



PRESBYTERY of
SAN FRANCISCO

**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 CRE/CLP
and renewal of commissioning

December 2020



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 CRE/CLP time-line to help those wanting to 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 forms *CLP-1B & C* filled out. 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**.
- 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 CRE/CLP Working Group, which reports to the Committee on Ministry. Though ***you may start taking the CRE/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 CRE/CLP commissioning process. You may take CRE/CLP classes for your own personal growth, but if you think you might want to become a CRE/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 CRE/CLP Working Group, 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 a minimum of 12 of the 16 CRE/CLP classes offered (not including the introductory session) to be commissioned. The introductory class, taught by the CRE/CLP Coordinator, will be offered at the first class in January 2021 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 CRE/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 CRE/CLP Working Group. **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 CRE/CLP Working Group 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 CRE/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 CRE/CLP. The action to become a CRE/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 CRE/CLP commissioning process from start to finish will take ***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 CRE/CLP ministry as you prepare for this important work.

What are the course offerings? *CRE/CLP candidates must take 3 classes from each of the 4 major areas of study and must complete the asterisked courses

Introductory Session

- *Walk through the Process

1. Theology

- *Reformed Theology
- Decolonizing Theology
- Soteriology
- Theological Diversity

2. Biblical Studies

- *Hermeneutics
- Old Testament Introduction
- New Testament Introduction
- Comparative Religions

3. Practical Ministry

- *Multi-Cultural Church Leadership
- Community-Based Mission
- Organizational Leadership
- Understanding the American Church Landscape
- A Liturgy for Today

4. Pastoral Care and Ministry

- *PCUSA Church Polity
- Pastoral Counseling
- Pastoral Self-Care
- Homiletics

QUESTIONS AND FURTHER INFORMATION

Contact CRE/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
(known as **Commissioned Lay Pastor** or CLP in The Presbytery of San Francisco)

APPLICATION

Name _____ Date _____

Address _____

Phone (home) _____ (mobile) _____

Email _____ Date of birth _____

Church or Agency _____ If PCUSA, Presbytery _____

Pastor's name _____ Phone _____ Email _____

Date received into membership _____ Date Ordained as Ruling Elder _____

Education History:

School _____ Years Attending _____ Degree & Major _____

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 CRE/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.
- Write a brief one page personal biographical history

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 _____

Email _____ Phone _____

Name _____ Relationship _____

Email _____ Phone _____

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

Signature: _____ Date: _____

Email your completed application 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
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SUPERVISING PASTOR'S STATEMENT

_____ is applying to become part of the Commissioned Ruling Elder to Particular Pastoral Service (aka 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.

Supervising Pastor's Name _____

Signature _____ Date _____

Address _____

Telephone (work) _____ (mobile) _____

Email _____ Church or Agency _____

Complete and Email to: pkarzino@comcast.net

QUESTIONS AND FURTHER INFORMATION

Contact CRE/CLP Phil Arzino at pkarzino@comcast.net or 510-828-5596

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

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SESSION RECOMMENDATION & COVENANT WITH CRE/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 CRE/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 amounts”

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 _____

Complete and Email to: pkarzino@comcast.net

Commissioned Ruling Elder to Particular Pastoral Service
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INITIAL DESCRIPTION OF POSSIBLE CRE/CLP MINISTRY POSITION

This CRE/CLP minister position description can be generated by a Session seeking a CRE/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 CRE/CLP Applicant _____

Description of ministry needs _____

How the congregation will support the work of the CRE/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 CRE/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 CRE/CLP's supervisor would be: _____
(ordinarily the Moderator of the Session)

Signatures:

Clerk of Session or Board _____ Date _____

Supervisor _____ Date: _____

CRE/CLP Program Coordinator _____ Date: _____

Complete and Email to: pkarzino@comcast.net

Commissioned Ruling Elder to Particular Pastoral Service
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EDUCATIONAL REQUIREMENTS

Coursework: Training to be commissioned as a CRE/CLP will include the following coursework consisting of a specified number of hours of instruction and Directed Experimental Learning (DEL) through related tasks and on-site projects. The DEL components may include a variety of activities including, but not limited to: participation in leading worship, sermon preparation and delivery, working with a Session, facilitating evangelism and church growth, leading Christian nurture activities, and working with relevant church committees and programs.

**CRE/CLP candidates must take at least 3 classes from each major area of study and must complete the asterisked courses. Each class will provide 10 hours of instruction and will require approximately 10 hours of reading and 10 hours of assignments to be completed and turned in to the CRE/CLP Coordinator or Teaching Assistant. Please indicate which courses you, the candidate, intend to take.*

Introductory Session

- *Walk through the Process

1. Theology

- *Reformed Theology
 Decolonizing Theology
 Soteriology
 Theological Diversity

2. Biblical Studies

- *Hermeneutics
 Old Testament Introduction
 New Testament Introduction
 Comparative Religions

3. Practical Ministry

- *Multi-Cultural Church Leadership
 Community-Based Mission
 Organizational Leadership
 Understanding the American Church Landscape
 A Liturgy for Today

4. Pastoral Care and Ministry

- *PCUSA Church Polity
 Pastoral Counseling
 Pastoral Self-Care
 Homiletics
 Other _____

Directed Experimental Learning

In the space below, please provide the Directed Experimental Learning (DEL) requirements agreed upon between the CRE/CLP candidate, Liaison, and sponsoring church's Pastor.

Candidate's Name _____ Date _____

Complete and Email to: pkarzino@comcast.net



Commissioned Ruling Elder to Particular Pastoral Service
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TERMS OF APPOINTMENT & COVENANT WITH CRE/CLP

Name of Candidate _____ Date of Session or Board action _____

This commission will provide ministry at _____ (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:

CRE/CLP Applicant _____ Date _____

Clerk of Session or Board _____ Date _____

Supervisor _____ Date _____

CRE/CLP Coordinator _____ Date _____

Date of Examination by the CRE/CLP Program Working Group _____

Date of Presbytery Approval of the Administrative Commission _____

Date of Commissioning of CRE/CLP _____

Complete and Email to: pkarzino@comcast.net

Commissioned Ruling Elder to Particular Pastoral Service
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TERMS OF APPOINTMENT & COVENANT WITH CRE/CLP
(OTHER DETAILS OF COMMISSION)

Name of Church Agency _____

Name of CRE/CLP _____

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

CRE/CLP _____ Date _____

Clerk of Session or Board _____ Date _____

CRE/CLP Working Group Agent _____ Date _____

Complete and Email to: pkarzino@comcast.net

Commissioned Ruling Elder to Particular Pastoral Service
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PLANS FOR CRE/CLP COMMISSIONING

Name _____ Date _____

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

Zoom Link or Physical Location _____

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 for examination with the CRE/CLP Working Group.

Complete and Email to: pkarzino@comcast.net

Commissioned Ruling Elder to Particular Pastoral Service
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CRE/CLP First year Growth Objectives and Program Review

Name: _____ **Date:** _____

Address: _____

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

Email address: _____ **Congregation name and city:** _____

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

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

- Educational (classes to take, books to 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 to attend, etc.)

CRE/CLP Preparation Experience (about one paragraph for each question)

- What classes were most valuable to you and why?
- What classes were least valuable and why?
- How well were you supported/mentored by your Church and the CRE/CLP Program Staff?
- How can we improve upon the CRE/CLP training program?
- Do you have any additional classes to suggest or instructors to recommend?
- What are your plans for renewal of commissioning when the time comes?

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

Complete and Email to: pkarzino@comcast.net
For questions or information contact your liaison

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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.)

CRE/CLP Experience (about one paragraph for each question)

- What has been your role as a CRE/CLP this past year?
- What would you change if you could?
- What additional experiences or training would you like as a CRE/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?

Complete and Email to: pkarzino@comcast.net
For questions or information contact your liaison

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Guidance for your brief statement of faith

As you prepare for your examination to be commissioned as a CLP/CRE you will need to present a short Statement of Faith. Your Statement should no more than one page long and include the list of topics below. This list is not comprehensive but it is helpful to include them. We encourage you to be creative and let “you” shine through. We want your statement to be personal, to clearly be your own, not to be trite or a “cookie cutter” SOF. That being said, below are a list of topics you should include.

Your examination team will help you look at your statement of faith and make suggestions where needed. Your one-page Statement of Faith and your one page Bio (a separate document) will be included with the documents that go to the Committee on Ministry and the in the Presbytery Docket when your commissioning is approved.

Here are some topics that you should elaborate on what you believe about:

- The Trinity
- God
- Jesus Christ
- The Holy Spirit
- The Bible
- The Church, it’s nature and mission
- Sin/brokenness
- Forgiveness
- Salvation
- The Sacraments
- Eschatology – that part of theology concerned with death, judgement, and the final destiny of the soul and humankind.

These topics can be woven into others and don’t have to be fully examined. Lean on us as needed with developing your brief statement of faith.