medicare Part A and Part B in order to be eligible for the Board's Medicare Supplement coverage.

3. The Assistance Program of the Board of Pensions is intended to supplement rather than replace funds that could be available from Social Security.

V. Pension & Major Medical*

- A. The call of pastors requires that they be enrolled in the board of pension's pension and major medical plan of the Presbyterian Church (USA).
- B. The session shall remit to the Board of Pensions the required dues based upon the effective salary (which includes: cash salary, housing allowance, SECA above 50% of tax obligation)
- C. The percentage of dues paid on the pastor's effective salary is established by the Board of Pensions. The Presbytery office will have this information.
- D. Churches employing retired pastors may also be required to remit to the Board of Pensions a fixed percentage of dues for these pastors. Post Retirement Service Dues are 12% of the compensation given to a retired pastor for work over 20 hours a week. Under 20 hours a week include no Post Retirement Service dues. See Pensions.org for the form.
- E. The Board of Pension's website, pensions.org, has many publications, "The Benefits Plan of the Presbyterian Church USA" is the complete document. However, there are shorter, more helpful booklets on the different aspects of the Benefit Plan, i.e., medical, pension, death and disability, etc.
- F. Pensions and major medical questions may be answered by the following:
 1. The HPCC.
 2. Regional Church Consultant from the Board of Pensions.
 3. The Board of Pensions, 800-773-7752, or go to Pensions.org

VI. Medical Reserve

- A. Because there is a deductible element to the Board of Pension's Major Medical Plan, churches may establish a minimum of 2% of the salary base as a reserve upon which the Pastor and pastoral family may draw each year. This amount does not carry over from year to year, however.
- B. Such a medical reserve is of great value and may be considered by each Session and is to be a reimbursable expense.

VII. FAMILY LEAVE*

- A. Pastor shall be afforded 12 weeks paid family medical leave.

VIII. Sick Leave*

Full-time Pastors will receive ten (10) working days of sick leave each calendar year cumulative up to 120 days to be used in case of illness. Sick leave entitlement during the first year of employment will be prorated according to the length of employment. Total credited service will be included in computing entitlement of sick leave.

- A. At the time of termination of employment, a pastor shall have no claims for pay in lieu of unused sick leave.
- B. The certification of a medical doctor may be required for the payment of sick leave benefits.

IX. Off-the-Job Disability*

- A. A pastor is eligible for disability benefits as a participating member of the Benefits Plan of the Presbyterian Church (USA). Disability benefits commence after 90 days of disability. Disability benefits equal 60% of the pastor's effective salary on the date disability began.
- B. Churches are responsible for the pastor's compensation for the first 90 days of disability. This should include pay for unused sick leave.
- C. Benefit coverage (except vacation and sick leave accrual) and service credit will continue during the entire leave, with the cost of benefits paid by the church.
- D. Upon completion of the pastor's disability leave, the pastor will be entitled to return to the position. The position will not be filled during the leave except on a temporary basis.
- E. Any salary increase action for which the pastor may become eligible in the course of the leave will be effective upon return to employment.
- F. These disability benefits are designed to meet the requirements of state governments which have legislated such benefits. For current information on disability benefits, contact the Board of Pensions area representative.

X. Worker's Compensation

Pastors in churches are already covered by worker's compensation insurance, if provided for and by in accordance with the laws of the state of California, to provide for benefits in case of an on-the-job accident.

XI. Travel and Auto Costs*

- A. A pastor's work includes much travel for hospital and home visitations, as well as travel for governing body responsibilities. Terms of Call shall include reimbursement for travel costs, according to the IRS reimbursement rate.
- B. If an Auto Allowance (which is taxable and part of the pastor's effective salary) is agreed to between Pastor and Congregation, it should be consistent with prevailing costs.

XII. Professional Evaluation*

- A. Session shall ensure every pastor has an annual performance review.
- B. The session is also required by the book of order (G-2.0804) to review the adequacy of the pastor(s) compensation. It is recommended this be done at a time separate from the performance review with several months between the two evaluations.
- C. Such evaluations are to be seen as supportive and of an encouraging nature to help the effectiveness of the Pastor. People function better under proper encouragement.
- D. Each church shall have a current job description for each pastor, against which the pastor may be evaluated for work completed and effectiveness of their ministry.

XIII. Study Leave and Continuing Education* - POLICY AND GUIDELINES

- A. Policy
 - 1. Study Leave Requirement: Calls and invitations to all pastors, whether full time or part time, include the following provision: a minimum of two weeks of study leave in addition to an annual vacation, including reimbursement for related expenses that meet the minimum Terms of Call.
 - 2. Accrual: Study leave time and expense reimbursement may be accumulated for a period of up to three-years of annual leave and up to three-years of annual reimbursement.

3. Reimbursement at Termination: In the event of termination of service (voluntary or involuntary), accumulated study leave time and expense reimbursement shall be forfeited unless other arrangements have been made through the Session.
4. Approval of Study Leave: Written requests for study leave shall be approved prior to the leave by the Session. Items that should be covered in each request should include: 1) projected dates of leave; 2) projected plans for leave. Sessions are urged to consult the Healthy Pastors and Congregations Committee if they have any questions.
5. Reporting: A written report of the pastor's reflections may be shared with the Session in a timely manner.

B. Guidelines

1. Purpose of Study Leave: Study leave shall be for the purpose of 1) enhancing professional qualifications and abilities, and 2) fostering greater spiritual depth and insight through study with the intention of ultimately benefiting both pastor and church. It is for self-development in the work of ministry and not for vacation, recreation, or leisure. The goal is equipment for the work of the whole church; hence, a study leave may have immediate and direct relevance broader than the current position.
2. Importance of Taking Study Leave: The Presbytery of Riverside considers the updating and maintenance of ministerial skills a necessity, not an option. Pastors are encouraged to make plans for study leave far in advance and then to follow through on those plans.
3. Nature of Study Leave: The nature of study leave shall normally involve classes, degree programs, scheduled conferences or training sessions. Independent study and travel shall be used as study leave only as they provide professional enrichment beyond such normal experience (See also, #4 immediately below). HPCC will offer counsel and suggestions as to the acceptability of study leave programs. One week of study leave may be applied to attendance at General Assembly. Expenses associated with Study Leave may include: travel, accommodations, materials/books, meals, etc.
4. Independent Study: Independent studies which entail sermon preparation or annual planning are not normally study leave projects. The expectation is that pastors will take "leave" from their usual routines and commit themselves to at least two days of "study" away from the office for intellectual and spiritual refreshment. Ordinarily, one-day conferences or single days of independent study do not meet this expectation. Pastors should avoid, where possible, a

study leave coupled with a vacation which might leave the congregation without necessary pastoral oversight for too long a period of time.

5. Sabbatical (See XIV, Extended sabbatical leave.)

XIV. Sabbatical leave*

- A. To enable Pastors to step away from the persistent obligations of daily ministry and engage in a period of renewal, reflection, and sabbath. Renewal periods are not vacations but times for intentional exploration and reflection, for drinking again from God's life-giving waters, for regaining enthusiasm and creativity for ministry. Sabbatical Leave shall include salary continuation within the following guidelines
 1. The Pastor must have completed seven (7) years of credited service in the same church. In the Sabbatical year, such leave shall be included in the approved Terms of Call.
 2. At least seven years must have elapsed since any previous extended sabbatical leave.
 3. A written plan with identified goals should be approved by the Session; the Presbytery HPCC is available for consultation. This must be done long enough in advance so that budget and staff needs will be met.
 4. Ordinarily, Sabbatical Leave is a minimum of three (3) months. However, it can be extended to four (4) months in conjunction with earned vacation within a particular year, but may not be combined with annual study leave.
 5. The timing of the Sabbatical Leave will be negotiated between the Pastor and Session based on the ongoing rhythm of church life.
 6. The local church need not be financially responsible for expenses related to the sabbatical leave beyond salary continuation and securing pastoral services.

The pastor shall not be called back for parish duties during this vacation period.

Attention should be given to other leave taken by the Pastor (i.e., Study Leave, Vacation, Paid Family Sick Leave, etc.) in the year that the Sabbatical Leave is taken. Note, Study Leave time can be accrued up to a total of three years of time.

XV. Vacation*

- I. A vacation with pay is provided for all Pastors for the benefit of both the Pastor and the church. It is a necessary time of rest, refreshment, and relaxation for health and work performance.
 - II. It is as much the responsibility of the Session (or it's designated committee) as it is of the Pastor to see that vacation time is used during the year in order to have an effective ministry.
 - III. Vacation is vacation and is to be kept separate from study leave or attendance at conferences.
 - IV. It is wise to encourage the Pastor to take vacation in a large enough block of time (at least one week at a time) so as to get completely free from parish responsibilities. Vacations taken a couple of days at a time do not allow for the refreshment which is necessary for effective renewal.
 - V. Pastors in Riverside Presbytery shall have as part of their call one month of vacation. This is defined as thirty-one (31) days, including a maximum of five (5) Sundays.
 - VI. The church shall be financially responsible for coverage of all pastoral functions including preaching.
 - VII. The pastor shall not be called back for parish duties during this vacation period.
 - VIII. Because of the heavy workloads of a Pastor, vacations may be taken during the work year, usually during the summer, not waiting until the anniversary date of the Pastor's commencing to work for the church.
 - IX. Each Session should include as part of their personnel policy/employment handbook, a written policy defining whether Vacation Leave is accrued (with or without accrual cap), or paid out at the end of each year.
- XVI. Weekly time off***
- A. The pastor shall be expected to take at least one full, uninterrupted day off each week.
 - B. Sound personnel practice would encourage a Pastor, when there has been an unusually heavy week, to take an extra day off during the next week to compensate, and not be counted as a vacation day. This should be a matter of encouragement from the Personnel Committee.

- C. For the purposes of minimum compensation guidelines, HPCC considers a full-time pastor work week to be forty (40) hours.

XVII. Holidays*

- A. The following holidays and practices are recommended for pastors of congregations.
- B. Holidays to be observed are:

New Year's Day	Labor Day
Martin Luther King, Jr. Birthday	Thanksgiving Day and the following Friday
President's Day	Christmas Eve Day (1/2 day)
Good Friday (1/2 day)	Christmas Day
Memorial Day	New Year's Eve Day (1/2 day)
Independence Day	Veterans Day
- C. When a holiday falls on a Saturday or Sunday, it will be observed as a holiday on the nearest Friday or Monday respectively.
- D. When a holiday occurs on a Pastor's day off or a pastor works on a designated holiday, another day shall be recognized as a day off, to be scheduled within two weeks of the holiday.

XVIII. Pulpit supply fee

- A. The church shall establish an appropriate budget reserve to cover the costs of a substitute for the pastor when required during periods of vacation, study leave, and other unavoidable absences.
- B. A guest preacher shall be reimbursed for travel expenses and be paid an honorarium according to the number of services.

XIX. Savings plans and annuities

- A. The Benefits Plan of the Presbyterian Church (U.S.A.) provides a Retirement Savings Plan which qualifies under the provisions of 403(b) of the Internal Revenue Code.
- B. Tax code provisions of any such plan must be closely followed by the Session and the Pastor.

CHAPTER 9 - MINISTERS AS CONTINUING MEMBERS OF PRESBYTERY

I. Vocational standings

The continuing membership of a minister in Presbytery signifies vocational and professional status and is not a personal right or privilege.

II. Retired

Retired Ministers ordinarily hold membership in their Presbytery of last ministerial labor (G-2.0503c). For Retired ministers desiring to transfer into Riverside Presbytery, the protocol from section 3.IV.E applies.

III. Employment and membership.

Ministers, unless retired, are members of the Presbytery in which they have their principal ministerial employment (G-2.0503). Exceptions may be granted for short terms by concurrence of the Presbytery of membership and Presbytery of labor. Staff of councils above the session may maintain membership in a Presbytery other than the Presbytery of residence.

IV. Ministerial employment. Presbytery may approve only the following ministerial employment. (G-2.0503)

A. Within the Presbyterian Church (U.S.A.).

B. In an international religious organization in which the Presbyterian Church (U.S.A.) has official participation

C. In a nondenominational religious organization, which does not have official Presbyterian Church (U.S.A.) participation (renewable annually)

D. In another denomination with which the General Assembly is in concurrence (renewable annually)

E. Other employment under the direct oversight of the HPCC (renewable annually)

V. Secular employment.

Secular employment is non-ministerial employment without judgment as to its merit, worth, or character. Such employment cannot qualify a minister for continuing membership in Presbytery.

VI. Ministers without a Call.

Ministers without Call, but desiring acceptable ministerial employment, may be retained on the active or inactive roll of Presbytery for two years. Such desire for ministerial employment will ordinarily be demonstrated by having a current, active Personal Discernment Profile (PDP, formerly PIF) on the Church Leadership Connection, and by requesting that HPCC place the minister's name on the list of those seeking employment as Transitional or Temporary Supply Pastors. Ministers are also welcome to submit their names/PDP/PIF/Resumes to the Presbytery Leader or Chair(s) of HPCC for consideration for open positions in the presbytery. The expectation is that ministers seeking a call are open to the movement of the spirit, leading them to any call, unless they have communicated qualifying circumstances (e.g., geographic restrictions, health restrictions, etc.).

VII. Non-PC(U.S.A.) ministerial employment.

Any ministerial employment outside of a PC(U.S.A.) congregation or entity must be validated each year by the presbytery (G-2.0503a).

VIII. Pulpit Supply Preaching.

Pulpit Supply Preaching does not constitute the ministerial employment necessary for continuing membership in the Presbytery.

IX. Participation.

All continuing members of Presbytery are expected to participate responsibly in the deliberations and work of the Presbytery, and in the worship and service of Presbyterian Church (U.S.A.) congregations (G-2.0503).

X. Parish Associate.

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.

- A. An installed pastor, with the concurrence of the session, may nominate a parish associate for approval by the Healthy Pastors and Congregations Committee.
- B. The parish associate shall be responsible to the pastor, as head of staff, on an “as needed/as available” basis.
- C. 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 Committee approval.

- D. The parish associate relationship shall cease with the dissolution of the church's relationship with the installed pastor. The parish associate relationship with the same congregation could be re-established with the new installed pastor.
- E. Although this position is no longer listed in the Book of Order, the Presbytery of Riverside affirms its ability to create additional positions/relationships (G-2.0504b)

XI. Validated Ministries.

- A. The Book of Order (G-2.0504) affirms pastoral calls other than as pastors of congregations. These ministries can comprise of service as educators, chaplains (military, campus and hospital), as well as social workers, partners in mission, evangelists, missionaries, administrators, and consultants.
- B. In deciding whether to affirm calls of ordained pastors to validated ministries, the Presbytery, through the HPCC shall determine that the pastors give evidence of... "a quality of life which helps to share the ministry of the good news. Pursuant to G-2.0503a, a validated ministry shall:
 - 1. demonstrate conformity with the mission of God's people in the world as set forth in Holy Scripture, The Book of Confessions, and the Book of Order of this church;
 - 2. serve and aid others, and enable the ministry of others;
 - 3. give evidence of theologically informed fidelity to God's Word;
 - 4. be carried on in accountability for its character and conduct to the presbytery in addition to any organizations, agencies, and institutions served; and
 - 5. include responsible participation in the deliberations, worship, and work of the presbytery and in the life of a congregation of this church or a church in correspondence with the PC(USA) (G-5.0201)."
- C. .When deciding whether a particular validated ministry may be used as a call for the purposes of ordaining a person as a minister of the Word and Sacraments HPCC will consider the following before making its recommendation to Presbytery:
 - 1. Does the call require activities similar to those required within the pastoral care of a congregation, including but not limited to:
 - a. Knowledge of the word of God as found in the Scriptures.
 - b. Administering the Sacraments.
 - c. Feed with spiritual food, those for whom the pastor is responsible
 - 2. Does the person appear, after careful evaluation, to be suited for the position.

3. Could the position be filled just as well by a non-ordained person?

CHAPTER 10 - GUIDELINES FOR MINISTERIAL CONDUCT

Minister Members are expected to abide by the “Standards of Ethical Conduct of the PC(USA)” (1998) document, in addition to the following:

- I. Ministers as persons.
 - A. Ministers, like all other Christians, live out their vocations in faith by the grace of God. Ministers' standards for conduct grow out of a vision of the Christian life, a sense of calling to a particular ministry with its special tasks, and grateful discipleship rather than out of legalistic codes. Ministers, like other Christians, make ethical decisions in the context of Christian freedom illumined by the gospel. They experience sin, grace, alienation and forgiveness. Along with other Christians, they are expected by the Christian community to witness to the renewal of humanity in Christ by demonstrating in their daily lives love, compassion, and respect for other persons, fidelity in marriage, responsibility in parenthood, joy in service, and integrity and trustworthiness in all their dealings with others. But they have a special responsibility to provide leadership in the development of ethical conduct.
 - B. When a minister is being investigated for possible misconduct, under judicial or administrative processes, the minister shall take an administrative leave from serving with the work of the presbytery or higher councils until the investigation is completed and no evidence of misconduct is found.
 - C. Ministers, like other Christians, need pastoral care. They are encouraged to take the initiative in establishing relationships with other ministers, with the Presbytery Leader, and with HPCC which can provide support in difficult times, caring concern, stimulus for Christian growth, sharing in success and in failure, so, ministers can be honest with themselves and hear God's word of forgiveness.
 - D. Presbytery has a special responsibility to encourage Sessions, the Presbytery Leader, and HPCC to find ways to exercise this pastoral care effectively.
- II. Ministers in relation to congregations.
 - A. Ministers' special task is to help each member of the congregation to grow in grace through teaching, preaching, pastoral care, sacramental and spiritual life, and participation in the Church's total ministry. Mindful of God's gifts to all the faithful, ministers share generously their own gifts in the congregation while seeking out and encouraging the ministries of others and the full use of others' gifts as well.

- B. Ministers of the Presbyterian Church (U.S.A.) are “mandated reporters” as that term is defined by the State of California. Nothing in this manual shall be construed as justification for avoiding or failing to comply by State requirements. In all other circumstances, ministers should respect the very long tradition of the "seal of the confessional", holding in the strictest of confidence any information revealed by a parishioner in the context of pastoral care unless the parishioner explicitly gives permission for the information to be divulged to a third person. Ministers should discipline themselves to handle with good judgement information about others which comes to their knowledge in any way. The church staff as a whole should be taught to exercise discretion in the use of private information about parishioners which may come to their attention.
- C. Ministers should ordinarily not charge fees in exchange for pastoral services for families of the congregation. Such services include performing baptisms, marriages, funerals, and counseling. Ministers should use their own best judgment regarding acceptance of personal gifts offered in other contexts.
- D. Trust in the minister as one concerned to protect the best interests of the parishioner lies at the heart of the pastoral relationship. Special vigilance needs to be exercised by ministers so that pastoral relationships are not exploited, however subtly, for the minister’s own benefit.
- E. Allowances/reimbursements included in the Call will be used in accordance with church policies, Presbytery policies, government regulations. If adjustments need to be made, it should be negotiated with the appropriate body (i.e., Personnel Committee or Council).
- F. All ministry should be outreaching into the community and world. But ministers and Session should come to agreement about the extent to which ministers should undertake outside responsibilities. There needs to be worked out a balance between outside commitments which benefit the Pastor primarily, and those which primarily serve the congregation's outreaching ministry. There should also be understanding for time spent outside of normal congregational responsibilities (i.e., for speaking, pastoral services for those not members of the congregation, teaching, or other activities). Such agreement presupposes common understanding between Pastor and Session concerning the limits of the congregation's claim on the Pastor's time.
- G. Ministers are expected as a part of their Call to participate in the work of the councils of the church, such as the Presbytery. This work is not "outside" work in the sense discussed here. Nevertheless, this expectation is not unlimited. The needs of the congregation should be taken into account in determining the extent of participation in the work of other councils of the church.

- III. Ministers in relation to congregations, staff, and colleagues.
- A. Ministers should strive to foster by their language and behavior a climate where all people of all ages, races, ethnicities, abilities, genders, and worldly conditions, feel comfortable and fully welcome in the church.
 - B. Ministers are also expected to refrain from actions or language which communicate lack of full respect for all persons serving in all levels of the church.
 - C. Ministers are subject to the standards and expectations enumerated in policies approved by Riverside Presbytery. They are to abstain and refrain from behavior that could be construed as Sexual Misconduct, Harassment, or Racism. To the best of their ability, they are to exercise their authority to prevent Sexual Misconduct, Harassment, or Racism from taking place in the workplace in which they minister.

Ministers are subject to the standards provided in the Manual of Administrative Operations; specifically, the Sexual Harassment and Misconduct Prevention policy, the Child, Youth, and Vulnerable Adult Protection Policy, the Anti-Harassment Policy, and the Anti-Racism Policy.

Minister members of Riverside Presbytery are required to certify completion of ongoing training and education regarding these policies every three years, and to provide evidence of completion of that certified training to the Committee on Ministry.

- D. Failure to abide by these standards are offenses for which discipline and censure will apply.

IV. Ministers in relation to other ministers.

- A. Other Presbyterian ministers: Effort should be made to establish warm and collegial relationships with other ministers in the Presbytery, searching out the best in one's colleagues, opening oneself to giving and receiving pastoral care and friendship from one's siblings in ministry, avoiding petty criticism or public disparagement. Where there is mutual respect, differences in style of ministry can be welcomed.

However, should a minister have grave concerns about the conduct of a colleague which seems to betray the Presbytery's trust, it is appropriate to explore the matter privately with the colleague in an effort to understand the situation. If the concerns are not removed, the minister should take them in confidence to the Presbytery Leader or the Chair(s) of HPCC without engaging in gossip.

- B. Ministers of other traditions: Presbyterians have a strong ecumenical concern, and Presbyterian ministers will try to cultivate collegial relationships with other ministers in the vicinity, working together where possible, respecting the distinctive religious commitment of others. Should members of another church request pastoral services, such as performing a wedding or funeral, ministers will endeavor to persuade those persons to seek the services of their own Pastors. If that effort fails, ministers should inform the minister of the other church of the request and explain the circumstances, endeavoring to work out some mutually satisfactory solution.
- C. The successor minister: The successor has a responsibility to be courteous to the predecessor. The years have built up in the congregation strong loyalties. There are times when it is both wise and appropriate to graciously invite a family's former minister to participate in a wedding or funeral, for example. It is also courteous to invite the former minister to write or call about concerns they may have. Such openness of communication may prove helpful if problems later arise.
- D. The departing minister: Ministers who depart from a pastoral relationship should make a clear-cut break with the congregation, doing all that is possible to give the successor full pastoral authority and freedom to move in new directions. They should explain clearly to the congregation the reason for the congregation's support of the new Pastor's role. Until the new Pastor is well established, the former minister will avoid frequent visits to the congregation. At no time will a former Pastor return to perform any pastoral service without the express invitation of the successor to assist in a particular function. Should a former parishioner request, for example, that the former Pastor return to perform a wedding, the former Pastor should indicate clearly that the request is inappropriate, but that they would consider an invitation from the present Pastor to assist the present Pastor in the marriage ceremony.
1. The minister who leaves a congregation without taking up a new pastoral Call, either through retirement or change of vocation, would do well to reside in a community other than the past parish. But if there are strong reasons to remain nearby, the former minister should become active in another congregation and should not attend worship or meetings at the former parish except for special occasions or upon special invitation, particularly during the first few years.
 2. It is not proper for a Pastor who has left a congregation to become retired to be considered a candidate for a Call to the same congregation.
 3. "Pastor Emeritus" status shall not be conferred upon a retired pastor until at least one year following the date of retirement. An exception (with

concurrence of HPCC) may occur if the retired pastor has taken up residence within the bounds of another Presbytery upon retirement.

E. Transitional ministers and the successor: Transitional ministers have a special obligation to communicate to the congregation that their ministry is a temporary one. When long-term changes seem to be indicated, it is wise to consult with HPCC and/or Presbytery Leader. By focusing on the future and on a new Pastor to come, transitional ministers can give genuine pastoral care to the congregation without creating unnecessary dependence.

1. Presbytery representatives (including the Presbytery Leader, Chair(s) of HPCC) should clarify to the congregation that transitional ministers and stated supplies cannot be considered as candidates for a Call as Pastor.
2. The provisions of paragraph IV,C (The successor minister) also apply to transitional ministers.
3. Under no circumstances should a transitional minister become involved in the work of the Pastor Nominating Committee. Presbytery representatives should make this policy very clear to the congregation at the time the congregation elects a PNC. In multiple staff situations, the staff members in place are not to be directly involved with the PNC; although the PNC should be sensitive to the new working relationships which will result from the new Call. However, it may be fruitful for the transitional minister to work with the HPCC representative to provide assistance to the Mission Assessment Team as it prepares the Mission Assessment Plan.

V. The Session, Congregation, and Presbytery in relation to ministers.

A. Recognizing that ministers and their families' needs are often overlooked, it shall be the responsibility of the Presbytery to provide pastoral support and care to the ministers and their families. This may take the form of assistance to the Session and congregation to help them develop pastoral care for their minister and/or care may be given directly through the Presbytery Leader, the Stated Clerk, and/or the HPCC Chair(s).

APPENDIX: HPCC LIAISON JOB DESCRIPTION

Congregational Support in Regular Operations

The purpose of a Congregational Liaison is to develop a positive relationship between HPCC and the local congregation/session.

1. Notify the pastor of the church and the Clerk of Session that you have been assigned as the liaison to their congregation.
2. Meet with the pastor (offer to meet him/her for lunch or coffee).
3. Assure the pastor and Clerk of your support. Ask if it would be possible to:
 - A. Obtain a copy of their most recent annual report.
 - B. Receive their newsletter and email blasts.
 - C. Be copied on minutes of Session meetings and financial reports (you might want to wait until you have established a good relationship).
5. Ask if you may attend a Session meeting. If the pastor and session are amenable, attend Session meetings at least annually.
4. Ask if you may attend a Session meeting. If the pastor and session are amenable, attend Session meetings at least annually.
5. Keep notes – observations, conversations, insights – about the pastor, Session, congregation in a confidential notebook for continuity among HPCC liaisons.
6. Keep communication flowing between HPCC and the pastor/session on a monthly basis.
7. Show concern and interest in the activities of the congregation.

Congregational Support in Times of Transition

The departure of a pastor is always traumatic for a congregation, no matter what the circumstances of the leaving. Obviously, some are more stressful than others. Under normal circumstances when a pastor is leaving to another call or retiring, a positive existing relationship with the HPCC liaison is invaluable. Every situation is different. Work with the Presbytery Leader and HPCC to determine how best to support the session at this point. Some possible tasks:

- Attend the session meeting along with the Presbytery Leader, if available, when the pastor announces their impending departure.
- If the Presbytery Leader is not available, talk about what comes next (even though the session members may be so shocked by the announcement of the pastor, they will not want to do so or may not remember what you say).
- Suggest the Session lead the congregation in celebrating the ministry they have shared with the departing pastor.
- Emphasize that the Presbytery through HPCC is there to help.

Working with the PNC

The Presbytery Leader will provide an orientation for the PNC. HPCC will follow the constitutional commitment to inclusiveness and representation (F-1.0403, G-2.0104b, and G-3.0103).

The Congregational Liaison will walk with the PNC as they go forward, attending meetings, as able, to strengthen the relationship between the church and the Presbytery and to keep HPCC updated on the process and communicate on behalf of HPCC as needed.

Offer prayerful support, feedback, and guidance to keep the PNC on track.