

Presbytery of San Francisco

Committee on Ministry

Policies

**As approved by the Presbytery
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on September 15, 2009**

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PROLOGUE TO THE COMMITTEE ON MINISTRY POLICIES FOR THE PRESBYTERY OF SAN FRANCISCO

As set forth in the *Book of Order* (G-11.0501), the Committee on Ministry's responsibilities include the following:

- To serve as pastor and counselor to the pastors of the presbytery
- To facilitate the relations between congregations, pastors, and the presbytery
- To settle difficulties on behalf of the presbytery when possible and expedient

The committee's exercise of authority encompasses providing guidance, control, and nurture of member congregations and pastors for the purpose of building up the Body of Christ so that the Great Ends of the church may be achieved.

The Committee covenants that, by God's grace and seeking God's wisdom and discernment, we will seek in all our decisions to:

- Treat all pastors in a consistently fair and equitable manner
- Treat every congregation in a consistently fair and equitable manner
- Perform our duties and responsibilities with diligence and sensitivity

The following pages present the policies that guide the Committee on Ministry in fulfilling its responsibilities. Knowing that the COM's work is of considerable importance to the larger ministry of the presbytery, COM submits its policies to the presbytery to be adopted and revised only with the concurrence of the governing body. Once approved by the presbytery, these become agreements between the members of presbytery, our pastors and other ministers, and the members of our congregations and sessions. In broad sections, these policies cover:

- Committee on Ministry Responsibilities;
- Compensation Guidelines;
- Minister Responsibilities; and
- Pastoral Transitions.

In addition to these policies, the COM maintains a set of procedures that provide details of how it will carry out its work. Since COM is given fair discretion to determine the specifics of its operations, these procedures are considered internal documents for the committee and are adopted and revised by committee action.

COMMITTEE ON MINISTRY RESPONSIBILITIES

Seeking to fulfill its responsibility (G-11.0502a) to "visit regularly and consult with each minister of the presbytery," the Committee on Ministry of the Presbytery of San Francisco will care for its ministers by undertaking the following activities.

ANNUAL RETREAT

COM will encourage the ministers of the presbytery to take the initiative to join with other ministers to plan annual retreats. COM's encouragement will include some funding, suggestions for retreat leaders, assistance in planning, lists of ministers who could be included in the invitations, and a letter to sessions encouraging each congregation to financially aid its pastor(s) to attend. COM will encourage the General Presbyters and Stated Clerk to attend the retreats, as their schedules allow, and be available for private conversations by appointment.

Some possible groupings for retreats: East Bay, West Bay, Ethnic Ministries, First Call, Transformational Ministries, Small Church or Large Church, Urban or Suburban, Interim Pastors, Designated Pastors, Stated Supplies, "Solo" Pastors, Multiple Minister Staffs, Women in Ministry, Parish Associates, Honorably Retired Ministers and others.

ANNUAL LETTER

COM will write an annual letter to the ministers of the presbytery to build relationships and offer resources. This letter will encourage ministers to initiate conversations about matters of their concern with the committee chair or a particular committee member. The letter may reference recently published books, continuing education projects, Internet resources, and support and study groups. The "Annual Letter" may have a number of editions, each focused on one of the following: Interim Pastors, Associate Pastors, Special Ministries, Stated Supply Pastors, Temporary Supply Pastors, Designated Pastors, Honorably Retired Ministers. All editions of the annual letter will encourage ministers of the Word and Sacrament to be active in the presbytery, and to attend a Ministers' Retreat for personal and ministry renewal and/or join or form a support or study group.

The annual letter which goes to Members-At-Large and Inactive Members shall also request from them the information needed by COM to determine how (in person, by telephone, by letter) to conduct the annual conference (G-11.0413) for each Inactive Member or Member-at-Large.

PARTICULAR CARE OF MINISTERS

In addition to the above, the Committee on Ministry of the Presbytery of San Francisco will provide particular care for ministers in these types of ministries:

CARE OF FIRST CALL/NEWLY ORDAINED PASTORS

[Text for this section will follow at a later date.]

CARE OF INSTALLED PASTORS

[Text for this section will follow at a later date. It will include description of Triennial Visits as a way that COM makes regular visits to installed pastors.]

CARE OF INTERIM PASTORS

The presbytery, through its staff and its Committee on Ministry, will convene a monthly gathering of the Interim Pastors and Interim Associate Pastors serving in the presbytery. Persons at these gatherings will develop their own agendas for ongoing training, problem solving and support. In addition, group members will be encouraged to attend the annual conference of Interim Pastors drawn from this presbytery and surrounding presbyteries.

CARE OF STATED SUPPLY PASTORS

The Committee on Ministry will designate one of its members to be in touch with those who are serving as Stated Supply Pastors. The Annual Letter from COM will give the name, address, telephone, and e-mail of this person and encourage Stated Supply Pastors to contact her/him with any concerns. The member of COM responsible for staying in touch with Stated Supply Pastors shall telephone each of them at least annually to inquire concerning their well-being.

[Additional text for this section will follow at a later date. It will describe the review process for Stated Supply pastors.]

CARE OF PARISH ASSOCIATES

The Committee on Ministry will designate one of its members to be in touch with those who are serving as Parish Associates. The Annual Letter from COM will provide the name, address, telephone, and e-mail of this person and encourage Parish Associates to contact her/him with any concerns. The member of COM responsible for staying in touch with Parish Associates shall telephone each of them at least annually to inquire concerning their well-being.

[Additional text for this section will follow at a later date. It will include the process and information needed to establish a parish associate relationship, including time involved,

functions and remuneration; clarity that a PA relationship ends when installed pastor leaves; and how COM will do an annual review for PAs.]

CARE OF DESIGNATED PASTORS

Healthy Congregations Committee and the Committee on Ministry shall appoint a Designated Pastor Team, consisting of two members from each committee, for support and evaluation of designated pastor relationships in the presbytery. This four-person team shall keep in touch with designated pastors and their sessions and congregations as needed.

The Designated Pastor Team shall arrange for a periodic review, at least annually, with each designated pastor and a separate review with each of the sessions of a congregation with a designated pastor.

One year prior to the end of the designated period of employment, the session, designated pastor and the Designated Pastor Team shall review the effectiveness and the future of the ministry to determine the best plan:

- End the designated pastor relationship at the currently agreed term; or
- Extend the contract for another specified period, not to exceed four years; or
- Seek the concurrence of COM, Healthy Congregations Committee, the session, and the congregation to call the designated pastor as pastor following the provisions of *Book of Order* G-14.0502e.

CARE AND OVERSIGHT OF MINISTERS SERVING BEYOND THE JURISDICTION OF THE PC(USA)

The Presbytery of San Francisco may validate the work of those active members engaged in ministries outside of the jurisdiction of the Presbyterian Church (U.S.A.) consistently with *Book of Order* references of G-11.0403 and G-11.0411. Ministers seeking such validation shall make such requests that meet these requirements.

Additionally, while the minister serves in this validated ministry, the minister shall file an annual report with the Committee on Ministry that includes a request for revalidation.

All other requirements of membership in the presbytery shall apply.

CARE AND OVERSIGHT OF SPIRITUAL DIRECTORS

The proposed document on “Care and Oversight of Spiritual Directors” has been ‘pulled’ from this packet to allow time for conversation with some spiritual directors in the presbytery. After that consultation, a revised, even better, version of the policy will be brought to presbytery. As always in the process to consider policies, the document will be presented at one meeting for a ‘first reading’ to allow for clarification and additional input and at the following meeting for ‘second reading,’ discussion and action.

SALARY SUPPLEMENT FUND

(as approved by Presbytery at meeting of May 10, 2005)

FUND DESCRIPTION

Out of commitment to our covenant theology, the Presbytery of San Francisco has established a Salary Supplement Fund. The Fund is available to assist in providing the Presbytery-approved minimum compensation package to pastors serving congregations in the Presbytery of San Francisco.

The Committee on Ministry (COM) in consultation with the Healthy Congregations Committee (HC) administers the Fund and evaluates grant applications. The Fund shall provide help to congregations in the following ways:

- As a one-time grant to assist a congregation to provide the Presbytery-approved minimum compensation package; or
- As a continuing grant to assist a congregation to provide the Presbytery approved minimum compensation package while it pursues its strategic plan for congregational redevelopment and transformation. These grants must be reviewed and endorsed by HC prior to submission to COM; or
- As a response to unanticipated financial challenges. The Fund may be used for unanticipated financial challenges or emergencies involving compensation to pastors, such as providing for temporary supply during the incapacitation of a pastor or when there is an unpaid balance due to the Board of Pensions.

Each application for a Salary Supplement Fund grant will be reviewed on an individual basis.

FUND SOURCE

The Presbytery will ask each congregation to contribute annually, on a voluntary basis, \$40.00 for each elder commissioner to Presbytery and \$40.00 for each non-retired pastor working in the congregation. The annual offering ordinarily will be taken at the November meeting of Presbytery.

PROCEDURE for a ONE-TIME GRANT

An application for a one-time grant from the Salary Supplement Fund will include a specific grant request amount and will be supported with budgets and financial statements as documentation of the need for support from the Salary Supplement Fund.

A congregation may apply for a one-time grant from the Salary Supplement Fund when these conditions are met:

- The congregation will have a budget deficit if it provides its pastor(s) the minimum compensation for salary, housing, pension, auto allowance and study leave for the year as approved by Presbytery; and
- The congregation pledges to maintain salary minimums throughout the calendar year in which the grant is received.

PROCEDURE for a CONTINUING GRANT

A congregation may apply for a continuing grant from the Salary Supplement Fund as part of a strategic plan for congregational redevelopment and transformation developed in cooperation with HC. HC shall forward to COM their recommendation(s) for specific grants amount(s) with appropriate supporting documents.

Such grants shall be determined prior to Budget Conference II.

A continuing grant is conditioned upon the congregation's pledge to maintain minimum compensation during the funding period.

PROCEDURE for an EMERGENCY GRANT

An application for an emergency grant from the Salary Supplement Fund will include a specific grant request amount and will be supported with budgets and financial statements as documentation of the need for support from the Salary Supplement Fund. Such a grant may be requested when the congregation faces an unanticipated financial challenge or emergency regarding compensation for the pastor(s).

A congregation may apply for an emergency grant from the Salary Supplement Fund when it has an unpaid balance due to the Board of Pensions and is unable to pay this balance. [In 1987, the Presbytery of San Francisco voted to guarantee payment of assessments for medical and pension benefits for ministers serving congregations in its Presbytery.]

COM shall consider requests for emergency grants based on the facts and circumstances of the particular situation.

FUNDING GUIDELINES

Grants shall ordinarily not exceed 10% of the minimum salary/housing allowance for the year as approved by Presbytery in the *Minimum Compensation Plan*. Evaluation of a grant request will include consideration of the amount and availability of the congregation's unrestricted reserves. Each grant application will be reviewed on an individual basis.

A CONGREGATION MAY RECEIVE A GRANT IN ITS FIRST YEAR OF APPLICATION. NO GRANT REQUEST SHALL BE CONSIDERED FOR THE SECOND YEAR UNLESS THERE IS A STRATEGIC PLAN AND CONSULTATION WITH HEALTHY CONGREGATIONS. A GRANT REQUEST FOR A SECOND AND ALL CONSECUTIVE SUBSEQUENT YEARS SHALL BE ENDORSED BY HC PRIOR TO SUBMISSION TO COM.

REPORTING

COM shall provide to the Presbytery an annual financial accounting of the Salary Supplement Fund. This report shall ordinarily be given at the September meeting of Presbytery.

DEACONS' FUND

The Deacons' Fund is available to minister members of presbytery who have an emergency situation that requires support beyond the minister's or local church's capability to assist.

Ordinarily the offering collected at presbytery meetings is used to support the Deacons' Fund administered by the Committee on Ministry of the Presbytery of San Francisco.

A General Presbyter or the Stated Clerk and the chair of the Committee on Ministry or a member of the committee designated by the chair shall review cases of immediate emergency. A decision must be made in joint consultation.

No single payment shall exceed \$500.00 without approval of the Committee on Ministry.

The name of a recipient of a Deacons' Fund will be kept confidential.

The Committee on Ministry shall present to presbytery an annual report on the Deacons' Fund receipts and disbursements. COM shall also interpret the need for continuing contributions to this fund.

The Committee on Ministry may serve as a liaison or advocate with the Board of Pensions for minister members, their spouses, and their dependents, plus other annuitants living within the geographical bounds of presbytery. Grants from the Board of Pensions may be available as matching aid.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY

Affirmative action/equal employment opportunity is intended to enrich us all in our life together as congregations and as a presbytery and to extend fairness to those seeking calls. It bears witness to our unity as the body of Christ and is an outgrowth of our understanding of Scripture. The policy seeks to promote justice for persons who are often discriminated against and who are often disenfranchised.

The Churchwide Personnel Services' Call/Referral System does not provide information about race, ethnic origin, sex, marital status, age or disabilities (G-4.0403) so that pastor nominating committees will look at Personal Information Forms neutrally. Knowing this the Committee on Ministry is intentional in encouraging pastor nominating committees to be open to the leadership of the spirit and to interview a variety of persons seeking calls (see references in G-4.0403). The Committee on Ministry will assist congregations in taking deliberate and positive steps to consider all candidates for a pastoral vacancy.

At the orientation with the COM liaison at the beginning of the search process, the pastor nominating committee is encouraged to interview racial/ethnic persons and women.

The Committee on Ministry shall consult with the session and the Pastor Nominating Committee concerning the meaning of the affirmative action and equal employment opportunity policies of the General Assembly. (Specific references may be found by checking on "affirmative action" and "equal employment opportunity" in the index of the *Book of Order*.)

The pastor nominating committee is encouraged to solicit names of potential candidates with particular gifts by making inquiries with appropriate constituencies. The COM liaison and the General Presbyters or Stated Clerk may provide assistance.

Additionally, the Committee on Ministry shall recommend that women ministers and racial/ ethnic women and men ministers be considered as interims, temporary and stated supply ministers or designated pastors and designated associate pastors. The Committee on Ministry may suggest to the session that women and racial/ ethnic ministers be invited to preach frequently during the period when a church is without a pastor.

Whenever possible, the Committee on Ministry shall appoint women ministers and racial/ethnic women and men ministers to moderate session and congregational meetings when there is a pastoral vacancy.

COMPENSATION GUIDELINES

These guidelines attempt to list and define all salary and benefit items presently offered to those serving in approved positions of congregational ministry within the presbytery. Certain minimum benefits are required by presbytery; the levels of these requirements are summarized here and specified in the presbytery's *Minimum Compensation Plan* that is approved each fall by presbytery. For consistency, congregations are encouraged to use the benefit titles listed here. (Note that in this document, the term 'pastor' applies to all categories of pastoral service: pastor, co-pastor, associate pastor, interim, designated, and stated supply positions.)

Terms of call at the beginning of a call are reported using call papers. Any revisions in the terms of call are to be approved by the pastor, congregation and presbytery, through the Committee on Ministry. To make it easy for pastors to report changes in terms of call at the beginning of each calendar year, a *Salary Review Form* is sent annually to each pastor. Completing this form does meet the ecclesiastical requirement to ask approval for changes in the terms of call. Once presbytery approves the terms, this will also meet the Internal Revenue Service requirement that the governing body approve the amount stipulated as housing allowance. For changes in terms of call at any other time of year, notice must be sent to COM.

Together, these compensation guidelines and the *Salary Review Form* provide a convenient means for the session and congregation to consider all benefits, to decide which should be offered to the pastor, and to determine the level of each benefit.

SALARY AND RELATED ITEMS

Salary

The *Minimum Compensation Plan* of the Presbytery of San Francisco shows the minimum salary payable to an ordained pastor serving in a congregation in this presbytery. Figures in this document are adjusted each year to show current compensation requirements that reflect cost of living increases, changes in dues from the Board of Pensions and other adjustments to compensation figures.

Housing and/or Utility Allowance

The *Minimum Compensation Plan* also gives details on the allowance used to pay expenses for housing and utilities for a pastor and his/her family. A pastor should seek advice from a tax consultant for aid in determining the amount to be designated as housing allowance since there are tax consequences to this decision.

Presbyterian Board of Pensions Plan

The Board of Pensions will assess dues based on a pastor's effective salary, which includes salary, housing/utility allowance and any other cash benefits paid to the pastor that do not require submission of cash receipts. (Note that payments to a pastor may also need to be reported to IRS. Please seek advice from a tax consultant to ensure compliance with IRS requirements.)

Social Security Allowance

As the Board of Pensions plan provides health insurance after age 65 only at additional cost, the Medicare aspect of Social Security is crucial. Churches are encouraged to contribute toward the pastor's cost for Social Security. Contributions in excess of 50% of SECA (the taxes collected under the Self Employment Contributions Act) are considered a part of effective salary. See Board of Pensions resources for more information on calculations of effective salary and consult your tax advisor regarding tax reporting requirements.

Other Retirement Allowance

Churches may consider a further allowance for an Individual Retirement Account, an annuity purchase, or other pension supplements.

CONGREGATIONAL EXPENSES INVOLVING THE PASTOR

Some of these items are required by presbytery and are included in the *Minimum Compensation Plan*. Others are optional benefits that may be offered as needed. If these allowances are provided, pastors and congregations are strongly encouraged to establish an accountable reimbursement plan for each of the expense categories listed below and to require that a pastor submit vouchers to receive reimbursement for allowable expenses. If this is not done, cash amounts paid to pastors must be included in effective salary calculations for the Board of Pensions and must be included in taxable income when reporting compensation to the IRS. If reimbursed through an approved plan, most allowances given for professional expenses (such as books or travel expenses for work) are not then considered taxable income. Personal allowances (such as medical and dental reimbursements) are generally taxable. Please seek advice from a tax consultant to ensure accurate reporting and the most advantageous administration of such allowances.

Local Travel Allowance

The Presbytery's *Minimum Compensation Plan* requires reimbursement of \$1500 to cover auto travel expenses, including mileage paid at the IRS-approved mileage rate, bridge tolls, and parking fees. Congregations may increase this amount.

Study Leave Allowance

Presbytery requires a study leave of two weeks per year with expenses paid at \$500 per week. (NOTE: For pastors who work less than full time, the minimum is still two weeks, but the allowance may be pro-rated.) Both leave and expense allowance must be cumulative for at least three years for a maximum accrual of six weeks and \$3000. First Call/ Newly Ordained Pastors (in congregational ministry and within five years of ordination) shall receive an additional one week of study leave for up to three years and an additional \$500 per year for up to three years. This additional leave and financial support is to be used for participation in the presbytery's FC/NOPs program.

Hospitality Expense Allowance

Various churches call this discretionary expense, entertainment expense, expense allowance or pastoral expense. The intent of each seems to be to reimburse the pastor for the cost of entertaining church visitors, helping persons in need, etc.

Book Allowance

This allowance may be set aside to cover the annual cost of books for a pastor's library.

Professional Organizations and Publications Allowance

This account may cover a pastor's costs for membership fees and publications involving church-related organizations.

Conferences / Continuing Education Allowance

This amount allows for payment of tuition, fees, books and supplies, as well as transportation, meals and lodging, for church-related courses and conferences other than those taken during study leave. Since periodic attendance at General Assembly is desirable for all pastors, funds might be accrued each year to provide for this expense.

Professional Consultation Allowance

This allowance provides for covering the expense of expert consultation in the event that a relationship with a parishioner or counselee becomes problematic.

Medical Expense Allowance

This account may assist in covering costs over and above those reimbursed by the Board of Pensions plan and may be used for a pastor and/or his/her immediate family. This may involve added insurance coverage, reimbursement of the deductible amount and/or a co-insurance amount. This is usually taxable compensation. Consult your tax advisor regarding reporting requirements.

Dental Insurance

This may be provided to cover dental expenses for a pastor and/or his/her family. This fund may involve cost of insurance coverage, reimbursement of the deductible amount or the co-insurance amount. This may also be provided as an added-cost option to the Board of Pensions plan. This is usually taxable compensation. Consult your tax advisor regarding reporting requirements.

Life Insurance

This may be provided as an added-cost option to the Board of Pensions plan or through a group policy involving all church employees. A life insurance contribution over a certain amount is a taxable compensation. Consult your tax advisor regarding reporting requirements.

Salary Continuation Insurance

This account would assist in paying the cost of premiums for the pastor's coverage and would be a supplement to the disability benefits offered as a part of the Board of Pensions plan. This may be a taxable compensation. Consult your tax advisor regarding reporting requirements.

Moving Expenses

This may assist in the cost of moving family and household goods. It is normally involved only when initially extending a call and is not renewed in following years. This may be a taxable compensation. Consult your tax advisor regarding reporting requirements.

BENEFITS INVOLVING TIME RATHER THAN MONEY

Presbytery policy and state and federal laws mandate levels of benefits for some types of time off - including vacation, study leave, sick leave and parental leave. Other items may be offered as fitting for the pastor and the congregation. Please see *Leaves of Absence* for details.

LEAVES OF ABSENCE

Presbytery policy and state and federal laws mandate levels of benefits for some types of time off - including vacation, study leave, sick leave and parental leave. Other items in this list may be offered as fitting for the pastor and the congregation.

REQUIRED LEAVE

Vacation

Presbytery requires a minimum of **30 days or one month per year**. Vacation leave may be accrued as the parties agree, but for the health of the pastor and the congregation, COM strongly encourages sessions to approve vacation plans and encourage pastors to use vacation leave each year.

Study Leave

Presbytery requires a study leave of two weeks per year with expenses paid at \$500 per week. (NOTE: For pastors who work less than full time, the minimum is still two weeks, but the allowance may be pro-rated.) Both unused leave and unused expense allowance must be cumulative for three years for a maximum accrual of six weeks and \$3000. First Call/ Newly Ordained Pastors (in congregational ministry and within five years of ordination) shall receive an additional one week of study leave for three years and an additional \$500 per year for three years. This additional leave and financial support is to be used for participation in the presbytery's FC/NOPs program.

Study leave is provided for the purpose of maintaining and improving a minister's ability to perform pastoral or staff specialist functions more effectively or to contribute to professional growth. COM suggests that study leave be planned in consultation with the personnel committee or another appropriate committee of the session. Session approval is required before any study leave is taken. A pastor or associate pastor should provide a written report following the study leave.

For the health of the pastor and the congregation, COM strongly encourages sessions to approve annual study leave and encourages pastors to use study leave each year.

Sessions are encourage to develop a policy that is clear on whether or not study leave is an accrued benefit and its value at the time of dissolution of a call. Unless the policy clearly states that it is an accrued benefit, unused Study Leave time has no cash value, and it is forfeited at the time of departure.

First Call/Newly Ordained Pastors

In the Presbytery of San Francisco, the First Call/Newly Ordained Pastors Program requires congregations to provide an additional week of study leave and an additional yearly allowance (see paragraph in section on Study Leave) for newly ordained pastors who are in their first three to five years of congregational ministry. The FC/NOPs program, overseen by the COM in consultation with the Committee on Preparation for Ministry, addresses the following areas for personal information and professional skill development:

- Self-understanding related to the newly-ordained pastor's role;
- Help to understand the congregation served in terms of history, ethos, programs, status in the community, and relation to the denomination;
- Assistance in establishing appropriate pastoral relationship and leadership styles for the particular situation; and
- Support and training in dealing with conflicts that may emerge in ministry situations.

The presbytery supports newly ordained pastors through the following program elements:

- Pairing newly ordained pastors with mentors;
- Organizing peer support and accountability groups;
- Offering annual seminars for on-going spiritual and ministerial skills development; and
- Consulting with congregations that have called newly ordained pastors for their input in skills development seminars.

Sick and Accident Leave

The session is encouraged to develop a sick and accident leave policy. It is suggested that a pastor earn twelve days of sick leave per year that is cumulative for up to ninety working days (18 weeks). If a pastor is on sick or accident leave for more than two weeks, either the pastor or the Clerk of Session should consult COM. COM will assist the pastor and session by providing a list of individuals who might provide temporary pulpit supply.

If more sick or accident leave is needed but not accrued, and ninety (90) calendar days have not elapsed so a pastor can file for disability with the Board of Pensions, the session is encouraged to consult COM with regard to income replacement.

COM will work with the pastor, session, and congregation if the pastor finds it necessary to file with the Board of Pensions for temporary or permanent disability.

Unused sick or accident leave has no cash value. Transferability of unused sick leave accumulated in a previous position may be negotiated. If not transferred, sick leave is assumed to be forfeited at the time of departure.

Family Leave

Sessions should develop a family leave policy that is in compliance with federal and state law for the birth, adoption, and/or guardianship of a child or for other family needs.

Should there be a need for family leave, the pastor and session should consult with COM. Ordinarily, family leave should be applied for from the session, approved by the congregation, and then reported to presbytery a month in advance of an expected arrival of a child. The request should specify the amount of leave time desired.

Family leave must be offered for a period of up to six months, which may include sick leave, vacation and/or leave without pay. Additional leave may be negotiated.

Board of Pensions benefits will continue during the approved period of leave, and the congregation will pay the Board of Pensions dues during this period.

OTHER OPTIONAL TYPES OF LEAVE

To fulfill their ordination vows, pastors are expected to contribute to the work of the larger church. Pastors and session are encouraged to discuss how a pastor will balance congregational needs with other responsibilities.

General Assembly, Synod and Presbytery Committees

The session may set a stated number of weeks to be away, if serving on such committees.

Other Church Visits

This allows for a pastor to have time away from his/her congregation for a stated number of Sundays per month or per year.

Conference Time

The session may set a stated number of weeks per year for the pastor to be away at conferences.

Sabbatical Leave

The purpose of a sabbatical leave is renewal and rejuvenation. Although this benefit is not mandated, COM encourages sessions to develop a sabbatical leave policy for its pastors. The policy should include how long a pastor is in the position when he/she qualifies for a sabbatical; the length of the sabbatical leave, and an agreement about the minimum time a pastor will serve following the sabbatical leave. (Some sessions have written their policy to offer a six month sabbatical after seven years of service.)

The pastor who is considering a sabbatical leave should consult with COM about plans. A sabbatical leave must be approved by the congregation and by the presbytery, through COM, because it is a change in the terms of call. COM will work with the pastor and session to assure that there is continuity in the care of the congregation. If requested, COM will appoint a member of presbytery to moderate session during the pastor's absence.

MINISTER RESPONSIBILITIES

MEMBERSHIP IN THE PRESBYTERY OF SAN FRANCISCO

All active members and members-at-large of the Presbytery of San Francisco shall be active in the life of the presbytery, contributing to the support of and fellowship with other members of presbytery and offering insights and experience to aid in the shared governance of this body. To remain on the rolls of Presbytery, an active member or a member-at-large shall annually attend at least two meetings of Presbytery and be open to serving on presbytery committees.

All members-at-large shall be in relationship to a worshipping community, ordinarily a PC (USA) congregation. This relationship shall result in a written covenant made between the minister member, the Session and the moderator of Session. This covenant shall be one that serves the interests of the presbytery, the local congregation and the member-at-large. All covenants shall be approved by Committee on Ministry.

This requirement is meant as an avenue for ministers to fulfill their ordination vows, including these two from *Book of Order* G-14.0405:

Will you be governed by our church's polity, and will you abide by its discipline?
Will you be a friend among your colleagues in ministry, working with them,
subject to the ordering of God's Word and Spirit?

Will you be a faithful minister, proclaiming the good news in Word and
Sacrament, teaching faith, and caring for people? Will you be active in
government and discipline, serving in the governing bodies of the church; and in
your ministry will you try to show the love and justice of Jesus Christ?

The New Vision hope is that participation in presbytery will be personally rewarding and useful to the congregations and specialized ministries of this presbytery, and so further the Kingdom of God.

Rationale for this policy: The goal of membership requirements in the Presbytery is that our minister members are sharing their skills with the body and that our churches and presbytery are getting support from these gifted people. It is the expectation of the COM that all our minister members are connected to a particular worshipping community and serving that community in some way. At-large members will be expected to report annually regarding involvement in the Presbytery and with our congregations. The COM will work with members when there are extenuating circumstances such as raising a family, illness, assignments outside of the Presbytery etc. in determining continuing membership in the Presbytery.

ETHICAL GUIDELINES FOR MINISTERS OF WORD AND SACRAMENT

Ministers of Word and Sacrament, having received the grace of God and acting as God's servants, follow the Lord Jesus Christ, love their neighbors and work for the reconciliation of the world. They strive to further the peace, unity and purity of the church, and in all of life serve God with energy, intelligence, imagination and love. Ethical guidance for ministers of Word and Sacrament is to be found in Scripture and in the Presbyterian Church (USA) *Book of Confessions* and *Book of Order*. Note especially:

- The questions asked at the time of ordination (G-14.0405).
- The responsibilities described in the *Book of Order* (G-6.0200).
- The Presbytery of San Francisco *Guidelines for Responding to Allegations of Sexual Abuse*.

In all personal and professional matters, ministers of the Word and Sacrament maintain practices that give glory to God in Christ, advance the goals of the church, and nurture, challenge and protect church members, parishioners, clients and the public. The Committee on Ministry of the Presbytery of San Francisco also calls your attention to the following:

PROFESSIONAL AND PERSONAL PRACTICES

Pastors who serve congregations will provide their services to members of their own congregation without charge or honoraria; but if a voluntary gift is given in connection with a service, the minister may acknowledge and accept it. When someone who is not a member of the pastor's congregation requests a service (preaching, speaking, counseling, weddings, funerals or other professional service), financial arrangements or expectations will be discussed at the start of such services and handled in a business-like manner. Fees for the use of church facilities are set by the session. The pastor or the session can set honoraria or fees for the pastor's services to non-members. When appropriate, all ministers stand ready to render services to individuals and communities without regard to financial remuneration.

Ministers avoid the disparagement of any person, particularly of colleagues and other professionals.

Ministers do not accept responsibility as financial or legal agents for members of their congregations.

Ministers of Word and Sacrament seek to be professionally competent and spiritually alert throughout their lifetimes, as health permits. The following can be helpful in this quest: continuing education, daily personal worship (Directory for Worship W-5.000),

annual study leave, a personally designed reading program, time for reflection, participation in a continuing ministers' study and support group.

Ministers of Word and Sacrament have the needs, gifts, and rights of all God's children: privacy, intimate relationships, freedom, rest, meaningful work, and recreation. Ministers are encouraged to work toward a balance between time at work and time with family and with friends outside the congregation. Ministers will plan days for respite, study leaves for renewal, vacations for enjoyment. As appropriate, ministers will seek education and spiritual direction. Session Personnel Committees are encouraged to converse with pastors and associates about these concerns.

Health for a minister includes recognizing problems and seeking appropriate help. Personal psychotherapy can assist in resolving inner conflicts and opening the person to more healthy interactions with family and parishioners. As needed, the minister will utilize personal counseling, marriage counseling, programs for chemical dependency, and/or programs for vocational burnout.

THE MINISTER AS COUNSELOR

Each minister is encouraged to arrange a consulting relationship with a psychiatrist or clinical psychologist. Such a relationship, scheduled for once every month or two months, can provide important support and insight to the minister in her/his work as a caregiver. Also, should a relationship with a parishioner or counselee become problematic, the minister would have ready access to guidance from a psychiatrist or clinical psychologist with whom she/he already has a working relationship. Sessions are encouraged to provide in the annual budget a reasonable fund for such consultations.

Ministers recognize that their role, as leaders of a congregation, may cause members to invest their relationship with the minister with unusual importance--echoing earlier relationships in the member's life. Ministers also recognize that the personal religious convictions of the people they serve may differ markedly from their own religious convictions. Ministers exercise care, sensitivity and respect in conversations about basic beliefs.

Ministers will keep confidential the matters disclosed to them in a pastoral/counseling relationship. However, ministers and counselors have a legal and moral obligation to report to the appropriate civil authorities any cases of physical or sexual abuse of minors, persons with disabilities, or seniors. Ministers must also report any threat to do imminent physical harm.

Ministers will be accessible to everyone in the congregation; they will avoid appearing to confer special access to some members of the congregation while leaving others out.

"Dating" between a minister and a member of the congregation is particularly problematic. Ministers are encouraged to seek potential mates outside the congregation.

It is important for all ministers to be thoroughly familiar with the presbytery's *Guidelines for Responding to Allegations of Sexual Abuse*.

COLLEGIAL RELATIONSHIPS

The principles of ethical, healthy relationships apply equally to all staff: professional, paraprofessional, support staff, and volunteers. Innuendo is discouraged. All are encouraged to speak openly and frankly about any differences and problems to the individual concerned, or to the appropriate supervisor. All staff members are given equal respect without prejudice or discrimination of any sort.

In pastoral calling---in home, hospital, or workplace visitation---a minister does not ordinarily call on someone who is a member of another church, unless the contact is initiated by that person or by that person's pastor. Hospital chaplains, when calling on patients with an active religious connection, will, with the patient's consent, report the contact to the home church pastor.

When a minister is asked to officiate at a wedding or memorial service for a person not a member of the minister's own congregation, the minister will determine whether this person is a member of another church. If so, she/he will urge the person to secure the services of the home minister. If that effort fails, the minister will seek to inform the home minister of the circumstances.

All ministers who fall into the category of member-at-large will seek to be active in the life of a particular congregation but will respect the position of pastors regarding all ministerial functions within the congregation. Invitations to officiate at weddings, memorial services, baptisms should not be accepted by the member-at-large unless by a prior invitation from the pastor of that congregation.

When a minister leaves a congregation, she/he will not influence the election of the Pastor Nominating Committee or the selection of any successor.

Associate Pastors shall not seek to succeed the pastor of the congregation in which they presently serve as an associate (G-14.0501d).

SESSIONS AND PERSONNEL COMMITTEES

Sessions and personnel committees are encouraged to be aware of these guidelines. Concerns may be discussed with the Stated Clerk or a General Presbyter or the chair of the Committee on Ministry.

GUIDELINES FOR RESPONDING TO ALLEGATIONS OF SEXUAL ABUSE

This document seeks to provide a process for responding to allegations of sexual abuse by persons covered by this policy that are not addressed by the Rules of Discipline in the *Book of Order*. This policy covers those persons who are members of the Presbytery of San Francisco (active ministers, members-at-large, inactive ministers and Honorably Retired ministers), commissioned lay pastors, Certified Christian Educators and Associate Certified Christian Educators, members of presbytery committees, employees, elected officers, or volunteers of the Presbytery of San Francisco. Although limited in its jurisdiction to these persons, the Presbytery asserts and believes that high standards of morality and appropriate sexual behavior are expected at all times of all persons who profess faith in Jesus Christ. Every person covered by this policy shall participate at least every five years in a presbytery endorsed training on the prevention of sexual abuse.

Sexual abuse is defined in D-10.0401c of the Rules of Discipline.

Allegations of sexual abuse may be made verbally or in writing.

When allegations are made in writing, they shall be referred to the Stated Clerk who shall follow the procedures outlined in the Rules of Discipline beginning with D-10.0000. The investigating committee will be appointed pursuant to the presbytery's Standing Rules. When an investigating committee has been formed pursuant to D-10.0200, the Stated Clerk, General Presbyters, and Chair of COM shall confer regarding a request to the presbytery Permanent Judicial Commission to consider placing the alleged offender on administrative leave.

When allegations are made verbally, the Stated Clerk may:

- Elicit written allegations to be submitted to the Stated Clerk; or
- Recommend that alternative means of resolution be sought.

REHABILITATION

When a person covered by this policy is found guilty or admits guilt of sexual abuse and the Permanent Judicial Commission (PJC) requires supervised rehabilitation, either as a result of a censure or temporary or indefinite exclusion from the exercise of ordained office, the Committee on Ministry may, if the PJC so orders, supervise the rehabilitation and make recommendations to the presbytery when the person has met the requirements of the PJC action. In any case, when a person seeks restoration following the censure of temporary exclusion or removal from office or membership, the Committee on Ministry shall recommend to the presbytery whether or not restoration is fully justified.

PASTORAL TRANSITIONS

PASTOR OR HEAD OF STAFF

When a “solo” pastor or head of staff decides to leave his/her congregation, it is incumbent upon the pastor to inform the General Presbyter of this decision in order to achieve a smooth transition. Arrangements for the announcement to the session should be discussed. The General Presbyter will make arrangements for the Committee on Ministry (COM) and Healthy Congregations Committee (HC) liaisons to be present at the session meeting.

The pastor will inform the session of his/her decision and a COM and HC liaison will begin to assist the session in the pastoral transition. These liaisons will also be resources for the congregational meeting when the session brings the motion to dissolve the pastoral relationship. The COM liaison will be available to consult with the session regarding pulpit supply.

The COM liaison will conduct an exit interview with the pastor. The HC liaison will conduct an exit interview with the session.

The liaisons, General Presbyter, and session will consult regarding the next possible steps.

When the consultation leads to an assessment that the process for finding a new pastor can proceed, the COM liaison will assist the session in the interim search process and the HC liaison will assist the session with the mission study effort.

When the consultation leads to an assessment that healing, or mediation, or some other form of pre-mission study activity is needed, the COM liaison will consult with the session regarding temporary pastoral leadership. The HC liaison will be responsible for assisting the session in the pre-mission study activity relevant to the situation. The COM liaison and HC liaison will consult periodically regarding the progress of the activity. Once such activity has been completed, the COM liaison will assist the session in the interim search effort, and the HC liaison will begin assisting the session in the mission study.

ASSOCIATE PASTOR

When an associate pastor (AP) decides to leave his/her position, the AP shall inform the head of staff as soon as possible. Either the head of staff or AP shall notify the presbytery in a timely manner, preferably before the session is informed. The General Presbyter or COM chair shall determine if a COM liaison's presence is necessary at the session meeting when the session is informed. COM will conduct an exit interview with the AP

and HC will conduct an exit interview with the session, if HC determines one is necessary.

The HC shall inform the head of staff if a new or updated mission study is necessary. If so, the HC liaison will assist the session in preparing the mission study.

The COM liaison will consult with the head of staff and session regarding the need for an interim associate pastor. If the session determines one is necessary, the COM liaison will assist the session in the search process.

If a mission study is not necessary, and the session does not see the need for an interim, the congregation shall elect an Associate Pastor Nominating Committee (APNC) when the session is ready to proceed to fill the vacancy. (Consult Table of Contents for APNC process.)

INTERIM PASTOR SEARCH

The session elects an interim pastor search committee. The COM liaison will provide an orientation about the process to the interim search committee. With the assistance of the general presbyter, the liaison provides possible candidates' Pastor Information Forms (PIFs) to the search committee and coordinates the reference checks conducted by the presbytery staff. Once the search committee has decided on a candidate, they will nominate the candidate to the session. The session may interview the candidate. After consultation with COM and receiving their consent to proceed, the session will sign a contract with the candidate who will serve as the interim pastor and submit it to presbytery for approval. (Consult *COM Procedures* for a sample interim contract.) If the candidate is from another presbytery, the candidate must submit a statement of faith and biographical information to the presbytery office, in order to facilitate the transfer to presbytery. COM will interview the candidate, meeting the requirements of G-11.0402. If the candidate is not yet ordained, then the candidate shall be examined on the floor of presbytery, as required by G-14.0314a.

The interim contract shall meet presbytery minimum compensation guidelines. In setting the interim pastor's compensation, the session shall take into consideration the size of the congregation, work to be done, education, compensation of other pastors and years of service the interim brings to the assignment. The initial contract shall ordinarily be for one year. The contract may be renewed for appropriate terms, recognizing that the transition process may last longer than 18 months. The contract will also include a provision that the session may terminate the contract with three months notice and appropriate severance.

Within the first month of interim service, the session should conduct a covenanting ceremony in a worship service with the interim pastor. (Consult *COM Procedures* for a sample covenanting service.)

STATED SUPPLY SEARCH

When a congregation is not in a position, due primarily to financial reasons, to initiate the process for calling an installed pastor, COM may recommend to the session that COM provide the congregation with a stated supply. When the decision is made to go forward with a stated supply, COM in consultation with the session, shall conduct the search for a stated supply. COM will set the terms of the contract, again in consultation with session. The length of the contract cannot exceed one year, which can be renewed by presbytery. Should the congregation initiate the process for calling an installed pastor, the stated supply will become the interim pastor.

DESIGNATED PASTOR SEARCH

A proposal that a particular congregation consider calling a designated pastor, co-pastor, associate pastor (future references to pastor refer to all three) can originate with any one of these bodies:

- The session; or
- Healthy Congregations Committee; or
- Committee on Ministry.

Before proceeding, these three entities shall consult with each other about the best mission strategy for this particular congregation, utilizing the congregation's most recent mission study, and currently available knowledge about the area served by that congregation. The decision to proceed with a plan for a designated pastor shall be made by the congregation and only with the prior concurrence of COM and HC. A representative of COM shall explain the implications of the designated pastor plan at a congregational meeting. The congregation shall elect a nominating committee for a designated pastor (DPNC).

COM shall appoint a COM liaison to the congregation to assist the DPNC in preparing a position description, the proposed terms of call, and the proposed length of employment (adhering to the *Book of Order* G-14.0501e: "a term of not less than two nor more than four years"). COM will supply names of potential candidates who have the requisite skills, who reflect presbytery's affirmative action guidelines, and who are willing to serve. From among these names the DPNC interviews, selects, and presents a candidate to the congregation for election to the agreed upon term of service and terms of call. On recommendation of COM, the presbytery shall vote to confirm the election, term of service, terms of call, and then install the designated pastor.

During the final year of the term, the session and presbytery shall determine, with the approval of the congregation, to:

- extend the term for a minimum of two years or to a maximum of four years; or
- call the person as installed pastor; or
- conclude the relationship at the end of the term.

(Consult Table of Contents for *Care of Designated Pastors*.)

If the decision is to conclude the relationship at the end the term, then the session, with COM approval, shall determine the next steps for securing pastoral leadership. They include:

- an interim pastor; or
- another designated pastor; or
- a called pastor; or
- a stated supply pastor.

ORDINATION OF INTERIM, STATED SUPPLY AND DESIGNATED PASTORS

COM retains the right to recommend to presbytery the ordination of candidates for interim, stated supply and designated pastor positions. This right is exercised with extreme diligence. Ordinarily, COM will only recommend such for first call pastors who have had significant prior pastoral experience.

MISSION STUDIES

Sessions will undertake a mission study following dissolution of a pastor or associate pastor relationship, if the session does not have a current mission study. The Healthy Congregations Committee (HC) will make the determination if a session needs to undertake a mission study or undertake some related effort. When a mission study is necessary, HC will assign a liaison to assist the session in this work. Ordinarily, the session will elect a special committee of session to undertake this effort. The contract between the interim pastor and session may include the responsibility to assist the session in the mission study effort. Once the mission study effort is completed and approved by session and HC, the congregation is ready to elect the PNC.

PASTOR AND ASSOCIATE PASTOR NOMINATING COMMITTEE PROCESS

Following G-14.0502a, the congregation shall elect a Pastor Nominating Committee (PNC) or Associate Pastor Nominating Committee (APNC), which shall be representative of the whole congregation. The only difference in the PNC and APNC process is that in the APNC process, the head of staff often plays an advisory role with the committee. Any other minister of Word and Sacrament serving the congregation shall not advise the PNC except during development of the Church Information Form (CIF).

At the first meeting of the PNC (PNC or APNC, both referred to as PNC in the following), the COM liaison will provide training for the committee. The liaison will moderate the meeting until the PNC elects its chair. The PNC should elect a recording secretary and a corresponding secretary. The PNC should also make arrangements with the session to set up a confidential expense account.

As the PNC begins its work, it should read and discuss the mission study. The mission study is the core document for the preparation of the CIF, which the PNC produces for session and COM approval. The process of composing the CIF is not a confidential part of the PNC's work. To ensure the CIF is reflective of the whole congregation and its current and future needs, the PNC may consult with members of the congregation and pastors. It is recommended that the PNC consult with one or more members of the Mission Study Team. (Throughout the whole PNC process, refer to the Presbyterian Church (USA) resource *On Calling a Pastor*.)

Once session and COM have approved the CIF, the COM liaison will provide logins and passwords for the PNC chair and clerk of session. The PNC will use the login to submit the CIF electronically to the PC(USA) Church Leadership Connection (CLC). The CLC maintains a database for matching CIFs submitted by congregations and Personal Information Forms (PIFs) submitted by ministers seeking a call. The matching will occur after the COM chair and clerk of session inform the CLC by e-mail that the CIF submitted is the same one approved by the session and COM.

The PNC may want to advertise the pastoral vacancy in other publications that the PNC believes would generate interest in the position. Any member of the congregation may send a CIF to pastors the member believes may be interested in the position.

Once the PNC completes the process of preparing the CIF, its work becomes confidential. The PNC should ensure that all inquiries and PIFs are sent directly to the PNC. Every question regarding the position and every PIF, resume, or vitae must be sent directly to the PNC.

The PNC will develop a process for evaluating PIFs. The COM liaison may assist the PNC in developing this process. The committee will, at some point, narrow the number of candidates considered to five or fewer. Once the PNC identifies the short list, the presbytery, through its executive staff, will conduct clearance checks on those candidates and report findings to the COM liaison. In the unusual circumstance where a clearance check raises an issue that could preclude the presbytery from accepting that candidate into membership, the COM liaison will inform the PNC chair. If necessary, the General Presbyter will meet with the PNC to share relevant information.

The process for narrowing the list should include a personal interview and, if preaching has been identified as a required skill, the PNC shall arrange to hear a sermon in a neutral pulpit.

The PNC should strive for consensus in its decision.

When the PNC has settled on the final candidate, four things must happen before the person becomes the pastor:

- COM conducts an entrance interview (see *Entrance Interview* below), which meets the requirement of G-11.0402, unless this is a first call or the minister is already a member of the presbytery;
- The candidate preaches a sermon before the congregation and the congregation votes to extend a call, which includes the terms of call;
- COM votes to recommend to presbytery the call and plans for installation; and
- Presbytery votes to confirm the call and plans for installation, and if a first call, presbytery will conduct a trial of ordination before voting (G-14.0314).

Often these steps do not follow in the order listed. Consequently, the motion to confirm the call has the language, “pending presbytery approval” or “pending congregational approval.” The PNC sends the terms of call, the plans for installation, and plans for ordination, if appropriate, to the presbytery office. If not a member of Presbytery of San Francisco, the candidate will send a statement of faith and biographical information to the presbytery office. All of this information is needed before the presbytery will approve the call.

Although the PNC is dissolved after the congregation votes to call the pastor, members of the PNC should provide informal support to the new pastor. Additionally, the liaison should keep in contact with the PNC chair and the pastor for at least six months following the call to provide any necessary support.

CALLING OR EMPLOYING A MINISTER FROM ANOTHER DENOMINATION

When a committee is considering calling an installed pastor or obtaining the services of a temporary pastor who is from another denomination, the committee shall inform the COM liaison of the minister’s name and denomination. The COM liaison will consult with the Stated Clerk, who will advise the COM as to what *Book of Order* regulations must be followed to be able to call or obtain the services of this minister. PNCs should know that for some ministers, additional requirements might be necessary before the minister can be called or employed. (See G-11.0404, G-11.0405, G-14.0514)

ENTRANCE INTERVIEW

When calling a pastor or obtaining the services of a temporary pastor who is not a member of the Presbytery of San Francisco, the COM will conduct an entrance interview. This interview should take place before the congregation or session votes on the candidate. This interview meets the requirement of G-11.0402. In those unusual

situations when COM determines the candidate is not eligible for membership in the presbytery, the COM liaison and chair of the committee will be immediately notified. If necessary the COM representatives conducting the interview will meet with the committee and explain the reasons for the decision of COM.

ADMINISTRATIVE COMMISSION FOR ORDAINING AND INSTALLING A PASTOR

Ordinarily ordination and installation will take place within four weeks of when the pastor begins work. Ordination and installation are acts of presbytery. Consequently, the presbytery needs to approve the time, date, place, and the administrative commission conducting an ordination and/or installation. If it is a first call and the candidate is from a different presbytery, ordinarily the presbytery of care of the candidate will conduct the ordination service (G-14.0314 and G-14.0404a). The presbytery of call always conducts the installation service (G-14.0404b).

CERTIFIED CHRISTIAN EDUCATORS

Pursuant to G-11.0103n, sessions or presbytery may call Certified Christian Educators (CCE) and Certified Associate Christian Educators (CACE). (See G-14.0700.) The presbytery will provide for a service of recognition, minimum compensation and benefits for CCEs and CACEs, and provide CCEs and CACEs access to COM.