

Commissioned Ruling Elder (CRE)
to Particular Pastoral Service
Known as: Commissioned Lay Pastor (CLP)
in the Presbytery of San Francisco



PRESBYTERY *of*
SAN FRANCISCO

Steps Paper and Forms
for becoming a Commissioned Ruling Elder (CRE)
and renewal of commissioning

November 2018

A Helpful Time-line for the process of becoming a Commissioned Ruling Elder to Particular Pastoral Service (known as **Commissioned Lay Pastor** or CLP in The Presbytery of San Francisco)

Presbyterians are known for doing things “Decently and in Order” and doing much of their work in committees. This does support a democratic and fair procedure but can make our processes sometimes feel long and arduous. We have prepared this CLP time-line to help those wanting to become CLPs navigate the process better by understanding important deadlines and anticipate how long each step in the process may take.

Following are deadlines and *estimated times* required for each of the steps in the process. The numbering in the time-line corresponds to the numbering in **The Steps Paper**.

- As you begin the process, you will have to work with your Pastor and Session to have the forms filled out (*Forms CLP-1B & C*). Since most Sessions only meet once a month, you will need to work with the Pastor to get on the Session docket. Plan on this taking ***about 2 months***.
- To help move this process along, after the meeting with the pastor and Session, you should follow up with them to make sure they have turned in the forms to the Education Center Program Working Group (ECPWG). Though ***you may start taking the CLP classes before the forms are complete***, they should be turned in as early as possible. You could also take a couple of classes to see if this work is for you before you begin the CLP commissioning process. You may take CLP classes for your own personal growth, but if you think you might want to become a CLP in the future you need to take the classes for credit, completing all assignments for each class.
- After you submit your first 3 forms (*Forms CLP-1A, B & C*) to the ECPWG, they will assign you a liaison. The liaison will work with you and your congregation during this process. You should be contacted by your liaison shortly after that person is assigned.
- You will need to take 12 of the 16 CLP classes offered to be commissioned. The introductory class, taught by the CLP Coordinator, will be offered at the first class in January 2018 and when needed. You will need to attend this introduction to the program early on in your process. At the introductory class you will be reviewing all the forms and begin to work on the covenants with your congregation and pastor.
- Also at the start of your program you will need to work with your liaison to determine your plan of study (*Form CLP-2B*). In most cases this will mean taking a minimum of 12 CLP classes but alternatives are possible for: classes already taken, classes taken in other languages, approved classes in other programs, etc.
- When you have finished all your required class work, you will work with your liaison to schedule a time for examination by the ECPWG. ***One month*** before this meeting you will need to send in your Statement of Faith, Biographical History, *Forms CLP-3A & B* and any other documents you have been told to supply by your liaison (e.g. sermon, bible study...).

Because the ECPWG is a working group of the Committee on Ministry, all their actions must be approved by COM (which meets once a month) and their actions must be presented to the Presbytery at a regular meeting or presbytery (which meets 5 or 6 times a year). Because of when these groups meet and the lead time to get on dockets, it takes ***at least 3 months*** (longer during summer and holidays) to complete the process of approving you as CLP after your examination. You need to consider this when planning the Presbytery service of worship when you will be commissioned.

- Your plans for Commissioning (*Form CLP-3*) must be turned in to your liaison **two weeks** before the meeting where the COM will act on your request.
- You need to attend the Presbytery meeting where you will be approved as a CLP. The action to become a CLP will be part of the COM report so you will not be examined by the Presbytery but you will be introduced to the Presbytery. The members of Presbytery will lay hands on you and pray for your new ministry.

If you add up all the times outlined here you can see that the CLP commissioning process from start to finish will take ***a minimum of 18 months and longer*** depending on when you start the program and how much time you can give to the work involved. Though this might seem long it is really a very good season to discern your call and work with others in helping you shape your call to CLP ministry as you prepare for this important work.

What are the course offerings? *CLP candidates must take 3 classes from each major area of study and must complete the asterisked courses

Theology

- *Reformed Theology
- Missional Ecclesiology
- Soteriology
- Contextual Theology (Cultural perspective)

Pastoral Care and Ministry

- *PCUSA Church Polity
- Pastoral Counseling
- Healthy Pastoral Self-Care
- Multi-Generational Preaching and Communication

Practical Ministry

- *Multi-Cultural Church Leadership
- Discipleship in our current context
- Ministry of Reconciliation
- Understanding the American Church Landscape

Biblical Studies

- *Hermeneutics
- Old Testament Book
- New Testament Book
- Scripture and Culture

QUESTIONS AND FURTHER INFORMATION

Contact CLP Phil Arzino at pkarzino@comcast.net or 510-828-5596 or the Reverend Karl Shadley at: karl@shadley.net or 510-435-4264





**Commissioned Ruling Elder to Particular Pastoral Service
(or CLP) in the Presbytery of San Francisco**
APPLICATION *An application fee of \$10 should accompany this form*

Name: _____ Date: _____

Address: _____

Telephone (home): _____ (mobile): _____

Email address: _____ Date of birth: _____

Congregation name and city: _____ If PCUSA, Presbytery: _____

Pastor's name and contact information:

Date received into membership: _____ Date Ordained as Ruling Elder: _____

Education History:

School	Years Attending	Degree & Major
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Current Occupation:

Brief Essay Questions: (attach to application on separate sheet)

- Why are you applying to this program?
- What gifts and skills do you bring to being a CLP (languages, education, experience etc.).
- In what areas do you feel you need further preparation in being an effective church leader?
- Write a brief one page statement of your personal faith.

References: Please list the names of two references who are not immediate family members and can comment on your gift of ministry as a leader in the church.

Name: _____ Relationship: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

I hereby authorize the CLP program committee to contact the above people as to my suitability for this program.

Signature: _____ Date: _____

Mail this application and a payment of \$10 (made out to First Presbyterian Church of Hayward)

First Presbyterian Church of Hayward, Attn: CLP Coordinator

2490 Grove Way, Castro Valley, CA 94546

QUESTIONS AND FURTHER INFORMATION

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or the Rev. Karl Shadley at: karl@shadley.net or 510-435-4264



**Commissioned Ruling Elder to Particular Pastoral Service
(or CLP) in the Presbytery of San Francisco**

PASTOR'S STATEMENT

_____ is applying to become part of the **Commissioned Ruling Elder to Particular Pastoral Service (or CLP) training program. This program is designed to provide basic tools for ministry and training for people who have displayed a level of maturity and commitment and who see further training in pastoral roles of leadership and ministry. Your approval and recommendation are prerequisites for enrollment in this training program. Please comment on the following areas. (Please use extra sheets as needed)**

- Comment on this candidate's level of commitment to his/her local congregation.
- List the areas of candidate's involvement in the church.
- Comment on this candidate's leadership abilities.
- What makes this person a good candidate for this training program?
- What are areas of growth for this candidate for leadership in the church?
- Comment on any needs that might require special attention during the training of this candidate.
- Other comments.

Name: (Please print) _____

Signature: _____ **Date:** _____

Address: _____

Telephone (home): _____ **(mobile):** _____

Email address: _____ **Church or Agency:** _____

Mail to: First Presbyterian Church of Hayward, Attn: CLP Coordinator
2490 Grove Way, Castro Valley, CA 94546

or

Scan and email to: pkarzino@comcast.net

QUESTIONS AND FURTHER INFORMATION

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or the Rev. Karl Shadley at: karl@shadley.net or 510-435-4264**



**Commissioned Ruling Elder to Particular Pastoral Service
(or CLP) in the Presbytery of San Francisco**

SESSION RECOMMENDATION & COVENANT WITH CLP

The Session of _____, on _____
discussed and approved the recommendation of _____
for admission to the Commissioned Ruling Elder to Particular Pastoral Service (or CLP)
Training Program of the Presbytery of San Francisco.

The Session and Supervising Pastor have discussed the role of a CLP and the anticipated position for ministry in this congregation with the candidate. The Session has assessed the candidate's spiritual maturity and gifts for ministry and feel that this candidate is being called by God to prepare for service in this ministry position.

The Session and Supervising Pastor understand and accept the obligation to provide support to this candidate in the following areas:

- Spiritual Support and Encouragement Praying regularly for the candidate
- Financial Support in the following ways
 - Books: _____
 - Tuition: _____
 - Other: _____
- Give Opportunities to fulfill directed experiential learning assignments with the congregation
- Other:

Signatures:

Clerk of Session: _____ Date: _____

Phone: _____ Email: _____

Moderator of Session: _____ Date: _____

Phone: _____ Email: _____

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or

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**Commissioned Ruling Elder to Particular Pastoral Service
(or CLP) in the Presbytery of San Francisco**

INITIAL DESCRIPTION OF POSSIBLE CLP MINISTRY POSITION

This CLP minister position description can be generated by a Session seeking a CLP to fulfill unmet needs of a congregation or as a response to gifts of a possible candidate to serve the church where the candidate's gifts and the congregation's needs complement each other. This description of the ministry could change during the training of a candidate for the ministry.

This position will provide ministry at: _____

Name of possible candidate if known: _____

Description of ministry needs: _____

How the congregation will support the work of the CLP: _____

(Please attach additional information on separate sheet)

Job responsibilities might include:

- | | |
|--|---|
| <input type="checkbox"/> Worship Leadership | <input type="checkbox"/> Discipleship |
| <input type="checkbox"/> Preaching (how often _____) | <input type="checkbox"/> Housing/Homelessness |
| <input type="checkbox"/> Pastoral Care | <input type="checkbox"/> Immigration/Advocacy |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Incarceration/Advocacy |
| <input type="checkbox"/> Christian Education | <input type="checkbox"/> Racial Justice |
| <input type="checkbox"/> Evangelism | <input type="checkbox"/> Orphan/Foster Care |
| <input type="checkbox"/> New Church Development | |
| <input type="checkbox"/> Other: _____ | |

The Presbytery may commission a CLP to the following activities depending on need and abilities: Administer the Sacraments of Baptism and the Lord's Supper, moderate the Session, and perform a marriage (when invited by the session and allowed by the State of California)

The CLP's supervisor would be: _____
(ordinarily the Moderator of the Session)

Signatures:

Clerk of Session or Board: _____ Date: _____

Supervisor: _____ Date: _____

CLP Coordinator or Chair of CLP Program Working Group: _____ Date: _____

Mail to: First Presbyterian Church of Hayward, Attn: CLP Coordinator

2490 Grove Way, Castro Valley, CA 94546

or

Scan and email to: pkarzino@comcast.net



**Commissioned Ruling Elder to Particular Pastoral Service
(or CLP) in the Presbytery of San Francisco
TERMS OF APPOINTMENT & COVENANT WITH CLP**

Name of Candidate: _____ Date of Session or Board action: _____

This commission will provide ministry at: _____ name of community served

Terms of the Commission (up to three years) : _____
(begins) (ends)

Short Job Description: _____

Job responsibilities might include:

- | | |
|--|---|
| <input type="checkbox"/> Worship Leadership | <input type="checkbox"/> Discipleship |
| <input type="checkbox"/> Preaching (how often _____) | <input type="checkbox"/> Housing/Homelessness |
| <input type="checkbox"/> Pastoral Care | <input type="checkbox"/> Immigration/Advocacy |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Incarceration/Advocacy |
| <input type="checkbox"/> Christian Education | <input type="checkbox"/> Racial Justice |
| <input type="checkbox"/> Evangelism | <input type="checkbox"/> Orphan/Foster Care |
| <input type="checkbox"/> New Church Development | |
| <input type="checkbox"/> Other: _____ | |

Request for authority granted by presbytery for Commissioned Lay Pastor to:

- Administer the Sacrament of Baptism
- Administer the Sacrament of the Lord's Supper
- Moderate the session, when invited
- Perform a Service of Christian Marriage (when invited by the session and allowed by the state of California)

The CLP's supervisor is: _____ (ordinarily the Moderator of the Session)

Signatures:

Commissioned Lay Pastor: _____ Date: _____

Clerk of Session or Board: _____ Date: _____

Supervisor: _____ Date: _____

CLP Coordinator or Chair of CLP Program Working Group: _____ Date: _____

Date of Examination: _____ Date of Presbytery Approval of the Administrative Commission: _____

Date of Commissioning of CLP: _____

Mail to: First Presbyterian Church of Hayward, Attn: CLP Coordinator
2490 Grove Way, Castro Valley, CA 94546

or

Scan and email to: pkarzino@comcast.net



**Commissioned Ruling Elder to Particular Pastoral Service
(or CLP) in the Presbytery of San Francisco
TERMS OF APPOINTMENT & COVENANT WITH CLP
(OTHER DETAILS OF COMMISSION)**

Name of Church Agency: _____

Name of CLP: _____

This covenant has been reviewed and approved by the Session or responsible agency board and reviewed by the CLP Working Group and its agents. This relationship may be terminated prior to its expiration with 30 days notice by the CLP or Session/Board with concurrence of the CLP Working Group or Committee on Ministry.

Time expectations (per week or month): _____

Specific days of ministry (if applicable): _____

Reimbursement plans

Salary or stipend: _____

Travel reimbursement: @ _____ cents per mile

Other ministry cost reimbursement: _____

Book allowance: _____

Vacation time: _____

Continuing education allowance: _____

Continuing education time: _____

Other compensation (if applicable): _____

Medical coverage (if applicable): _____

SIGNATURES

CLP: _____ Date: _____

Clerk of Session or Board: _____ Date: _____

CLP Working Group Agent: _____ Date: _____

Mail to: First Presbyterian Church of Hayward, Attn: CLP Coordinator
2490 Grove Way, Castro Valley, CA 94546

or

Scan and email to: pkarzino@comcast.net



**Commissioned Ruling Elder to Particular Pastoral Service
(or CLP) in the Presbytery of San Francisco
PLANS FOR CLP COMMISSIONING**

Name: _____ Date: _____

Details for Commissioning Service (*This service should take place other than Sunday morning so that members of Presbytery may attend.*)

Place: _____

Date: _____ Time: _____ Will Communion be served?: _____

Proposed Administrative Commission (The following have agreed to serve)

Moderator or Designee (Teaching or Ruling Elder?): _____

Teaching Elder and Church: _____

Teaching Elder and Church: _____

Teaching Elder and Church (if needed): _____

Ruling Elder and Church: _____

Ruling Elder and Church: _____

Ruling Elder and Church (if needed): _____

For an Administrative Commission the Presbytery of San Francisco requires a minimum of 5 members (2 teaching elders and 3 ruling elders or 3 teaching elders and 2 ruling elders). All the elders must be members of the Presbytery of San Francisco. Teaching Elders and Ruling Elders must be from different congregations; however it is acceptable to have one Teaching Elder and one Ruling Elder from the same congregation.

The current Moderator of Presbytery or his/her designee presides as Moderator of the Administrative Commission and is part of the required 5 members. It is the candidate's responsibility to contact the members to serve. Inclusivity is expected with regard to representation as to congregations, gender, ethnicity, age, etc.

One month before the Presbytery meeting where the Candidate is presented, he/she will need to turn in the a one-page Statement of Faith and one-page Biographical History. These versions of the Statement of Faith and Bio will be the final form after meeting with the CLP Program Group

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or

Scan and email to: pkarzino@comcast.net



**Commissioned Ruling Elder to Particular Pastoral Service
(or CLP) in the Presbytery of San Francisco
Growth Objectives and Annual Review**

check box if new information on the form

Name: _____ Date: _____

Address: _____

Telephone (home): _____ (mobile): _____

Email address: _____ Congregation name and city: _____

Date of Commissioning: _____ Number of Years: _____ Last Annual Review: _____

Questions for reflection:

Growth Objectives over the past year (about one paragraph for each question)

- Educational (classes taken, books read, etc.)
- Spiritual Development (working with a spiritual director, the practice of spiritual disciplines, etc.)
- Interpersonal Development (time with family/friends, small groups attended, etc.)
- Personal Development (exercise, vacation time, eating well, etc.)
- Professional Development (plans for future, Classes taken, conferences attended, etc.)

Growth Objectives for the coming year (about one paragraph for each question)

- Educational (classes taken, books read, etc.)
- Spiritual Development (working with a spiritual director, the practice of spiritual disciplines, etc.)
- Interpersonal Development (time with family/friends, small groups attended, etc.)
- Personal Development (exercise, vacation time, eating well, etc.)
- Professional Development (plans for future, classes taken, conferences attended, etc.)

CLP Experience

- What has been your role as a CLP this past year?
- What would you change if you could?
- What additional experiences or training would you like as a CLP?
- What has been your experience of supervision?
- What are your plans for renewal of commissioning when the time comes?

Additional Comments: What else would you like us to know?

**Please mail this form to your CLP Program Group Liaison
and to:** First Presbyterian Church of Hayward, Attn: CLP Coordinator
2490 Grove Way, Castro Valley, CA 94546

or Email to: pkarzino@comcast.net

For questions or information contact your liaison



**Presbytery of San Francisco Education Center
Class Registration**

Student Name: _____ Date: _____

Class Name: _____ Class Dates: _____

Address: _____

Telephone (home): _____ (Mobile): _____

Email address: _____ Congregation name and city: _____

Each weekend class is \$100 for credit toward the CLP program and \$40 for auditing students

Payment enclosed:\$ _____ for office use: Payment: _____ Date: _____

For questions and further information: CLP Phil Arzino at pkarzino@comcast.net or 510-828-5596
Mail this application and payment to: (Checks made out to First Presbyterian Church of Hayward)

Mail to: First Presbyterian Church of Hayward, Attn: CLP Coordinator
2490 Grove Way, Castro Valley, CA 94546



**Presbytery of San Francisco Education Center
Class Registration**

Student Name: _____ Date: _____

Class Name: _____ Class Dates: _____

Address: _____

Telephone (home): _____ (Mobile): _____

Email address: _____ Congregation name and city: _____

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