

Cherokee Presbytery

Deer Creek Shores
Brazilian Christian
Christ Fellowship
Chickamauga
Cartersville
Cohutta ~ Acworth
Beersheba ~ Kirkwood ~ Light of Hope
Grace ~ **Cherokee Presbytery** ~ Dalton
Calhoun ~ Rockmart ~ Trinity ~ Marietta
Woodstock ~ Faith Canton
Macland
Covenant
Heritage
LaFayette
John Knox
Cedartown
Silver Creek
Westminster
Morton Memorial
Ebenezer Ghanaian
Faith North Georgia
Validated Ministries
Honorably Retired Ministers

One Church, Many Locations, Following Christ Together

Handbook

*for the Stated Gathering
for Worship and Business of Cherokee Presbytery*

Saturday, October 22, 2022, 10:00 a.m. to 1:00 p.m.

Faith Presbyterian Church/Blue Ridge

1349 Bluebird Road

Mineral Bluff, GA 30559

In-Person Hybrid

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Cherokee Presbytery
Stated Meeting
Saturday, October 22, 2022
Faith Presbyterian Church, Blue Ridge

The Stated Meeting of Cherokee Presbytery was called to order at 10AM on Saturday, October 22, 2022, by Moderator Rev. Catherine Renken. The Moderator honored native persons with a land acknowledgment. The Moderator encouraged persons present on Zoom to identify themselves and to review the Zoom etiquette provided with the Presbytery Handbook. The 2022 Presbytery theme is “New Horizons” and the Moderator reported that the offering would be received for Thornwell, and spoke briefly of the ministry and services of Thornwell. The Moderator thanked Faith Presbyterian Church for hosting, and for providing lunch for today; a freewill offering would be collected to defray the costs of the lunch.

The Moderator reported that Stated Clerk Consultant Therese Howell was unable to be present today due to a death in her family, and she appointed Rev. Wilson Kennedy clerk pro tem for the meeting. Clerk pro tem Kennedy reported a quorum was present.

The Moderator stated that Rev. Sarah Hooker, a minister member of the Presbytery of Greater Atlanta, would preach the sermon today, and asked if there were any objections to seating Rev. Hooker as a corresponding member (with voice) for the meeting. There was no objection, and this was so ordered. The list of corresponding members will be listed with the roll (Attachment A).

WORSHIP

Rev. Susan Haynes, Rev. Wilson Kennedy, and Rev. Catherine Renken led in worship, and Rev. Sarah Hooker preached the sermon. Rev. Renken and Rev. Wilson led the Presbytery in a remembrance of elders, deacons, and ministers of the Word and Sacrament who died October 2021 – October 2022. The Faith Presbyterian Church choir provided special music.

After a short break, the Moderator called the meeting back to order.

ADOPTION OF AGENDA / WELCOME BY HOST CHURCH

The agenda was provided in the Presbytery Handbook and the Moderator reported that the Ministry Transitions Team had an additional report, which was emailed after the Handbook was distributed. The Moderator asked if there were any objections or questions about the agenda. There were none, and the agenda was approved without objection.

The Moderator reported that \$560 was collected for Thornwell.

Rev. Susan Haynes, interim pastor of the host church, welcomed commissioners, provided information on the church (and its memorial garden), and instructions for lunch. The church had cleaned up its library, and there were books the congregation would love for people to take!

REPORT OF THE GENERAL PRESBYTER

Rev. Wilson Kennedy, General Presbyter, called attention to his written report in the Presbytery handbook. He stated he wanted to update the Presbytery on where he has been and what he has been up to! Rev. Kennedy thanked the Presbytery for the for privilege and joy of serving Cherokee.

Rev. Kennedy spoke about cultivation, support, and facilitation. He reported that Presbyterian College, one of the colleges in the Synod of South Atlantic, had announced that any PC(USA) high school senior, upon acceptance, would be awarded \$20,000 per year. Rev. Kennedy was working with persons in Cherokee, so that any PC(USA) high school senior in Cherokee Presbytery would receive up to an additional \$5,000 per year on top of the Presbyterian College award. Rev. Kennedy stated that Presbyterian College was named an innovative service college, and he was sinfully proud to be an alumnus of Presbyterian College. He was grateful for all Presbyterian colleges and universities, and grateful for Rev. Sarah Hooker's work in cultivating leaders.

Rev. Kennedy stated that in 2023, he hoped to create opportunities for Cherokee's Ministry Units to move forward in new ways. A pastors' convocation is being planned, with time for fellowship and collaboration for teaching elders and commissioned ruling elders, a safe space to discuss issues and receive support. He is also working with the Presbyteries of East Tennessee, Greater Atlanta, and North Alabama to look at officer training, developing sessions, and other resources, working together to provide support in 2023.

Rev. Kennedy then talked about facilitating ministry in different ways. He called attention to Cherokee's symbol – the cross with every congregation and all ministers and the thumbprints, part of a 2019 art project in the Presbytery - a unique way to show that we are all connected to one another. He reported that the Coordinating Team had approved the creation of a new Presbytery logo - Cultivate, Support, Facilitate. Rev. Kennedy spoke of the story behind the logo – the logo is a map of Georgia with a fingerprint – the Presbytery's unique individual fingerprint on the state of Georgia. The orange section is northwest Georgia. Cherokee Presbytery will cultivate leaders, support one another in ministry, and facilitate fresh and new expressions of Christ's church in this area!

Rev. Kennedy reported on the new website to be launched early in 2023; it will be an easy way to contact the Presbytery and will include the directory (password protected), along with resources and everything you need to know about Presbytery in one place.

Rev. Kennedy also spoke of the staff, and asked that the Presbytery keep Stated Clerk Consultant Therese Howell and her family in prayer, as her brother-in-law's witness to the

resurrection was being held in Columbia, Tennessee today. He stated Howell has been hard at work. Rev. Kennedy stated that Sarita Morris was the lifeline of the Presbytery, keeping everything in good order, and was grateful for her service.

Rev. Kennedy called attention to Rev. William Yoo, and Rev. Rebecca Blackwell, both of whom have recently published books, and encouraged presbyters to look for these books.

Rev. Kennedy has visited over 20 congregations, and he asked that congregations invite him to preach, to teach, and to bring greetings. He reminded the Presbytery that none of this was possible with their support, and he was grateful to the Presbytery’s congregations for their continued support.

REPORT OF THE STATED CLERK CONSULTANT

Rev. Wilson Kennedy, clerk pro tem, presented the report of the Stated Clerk Consultant. He stated that Howell has been busy; her report included her work to date. She has suggested a new section in reports – Admit to Record – which would include items that needed to appear in the minutes but did not require discussion. Rev. Kennedy moved these four items be admitted to the record, and this was so ordered by the Moderator.

Amendments to the Book of Order

Amendments to the Book of Order, as proposed by the 225th General Assembly (2022), are available for review [and will be posted on the Presbytery website]. A meeting will be called in 2023 to act on the amendments, with time for information and discussion.

Presbytery Meeting Minutes

The Coordinating Team approved that in 2023, Presbytery meeting minutes be prepared and included in the Presbytery meeting handbook for approval by the Presbytery.

Session Records Review

The following 2021 session records were reviewed and approved at the June 4, 2022 Presbytery meeting: Beersheba; Chickamauga; Christ Fellowship; Dalton, First; Faith, Blue Ridge; Grace; Heritage; Light of Hope; Silver Creek; Rome, Westminster.

Necrology Report

The following Necrology Report was presented during worship:

Congregation - 2022	Necrology - Name	Date of Birth	Date of Death
Cartersville First	Christine L. Greene RE	12/21/1935	8/6/2022
Cartersville First	Shannon B. Moore RE	7/6/1926	1/8/2022
Chickamauga	Murrel Melton Leonard	9/14/1930	4/11/2022
Covenant	Eva Whitaker RE	2/2/1946	10/17/2021
Covenant	Janice Racel RE	5/11/1939	4/20/2022
Covenant	Jim Howard RE	12/29/1926	5/19/2022
Faith/Blue Ridge	Joanne Greedan RE	10/4/1943	7/30/2022
Faith/Blue Ridge	Elaine Whitley RE	10/9/1934	12/9/2021
Grace	Francis Morgan Ball Jr. RE	12/25/1944	6/2/2022

Heritage	Cornelis (Kees) de Vente Jr. RE & Deacon	2/8/1932	9/9/2022
Heritage	Mark Edward Seewoester RE	12/15/1962	4/29/2022
Light of Hope	June Brown RE	9/6/1937	9/6/2021
Light of Hope	William Pearce RE	4/27/1943	7/2/2022
Marietta First	Tim Hammond RE	9/28/1947	8/21/2022
Marietta First	Haydn McLean Deacon	3/26/1942	3/24/2022
Marietta First	Ted Ramsey Deacon	5/5/1925	6/13/2022
Marietta First	Bill Rohner RE	12/24/1922	8/12/2022
Westminster	Janette Edwards RE	5/25/1924	6/7/2021
Westminster	Frederick W. Sweitzer, Jr. (Bill) RE	3/3/1926	1/31/2022
Westminster	Curtis Gibbons RE	2/3/1930	6/5/2022

as of 10/10/2022

Ratification of Presbytery Actions

Rev. Kennedy stated the Stated Clerk Consultant recommended that actions taken at the following Zoom Presbytery meetings, and all actions taken by officers, committees, commissions, and staff as a result of those actions, be ratified by a three-fourths vote: October 15, 2020; December 9, 2020; March 6, 2021; June 12, 2021; and October 9, 2021. The motion was seconded, and Rev. Kennedy reported that the Presbytery's organizing documents did not allow for electronic meetings until October 9, 2021. Despite the pandemic, there were items of business that needed to be addressed and acted upon, and decisions to be made. The Presbytery, like many other councils, stepped out in faith and met electronically to transact necessary business. Since some of the items of business required a higher standard for approval, the simplest way to move forward is to use the higher standard of 3/4 to ratify all the actions taken by Presbytery and its officers, volunteers, and entities. A question on whether the Presbytery has updated its procedures now was answered in the affirmative. There were no more questions or discussion, and the recommendation was approved by the requisite three-fourths vote.

June 4, 2022 and August 20, 2022 Stated Meeting Minutes

Rev. Kennedy recommended that the minutes of the June 4 and the August 20 Presbytery meetings be considered together for approval. He moved approval of the June 4, 2022 Hybrid Stated Meeting of the Cherokee Presbytery. The minutes were posted on the Presbytery website and were reviewed by Rev. Camille Josey and Ruling Elder Linda Streeter. Rev. Kennedy also moved approval of the minutes of the August 20, 2022 Zoom Called Meeting of the Cherokee Presbytery. The minutes were posted on the Presbytery website and were reviewed by Rev. Betsy Stow and Ruling Elder Pam Jones. Rev. Kennedy stated that Elder Teri Abercrombie was the recording clerk. The motions were seconded. There were no corrections or additions, and the minutes were approved as presented.

Amendments to the Presbytery's Manual of Administrative Operations and Standing Rules

Rev. Kennedy stated that the Stated Clerk Consultant was to ensure that Presbytery was in compliance with the Book of Order and the Presbytery's organizing documents. He

moved approval of the following amendment to the Manual of Administrative Operations (text to be added is underlined; text to be deleted is ~~struck through~~):

Page 11, Ministry Transitions Team, second paragraph:

In ~~exercising these duties~~ certain areas of responsibilities and authority, the Ministry Transitions Team acts as a commission on behalf of the Presbytery and ~~will~~ shall report ~~its~~ such actions to the next Stated Meeting of Presbytery.

The motion was seconded and approved as presented.

Rev. Kennedy stated the next motion clarified the effective date a minister joined the Presbytery. He moved the following amendment to the Manual of Administrative Operations, which was seconded, and approved without objection:

(text to be added is underlined; text to be deleted is ~~struck through~~):

Page 11, Ministry Transitions Team, second paragraph:

10. b. Upon the satisfactory completion of this in-depth examination, and approval of the call by MTT, a Minister of the Word and Sacrament ~~may be granted permission to labor within the bounds of the Presbytery pending reception by the Presbytery~~ shall be a member of Cherokee Presbytery (pending congregational approval if an installed position), and introduced at the next Stated Meeting of the Presbytery.

Rev. Kennedy stated the following amendments related to the work of the Permanent Judicial Commission, and clarified the process when allegations are received against an individual or the Presbytery. The motion to amend was made, seconded, and approved without objection: text to be added is underlined; text to be deleted is ~~struck through~~):

Page 17, Permanent Judicial Commission

2. When the Stated Clerk receives ~~an allegation~~ a written statement of an alleged offense that requires the appointment of an Investigating Committee, the Stated Clerk and the Moderator of the Presbytery shall consult and make this appointment. ~~(D-10.0201b) The Stated Clerk shall report to the next stated meeting of the Presbytery only that an offense has been alleged and referred to an Investigating Committee.~~

3. When the Stated Clerk receives a written complaint alleging an irregularity or delinquency, the Stated Clerk and the Moderator of the Presbytery, in consultation with the General Presbyter, shall designate no more than three persons to be a committee of counsel. The members of the committee of counsel shall be reported to the next stated meeting of the Presbytery.

REPORT OF THE GENERAL ASSEMBLY COMMISSIONERS

The Moderator called attention to the written reports in the Presbytery Handbook from Rev. Paulo Mendes and Elder Nancy Tatnall, Cherokee's commissioners to the 225th General Assembly (2022). Neither Rev. Mendes nor Elder Tatnall were able to attend the Presbytery meeting.

Cherokee's Young Adult Advisory Delegate, Sydney Gunter, spoke of her experiences at the General Assembly, and thanked the Presbytery for the privilege to attend and the Presbytery's faith in her to serve. Ms. Gunter stated the 225th General Assembly was unique in that it tested the limits of Zoom, and PC-Biz tested the patience of commissioners and Advisory Delegates! She spoke of the hard work and many decisions to be made, the committee process, and her work on the Mission Coordination Committee. Her committee helped change the future of the PC(USA) by creating a new advocacy committee, making a recommendation on how the 226th General Assembly would operate (and the committee's recommendation was approved in plenary). While the decision regarding the 226th GA was controversial, Ms. Gunter stated that the 225th GA might look different, but it was part of God's will. She spoke of the many topics covered in plenary, and was grateful for the message of the Co-Moderators that grace abounds. She was grateful for this amazing opportunity to make new lifelong friends and connections, and to grow in her faith. Ms. Gunter said despite the highs and the lows, at the end of the Assembly she rejoiced in the work of the Church and how grace abounded through it all.

MINISTRY TEAM REPORTS

Coordinating Team

Dr. Paul Sherwood presented the report of the Coordinating Team in the absence of the CT chair, Rev. Jim Simpson. Dr. Sherwood lifted up the work of Stated Clerk Consultant Therese Howell, and spoke briefly of the ongoing work of the Coordinating Team.

Called Meeting on August 20, 2022 via Zoom

The Coordinating Team called a meeting of Cherokee Presbytery for Saturday, August 20, 2022 on Zoom for the following Items of Business: (1) Report of the Stated Clerk Consultant Search Team; (2) Final Report of the Ray-Thomas Memorial Administrative Commission; (3) Building Leaders Team - Meri Kate Marcum to be considered to be enrolled as a Candidate for ordination as a Minister of Word and Sacrament; (4) MTT Handbook – Questions and Answers.

Stated Clerk Consultant Search Team

The Coordinating Team received and recommended to the Presbytery the report and recommendation of the Stated Clerk Consultant Search Team. The CT interviewed and approved the appointment of Elder Therese Howell as Stated Clerk Consultant for six months, beginning September 1, 2022, plus an additional six months if deemed necessary by the Coordinating Team, and approved the Contract of Employment with Ms. Howell.

Presbytery Office Space and Communications

The Coordinating Team is in the process of reviewing options relating to Presbytery office space and Presbytery communications, especially the rebranding of the Presbytery and an update to the Presbytery website. The CT approved the migration of our phone service to Zoom.

Personnel Handbook

The Coordinating Team is in the process of developing a Personnel Handbook to resource the work of Presbytery Staff. The Team working on this Handbook includes Wilson Kennedy, Elizabeth Lovell Milford, and Kwasi Aye-Addo.

Resignation of Joan Gray

The Coordinating Team received the resignation of the Rev. Joan Gray (at-large member of CT) from the Coordinating Team with gratitude for her service.

October Presbytery Meeting

The Coordinating Team approved the Proposed Meeting Agenda for the October Presbytery Meeting.

2023 Stated Meeting Dates

The Coordinating Team approved the 2023 Stated Meeting Dates:

Saturday, February 4th, at 10:00 a.m. at Westminster Rome

Thursday, March 16th, at 1:00 p.m. for Book of Order Amendments Location TBD

Saturday, June 3rd, at 10:00 a.m. at Cherokee Retreat Center

Thursday, October 19th, at 10:00 a.m. at Marietta First

Ministry Support Team

Dr. Sherwood presented the report of the Ministry Support Team and briefly reviewed the financials included with the Presbytery Handbook.

Financial Review

Dr. Sherwood reported the financial review for 2020 and three quarters of 2021 was completed by CPA Charles Hall. All financial activities and reporting were found to be accurate, without weaknesses or exceptions. We thank Sarita Morris for her continuing good work with finances and reporting for Cherokee Presbytery.

River Church Mortgage Payoff

The Ministry Support Team received a final payoff of the mortgage from the River Church, totaling \$60,138.50. These funds were placed in the money market account where they will be accessible for budget support for the remainder of 2022.

Unified Giving Update

The Cherokee Presbytery Unified Giving from churches is \$19,000 below last year's giving, contributing to a \$36,000 budget shortfall for the year to date. Dr. Sherwood asked churches to please make sure their giving is current and consider an increase for 2023.

Continuing Budget Resolution

Dr. Sherwood reported that the Ministry Support Team is working on the 2023 budget, but the Presbytery will not meet until February 2023 and there are expenses that need to be paid. Dr. Sherwood moved that effective January 1, 2023, essential expenses be paid at the 2022 budget level until the 2023 budget is approved. The motion was seconded, and approved without objection.

Committee on Representation

Dr. John Spangler presented the Committee on Representation report. He noted the committee had 17 persons for 18 vacancies. He asked Elder Bill Byars to stand; Mr. Byars is the nominee for Presbytery Moderator in 2023, and chair of the Coordinating Team in 2024. Dr. Spangler also celebrated the pending vote to receive his daughter, Rev. Stephanie Crossland, as a member of Cherokee Presbytery.

Dr. Spangler moved approval of the following slate:

<u>2023 Moderator of Presbytery</u>	William (Bill) Byars	RE/Westminster
<u>Ministry Transitions Team</u>		
David Grove	1 st term/Class of 2024	MWS/Cedartown
Nancy Tatnall	2 nd term/Class of 2024	RE/FPC-Marietta
<u>Committee on Representation</u>		
Erma Jones	2 nd term/Class of 2024/Moderator	RE/John Knox
Jennifer Lee	1 st term/Class of 2024	MWS/Hospice Chaplain
John Spangler	1 st term/Class of 2024	MWS/Honorably Retired
Zeta Lamberson	1 st term/Class of 2024	MWS/Honorably Retired
<u>Building Leaders Team</u>		
Stephanie Bishop	1 st term/Class of 2024	MWS/Light of Hope
Rex(ford) Gyekye	2 nd term/Class of 2024	RE/Ebenezer Ghanaian
Nancy Bertrand	1 st term/Class of 2024	CRE/Beersheba
<u>Congregational Health Team</u>		
LaVert Jones	1 st term/Class of 2024	RE/John Knox
Stephanie Crossland	1 st term/Class of 2024	MWS/Calhoun
Kathi Parchem	1 st term/Class of 2024	MWS/John Knox
<u>Permanent Judicial Commission</u>		
Stephanie Crossland	1 st term/Class of 2028/not eligible thereafter	MWS/Calhoun
William White	1 st term continued/Class of 2026/not eligible thereafter	RE/Macland
Beth Gaines	1 st term continued/Class of 2026/not eligible thereafter	RE/Cartersville
<u>Ministry Support Team</u>		
Honey Hite Burfield	3 rd term/Class of 2024	RE/Trinity
<u>Coordinating Team</u>		
Kwasi Aye-Ado	2 nd term/Class of 2024/Member-at-Large Ghanaian	MWS/Ebenezer

The Moderator opened the floor for additional nominations, and there were none. The slate was approved as presented.

Dr. Spangler called attention to the need for key leaders and nominees, and asked that presbyters contact Erma Jones (404-641-2112, ermaeliz@bellsouth.net or ermaeliza@yahoo.com) with names and nominees.

Building Leaders Team

Rev. Elizabeth Lovell Milford, chair of the Building Leaders Team, presented the Team's report.

Commissioned Ruling Elder Process

The BLT presented the Revised Commissioned Ruling Elder (CRE) process (with a FAQ sheet), with full details to be included in BLT Manual and presented to Presbytery at the next Stated Meeting. Those interested in becoming a CRE should make plans to attend an interest session concurrent with the February Presbytery meeting. Current CREs are connected formally to the Presbytery through the Ministry Transitions Team.

Revised Candidates Aid Fund Application

The Candidates Aid Fund Application, with feedback from the Ministry Support Team, was revised. Applications will be reviewed on a rolling basis by BLT. One application was received in September 2022 and BLT made a \$1,000 award to a candidate for the 2022-2023 academic year.

Support of Inquirers and Candidates

The BLT continues to support inquirers and candidates as they complete ordination exams and other requirements of the ordination process. Rev. Lovell Milford spoke of the preparation and support provided to persons in this process.

Ordination Exam Reader

The BLT approved Cassie Waits (TE, First Marietta) as Ordination Exam Reader for the assigned Southern Region reading February 6-10, 2023. BLT is actively seeking a Ruling Elder to serve in the same reading period.

Pastors' Convocation

The BLT is exploring a Pastors' Convocation retreat event in Winter/Spring 2023, along with suggesting other opportunities for education and leadership development workshops alongside Presbytery scheduled events.

Commissioned Ruling Elder Overview

The CRE Overview was presented as information, with action to follow alongside the BLT Manual in early 2023. Rev. Lovell Milford spoke of the resources, online and in person, for CREs, and gave thanks for the Commissioned Ruling Elders in Cherokee Presbytery. The BLT walks alongside these CREs, and she called attention to the process that would be incorporated into the BLT Manual.

CRE Nancy Bertrand asked that Cherokee Presbytery thank Rev. Sam Henderson, a valued teacher and mentor to the CREs, and the Presbytery applauded Rev. Henderson for his work.

Congregational Health Team

The Moderator reported that Rev. Pete Paulson was ill, and not able to be present. The following items from the CHT report were admitted to record:

Dissolution of the Ray-Thomas Memorial Church

The dissolution of the Ray-Thomas Memorial Church has been completed.

Adore Christian Church

The CHT continues to provide support for Adore Christian Church.

Mental Health Training

CHT is beginning work on mental health training for congregational leaders.

Congregations in Transitions

The CHT is beginning work on training for congregations in transitions.

Brazilian Christian Church

The CHT reports the Brazilian Christian Church is growing!

Cameroon Presbyterian Church

CHT reports that early planning is underway for a Cameroon Presbyterian Church.

Commission on Ministry

The CHT is working with the Ministry Transitions Team toward a reconstitution of a Commission on Ministry.

Presbytery-Wide Youth Gathering

The CHT is thinking about a presbytery wide youth gathering.

Ministry Transitions Team

Ruling Elder Billie Sutter, Co-Moderator of the Ministry Transitions Team, presented the following report.

Rev. Dr. Joel A. Alvis

The MTT approved Rev. Dr. Joel A. Alvis to labor outside the bounds as Interim Pastor of Fondren PC, Jackson, MS, July 18 - December 31, 2022.

Session Moderators

The MTT appointed the following session moderators:

- a. FPC Cohutta: Nikki Collins beginning August 1.
- b. FPC Dalton: Walter Jones beginning August 1.

Ministry Information Forms

The MTT approved the following Ministry Information Forms:

- Faith PC of the North Georgia Mountains for a Pastor
- FPC Dalton for an Interim Pastor
- Brazilian Christian Church (Presbyterian) for a Transitional Pastor

Cost of Living Adjustment

The MTT encourages all churches currently engaged in a pastoral relationship to increase the effective salary of all Pastoral Leaders and those enrolled in certified church service (Certified Christian Educators, Certified Church Musicians, and Certified Business Administrators) by 8.7% or higher, all prorated by hours worked. This encouragement is consistent with the current national Cost of Living Adjustment (COLA) as determined by the Social Security Administration.

Rev. Betsy Stow / Woodstock Presbyterian Church

The MTT received written notice of and affirmed the dissolution between Rev. Betsy Stow and Woodstock Presbyterian Church at Rev. Stow's request effective November 6, 2022. Appropriate Ministry Units will work with the Session on next steps.

Rev. Dr. William McMullen (Will) Scott / First Presbyterian Church, Dalton

The MTT recommended the request of Rev. Dr. William McMullen (Will) Scott to dissolve the pastoral relationship with First Dalton, effective July 31, 2022, and to dismiss him to the Presbytery of the Pines where he will become the Pastor of First Presbyterian Church in Shreveport, LA. The congregation affirmed this action at its Congregational Meeting on July 17, 2022. There were no questions or objections, and this was so ordered by the Moderator.

Rev. James Douglas (Jim) Simpson / Covenant Presbyterian Church

The MTT recommended the renewal of the Contract between Covenant Presbyterian Church and Rev. James Douglas (Jim) Simpson as Interim Pastor, effective October 1, 2022, and this was approved without objection.

Rev. Joseph Brice / Rockmart Presbyterian Church

The MTT recommended the approval of the Part-Time Stated Supply Contract between Rev. Joseph Brice (HR) and Rockmart Presbyterian Church, effective October 2, 2022. This was approved without objection.

Rev. Drs. Walter M. Jones, Jr. and William Richard (Dick) Neelly /
First Presbyterian Church, Dalton

The MTT recommended approval of the contracts of Rev. Dr. Walter M. Jones, Jr. (HR) and Rev. Dr. William Richard (Dick) Neelly (HR) as Co-Bridge Interim Pastors at First Presbyterian Church, Dalton, effective August 1, 2022, and this was approved without objection.

CRE Clay Gunter / LaFayette Presbyterian Church

The MTT recommended renewal of the commission between Ruling Elder Clay Gunter and the session of LaFayette Presbyterian Church for 2022. This was approved without objection.

Rev. Raafat Zaki / Northeast Georgia Health System

The MTT recommended the ministry of Rev. Raafat Zaki as Chaplain, Northeast Georgia Health System, be validated effective July 1, 2022. This was approved without objection.

MTT Handbook

Elder Sutter presented the MTT Handbook for approval; the draft had been presented in June, and reviewed at the August called meeting. Nancy Tatnall, Renee Meyer, Wilson Kennedy, and Therese Howell worked with Elder Sutter on the final draft, and she was grateful for all the comments received and for the help. She also thanked Nancy Bertrand for starting this process! There were no questions or discussion, and the Handbook was approved as presented (Attachment B).

2023 Minimum Effective Salary

The MTT recommended an increase in the Presbytery's Minimum Effective Salary for all full-time Pastors, Certified Christian Educators, and Commissioned Ruling Elders, from \$40,000 to \$43,480 in 2023. Elder Sutter reported all current full time pastors meet this minimum and MTT wants to ensure new pastors joining the Presbytery meet this minimum, which should be prorated if part time. There were no questions, and this was approved.

Rev. Susan Haynes / Faith Presbyterian Church of the North Georgia Mountains

MTT recommended the renewal of the Interim Pastor agreement between Rev. Susan Haynes and Faith Presbyterian Church of the North Georgia Mountains, effective October 1, 2022. There were no questions, and this was approved.

Rev. Julie Ferguson / Heritage Presbyterian Church, Acworth

Elder Sutter stated the MTT recommended the agreement between Heritage Presbyterian Church, Acworth and Rev. Julie Ferguson (Presbytery of Greater Atlanta), and permission for Rev. Ferguson to labor within the bounds of Cherokee Presbytery and moderate the Session of Heritage from November 27, 2022 - February 26, 2023 while serving as temporary pastor during the Family Leave of Rev. Elizabeth Lovell Milford. There were no questions, and this was approved.

Rev. Stephanie Spangler Crossland / Calhoun Presbyterian Church

Elder Sutter introduced Rev. Stephanie Spangler Crossland, and stated the MTT recommended that Rev. Crossland be received from Eastminster Presbytery as a Minister Member of Cherokee Presbytery, to serve as the Interim Pastor of Calhoun Presbyterian Church, effective October 2, 2022.

Rev. Crossland spoke about her faith formation, her ministry, and why she was excited to come to the Calhoun church. There were no questions from the floor, and the recommendations were approved.

Rev. Joshua Park / Manager, Korean Speaking Councils Support

Elder Sutter introduced Rev. Josh Park and stated that MTT recommended that Rev. Joshua Heejoon (Josh) Park be received from Atlantic-Korean American Presbytery as a Minister Member of Cherokee Presbytery. Rev. Park serves as Manager for Korean-Speaking Councils Support in the Office of the General Assembly (previously validated by Presbytery). Rev. Park stated he was unable to attend the June Presbytery meeting due to a family emergency in Korea. He also reported he became a naturalized citizen one month ago! He looked forward to his work and his membership in Cherokee Presbytery in seeking the glory of God together. There were no questions from the floor, and the recommendation was approved.

The Moderator then offered a prayer for the two new ministers.

Rev. Samuel W. Henderson

Elder Sutter stated that MTT recommended the approval of the request of Rev. Samuel W. Henderson to be Honorably Retired effective August 31, 2022. Rev. Dave Grove read a statement prepared by Rev. Pete Paulson, and then offered a prayer for Rev. Henderson. Elder Sutter presented Rev. Henderson with a plaque for his retirement, and the presbytery applauded Rev. Henderson.

Rev. Henderson spoke briefly; he thanked his wife for her support, and he thanked the presbytery for its faithfulness.

Administrative Commission / Brazilian Christian Church

Elder Sutter stated the MTT's final item of business was to approve an Administrative Commission for the Brazilian Christian Church. The Ministry Transitions Team has learned of disorder within the Brazilian Christian Church, and recommended an Administrative Commission be elected to inquire into and settle difficulties therein with the following charge:

1. The Administrative Commission shall have the authority to assume original jurisdiction of the Session, after a thorough investigation and after full opportunity to be heard is accorded to the Session (G-3.0303e.). The Administrative Commission shall evaluate the congregation's health regarding the governance and support of the Presbyterian Church (U.S.A.).
2. The Administrative Commission shall sort out the disorders and presenting governance issues.
3. The Administrative Commission shall report monthly to the Ministry Transitions Team and will submit its final report to the Stated Clerk for presentation at a stated meeting of the Presbytery.

The following persons are recommended for membership on the Administrative Commission: Beth Gaines (Elder, First Cartersville); Dr. Renee Meyer (Westminster); Rev. Kathi Parchem (John Knox), Chair; Jim Powell (Elder, First Marietta).

There was a question regarding translation, and Elder Sutter stated translation services would be provided, at the Presbytery's expense. There were no additional questions, and the recommendation was approved as presented. The Moderator then offered a prayer.

NEXT MEETING / ADJOURNMENT TO LUNCH

The Moderator reported the next Stated Meeting of Cherokee Presbytery would be Saturday, February 4, 2023, at Westminster Presbyterian Church, Rome.

There was a motion and second to adjourn, and the motion was approved. The Moderator offered a closing prayer at 12:20PM, and the meeting was adjourned to lunch.

Therese P. Howell

Therese P. Howell
Stated Clerk Consultant

Roll of Presbytery Meeting – October 22, 2022 – ATTACHMENT A

ACTIVE MINISTERS

Aye-Addo, Kwasi	Unex
Bishop, Stephanie	P
<i>Braga, Reginaldo</i>	P
Collins, Nikki	Unex
Crossland, Stephanie	P
Evans, Joe	Ex
Fuller, Julie	Unex
Grove, David	P
Haynes, Susan	P
Jones, David	P
Jones, Leigh	Unex
<i>Jones, Ray</i>	Ex
Jordan, David	P
Josey, Camille	P
Kennedy, Wilson	P
Lee, Jennifer	P
Mendes, Paulo	Unex
Meyer, Renee	P
Milford, Elizabeth Lovell	Ex
Moore-Keish, Chris	Unex
Parchem, Kathi	Unex
Park, Josh	Unex
<i>Pezini, Jose</i>	Ex
Renken, Catherine	P
Scott, Katie	Ex
Simpson, Jim	P
Stow, Betsy	Unex
Waddell, Bridget	P
Waddell, Kenneth	P
Waits, Cassie	Ex
Yoo, William	Unex
Zaki, Raafat	Unex

(32)

CORRESPONDING MINISTERS

Hooker, Sarah	P
Paulsen, Pete (RCA)	Ex
Viana, Rafael (Gr Atl)	Ex

Italics = Laboring in mission field
or out of bounds of presbytery

RETIRED MINISTERS

Alvis, Joel	
Beltzner, Denise	
Blackwell, Rebecca	
Bogar, Fritz	
Branton, Becky	
Brice, Joe	P
Carmichael, Bert	
Cooley, Pem	
Craft, Ed	
Edwards, Maxine	
Esa, Donald	
Estes, Coile	
Garrett, Eleana	
Glauner, David	
Gonzalez, Catherine	
Guder, Darrell	
Gunter, Sid	
Henderson, Sam	
Hittel, Maryellen	
Hunter, Rodney	
Jones, Walter	
Kim, Jin Hoon	
Lamberson, Zeta	
Leyden, Stuart	
Looby, Janet	
Martin, John	
Martin, Roger	
McDonald, David	
McKenzie, Ken	P
Moore, Greg	
Neelly, Dick	
Nesbit, Van	
Ottaviano, Dan	
Parr, Cyndi	
Rhodes, Jan	
Sapp, Frank	
Sapp, Mary Kay	
Scott, Carol	
Sherwood, Paul	P
Smith, Cuyler	
Smith, Ted	
Spangler, John	P
Speed, James	
Stroup, George	
Tarrant, John	
Terrell, Ken	
Wade, Carol	
Waskey, Jack	
Weathersby, Frank	
Weaver, Charles	
Wood, Tom	

(51)

RULING ELDER COMMISSIONERS

Acworth
 Beersheba Ann Maddux
 Brazilian Christian Leonardo Oliveira
 Calhoun Sharla Smith
 Cartersville Suzanne Collins
 Jean Gilliland

 Cedartown
 Chickamauga
 Christ Fellowship
 Cohutta
 Covenant
 Dalton Laura Allgood
 Deer Creek
 Ebenezer Ghan. Rexford Gyekye
 Faith Canton
 Faith Blue Ridge Al Gnnan
 Grace
 Heritage Pam Couture
 Hollene Darby
 John Knox Steve Bennett
 Kirkwood Joseph Quattlebaum
 LaFayette Laura Gunter
 Light of Hope
 Macland Michael Clark
 Marietta Bob Brown
 Linda Bush
 Claire Francis
 James Powell

 Morton Memorial
 Rockmart Tina Waggoner
 Silver Creek Jane Byars
 Trinity Marion Schremp
 Westminster Winston Faust (Zoom)
 Woodstock

Total Allocated Ruling Elder Commissioners: 37

RULING ELDERS, VOICE & VOTE:

Nancy Bertrand CRE P
 Billie Sutter MTT P
 Clay Gunter CRE
 Bob Butler
 Possible Ruling Elder total – 41

CORRESPONDING MEMBER - VOICE

Sydney Gunter

VISITORS

Teri Abercrombie
 Bill Byars
 Will Caulp
 Candy Frank
 Brittany Gunter
 Lane Henderson
 Christine Martinez
 Hal McClean
 Jeff Milway
 Debbie Peterson
 Laura Powell
 Peggy Reies
 Carl Riggs
 Gayle Sandlin
 Diane Shilcutt
 Joe Dan Walker
 Treva Wheatley
 Bill Young
 Frances Young

PRESBYTERY STAFF

Sarita Morris

IN ATTENDANCE

Teaching Elders	18
HR Teaching Elders	7
Ruling Elder Commissioners	22
Ruling Elders Voice & Vote	3
Corresponding Members	2
Presbytery Staff	1
Visitors	<u>20</u>
<u>TOTAL IN ATTENDANCE</u>	<u>72</u>

MTT HANDBOOK – ATTACHMENT B

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Section 1: Ministry Transitions Team (MTT)

A. Introduction

This Handbook sets out the policies and practices supporting Ministers of the Word and Sacrament, Commissioned Ruling Elders (CREs), those certified for church service (G-2.1101-2.1103) in Cherokee Presbytery, and resourcing congregational leaders as they transition between pastoral leaders. In certain areas of responsibility and authorization, the MTT acts as a commission on behalf of Cherokee Presbytery.

Any amendments to this Handbook shall be approved by the Presbytery, on recommendation by the MTT. Any changes mandated by action of the General Assembly shall be added or edited as required.

B. From the Cherokee Presbytery *Manual of Administrative Operations*:

"The Ministry Transitions Team shall have no fewer than six (6) members including the Moderator. The Moderator will not ordinarily have liaison responsibilities and will oversee the work of the Team. The Team is composed of an equal number of ministers and elders in equal classes.

The Team is responsible for those duties outlined below and other such duties identified by the Book of Order, G-2.05, 2.07-2.11 and G-3.0306-3.0307 and not assigned to other Ministry Teams. In exercising these duties, the Ministry Transitions Team acts as a commission of the Presbytery and will report its actions to the next Stated Meeting of Presbytery.

The duties shall consist of:

1. Review and approve initial Terms of Call for Ministers of the Word and Sacrament.
2. Receive annual reports on ministerial Terms of Call from each congregation.
3. Dissolve pastoral relations when the Minister of the Word and Sacrament and congregation concur.
4. Dismiss Ministers of the Word and Sacrament to other presbyteries.
5. Approve and review temporary pastoral contracts, including Interim positions.
6. Grant requests from Ministers of the Word and Sacrament for release from exercise of ordered ministry with the reasons for such release recorded in the minutes of the Presbytery.

7. Approve calls of Ministers of the Word and Sacrament moving within the Presbytery.
8. Grant status of Honorably Retired to Ministers of the Word and Sacrament.
9. Review commissions of Ruling Elders eligible for pastoral serving, pending approval of the Presbytery.
10. Perform the initial in-depth examination of Ministers of the Word and Sacrament seeking membership in the Presbytery in conjunction with the Congregational Health Team.
 - a. At least two members from each Team must be present, including one Minister of Word and Sacrament and one Ruling Elder from each Team.
 - b. Upon the satisfactory completion of this in-depth examination, a Minister of the Word and Sacrament shall be a member of Cherokee Presbytery and granted permission to labor within the bounds of the Presbytery prior to being introduced at the next Stated Meeting of the Presbytery.
11. Designate Administrative Commissions to ordain and/or install Ministers of the Word and Sacrament.
12. Appoint moderators of sessions for congregations without an installed pastor.
13. Designate persons to moderate session and congregational meetings when requested to do so by the Moderator of Record.
14. Maintain a Pulpit Supply List.
15. Develop and recommend policies that meet the emerging needs of the Presbytery, within the areas of responsibility of the Team.
16. Annually review the status of members at-large (G-2.0503b) with a report to Presbytery.
17. Establish minimum compensation standards for pastoral calls and Certified and Associate Certified Christian Educators within the presbytery. (G-3.0303c).
18. Annually review the work of all Ministers of the Word and Sacrament engaged in validated ministries outside the congregation (G-2.0503a).
19. Annually review the status and Terms of Call of Commissioned Ruling Elders (CREs) (G-2.1001) and report to Presbytery."

C. Leadership and Administrative Practices of the Ministry Transitions Team

1. The leadership of the MTT shall be determined by the Team. The Moderator or Co-Moderators and a Clerk shall be elected by the Team.

2. Liaisons to work with congregations in transition shall be appointed by the Moderator/Co-Moderators of MTT. Training will be provided to liaisons by the Moderator/Co-Moderators of MTT and the General Presbyter. (See Appendix W for the MTT Liaison Manual.)
 - a. Additional liaisons may be recruited from the Congregational Health Team or former members of the MTT.
 - b. Liaisons will be given training in the use of the Church Leadership Connection (CLC) system as they work with congregations to call a pastoral leader. Codes and passwords for each search will be provided to Liaisons by the MTT Moderator/Co-Moderators.
3. The MTT works closely with the Stated Clerk to ensure the correct status of minister members, CCEs, and CREs as reported to the Office of the General Assembly.
4. MTT provides the Presbytery Office with copies of signed and approved contracts for Stated Supply Pastors, Interim Pastors, CCEs, and CREs. MTT reviews each contract for fair compensation and time required for the Pastoral Leader to perform their ministry as negotiated with the congregation.
5. As needed, MTT approves Administrative Commissions to ordain and/or install Ministers of the Word and Sacrament, approves liturgy for recognition and celebration of Certified Christian Educators and other personnel certified by the PC(USA), and leads the liturgy at Presbytery meetings to commission Ruling Elders to particular pastoral service. The makeup of these Administrative Commissions and the date and time of the worship service where the ordination and/or installation will take place shall be conveyed to the Moderator/Co-Moderators as soon as possible, so that MTT might approve the Commission. (See APPENDIX L "Ordination and Installation Guidelines" for information on the makeup of commissions.) The Commission shall meet before the worship service where the Pastor is being ordained and/or installed. Minutes shall be taken by a Clerk elected by the Commission as part of its business and signed by the Moderator of the Commission and forwarded to the Stated Clerk of the Presbytery. (See APPENDIX M "Minutes of Commission to Ordain/Install" for a sample form for Minutes.)
6. MTT will appoint moderators of sessions for congregations without a pastor. The MTT Moderator/Co-Moderators shall be notified when this is

necessary. No session may conduct official business without a duly appointed Moderator present.

7. MTT shall establish minimum compensation standards for Pastoral Leaders, CCEs, and CREs within the presbytery (G-3.0303c). MTT will review the adequacy of compensation and recommend changes at the last Stated Meeting of the Presbytery each year.

Section 2: Pastoral Relationships with Congregations

A. *Introduction*

There are two types of pastoral relationships with congregations: Temporary and Installed. Pastoral relationships in congregations are established by three parties: the Presbytery, the Session (for temporary positions), or the congregation (for installed positions) and the person serving in the pastoral role. Pastoral Leaders may be Ministers of the Word and Sacrament (Active or Honorably Retired), or Ruling Elders eligible to be commissioned to pastoral service (CREs). Ministers from other denominations, especially those within the Formula of Agreement (G-5.0202), may be considered.

B. *Temporary Pastoral Relationships*

Many churches are unable to support a full-time Installed Pastor. In this case, they may wish to engage a Minister of the Word and Sacrament, Candidate, or Ruling Elder eligible to be commissioned to pastoral service (CRE) in a temporary pastoral relationship. The number of hours and the duties of these Pastoral Leaders shall be negotiated by the session and the Pastoral Leader, and approved by the MTT.

1. Types of Temporary Pastoral Relationships include:

- a. *Pulpit Supply*

- 1) MTT maintains a list, offered through the Presbytery office, of those who may be called upon to lead worship on an "as needed" basis.
 - 2) The congregation engaging in Pulpit Supply shall offer at least \$200.00 per Sunday plus IRS mileage at the current business rate. Other services (teaching, moderating session, etc.) may be performed at an agreed-upon rate. MTT suggests \$50 to moderate a

session meeting and \$75 per class to teach.

b. Stated Supply Pastor

- 1) A Stated Supply Pastor performs many of the same functions as an Installed Pastor, on a contracted basis. Prior to beginning a search for a Stated Supply Pastor, the Session shall inform the MTT. The search for a Stated Supply Pastor is conducted by a Pastor Search Team (PST) appointed by the Session. MTT will provide the Session and its Pastor Search Team with training and a Liaison from MTT to assist them in this search.
- 2) As final candidates are identified, the General Presbyter shall conduct an "executive check" with the Presbytery Leader of the Pastoral Leader's current presbytery, if the pastoral candidate is not currently a member of Cherokee Presbytery. If the executive check is affirmative, the Pastor Search Team may proceed to call their final candidate.
- 3) After a Stated Supply Pastor has been identified and an offer has been accepted and approved by the Session, and a contract signed, the decision shall be shared with the MTT who will consider and take action on the temporary pastoral relationship. If the candidate is not a member of Cherokee Presbytery, it is ordinarily expected that they will become a member of the presbytery. MTT and CHT will convene a Clearance Interview Team for this purpose.
- 4) The Stated Supply Pastor requires a job description with the hours and specific services they are expected to offer. (For a "Sample Stated Supply Contract", see APPENDIX D)
- 5) A Stated Supply Pastor contract shall not exceed 12 months. It may be dissolved by the Pastor or the Session with at least a 30-day notice, or as stipulated in the contract. The Stated Supply Pastor's contract may be renewed annually with Pastoral Leader, Session, and MTT approval. The contract, including the job description and hours per week, is annually signed by the Stated Supply Pastor and the Session before being forwarded

to the MTT for action.

- 6) The effective salary and benefits are negotiated between the Stated Supply Pastor and the Session, with approval by the MTT. These may include: annual cash salary, housing allowance, Minister's Choice or Pastor's Participation from the Board of Pensions (See APPENDIX Band APPENDIX C), the Presbytery's Family Leave Plan (see APPENDIX J), vacation of 4 weeks, continuing education of 2 weeks, other allowable leave as expected by the Presbytery, 1/2 SECA if applicable, and such reimbursable allowances or other benefits as may be agreed to with the Stated Supply Pastor. (For a "Sample Stated Supply Contract", see APPENDIX D)

c. *Interim Pastor*

- 1) The Interim Pastor provides pastoral leadership during a season of pastoral transition. Prior to beginning a search for an Interim Pastor, the Session shall inform the MTT. The search for an Interim Pastor is conducted by a Pastor Search Team (PST) appointed by the Session. MTT will provide the Session and its Pastor Search Team with training and a liaison from MTT to assist them in this search.
- 2) The Interim pastor requires a job description with the hours and specific services the Interim Pastor is expected to offer. The MTT requires all Interim Pastors to perform a congregational mission study to inform the PNC as it searches for their next Pastoral Leader. If the congregation has performed a mission study within the past 3 years, the congregation may engage the Congregational Health Team (CHT) to discuss ways to assess the future life and ministry of the congregation during a pastoral transition. (For a "Sample Interim Pastor Contract", see APPENDIX E)
- 3) As final candidates are identified, the General Presbyter shall conduct an "executive check" with the Presbytery Leader of the Pastoral Leader's current

presbytery, if the candidate is not currently a member of Cherokee Presbytery. If the executive check is affirmative, the Pastor Search Team may proceed to choose its final candidate.

- 4) After an Interim Pastor has been identified and an offer has been accepted and approved by the Session, the decision shall be shared with the MTT who will consider and take action on the temporary pastoral relationship. If the candidate is not a member of Cherokee Presbytery, it is ordinarily expected that they will become a member of the presbytery. MTT and CHT will convene a Clearance Interview Team for this purpose.
- 5) An Interim Pastor contract shall not exceed 12 months. It may be dissolved by the Pastor or the Session with at least a 30-day notice, or as stipulated in the contract. The Interim Pastor contract may be renewed for one additional 12-month term with the concurrence of the Interim Pastor, Session, and MTT. In extraordinary circumstances, an Interim Pastor contract may be extended past the second, 12-month term, in consultation with the MTT. The contract, including the job description and number of hours per week, is annually signed by the Interim Pastor and the Session before being forwarded to the MTT for its action. (For a "Sample Interim Pastor Contract", see APPENDIX E)
- 6) The effective salary and benefits are negotiated between the Interim Pastor and the Session, with approval by the MTT. These may include: annual cash salary, housing allowance, Minister's Choice or Pastor's Participation (See APPENDIX Band APPENDIX C) from the Board of Pensions, the Presbytery's Family Leave Plan (APPENDIX J), vacation of 4 weeks, continuing education of 2 weeks, other allowable leave as expected by the presbytery, 1/2 SECA if applicable, and such

reimbursable allowances or other benefits as may be agreed to with the Interim Pastor.

d. Bridge Pastor

- 1) A Bridge Pastor (full or part time) may be an option to bridge the gap between the departure of a Pastoral Leader and the arrival of the next Pastoral Leader. Ordinarily, a Bridge Pastor's contract will not exceed 90 days. The Bridge Pastor will not begin any of the interim tasks or the mission study. The Bridge Pastor will simply maintain worship and administrative operations within the church.
- 2) The contract and effective salary and benefits are negotiated between the Bridge Pastor and the Session, with approval by the MTT.

C. Installed Pastoral Relationships

1. An Installed Pastor is usually a full-time Minister of the Word and Sacrament (35 hours a week) but may also be part-time as agreed to by all three parties (Pastor, Congregation, MTT). Congregations call Installed Pastors to ministry with them and Installed Pastors are elected by a vote of the congregation. Terms of Call shall meet or exceed the Presbytery's minimum effective salary (cash salary and housing allowance}, and include participation in the benefits plan of the Presbyterian Church (U.S.A.), including both pension and medical coverage, or any successor plan approved by the General Assembly (See APPENDIX C). Additional benefits to be part of the Terms of Call: the Presbytery's Family Leave Plan (APPENDIX J), vacation of 4 weeks, continuing education of 2 weeks, other allowable leave as expected by the presbytery, 1/2 SECA if applicable, and such reimbursable allowances or other benefits as negotiated with the Pastor. (See APPENDIX F, "Sample Terms of Call for an Installed Pastor".)
2. A Designated Pastor relationship may be utilized during seasons of church transformation, upon recommendation of an Administrative Commission, or in situations where the congregation has gone through a significant event (conflict or death of a pastor, split in the congregation, etc.), or if determined necessary by the MTT. This relationship shall be for

a designated term: no less than two years or more than four years, and is an installed position, subject to all full or part-time benefits requirements for any installed position. The term is renewable, upon review by the Pastor, Session/Administrative Commission, and with approval of the MTT.

At the end of each term, the MTT shall make one of the following recommendations:

- a. extend the Designated Pastor's call;
- b. call the Designated Pastor as the installed pastor; or
- c. begin a new call process in which the Designated Pastor is not ordinarily eligible to participate.

Section 3: Pastoral Relationships Outside Congregations

- A. Validated Ministers engaged in ministry outside a congregation, such as Chaplains, Seminary Professors, Missionaries, PC(USA) National Staff, etc., must have this ministry validated annually by the MTT and reported to the Presbytery. Such ministry may be inside or outside the bounds of the Presbytery, but any work within the geographic bounds of another Presbytery and within the responsibility of that Presbytery must have the consent of that Presbytery. (See Appendix N, "Validated Ministry Policy, Process, and Annual Report Form")
- B. Members-at-Large are those who have previously been engaged in a validated ministry and are no longer serving in such capacity but are not Honorably Retired. They are expected to perform as many responsibilities as possible as defined in G-2.0503a., be part of a congregation's life, and take an active part in the life and ministry of the Presbytery. MTT is responsible for reviewing the ministry of Members-at-Large each year, according to the expectations of G-2.0503b. and reporting these to the Presbytery. (See Appendix O, "Member-at-Large Policy, Process, and Annual Report Form")
- C. Honorably Retired status is so designated by MTT on behalf of the Presbytery and is usually granted upon request of the Minister Member. They may continue to serve the Presbytery in many ways including pulpit supply, moderator of a session, as Interim or Supply Pastor, serving on Ministry Units of the Presbytery, etc. MTT reports these actions to the Presbytery and joyfully honors these Honorably Retired ministers.

Section 4: Beginnings and Endings of Pastoral Relationships

A. *Introduction*

The pastoral relationship is a three-party covenant between the Pastoral Leader, the Session or congregation, and the Presbytery. All three parties must concur before the pastoral relationship may be established or dissolved.

B. *Beginnings of Pastoral Relationships*

1. In installed relationships, the Congregation calls the Pastoral Leader to ministry with them, with affirmation of the Presbytery. A service of Ordination and/or Installation with congregational and Presbytery representatives celebrates the beginning of that relationship. (See APPENDIX L, "Ordination and Installation Guidelines")
2. In the case of temporary pastoral relationships, no Installation service takes place. Cherokee Presbytery has established a "Rite of Beginning Ministry Litany" for one of the first days the Pastoral Leader leads worship. (See APPENDIX G for a Sample Litany) The General Presbyter and a representative of MTT will be present to be part of that Litany, as a visible reminder of the three-party covenant between the Pastor, the Congregation, and the Presbytery.

C. *Endings of Pastoral Relationships*

The dissolution of an installed pastoral relationship may be initiated by the Pastoral Leader, the congregation, or the Presbytery. A departing Pastoral Leader shall notify the Moderator/Co-Moderators of the MTT and the General Presbyter before notifying the Session and the congregation of their departure. After notification, the MTT Moderator/Co-Moderators will assign a Liaison. If the dissolution involves an Associate Pastor, the Pastoral Leader serving as Head of Staff and the Clerk of Session should be notified prior to notifying the Session and the congregation.

Unless there are disciplinary considerations, the duration of a minister's tenure along with the impact of their ministry should be considered in developing an exit strategy that allows a ministry to end with intention and a sense of completeness. To that end, specific ministry resolution goals and timelines will be explored, agreed upon, and implemented as a

part of the terms of dissolution. (See APPENDIX T for a Sample Covenant of Closure for all pastoral relationships)

1. *Types of Dissolution*

- a. Voluntary dissolution at the request of the Pastoral Leader
- b. Negotiated Departure. Either the Pastoral Leader or the Session may request that the MTT assist in negotiating a peaceful and appropriate end to a relationship which either the Pastoral Leader or Session believe is no longer workable. (See Section 4.a below)
- c. Medical Disability or Incapacitation
- d. Death in Service
- e. Dissolution for Cause
- f. Renunciation: If a Pastoral Leader renounces the jurisdiction of this church in writing, dissolution is effective immediately. No severance payments or monetary gifts shall be made to a Pastoral Leader who renounces jurisdiction.

2. *Process for Dissolving an Installed Pastoral Relationship*

- a. The Session, Administrative Commission (if there is one in place) or Pastoral Leader shall contact the General Presbyter before notifying the Session and the congregation, stating the desire to sever the relationship and provide a brief overview of the reasons. The General Presbyter will then inform the Stated Clerk and the MTT.
- b. The MTT will respond with the appropriate resource persons and a Liaison to meet with all parties to discuss the presbytery's policy on dissolution.
- c. The Session and/or Administrative Commission, Pastor, and MTT negotiate, approve, and sign a written Dissolution Agreement, Covenant of Closure, or, if applicable, a Severance Agreement which includes a Dissolution Agreement and Covenant of Closure.
- d. Copies of the written Dissolution Agreement and Covenant of Closure are to be made available to members of the congregation at the Congregational Meeting at which the dissolution of the call is to be determined.

- e. The Congregation votes to request the Presbytery to dissolve the pastoral relationship, affirming the written Dissolution Agreement and Covenant of Closure at the Congregational Meeting. It is recommended that the Congregational Meeting be moderated by a member of the MTT, the General Presbyter, or the Stated Clerk. No party at the Congregational Meeting may amend the severance terms if a severance is agreed to by all parties.
 - f. Both the Pastoral Leader and the Congregation, having agreed on the terms, present them to the MTT to approve the dissolution through the Dissolution Agreement and Covenant of Closure on behalf of Cherokee Presbytery. If either the Pastoral Leader or the congregation does not concur with the terms of dissolution, they shall inform the General Presbyter the reasons why the pastoral relationship should not be dissolved. The Presbytery shall make a determination on the pastoral relationship.
3. *Process for Dissolving Temporary Pastoral Relationships*
- a. In temporary pastoral relationships, the Session or the Pastoral Leader makes a request to the presbytery through MTT to end the pastoral relationship.
 - b. Temporary pastoral relationships end on the date of the approved contract or on a date agreed to by the Session and the Pastor and affirmed by the MTT. A written Dissolution Agreement and Covenant of Closure will be affirmed by the Pastoral Leader, Clerk of Session, and MTT. (See APPENDIX S, "Sample Dissolution Agreement" and APPENDIX T, "Sample of Covenant of Closure")
 - c. Cherokee Presbytery has established a Rite of Ending Ministry; the sample Litany is found in APPENDIX H to be used close to the final day a Pastoral Leader is in the pulpit.
4. *Guidelines for Negotiated Departure*
- 1. Overview
 - 1) The Pastoral Leader and/or the Session may make the request for a negotiated departure; the Presbytery may initiate proceedings for dissolution. The MTT will appoint two persons: one to work with the Session, and the other to work with the Pastoral Leader to negotiate the terms of dissolution. The Pastoral Leader and Session may each name two persons to assist in the negotiation of the terms of dissolution. Those so named will constitute a Departure Negotiation Task Force.

- 2) The representatives of the Pastoral Leader will meet with them to discuss terms of dissolution. Likewise, the representatives of the Session will meet with them to discuss terms of dissolution. Following those meetings, the Departure Negotiation Task Force will be convened.

2. Agreement of Proposed Terms of the Dissolution

- 1) After the Task Force has agreed upon terms of dissolution acceptable to both parties, they present the proposed terms of dissolution to the Session in writing.
- 2) While it is hoped that terms of dissolution are unanimously acceptable to all parties would be negotiated, a majority of the Task Force may present a proposal to the Session, Pastor, and MTT.
- 3) When the terms of dissolution are approved by the Pastor and the Congregation, they shall be signed by the Pastor and by the Clerk of Session. The Clerk shall then send a signed copy of the terms of dissolution to the MTT for its approval.

3. Considerations regarding the Dissolution

- 1) Every agreement shall address compensation and benefits to support the minister until the minister has entered into a comparable call or secular employment and the Session moves toward bridge or interim leadership.
- 2) Ordinarily, cash salary, housing allowance or use of a manse, utilities, and Board of Pensions payments are to be continued for a minimum of three months after the effective date of dissolution. However, the length of the pastor's service to the church may also be taken into consideration. In the event a manse is involved, the date of departure from the manse shall be part of the Dissolution Agreement. On that date, the pastor shall return all keys and shall surrender the premises to the church.

5. *Severance Agreement*

Severance is defined as compensation a congregation provides a Pastoral Leader who is leaving under duress. No law requires a congregation to offer severance pay. In Georgia, Pastoral Leaders may not apply for unemployment compensation from the state unless the

church participates in paying unemployment insurance. Pastoral Leaders may have severance details built into their contracts. The congregation is responsible for payment of severance, if negotiated, and such severance is not the responsibility of the Presbytery or the Presbyterian Church (U.S.A.) In considering severance pay, service is measured within the particular call, not total years of service. All severance agreements should be fully documented and approved by Congregation, Pastor, and Presbytery. (See APPENDIX O for "Severance Pay Guidelines," APPENDIX R, "Requirements of a Dissolution Agreement," and APPENDIX S, "Sample Dissolution Agreement")

6. *Covenant of Closure*

An agreement between the departing Pastor, the Session, and the MTT shall be established to define the parameters of a pastor's relationship with the session and congregation following their departure in all pastoral relationships. (See APPENDIX T, "Sample Covenant of Closure")

Section 5: Certified Church Service

A. Introduction

Persons serving in certain staff positions in congregations, councils, and church-related entities, may be certified and called to service in these positions. Through their service, they reflect their faith, and strengthen the church through their dedication. Persons serving in these staff positions should be encouraged to meet certification requirements of a national certifying body approved by the General Assembly. The Presbytery shall encourage sessions to provide continuing education funds and time for persons seeking certification. The Presbytery shall affirm these certified persons with a service of recognition at the time of certification.

Persons in certified service taking new positions shall be recognized and welcomed at Presbytery meetings. Persons so certified shall be granted the privilege of voice at all meetings of Presbytery while serving in a congregation, council, or church-related entity. Ruling Elders so certified shall be granted the privilege of voice and vote at all meetings of Presbytery while serving in a congregation, council, or church-related entity.

The Presbytery shall recognize retirement of persons so certified. Regardless of position title or place of service (camp, congregation, etc.), certified persons should retain their status with all rights and privileges.

Sessions and congregations shall encourage participation in, and support of, the Association of Partners in Christian Educators (APCE), the Presbyterian Church Business Administrators (PCBA), the Presbyterian Association of Musicians (PAM), and other entities providing certification.

The General Presbyter shall be notified in advance when an employment relationship with a certified person in service is begun or ended, and then inform MTT. Such certified persons shall be included in the annual necrology report.

B. *Christian Educators*

Certified Christian educators are persons certified and called to service in the ministry of education in congregations or councils. They shall have skills and training sufficient for their work, including polity, programs, and mission of the Presbyterian Church (U.S.A.).

The Presbytery shall establish minimum requirements for compensation and benefits for Certified Christian educators and Certified Associate Christian educators, as well as access to the MTT. Compensation and employment benefits including sabbatical should be equal to that of a Pastoral Leader in a similar call.

MTT shall provide guidance and support to congregations seeking to call persons within the field of Christian education, and to help congregations discern whether a position could be best filled by a Certified Christian educator, Certified Associate Christian educator, or a Pastoral Leader.

The General Presbyter shall be notified in advance when an employment relationship with a Certified or Associate Certified Christian educator is

begun or ended, and then inform MTT. Certified and Associate Certified Christian Educators shall be included in the annual necrology report.

Section 6: Commissioned Ruling Elders

A. Introduction

The Presbytery may authorize a ruling elder to be commissioned to limited pastoral service as determined by the Presbytery. Such commission may be to a validated ministry, and the ruling elder may be authorized to moderate the session, administer the Sacraments, and to officiate at marriages where permitted by state law. The commissions shall state the term of service, not to exceed three years, and shall be renewable. The MTT will review the commission annually. The initial commissioning of a ruling elder to particular pastoral service shall be at a stated or called meeting of the Presbytery.

B. *Training, Examination, Commissioning, and Supervision*

1. The Building Leaders Team (BLT) of Cherokee Presbytery shall establish preparation and instruction standards for Ruling Elders who seek to become CREs.
2. CRE candidates are prepared and approved by BLT for commissioning. MTT and CHT will examine CRE candidates as to personal faith, motives for seeking the commission, and the areas of their instruction.
3. Approved ruling elders will be commissioned to limited pastoral service at a stated or called meeting of the Presbytery.
4. CREs shall work under the supervision of the MTT, who shall assign a minister of the Word and Sacrament to serve as mentor to the CRE.
5. CREs will complete and submit an Annual Report to MTT for its review. Prior to the end of the term, the MTT will review and make recommendations about the renewal of the CRE Commission. (See APPENDIX P for CRE Annual Report Form.)

APPENDICES

APPENDIX A: GLOSSARY OF TERMS

Board of Pensions (BoP)

The Board of Pensions partners with Presbyterian Church (U.S.A.) congregations, agencies, and mid councils as well as affiliated employers (educational institutions, camps/conference centers, retirement/senior housing communities, human services organizations, etc.) to provide benefits to PC(USA) employees through the Benefits Plan.

Bridge Pastor

A Bridge Pastor may be called if there is to be up to 90 days before the arrival of the Temporary Pastor. The Bridge Pastor does not begin any of the interim tasks; instead, the Bridge Pastor maintains administrative operations and worship with the congregation until the arrival of the Temporary Pastor.

Building Leaders Team (BLTI)

(Committee on Preparation for Ministry (CPM) in other Presbyteries)

The team of Ruling Elders and Ministers of the Word and Sacrament elected by Presbytery which is responsible for oversight of inquirers and candidates for the ministry of Word and Sacrament as they move through that process. They also oversee the process of developing CREs who might "nurture the covenant community of disciples of Christ." The BLT provides Minister Members, CCEs and CREs with Boundary Training and other opportunities, as well as proposing Ruling Elders and Minister Members as Ordination Examination readers.

Certified Christian Educator (CCE)

Certified Christian Educators are persons certified by PCUSA who are called to serve in the ministry of Faith Formation in congregations or councils. They have skills and training in Biblical interpretation, Reformed theology, worship and sacraments, human development, religious educational theory and practice, and the polity, programs, and mission of the Presbyterian Church (U.S.A.). While in active service, CCEs are given the privilege of the floor at Presbytery meetings. Certified Christian Educators who are also Ruling Elders have the privilege of voice and vote at all Presbytery meetings. The Presbytery's established minimum salary compensation and benefits apply to CCEs as for other Pastoral Leaders.

Church Leadership Connection (CLC)

The Internet-based computer system provided by the General Assembly Call Referral Services office of the Presbyterian Church (USA). Through this system, Pastor Search Teams (PSTs) and Pastor Nominating Committees (PNCs) submit Mission Information Forms (MIFs), ministers submit Personal Information Forms (PIFs), and matching is done by the CLC system. Information is available at www.pcusa.org/clc; assistance may be obtained via phone at (502) 569-8550 and by email at clcstaff@pcusa.org.

Congregational Health Team (CHT)

The team of Ruling Elders and Ministers of the Word and Sacrament elected by Presbytery which is responsible for the health and well-being of each congregation within the Presbytery. It also develops and promotes policies promoting healthy congregations through the Sexual Misconduct Policy and Child Safety Policy. It provides resources for Pastors in crisis and in cooperation with the Stated Clerk, coordinates Session Records Review Policy and process.

Commissioned Ruling Elder (CRE)

Ruling Elders who have received preparation and instruction as determined by the BLT are examined by MTT/CHT as to personal faith, motives for seeking the commission, and the areas of instruction, will be commissioned to limited pastoral service as determined by the Presbytery. In addition to leading worship, the CRE may be authorized to moderate the session of the congregation to which they are commissioned, administer the Sacraments, and officiate at marriages where permitted by state law. The commission shall include the financial terms, work expectations, and the term of service, not to exceed three years, which is reviewed annually by MTT, and is renewable. CREs have voice and vote at Presbytery meetings. The Presbytery's minimum compensation and benefits apply to CREs as for other Pastoral Leaders.

Designated Pastor

A Designated Pastor is an installed pastoral relationship for a stated term - not less than two years or more than four years, subject to all full or part time benefit requirements for any installed position. A Designated Pastor may be helpful in certain situations, e.g., church transformation, conflict, etc. At the end of the term, upon review by the pastor, session/ Administrative Commission, and with approval

of the MTT, the term may be extended, concluded, or the pastor called to the installed pastoral position.

Ministry Information Form (MIF)

The form containing data which describes the mission and ministry of a congregation in transition with a description of the skills, experience, and interests needed to meet the Pastoral Leader expectations they are seeking through CLC.

Ministry Transitions Team (MTT)

The team of Ruling Elders and Ministers of the Word and Sacrament elected by the Presbytery responsible for the Ministers of the Word and Sacrament, Certified Christian Educators, and Commissioned Ruling Elders, and congregations of the Presbytery during times of transition. The MTT acts on behalf of Presbytery regarding the search, establishment, and dissolution of all Pastoral Staff relationships. The MTT also approves Validated Ministries, At-Large Ministers, and Honorably Retired Ministers.

Pastor Nominating Committee (PNC)

The group elected by the congregation and charged with the search for an Installed Pastor to serve the congregation. The MTT trains them in procedures and processes to work with the CLC system and meets as they do their work.

Pastor Search Team (PST)

A Search Team is formed by the Session to seek a non-installed Pastor for a congregation, such as a Stated Supply or Interim Pastor. The MTT trains them in procedures and processes to work with the CLC system as they do their work.

Personal Information Form (PIF)

The form containing data on a particular minister (or a candidate for the ministry) as they seek a call through CLC.

APPENDIX B: MINISTER'S CHOICE PLAN FROM THE BOARD OF PENSIONS

Minister's Choice

Minister's Choice provides important financial protection for ministers and supports wholeness through access to assistance and education programs.

Every minister ordained in the Presbyterian Church (U.S.A.) should have access to benefits and programs that support wholeness. Every minister deserves to have their income and financial future protected, for themselves and their loved ones, throughout their ministry and when they retire.

Minister's Choice is a benefits package that provides this important financial protection for ministers and opens the door to the Board's education and assistance programs. By offering Minister's Choice, employers can help ministers have the protection and access they deserve.

Why Minister's Choice?

There is no commercially available benefit that can reproduce the financial protection offered through Minister's Choice. And ministers enrolled in Minister's Choice have access to important assistance and education programs* that help cultivate wholeness and nurture ministries, like CREDO, the Assistance Program, and Board University.

Who's eligible?

- Any minister who is not an installed pastor.
- At least 20 hours per week employment required.

Pastors in installed positions must be enrolled for Pastor's Participation. Employers may choose to enroll any minister who works at least 20 hours per week for Pastor's Participation.

What's the cost?

The cost is 10 percent of effective salary, fully paid by the employer.

What's included?

Minister's Choice is intended to ensure all ministers have a level of financial protection by providing the following benefits:

Defined Benefit Pension Plan includes special features such as experience apportionments and pension credit accruals at the greater of actual salary (capped at statutory limits) or employment classification median. Also included are survivor pension benefits for the life of the member's surviving spouse.

Death and Disability Plan protects members in the event of a long-term disability and provides survivor benefits.

Temporary Disability Plan provides an income benefit for up to 90 days after a 14-day waiting period. It provides members with 60 percent of effective salary, up to \$305,000 (2022).

Employee Assistance Plan, a confidential resource through Cigna Behavioral Health, provides members with access to counseling sessions; financial, tax, and legal assistance; identity theft consultation; resources for child and older adult care; and more - at no cost to the member.

Access to the following assistance and education programs that help foster wholeness:*

- CREDO
- Board University
- Assistance Program, including Minister Educational Debt Assistance, Minister Debt Relief, Emergency Assistance, Adoption Assistance, Transition-to-College Assistance, and Sabbath Sabbatical Support

**Member must meet program eligibility requirements.*

Can I offer additional benefits?

Yes, employers may offer Minister's Choice as well as other benefits, including one of the medical options available through the Medical Plan (PPO, EPO, or HDHP).

As Senior Consultant for our area, Clark Simmons oversees Church Relations work in Alabama, North Carolina, South Carolina, Virginia, and Tennessee. Additionally, he has direct responsibility in Florida, Georgia, and Mississippi for the presbyteries listed below in the Synod of South Atlantic and Synod of Living Waters.

Contact information

Call Clark at 215-587-7046 or email him at csimmons@pensions.org

APPENDIX C: PASTOR'S PARTICIPATION PLAN FROM THE BOARD OF PENSIONS

Pastor's Participation

Pastor's Participation is a comprehensive benefits package designed to meet the healthcare and retirement needs of ministers.

What's included

Effective January 1, 2023, medical dues will increase 2 percent, from 27 percent to 29 percent, bringing total dues for the Pastor's Participation benefits package to 39 percent of effective salary, up from 37 percent.

Pastor's Participation includes the following coverage. The total cost for employers to provide this comprehensive package is 37 percent of effective salary:

Full family PPO medical coverage for 27 percent*
Defined Benefit Pension Plan for 8.5 percent
Death and Disability Plan for 1 percent
Temporary Disability Plan for 0.5 percent

Subject to the minimum annual dues amount of \$11,000 and the maximum annual dues amount of \$33,500.

Cost-sharing for other benefits

Employers must also offer the following benefits to ministers enrolled in Pastor's Participation. An employer may, but is not required to, contribute to the cost of these benefits:

- Retirement Savings Plan of the Presbyterian Church (U.S.A.)**
- Dental Plan
- Vision Eyewear Plan
- supplemental death benefits
- supplemental disability benefits (if minister is eligible)

Employers also may offer flexible spending accounts (FSAs) to ministers in Pastor's Participation. Two types of FSAs are offered: healthcare and dependent care.

An employer matching contribution to the Retirement Savings Plan is not considered part of effective salary, so the employer cost for dues-based benefits (such as medical coverage in Pastor's Participation or Pension Plan participation) is not affected. (A fixed employer contribution to the Retirement Savings Plan, as a percentage of pay or a dollar amount, is considered part of effective salary and included in the calculation of dues).

Assistance and education programs

Pastor's Participation provides access to the following programs*** that help cultivate wholeness and nurture ministries:

- [CREDO](#)
- [Board University](#)
- [Assistance Program](#), including Minister Educational Debt Assistance, Minister Debt Relief, Emergency Assistance, Adoption Assistance, Transition-to-College Assistance, and Sabbath Sabbatical Support

**Member must meet program eligibility requirements.*

Eligibility

Employers are required to enroll all ministers in an installed position in Pastor's Participation. Ministers in non-installed positions who are regularly scheduled to work at least 20 hours per week may also be enrolled in Pastor's Participation.

As Senior Consultant for our area, Clark Simmons oversees Church Relations work in Alabama, North Carolina, South Carolina, Virginia, and Tennessee. Additionally, he has direct responsibility in Florida, Georgia, and Mississippi for the presbyteries listed below in the Synod of South Atlantic and Synod of Living Waters.

Contact information

Call Clark at 215-587-7046 or email him at csimmons@pensions.org

APPENDIX D: SAMPLE STATED SUPPLY PASTOR CONTRACT

Cherokee Presbytery Stated Supply Pastor Contract

The Session of _____ Presbyterian Church located in _____, GA, agrees to the following terms as detailed in this contract with _____ as a full time/part time Stated Supply Pastor, for a period of 12 months beginning _____.

_____ will serve an average of ____ hours per week with the following expectations of time in service to the congregation:

PASTORAL DUTIES

- Worship prep, lead worship, preach, and administer the Sacraments in worship.
- Provide visitation, pastoral care of members. Conduct funeral and memorial services.
- Perform marriage ceremonies and offer premarital counseling.
- Coordinate with office staff; bulletin/music prep, etc.
- Moderate Session and Congregational Meetings and coordinate with committees, etc.
- Become involved in the community.
- Pray for the congregation.

CONGREGATION AND SESSION DUTIES

- Support the pastor in their ministry.
- Provide regular financial compensation according to the terms outlined below.
- Provide a performance review to the pastor at least annually.
- Pray for the pastor during this contract period.
- Negotiate ministry goals for contract period.

COMPENSATION

1. Annual Cash Salary: _____
2. Housing/ Utilities Allowance: _____
3. Employing Organization's Contributions: _____
4. Additional Compensation: _____
5. Other Allowances: _____

TOTAL EFFECTIVE SALARY: _____

BENEFITS

Board of Pensions options as appropriate: _____

1/2 SECA (7.65% x total of 1+3+4+5 above), if applicable: _____

REIMBURSABLE EXPENSES

Mileage@ the current IRS business-mileage: _____

Continuing Ed/ Book Allowance: _____

Moving Expenses (taxable to the pastor) may be paid up to \$ _____

PAYMENT SCHEDULE

Salary and Housing will be paid _____

OTHER BENEFITS

- Vacation of four weeks per year (including Sundays)
- Study leave of two weeks per year
- Additional leave as provided for by Cherokee Presbytery for minister members
- Other:

TERMINATION

This relationship may be terminated with 30 days written notice by either party and with the concurrence of the Ministry Transition Team (MTT) of Cherokee Presbytery.

SIGNED

Pastor: _____ Date: _____

Clerk of Session: _____ Date: _____

On behalf of the MTT: _____ Date: _____

APPENDIX E: SAMPLE INTERIM PASTOR CONTRACT

Cherokee Presbytery INTERIM PASTOR AGREEMENT

The Session of _____ Presbyterian Church located in _____, GA, agrees to the following terms as detailed in this contract with _____ as a full time/part time Interim/Transitional Pastor, for a period of 12 months beginning _____

_____ will serve an average of __ hours per week with the following expectations of time in service to the congregation:

GOALS FOR MINISTRY

- To assist the Session and congregation in the process of transition related to the ending of the previous pastoral relationship.
- To address any issues or conflicts existing within the congregation.
- To establish short term goals to accomplish during the interim/transitional period.
- To facilitate a mission study and develop long terms goals for ministry.
- To prepare the congregation for the arrival of the next pastor.

ACCOUNTABILITY

_____ is employed by the Session of this congregation, with the concurrence of the Ministry Transitions Team (MTT) of Cherokee Presbytery, to serve as Interim/Transitional Pastor for one year beginning ____, and is accountable to both the Session and the MTT.

RESPONSIBILITIES

- Preaching and Leading Worship in the Reformed tradition
- Pastoral Care and Visitation
- Church Leadership and Administration
- Providing leadership and training opportunities for the congregation
- Lead a congregational Mission Study
- Ordinarily, become a minister member of Cherokee Presbytery, participating in the mission and ministry of the presbytery
- Check-in regularly with the MTT liaison to discuss the progress of the transition, referring all questions related to the PNC process to the MTT liaison
- The Interim Pastor will not ordinarily be considered eligible to be called as the next Pastor of this congregation.

COMPENSATION

- 1. Annual Cash Salary: _____
- 2. Housing/ Utilities Allowance: _____
- 3. Employing Organization's Contributions: _____
- 4. Additional Compensation: _____
- 5. Other Allowances: _____

TOTAL EFFECTIVE SALARY: _____

BENEFITS

Board of Pensions options as appropriate: _____

1/2 SECA (7.65% x total of 1+3+4+5 above), if applicable: _____

REIMBURSABLE EXPENSES

Mileage@ the current IRS business-mileage: _____

Continuing Ed/ Book Allowance: _____

Moving Expenses (taxable to the pastor) may be paid up to\$ _____

PAYMENT SCHEDULE

Salary and Housing will be paid _____

OTHER BENEFITS

- Vacation of four weeks per year (including Sundays)
- Study leave of two weeks per year
- Additional leave as provided for by Cherokee Presbytery for minister members
- Other:

NOTICE OF TERMINATION AND CONTINUATION PAY

Due to the unique nature of transitional/interim ministry, which provides specialized service to a congregation at a financial risk to the Interim Pastor, care will be taken to provide adequate time, compensation, and benefits to enable a good transition for the congregation. The purpose of this termination agreement is to

enable the Interim Pastor to focus on this congregation during the agreement period rather than on seeking a new call.

This agreement may be terminated by the Interim Pastor with a thirty (30) day notice. In this event, the Interim Pastor shall forfeit all claims for compensation beyond the 30-day except accrued Vacation and Study Leave time compensation.

This agreement may be terminated by the Session with a thirty (30) day notice. (NOTE: THE REMAINDER OF THIS PARAGRAPH, EXCEPT THE LAST SENTENCE, DOES NOT APPLY TO THOSE DOING THIS MINISTRY AFTER BEING HONORABLY RETIRED.) In this event or in the event of non-renewal, the above Effective Cash Salary (Salary, Housing, pro-rated SECA) and the Board of Pensions (BOP) Plan will be continued for one (1) month after the termination date if the Interim Pastor has not found comparable employment. Upon receiving notice of termination as provided herein, the Interim Pastor shall diligently pursue new employment and shall be entitled to such time off as shall reasonably facilitate this effort, without interfering with her/his primary duties. The Interim Pastor shall be entitled to accelerate the termination notice once it is given to her/him, to be available for any such new employment ass/he shall choose to accept. All compensation shall cease during the notice period upon commencement of the new employment; accrued Vacation and Study Leave time compensation will be paid at the end of the agreement.

This agreement may be extended or changed as mutually agreed upon. Failure to extend the agreement prior to thirty (30) days from its expiration or notice of non-renewal of the agreement shall be considered notice of termination.

SIGNED

Pastor: _____ Date: _____

Clerk of Session: _____ Date: _____

On behalf of the MTT: _____ Date: _____

APPENDIX F: SAMPLE TERMS OF CALL FOR AN INSTALLED PASTOR

Cherokee Presbytery
 Installed Pastor Terms of Call

Compensation and Benefits

Effective Salary	Salary (Check with the Stated Clerk of the Presbytery for current presbytery minimums for Installed Pastors) Housing	
Benefits	BOP Pastor's Participation (37% effective salary; 39% in 2023) BOP Elective Benefits 1/2 SECA, if applicable	
Reimbursable Professional	Professional Expenses and Continuing Education Mileage Reimbursement (at IRS business rate)	
	TOTAL PACKAGE (Budget impact)	

Time away

- 4 weeks vacation, 2 weeks Continuing Education
- Family Leave consistent with Cherokee Presbytery policy
- Service to the larger church an average of 1-2 days a month
- Sabbatical leave consistent with proposed Cherokee Presbytery policy (3 months paid after 7 years)

SIGNED

Pastor: _____ Date: _____

Clerk of Session: _____ Date: _____

On behalf of the MTT: _____ Date: _____

APPENDIX G: SAMPLE LITANY OF BEGINNING TEMPORARY PASTORAL RELATIONSHIP

General Presbyter to congregation: Friends, today we mark the establishment of a covenant to begin a season of ministry between Rev. NAME and NAME Presbyterian Church.

The three parties involved in this agreement are the pastor, the congregation, and the presbytery.

Rev. NAME has been engaged by the Session and approved by Cherokee Presbytery's Ministry Transitions Team to provide spiritual leadership, pastoral care, and administrative oversight to the congregation during their season of ministry here.

On behalf of the Presbytery's Ministry Transitions Team, I am pleased to confirm that Pastor NAME has been examined and approved for this work. The Ministry Transitions Team affirms the Session's choice and prays that the covenant we've entered may be a source of blessings to us all.

General Presbyter to Pastor: A covenant is a promise—a promise of faith and practice, sealed by the grace of God. NAME, before God and in the presence of these witnesses, I ask you:

Do you promise to be faithful in taking on this new trust and responsibility, in serving as the (Interim/Transitional) Pastor of NAME Presbyterian Church?

Do you promise to serve the people of NAME Presbyterian Church with energy, intelligence, imagination, and love?

Clerk of Session: Fellow members of the congregation—do you acknowledge, welcome, and receive NAME to serve as our (Interim/Transitional) Pastor? Do you?

Do you promise to encourage their ministry here, to pray for them, and to undertake the work that falls to us now as we move, with Pastor NAME's help, through our next season of ministry? Do you?

Pastor NAME, please accept our love and care for you as a sign of our commitment to you as our Pastor. On behalf of the congregation, we promise to support you and graciously encourage you in your ministry here. May your time here, as long as God continues to call you, be a blessing to you.

General Presbyter: Let us pray. Now, may God's love and mercy surround and uphold Pastor NAME, the Session of NAME Presbyterian Church, and all who are engaged in ministry here. May this time of transition, and the work with which it is filled, strengthen the church and bring blessing to many throughout this community, in the name of Christ our Lord. Amen.

APPENDIX H: SAMPLE LITANY FOR CONCLUDING A PASTORAL RELATIONSHIP

General Presbyter/MTT Rep: _ months/years ago, NAME Presbyterian Church and the Rev. NAME began a pastoral relationship. NAME and I are here today, representing Cherokee Presbytery, as NAME represents the congregation as the Clerk of Session. Together with Rev. NAME we gather at this time to recognize the conclusion of this pastoral relationship.

MTT Representative: Friends, communities of faith change. Individuals are baptized, grow up, depart for other places. Some persons join and other move to other communities. Loved ones come to the end of their lives. Persons marry. Children are born. Changes come in countless ways.

We mark changes in various ways. This helps us remember and to tell our story of faith in Jesus Christ. Today we mark the conclusion of your Pastor's tenure here. NAME has served you faithfully and well. Now it is time for you to bid farewell.

Clerk of Session: NAME, on behalf of the congregation, we thank you for your service here. You have walked with us through a pivotal season of our life together. You have loved us, cared for us, challenged us, and nurtured our faith. Thank you for all that you gave us!

Pastor: I warmly thank NAME Presbyterian Church-its members, staff, and friends-for the kindness, care, love, and support shown me these past_ years. I thank you for entrusting me with your joys and sorrows, struggles and victories. You received me and accepted me as a Pastor. We have done many things that will prepare you for your next season of ministry. Thank you.

General Presbyter/MTT Rep: Let us pray. God, whose everlasting love for us is completely trustworthy, help each of us move confidently into the future, trusting that it rests in your care. During Pastor NAME's time together here with NAME Presbyterian Church, they shared laughter and tears, loss and gain, growth and challenge, hope and disappointment. Guide them as they carry the memories and experiences gathered into their continuing life in Jesus Christ. And even as we all part, hold us together in the bonds of love-your love for the church, our love for one another-as we wait with hope for the time when all things will be united in Christ, in whose name we offer this prayer. Amen.

APPENDIX I: SABBATICAL LEAVE POLICY

Introduction

Sabbatical leave is beneficial, both to ministry professionals and to the congregations or organizations they serve. Sabbatical leave can help church professionals refocus their vision and find a renewed sense of call. It may help the person engage in a new or intensive continuing educational experience not made possible in a shorter time period. God calls us to honor Sabbath in a busy world, and in the busy church.

Sabbatical leave offers valuable refreshment and rejuvenation for those who labor continuously for God's people, new vision for continued service, and renewed compassion for the beloved children of God. Sabbatical leave offers the congregation a time to reflect on its future, for members to exercise new gifts for service in the church, and for the congregation as a whole to renew its call as part of the priesthood of all believers.

Definition

Sabbatical leave is a planned time of study and renewal by which one seeks personal and professional growth. It is an opportunity for a staff person to disengage from regular and routine tasks so that ministry may be viewed from a new perspective and one's soul renewed to serve refreshed. It is not a prolonged vacation. Through reflection, prayer, rest, study and travel, one finds the promise of God who sustains us through a period of reflection, leading to the renewal of energy upon the return to the permanent call.

Guidelines

Sabbatical leave is recommended for all full-time Pastors and Educators CREs serving congregations or Validated Ministries, who have served in their present position for six (6) continuous years. Churches and their professional staff members (Installed Ministers of the Word and Sacrament and Certified Christian Educators) are encouraged to incorporate this important benefit within the Terms of Call. If not included in the initial terms, Sabbatical can be incorporated in an annual update to the Terms of Call. The session should also include a fixed amount in the budget each year for the Sabbatical account which accumulates over a six (6) year period to cover the costs of the sabbatical. The Session may decide to give credit for previous full-time service by staff members at other positions.

1. The staff member should bring a written proposal to the appropriate committee and/or Session, providing ample time for the church's planning and budget considerations. These goals should include a description of the spiritual component of the Sabbatical leave and how it will enhance service to Christ, as well as how the Sabbatical leave will benefit the congregation upon the pastor/educator's return to ministry. The proposal should include

details regarding plans, proposed arrangements for covering the staff member's duties, and costs associated with the proposed leave. Upon approval by the Session, in the year prior to the Sabbatical Leave, the plan shall be shared with the Ministerial Transition Team (MTT) of Cherokee Presbytery.

2. Continuing Education funds which have accrued (with approval of the Session) may be used for the staff member's Sabbatical expenses. Accrued vacation time and study leave may be attached to the Sabbatical leave, with approval of Session. The length of a Sabbatical is ordinarily 12 weeks, but may be shorter or longer as mutually determined.
3. Well before the leave begins, the staff member and the appropriate Session committee should inform the congregation about the Sabbatical. If not included in the Terms of Call, an explanation of the policy and the accepted plan for the Sabbatical leave is appropriate. The congregation will continue the pastor/educator salary, pension/major' medical benefits, book allowance, and, at the direction of the Session, auto and continuing education allowances at the same level as those in effect at the time of the Sabbatical. Grants from outside agencies or institutions may be available to support the Sabbatical leave. The congregation may contact the Presbytery office for encouragement and support before and during the time of the leave. The Presbytery is a resource for helping with staffing issues, pulpit supply, and pastoral care.
4. Upon completion of the Sabbatical, at an acceptable time, the staff member should provide an appropriate report to the Session and the congregation that offers an overview of the Sabbatical and its impact upon the person. It is prudent that a staff member remains in the position at least a year after returning from Sabbatical.
5. It is recommended that not more than one staff member take a Sabbatical per calendar year. If two or more staff members are eligible during the same year, the staff members and appropriate committee or the Session should together determine an acceptable resolution.

APPENDIX J: FAMILY LEAVE POLICY

Cherokee Presbytery is committed to a culture that helps our Professional Staff (Ministers of the Word and Sacrament, Certified Christian Educators, and Commissioned Ruling Elders) meet the demands of family and ministry responsibilities and honoring the life that Christ has given us. Offering the option of taking paid time off when they or a family member is sick is not just good for them and their families, it's healthy for the whole of the church. The following policies shall be effective for all Professional Staff who are Installed, Non-Installed and CRE (with a year-long contract), and who serve full-time, part-time, in new calls and current calls.

Parental Leave

Professional Staff shall be granted paid family leave of at least twelve (12) weeks, including, but not limited to, leave for birth of each child, an adoption or a foster care placement. Full leave to be given in the case of third trimester miscarriage, stillbirth, or infant death.

Family Medical Leave

Professional Staff are eligible to for up to four (4) weeks of paid leave for care of a sick/injured immediate* family member once in a rolling 12-month period. A request for the leave may be given approval by the Presbytery's Coordinating Team (CT), MTT or the Session. For additional time away, see Short- or Long-Term Disability. Additional time off may be authorized by the CT, MTT, Session or immediate supervising committee.

Personal Medical Leave

Professional Staff are eligible for up to 2 weeks of paid leave for medical disability. After 14 days, the pastor shall file under the Board of Pensions Temporary Disability Plan, which will pay 60 percent of effective salary for days 15-90. The church shall pay the balance of 40 percent for days 15-90.

Bereavement Leave

Regular full-time and part-time Professional Staff are eligible for up to two weeks of paid leave following the death of a member of their immediate* family. There is no limit to the number of leaves that may be taken if a Professional Staff member has several immediate* family members pass away in a calendar year. A request for the leave may be given approval by the CT, MTT or the Session. Additional time off may be authorized by the CT, MTT, Session or immediate supervising committee.

**"Immediate family" is defined, in general, as: spouse, child, parent, stepparent, parent-in-law, sibling (including step and hatn, grandparent, grandchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, and daughter-in-law. Financial assistance for the congregation may be available on a case-by-case basis and all such requests shall be brought to the Ministry Transitions Team.*

APPENDIX K: SHORT- AND LONG-TERM DISABILITY

Short-Term Disability Benefits

Professional Staff (Ministers of the Word and Sacrament, Certified Christian Educators, and Commissioned Ruling Elders) may receive 100% of their regular pay (after taxes) for up to four (4) weeks of short-term disability once in a rolling 12-month period. Next the Staff person will be required to utilize their available paid benefit hours (sick, vacation or emergency leave, and/or floating holiday). If the Staff person has benefits hours (sick, vacation, emergency, and/or floating holiday), they are to be used first.

When all available benefit hours have been utilized, the remaining time off will be paid at 60% of the regular pay for up to the 90th calendar day from the onset of the short-term disability (excluding the 7 calendar-day waiting period).

Time away from work under short-term disability and any paid leave preceding it runs concurrently with any leave for which Professional Staff person is eligible under the Family and Medical Leave Act ("FMLA") policy, Section 311. The ninety (90) day limit is for each unrelated disability. A new benefits period will begin if the Staff person has returned to work for forty-five (45) calendar days or more even though it may relate to the initial disability. If the return-to-work period is less than forty-five calendar (45) days and the disability is related to the initial disability, the disability is considered continuous unless all ninety (90) days were previously exhausted. In that event, the disabled Staff person may apply for long-term disability insurance benefits through the BOP.

Long-Term Disability Insurance

Long-term disability insurance benefits are provided through the BOP. In the event the disabled employee for medical reasons exhausts ninety (90) days of paid and/or disability leave (see definition above), that employee may apply for long-term disability benefits through the Board of Pensions (BOP). Short-term disability leave and sick leave need not be exhausted prior to applying for long-term disability insurance benefits through the BOP.

If approved, the long-term disability benefits will be 60% of the Staff person's effective salary, offset by any social security benefits, on the date disability began. If the Staff person applies for and is given long-term disability insurance benefits through the BOP and has unused accumulated sick leave, the payment of long-term disability benefits will be deferred by BOP until accumulated sick leave is exhausted. The Staff person will receive long-term disability payment directly from the BOP.

Generally, employed status ends on the later of:

1. The date of exhaustion of all paid leaves and unpaid FMLA leave; or
2. The date of commencement of long-term disability benefits. If the Staff person has applied for and been given long-term disability insurance benefits through the BOP, their position status will end unless the twelve (12) week FMLA leave period has not been exhausted, in which case position status ends on the date the twelve (12) week FMLA leave period ends.

Return to Work After Short-Term or Long-Term Disability

Staff persons returning from short-term or long-term disability must submit a doctor's statement certifying their ability to perform the essential functions of their position and indicating any restrictions or requested accommodations. The Congregation will comply with applicable disability laws, including the Americans with Disabilities Act.

Upon completion of the Staff person's short-term or long-term disability absence, if the Staff person has not exhausted the twelve (12) weeks of FMLA leave, the Staff person must be returned to the same or equivalent position. Otherwise, the Staff person may be returned to that Staff person's position, unless the Congregation found it necessary, for ministry reasons, to fill the position during the Staff person's absence. In that situation, the Staff person will be given an opportunity to apply for a vacant position or may be offered a different but comparable position, if available, which the Staff person is free to accept or decline without prejudice.

APPENDIX L: ORDINATION AND INSTALLATION GUIDELINES

1. Upon approval by the MTT, and subsequent approval by the congregation, of the candidate and terms of call, and acceptance by the candidate, a service of Ordination and/or Installation shall be planned.
2. An administrative commission to ordain and/or install is a commission of the Presbytery and therefore is representative of the entire Cherokee Presbytery.

The Pastor/Associate Pastor-Elect, in consultation with the PNC, has the privilege of nominating persons to serve on the administrative commission. The Moderator of the Presbytery and the General Presbyter shall be consulted prior to setting a date for the service. The members of the commission and the time and place for the service must be approved by the Ministry Transitions Team. Members of the Presbytery Staff will welcome invitations to participate in the service.

3. The Moderator of the Presbytery, or their designee, shall serve as chair of the administrative commission. The commission shall be composed of at least five (5) members of Cherokee Presbytery; two (2) shall be Ruling Elders and two (2) shall be Minister Members. No more than one (1) Ruling Elder may come from any one of the Presbytery's constituent congregations, and the commission shall include both women and men. The commission shall elect a Clerk from its members to complete the Presbytery's form for minutes, which shall be forwarded to the Stated Clerk of the Presbytery.
4. The Pastor/Associate Pastor-Elect may invite Ministers and Ruling Elders from other presbyteries to participate in the service as corresponding members. Expenses for such guests should be paid by the congregation.
5. It is the responsibility of the Pastor/Associate Pastor-Elect being ordained and/or installed to plan the order of worship, and indicate how each member of the administrative commission will be involved in the service. The information shall be shared with the administrative commission in sufficient time for each member to prepare their part. Offerings collected during such worship services shall be designated for the Candidates Aid Fund of Cherokee Presbytery.

6. The Commission shall convene before the service and with prayer by the Moderator. The commission is dismissed at the conclusion of the worship service with the benediction pronounced by the Pastor/Associate Pastor-Elect.

7. The worship service shall include the following:
 - Greetings from the Presbytery and Statement of Purpose (Moderator of the commission)
 - Constitutional Questions to the Pastor/Associate Pastor-Elect (Moderator of the commission)
 - Constitutional Questions to the Congregation (propounded by a ruling elder)
 - if installation
 - Prayer of Ordination/ Installation and Laying on of Hands
 - Statement of Ordination/ Installation (Moderator of commission)
 - Welcome to the Pastor/ Associate Pastor-Elect (Moderator of commission)
 - Charge to the Pastor/ Associate Pastor-Elect (commission member)
 - Charge to the Congregation (commission member) - if installation
 - Benediction - Pastor/Associate Pastor-Elect

APPENDIX M: MINUTES OF COMMISSION TO ORDAIN/INSTALL A PASTOR

The Administrative Commission appointed by the MTT of Cherokee Presbytery to ordain / install Rev. _____ as Pastor / Associate Pastor / Designated Pastor of _____ Presbyterian Church, _____, GA, met at the church on _____ at ___ a.m./p.m.

Members present were Ruling Elders

and Ministers

Guests of the Commission:

The Commission was called to order by Moderator, who offered the opening prayer.

On motion, _____ was elected Clerk of the Commission.

The Order of Worship and the minutes were approved. The Commission would be adjourned with the benediction.

The Commission proceeded to the sanctuary for the service of worship. The sermon was preached by _____

The constitutional questions were propounded to _____ by the Moderator and were answered in the affirmative.

[IF INSTALLATION ONLY: The constitutional questions were propounded to the congregation by Ruling Elder _____, and were answered in the affirmative by the congregation.]

_____ was duly Ordained and/or Installed as _____ of _____ Presbyterian Church of _____, Georgia, by the laying on of hands.

[IF INSTALLATION ONLY: The Moderator stated that _____ was duly Installed as _____ of _____ Presbyterian Church of _____ Georgia.]

A prayer was offered by _____

A charge was given to the Pastor/ Associate Pastor/ Designated Pastor by _____

[IF INSTALLATION ONLY: A charge was given to the congregation by _____.]

The service was closed with the benediction pronounced by _____

_____, Clerk of the Commission

APPENDIX N: VALIDATED MINISTRY POLICY, PROCESS, AND ANNUAL REPORT FORM

Cherokee Presbytery

Validated Ministry Policy, Process and Validated Ministry Annual Report Form Policy

As found in *The Book Of Order*:

"G-2.0503 Categories of Membership

A minister of the Word and Sacrament is a member of a presbytery and shall be engaged in a ministry validated by that presbytery

a. Engaged in a Validated
Ministry A validated ministry
shall:

1. demonstrate conformity with the mission of God's people in the world as set forth in Holy Scripture, The Book of Confessions, and the Book of Order of this church;
2. serve and aid others, and enable the ministry of others;
3. give evidence of theologically informed fidelity to God's Word;
4. be carried on in accountability for its character and conduct to the presbytery in addition to any organizations, agencies, and institutions served; and
5. include responsible participation in the deliberations, worship, and work of the presbytery and in the life of a congregation of this church or a church in correspondence with the PC(USA) (G- 5.0201).

When ministers of the Word and Sacrament are called to validated ministry beyond the jurisdiction of the church, they shall give evidence of a quality of life that helps to share the ministry of the good news. They shall participate in a congregation, in their presbytery, and in ecumenical relationships and shall be eligible for election to the higher councils of the church and to the boards and agencies of those councils.

The presbytery shall review annually the work of all ministers of the Word and Sacrament engaged in validated ministries outside the congregation."

"G-3.0306 Membership of Presbytery

Each presbytery determines the ministers of the Word and Sacrament who are its members and validates the ministries in which they are to be engaged. It shall be guided in this determination by written criteria developed by the presbytery for validating ministries within its bounds (G-2.0503a).

The presbytery shall examine each minister of the Word and Sacrament or candidate who seeks membership in it on his or her Christian faith and views in theology, the Sacraments, and the government of this church.

The presbytery may designate ministers of the Word and Sacrament to work as teachers, evangelists, administrators, chaplains, and in other forms of ministry recognized as appropriate by the presbytery. Those so designated may administer the Sacraments at times and places authorized by the presbytery."

Process

1. Ordinarily, the minister seeking to have a ministry validated by Cherokee Presbytery will request a meeting with the General Presbyter and the Ministry Transition Team.
2. The General Presbyter and the Ministry Transition Team will conduct a face-to-face interview with the applicant, or virtually if necessary. The interview is to include an examination of the candidate's Christian faith and views regarding theology, the Sacraments, and the polity of the Presbyterian Church (USA).
3. At the meeting, the minister seeking to validate a ministry shall provide:
 - a. a job description;
 - b. a contract for service or other document which states expected terms of the call or employment.
4. The Ministry Transitions Team, following deliberation, will take action to consider validation of the ministry.
 - a. If the Ministry Transitions Team's recommendation is not to validate the ministry, the minister may request an additional hearing for consideration by the Presbytery. At any meeting with members of the Ministry Transitions Team, the burden remains with the minister to demonstrate that the proposed ministry should be validated.

Cherokee Presbytery Validated Ministry Annual Report Form

Date Received: _ _ _ _ _

Name: _____

Address: _____

Phone: _____

Job Title: _____

Date of Employment: _____

Employer: _____

Address of Employment:

Employer's Phone: _____

Name of Supervisor: _____

Name of the congregation where you are active and are you a Parish Associate:

Questions (Please respond in a narrative format)

- Please tell us about your ministry.
- How is your ministry serving others?
- How is your ministry carried on in accountability for its character and conduct to the presbytery and to other organizations, agencies, and institutions?
- How does your ministry include responsible participation in the deliberations and work of Cherokee Presbytery and in the worship and service of a congregation?
- Please describe your current involvement in Cherokee Presbytery or how you would like to participate in the presbytery.
- Describe how you are participating in the ministry of the congregation where you are active.

As a member of the Cherokee Presbytery all Ministers of Word are required to participate and complete a Boundaries Training Program every three years.

Have you participated in a Boundaries Training program? Yes No
If your answer was yes, when was the date of your program's completion:

Where did you participate in the training program?

Please return this form by _____, to clerk@cherokeepresbytery.org

APPENDIX 0: MEMBER-AT-LARGE POLICY, PROCESS, AND ANNUAL REPORT FORM

Policy

A Minister Member of Cherokee Presbytery "who has previously been engaged in a validated ministry, and who now, without intentional abandonment of the exercise of ministry, is no longer engaged in a ministry that complies with all the criteria in G- 2.0503a" shall be designated a Minister Member-At-Large. Cherokee Presbytery through the MTT may designate a Minister Member as "a member-at-large because he or she is limited in his or her ability to engage in a ministry fulfilling all of the criteria for a validated ministry due to family responsibilities or other individual circumstances recognized by the presbytery." (G.-20503b)

Process

1. A Minister Member of Cherokee Presbytery who desires to be designated a Member-At-Large, shall notify the General Presbyter or the Moderator/Co-Moderators of MTT of that desire. An interview will be scheduled between the Minister Member and an MTT Moderator/Co-Moderator to discuss particular circumstances of the request.
2. Should the Minister Member meet the criteria as outlined in the Policy above, their status will be considered at the next MTT meeting. That decision will be communicated to the Minister Member.
3. The Stated Clerk of the Presbytery will report the change in status to the Office of the General Assembly via appropriate communication. That change will also be recorded in the Presbytery Office.
4. The Member-At-Large will file an Annual Report with the MTT through the Stated Clerk. The MTT will review the report and make a decision to continue the Member-At-Large status or not, reporting the decision to the Presbytery at its next Stated Meeting.
5. If the MTT recommendation is not to continue the Member-At-Large status, the minister may request an additional hearing prior to the next Stated Meeting of the Presbytery. At any meeting with members of the MTT, the burden remains with the Minister to demonstrate that the designation should be established/continued.

Name: _____

Address: _____

Phone: _____

Name of the congregation where you are active and are you a Parish Associate:

Questions (Please respond in a narrative format)

- Please tell us about your current ministry within Cherokee Presbytery.
- How is your ministry serving others and enabling their ministry?
- How is your ministry carried on in accountability for its character and conduct to the presbytery and to others with whom you interact?
- How does your ministry include responsible participation in the deliberations and work of Cherokee Presbytery and in the worship and service of a congregation?
- Please describe your current involvement in Cherokee Presbytery or how you would like to participate in the presbytery.
- Describe how you are participating in the ministry of the congregation where you are active.

As a member of the Cherokee Presbytery all Ministers of the Word and Sacrament are required to participate and complete a Boundaries Training Program every three years.

Have you participated in a Boundaries Training program? Yes No

If your answer was yes, when was the date of your program's completion:

Where did you participate in the training program?

Please return this form by _____ to clerk@cherokeepresbytery.org

APPENDIX P: COMMISSIONED RULING ELDER ANNUAL REPORT FORM

Cherokee Presbytery
Annual Report from Commissioned Ruling Elders
Date Received: _ _ _ _ _

Name: _____

Congregation/Ministry served: _____

Home Address:

Phone: _____

Name of Mentor:

Mentor's email:

Questions (Please respond in a narrative format)

- Please describe your ministry.
- In what ways does your ministry serve the congregation?
- What is your current involvement in Cherokee Presbytery or how you like to participate in the presbytery?
- Please list any Continuing Education classes you completed in the past year.
- What classes do you anticipate participating in next year? What sort of Continuing Education classes would you like to see become available to strengthen your ministry as a CRE?

Please return this form by _____ to clerk@cherokeepresbytery.org

APPENDIX 0: SEVERANCE PAY GUIDELINES

Guideline for Severance Amounts for Clergy Serving at Least One Year

YEARS OF SERVICE	LUMP SUM AMOUNT
1-4	2-3 months salary
5-8	3-4 months salary
9-12	4-5 months salary
13-16	5-6 months salary
More than 17	6 months salary

APPENDIX R: REQUIREMENTS OF A DISSOLUTION AGREEMENT

A Dissolution Agreement should contain the following:

1. The identification of the parties (Pastor, Congregation, and Presbytery)
2. The dates for
 - a. End of ministry responsibilities
 - b. Removal of personal property
 - c. Termination of call
 - d. Final compensation, benefit payments
 - e. Departure date from the manse, if applicable
3. All agreements, including but not limited to
 - a. Effective Salary continuation
 - b. Benefits continuation
 - c. Loan repayment or shared equity agreement, if applicable
 - d. Manse use, if applicable
 - e. Compensation for unused, earned vacation
 - f. Severance payment. Severance is defined as compensation a congregation provides a pastor who is leaving under duress. No law requires a congregation to pay severance pay.
4. If a full time Pastor finds full-time employment prior to the end of the terms of the dissolution agreement, the agreement shall state that the church's financial obligations end the date said full-time employment begins. Part-time employment will result in appropriate prorated adjustments in financial payments.
5. Part-time Pastors who find full or part-time employment prior to the end of the terms of the agreement, shall inform the Session, so that the church's financial obligations end the date of said employment begins.
6. A clause that releases each party from legal action unless the agreement is not fulfilled.
7. A statement regarding the responsibilities of each party.
8. A Covenant of Closure defining the limits of the relationship between the departing pastor, the church, and congregation.
9. The date and signature of all parties.
10. The statement is to be put in the Pastor's file in the Presbytery Office and the congregation's files, with a copy to the Pastor.

APPENDIX S: SAMPLE DISSOLUTION AGREEMENT

CHEROKEE PRESBYTERY
DISSOLUTION AGREEMENT

This Dissolution Agreement is entered into as of _____ (date), by and between _____ Presbyterian Church, Rev. _____, and Cherokee Presbytery. This is an ecclesiastical agreement subject to the polity of the Presbyterian Church (U.S.A.). To become effective, it will require approval of all three parties as evidenced by their signatures.

The Rev. _____ and the _____ Presbyterian Church agree to request that Cherokee Presbytery dissolve the Pastoral relationship that exists between them with the following terms:

TERMS OF DISSOLUTION

1. LOGISTICAL ARRANGEMENTS:

Date Rev. _____ ends pastoral service: __

Date Rev. _____ vacates church office and returns all church assets: ____

2. FINANCIAL TERMS: (as needed when a Severance Agreement is required.)

3. OTHER TERMS:

A. Covenant of Closure: All parties agree to abide by the Cherokee Presbytery Covenant of Closure.

B. Release. In consideration for and as a condition of the payments and benefits provided, Rev. _____ and ____ Presbyterian Church hereby completely, unconditionally and irrevocably fully releases each other including the congregation, and its officers, trustees, staff, members, worshippers or representatives from any claims, liabilities, and obligations related to this call to ministry, compensation, or dissolution.

It is understood that this Dissolution Agreement is a final disposition of all matters between the Pastor and the releasees. This Dissolution Agreement contains the entire agreement between the parties hereto and any representations made before or during negotiation are hereby merged in their entirety and this agreement may not be modified.

The undersigned parties have negotiated this agreement in good faith and have every intention of being faithful in fulfilling it and further agree to the releases contained herein, representing that they understand its contents and sign it as their own free act after a full review of the contents.

SIGNED

Pastor: _____ Date: _____

Clerk of Session: _____ Date: _____

On behalf of the MTT: _____ Date: _____

*Copies of final, signed document to: Pastor, Clerk of Session, Cherokee Presbytery
Stated Clerk*

APPENDIX T: SAMPLE COVENANT OF CLOSURE
CHEROKEE PRESBYTERY - Covenant of Closure

The Rev. _____, the _____ Presbyterian Church, and the Ministry Transition Team of Cherokee Presbytery, having discussed the intent and requirements of the Presbytery's Ethical Guidelines Between Departing Pastors and Their Congregations enter into the following covenant:

- A. I, the Rev. _____ agree:
1. Not to become involved in any leadership or advisory role (public or private) in the _____ Presbyterian Church congregation; and
 2. Not to intervene, support, or give advice to anyone involved in a congregational disagreement or dispute;
 3. Not to officiate in any special events in the lives of former parishioners or of the congregation including weddings, funerals, baptisms, worship leadership, church anniversary activities, etc. unless expressly invited by the moderator of the session and clerk of session;
 4. To refuse requests for pastoral services made by members of the congregation;
 5. To consult with the moderator of session prior to visiting the congregation, attending worship or attending a special event;
 6. To refrain from giving opinions or directions regarding church business;
 7. To explain and affirm the above principles to the congregation in writing (by letter or newsletter)
 8. It is understood that this policy does not affect or require termination of friendships with individuals in the _____ Presbyterian Church congregation.
- B. The Session of the _____ Presbyterian Church agrees:
1. To respect the terms of the Covenant agreed upon by Rev. _____ outlined above; and
 2. To interpret the terms of the Covenant to the congregation and incorporate this agreement in the minutes of the congregational meeting when the pastoral relationship is dissolved; and
 3. To incorporate this agreement in the Session minutes.

_____ Signature, Clerk of Session _____ Date

_____ Signature, Departing Pastor _____ Date

_____ Signature, MTT Representative _____ Date

Copies of *final, signed document* to: Pastor, Clerk of Session, Cherokee Presbytery
Stated Clerk

APPENDIX U: RECEIVING MINISTERS FROM OTHER DENOMINATIONS TO A CALL IN CHEROKEE PRESBYTERY

A. From Other Christian Churches:

1. The minister must provide credentials acceptable to the Presbytery as follows:
 - a) Proper evidence of a theological degree from an accredited theological institution
 - b) A certificate of ordination
 - c) A letter of good standing from the minister's current denomination
 - d) If needed, successful completion of specific PC(USA) ordination exams or other evidence of competency in Reformed theology and PC(USA) polity.
2. A minister of another Reformed church who has been ordained for five or more years may be granted an exemption for some or all of the examinations required of candidates for ordination. This exemption requires approval by two-thirds vote of the presbytery.
3. The minister is interviewed and examined by the MTT.
4. The minister is examined and received by the Presbytery.
5. Upon enrollment in the Presbytery, a letter indicating that the person has surrendered membership in that denomination and/or all churches with which the minister has previously been associated.

B. From a Denomination in Full Communion with PC(USA) - Evangelical Lutheran Church in America (ELCA), Reformed Church in America (RCA), United Church of Christ (UCC)

1. The Formula of Agreement prohibits ordination to a first call in a denomination other than the candidate's denomination.
2. The minister must satisfy the MTT as to knowledge of PC(USA) polity, theological and liturgical identity, etc.
3. The call must be approved by both Cherokee Presbytery and the minister's denomination.
4. The Presbytery may enroll a minister who is serving in an installed relationship under the Formula of Agreement as a temporary member of the Presbytery, provided the minister has satisfied the Presbytery's requirements of preparation for such service.
5. The congregation pays pension dues to the denomination as negotiated with the minister.

- ### *C. For Immigrant Ministers Serving Immigrant Fellowships/Congregations:*
- Presbytery may, if it determines that its strategy for mission with that group requires it, recognize the minister's ordination, and upon successful examination by the MTT and the Presbytery, receive the minister as a member of Presbytery upon receipt of evidence of good standing in a denomination. If the minister lacks the educational history required of candidates, the Presbytery shall provide such educational opportunities as necessary for that minister's successful ministry in the Presbytery. The minister shall provide a letter indicating that the minister has surrendered membership in that denomination/ church to become a member of the PC(USA).

APPENDIX V: MTT Liaison Manual

A. *Introduction*

1. The MTT assists congregations as they begin a search process for an Installed or Temporary pastoral relationship. The MTT will appoint a Liaison to work alongside the congregation during the search process prior to the departure of the previous Pastoral Leader. Both part-time and full-time Pastoral Leaders may be considered; consulting with the MTT early on will enable congregations to make good decisions in the search process.
2. For temporary pastoral relationships (Interim/Stated Supply Pastors) the search group is referred to as a Pastor Search Team (PST), appointed by the Session. For Installed positions (Pastor, Associate Pastor, and/or Designated Pastor), this search group is known as a Pastor Nominating Committee (PNC), elected by the congregation.
3. This Manual is a compilation of resources to assist Liaisons in their training e-f and work with PSTs and PNCs.

B. *Duties of the Liaison*

1. With the General Presbyter, advise and support the Pastor Search Team (PST)/Pastor Nominating Committee (PNC).
2. With the General Presbyter, Train the PST/PNC in the use of the Church Leadership Connection (CLC) - the denomination's electronic pastoral relationship matching system.
3. Help maintain the spiritual focus of the PST/PNC and remain hopeful in times of disappointment and frustration.
6. Attend the PST/PNC meetings on a regular basis. Attentive, supportive Liaisons can assist PSTs/PNCs with positive outcomes.
7. Keep the MTT informed of the search progress. Be in touch with the MTT Moderator/Co-Moderators between meetings as needed.
8. With the General Presbyter, ask for help as needed and respond to PST/PNC questions promptly.
9. Review the Ministry Information Form (MIF) before it is presented to the full MTT for approval.
10. Review "On Calling a Pastor" and provide this resource to the PST/PNC with whom you are working:
<https://www.pcusa.org/resource/calling-pastor/>

C. *The Church in Transition*

Introduction

A Pastoral Leader's departure is a holy opportunity to review and renew a congregation's mission and ministry. Often the Pastoral Leader's leaving comes as a surprise; other times their departure comes after a time of difficulty and conflict. As Pastoral Leaders make the decision to retire from active ministry, they may share that decision several months ahead of their date of retirement with the General Presbyter.

The interval between the announcement of the Pastoral Leader's departure and the arrival of a new leader can be one of the most challenging and crucial times in the life of a congregation. Key church leaders will expand their roles in significant ways, and new leadership can and will emerge. This is a time when the depth of a congregation's collective relationship with God and their commitment to one another is tested and grown in unknown and exciting ways.

This time in the life of the congregation provides an opportunity for critical, guided change. With the movement of the Holy Spirit and the guidance of skilled Pastoral Leaders, seasons of transition are an opportunity to prepare the way for new life in the congregation: a time for growth, new vision, revitalization, and transformation.

Typically, a trained Interim Pastor is invited to walk with the congregation through this transition. During the Interim Pastor's service, congregations take the opportunity to review their ministry and mission and dream about new possibilities and goals for their life together. A Mission Study, usually led by the Interim Pastor, is completed by the congregation in preparation of the call to a new Pastoral Leader.

The challenge in Interim ministry is to develop, through a well-managed and Spirit-led process, a strong congregation with a clear sense of purpose, direction, and goals.

The church's interim process involves five developmental tasks:

- Coming to terms with the history of the church and the congregation
- Discovering a new identity
- Facilitating changes in leadership
- Confirming denominational connections
- Committing to new leadership and a new future

D. Who Does What During Transition?

1. The Session
 - a. Consults with the MTT as soon as the current Pastoral Leader announces they intend to leave.
 - b. Collaborates with the Interim Pastor on a mission study or goal setting process for the church.
 - c. Appoints a Pastor Search Team (PST) for an Interim Pastor or other temporary pastoral leadership and, if searching for an Installed Pastor, for the congregation to elect a Pastor Nominating Committee (PNC).
 - d. Provides a budget for PST/PNC expenses, approves the Ministry Information Form (MIF) for all pastor searches, and approves the compensation package for the Pastoral Leader.
 - e. Hears the report of the Pastor Search Team and approves the Interim/Stated Supply Pastor contract.
 - f. Calls a congregational meeting to receive the PNC's report to elect the new installed pastor, and approve the terms of call.
2. The Interim Pastor
 - a. Leads the ministry of the church and prepares it to receive a new Pastoral Leader.
 - b. Directs a Mission Study.
 - c. Supports and prays for the PNC but is not directly involved with its work.
 - d. Ordinarily, is not called as the next Installed Pastor.
3. The Pastor (in the case of an Associate Pastor search)
 - a. Honors the independence of the Associate Pastor Nominating Committee (APNC).
 - b. Is informed of the progress of the APNC by the APNC Chair.
 - c. Participate in interviews of the final candidates.
4. The Congregation
 - a. Elects the PNC/APNC.
 - b. Prays for the PNC and respects its confidentiality.
 - c. Votes on the call of a new pastor.
5. The Pastor Search Team (PST)/Pastor Nominating Committee (PNC)
 - a. Completes the Ministry Information Form (MIF).
 - b. Reviews and evaluates Personal Information Forms (PIFs).

- c. Interviews and does reference checks on candidates of interest.
 - d. Selects a candidate to place in nomination before the session (temporary pastoral relationship) or the congregation (installed pastoral relationship).
 - e. Provides support to a new pastor during the transition period.
6. The Ministry Transitions Team (MTT)
- a. Grants permission for a congregation to elect a PNC.
 - b. Appoints a Liaison to work with the PST/PNC.
 - c. Appoints a moderator of session, as needed.
 - d. Provides names of pastors and ruling elders to fill the pulpit.
 - e. May provide suggestions regarding Stated Supply/Interim/Bridge Pastors.
 - f. Approves the Ministry Information Form (MIF).
 - g. With CHT, conducts Clearance Interviews with Interim, Stated Supply and Installed Pastors, if they are not Minister Members of Cherokee Presbytery.
 - h. Grants final approval for a Minister or Ruling Elder to be commissioned to begin ministry. This action is reported to Presbytery at its next Stated Meeting.
7. The General Presbyter
- a. Ordinarily preaches at the worship service(s) following a Pastoral Leader's last Sunday in the pulpit.
 - b. With the Liaison, provides support, encouragement, and counsel to the PST/PNC throughout the search process.
 - c. Provides support to the Interim Pastor and Session throughout the pastoral transition.
 - d. Conducts an 'executive check' with potential final candidates' current presbytery to ensure those potential candidates may be considered as final candidates.
 - e. Conducts a 'Rite of Beginning' with a member of the MTT (preferably the Congregational Liaison), for Interim/Stated Supply Pastors close to their first day in the pulpit.

E. Pastoral Relationships

1. Temporary: These positions may be part time or full time, called by the Session which provides a written contract containing a job description, number of hours to be served by the Pastor/CRE, compensation and benefits provided to the Pastor/CRE. (See Appendices D and E for sample contracts)
 - a. The Board of Pensions offers Minister's Choice, benefits package which provides financial protection and access to the Board's

educational and assistance programs for the Pastor/CRE. The cost of Minister's Choice is 10% of effective salary, fully paid by the session, plus any additional negotiated benefits; a Pastor/CRE must be serving at least 20 hours a week to qualify for this plan. (APPENDIX B for Minister's Choice information.)

- b. The Board of Pensions offers Pastor's Participation, a comprehensive medical and retirement package which may be offered to Temporary Pastors/CREs, who are serving a minimum of 20 hours a week. Review the Board of Pensions website www.pensions.org for the current percentage of effective salary (39% for 2023). (See APPENDIX C for Pastor's Participation information.)
 2. Installed: These positions may be part time or full time and are called by the congregation through a Pastor Nominating Committee (PNC) elected by the congregation. Pastor's Participation from the Board of Pensions is required for all Installed positions. Review the Board of Pensions website www.pensions.org for the current percentage of effective salary (39% for 2023). (See APPENDIX C; see also APPENDIX F for a sample Terms of Call for an Installed Pastor.)
- F. *Liaison Meetings with the Pastor Search Team (PST/Pastor Nominating Committee (PNC))*
1. Ordinarily when meeting for the first time, the General Presbyter and the MTT Liaison are present to conduct training and share a timeline/schedule to assist the Team in beginning its work.
 2. The Liaison and General Presbyter will:
 - a. Spend some time with the members of the PST/PNC reflecting on scriptural calls to ministry and how they were first received. (See APPENDIX V [MTT Liaison Manual] for an exercise to guide this discussion, "God Calls Each of Us")
 - b. Review the anticipated work together, answering any questions.
 - c. Encourage selection of a Chair and Secretary/Clerk from the members of the PST/PNC.
 - 1) The Chair's contact information will be part of the Ministry Information Form (MIF) published to the Church Leadership Connection (CLC). The Chair will be the point of contact with the session/congregation regarding updates about the progress of the search and may also receive self-referrals from persons seeking a call. They provide an agenda for the meetings and ensure opening and closing in prayer.

- 2) The Secretary/Clerk assists the Chair in communicating with candidates. This is important when the PST/PNC has completed its search and notifies candidates.
 - d. Encourage selection of a regular date and time to meet.
 - e. Review the MIF to determine information needed for completion. Review and inform the PST/PNC on how to prepare the MIF and read PIFs.
- G. *Ministry Information Form (MIF) process:*

With the General Presbyter, the Liaison works with the PST/PNC to do the following:

1. Review the various sections of the MIF and discuss the format, narratives, competencies, and required information with the PST/PNC. Find MIF information and forms here:
[https://oga.pcusa.org/section/mid-council- ministries/clc/mif-downloadable-forms/](https://oga.pcusa.org/section/mid-council-ministries/clc/mif-downloadable-forms/)
2. Reviews the completed MIF and provides any suggested edits/corrections. The MIF reflects not only on the congregation, but the presbytery as well. Ensure all is clear and accurately reflects the congregation expectations and competencies of the Pastor they hope to call.
3. Requests the Chair take the completed MIF to the Session for review, and approval of the compensation range.
4. Provide the MIF to the MTT for approval. After MTT approves the MIF, it's ready to post.
 - a. The MTT Moderator/Co-Moderators will create a login ID and password through CLC and share that with the PST/PNC Chair for posting the MIF. They will also create the same for the Clerk of Session and for the members of the PST/PNC as requested. This can be done in advance of approval of the MIF.
 - b. The Clerk of Session, the PST/PNC Chair, and the MTT leadership must approve the MIF online through CLC. Once that is accomplished the CLC staff will review the MIF and activate it so that it is 'live' and available for matching.

H. *Personal Information Form (PIF) process*

The General Presbyter and the Liaison work with the PST/PNC in the following manner:

1. Work with the PST/PNC by reviewing a PIF to become familiar with the

various sections to learn how to 'read' a PIF for 'code' words and explanations of various sections and their meanings. Find the PIF here: <https://www.pcusa.org/resource/personal-information-form/>

2. Encourage the PST/PNC to determine how to evaluate the PIFs they receive. Will each member read each one? Will they determine a rating scale so they can look more carefully at the higher rated PIFs? Will they ask a subset of the group to review and bring only those they feel are better matched for consideration by the entire group? Will each member read online, or will the Chair or Secretary create PDF versions of the PIFs to be shared with the members?
3. As matches are made by CLC and received by the PST/PNC, they will read through all the PIFs received, and using their established methods, decide which candidates they will investigate further. The General Presbyter and others may also refer possible candidates to the PST/PNC. Pastors will also self-refer to the Chair and / or the General Presbyter. Self-referrals must include the sexual misconduct self-certification. If not listed on the PIF, seek out ways to hear a sermon, meditation, class, or other available online examples of the candidate's ability to preach or lead. Check personal and professional social media accounts to learn more about candidates.
4. If a large number of 'highly rated' PIFs are determined, suggest creating a set of secondary questions to be sent to the candidates for additional responses. Based on these responses it might be easier to establish a handful of those candidates whose references should now be checked.
5. The PST/PNC will want to establish questions to be used when making reference calls. It is easier to evaluate the candidates if the same questions are used by various members of the PST/PNC as they speak with candidates' references. Having one person speak with all the references from one candidate will give a fuller picture of their gifts and skills.
6. Possible Questions for References
 - How long have you known them and in what context?
 - What are their notable successes?
 - What are their strengths and areas for growth?
 - How would you see them serving in (describe your church setting)?
 - Is there anything else you think we should know about [name], or questions you think we should ask them?
7. Once 3-5 candidates are identified, the Chair asks the General Presbyter to do an 'executive check' for each of the candidates. If the candidates are cleared, proceed with Zoom interviews.

8. Zoom interviews with each of the final candidates are an initial step in determining a good fit between the candidate and the congregation. Have questions ready based on their PIFs and the congregation's MIF to clarify the most appropriate match for the congregation. The PST/PNC may not ask questions of age, race, ethnicity, color, gender, sexual orientation or gender identity, country of origin, pregnancy status, medical status, etc. If the candidate brings them up, the PST/PNC may learn about them in that way.
9. The PST/PNC narrows candidates to the final one or two and schedules in-person visits. Find a mutually convenient time for the candidate and the PST/PNC.
 - a. The PST/PNC are the hosts for the candidate(s) while they are in the area; plan on meals together, a tour of the building(s), and information about the community. Plan to provide information about housing in the area (and possibly a realtor to assist as needed), as well as information about schools (if there are children in the family), medical facilities, cultural and sports teams/venues, etc.
 - b. If the candidate is partnered, the partner should be invited for this time together. Anticipate questions about Terms of Call, specific program areas of the congregation, and staffing.
 - c. The PST/PNC will make hotel and rental car arrangements, if requested, as well as planning to reimburse the candidate for their travel (mileage for personal car, airline tickets, etc.), hotel, and out of pocket meals as they travel.
 - d. The MTT Liaison does not need to be present for these in-person visits, however time should be made for the candidates to meet with the General Presbyter.
- I. Final Steps in Calling a Pastor
 1. Once a final candidate is selected by the PST/PNC (prayerfully by consensus, not necessarily a formal vote, is preferred), the Chair extends by phone a personal invitation to become the congregation's next Pastor. The General Presbyter and Liaison should be informed of the invitation before extended to the candidate. The invitation is followed up in writing and includes a proposed Contract or Terms of Call (see Appendices D/E/F for the appropriate contract/Terms of Call template). Give the candidate enough time to consider and respond, and if in the affirmative, proceed with the next steps. If the answer is negative, then the PST/PNC returns to other candidates and renews that work.

2. Once the final candidate has accepted the congregation's invitation, a Criminal Background Check must be completed for all ministers requesting membership in Cherokee Presbytery. The Liaison should inform the MTT Moderator/Co-Moderators of the expectation of a new Minister Member coming into the Presbytery as the Pastor of the congregation. The background check, completed by Presbytery staff at no cost to the congregation, covers a period of 10 years, starting with the current year. The Presbytery Office will obtain the candidate's signed permission to perform the background check. The information obtained is shared with the General Presbyter, the Liaison, and the Chair of the PNC, and is kept in the Presbytery office.
3. Negotiations between the PST/PNC and the candidate are normal for a contract or Terms of Call, special provisions, moving expenses, additional assistance the congregation may be able to provide, etc. The Liaison should share information regarding all of these with the PST/PNC.
4. In some circumstances, Pastors from another denomination or candidates for Minister of the Word and Sacrament may be considered as candidates for Pastoral positions. (See APPENDIX U for information on ministers from other denominations.)
5. When final agreements are reached between the Session/PNC and the Pastor, the Chair or Liaison should inform the MTT Moderator/Co-Moderators so that a Clearance Interview may be arranged.
6. If an Installed Pastor is being called, after the Clearance Interview has been completed and the MTT approves the call, the Session sets the date of a Congregational Meeting to hear the report of the PNC and to vote on receiving the candidate as their Pastor. If the congregational vote is affirmative, the PNC Chair or MTT Liaison shall forward to MTT the Terms of Call, a copy of the Congregational Meeting Minutes, and the Pastor's PIF and Statement of Faith.
7. If a Temporary Pastor is being called and the Session votes to affirm the call, the Clerk of Session and the Pastor shall sign the contract and forward a copy to the MTT, along with the Pastor's PIF and Statement of Faith for the Clearance Interview.
8. Once the Clearance Interview is completed and the MTT approves the call to the Pastor, the Pastor becomes a minister member of Cherokee Presbytery. The Pastor is then free to announce the news of their new call to their current congregation and the PST/PNC may communicate the good news with the calling congregation as appropriate.

9. If not already completed, the PST/PNC should send thanks in writing to those candidates still in their search process that a Pastor has been called. Wish them well in their continued ministry.
10. At an appropriate time, the PNC, Session and Pastor, in consultation with and the approval of the MTT, set a time to ordain and/or install the new Pastor and celebrate the new relationship. The Presbytery's congregations and minister members should be invited to the celebration; the Moderator of the Presbytery, or their designee, shall serve as chair of the ordination / installation commission. MTT encourages the Liaison to attend the Ordination/ Installation and celebrate with the congregation as well. (See APPENDIX M for "Ordination/Installation Guidelines.")
11. On the first Sunday a new Temporary Pastor leads worship, the General Presbyter and the Liaison (if available) will be present to lead the congregation in a 'Rite of Beginning Ministry Litany,' along with the Clerk of Session and the Pastor. (See APPENDIX G for information.).

God Calls Each of Us

The Calls of Old Testament and New Testament figures illustrate the many ways God speaks to those who are asked to serve. They are not all 'burning bush' experiences like Moses; many come through the voices of others. Today, God continues to call 'women and men to all ministries of the church.' (Brief Statement of Faith).

You have been called to the ministry of service on the Pastor Search Team/Pastor Nominating Committee of Anytown Presbyterian Church in Anytown, GA. Yours is a holy service, one requiring faithful commitment and a sincere understanding of yourself and the congregation you represent.

As you prepare to begin your work, consider the following Biblical calls. *There is one named for you to read and think through*; answer these questions as you complete your reading. *THEN*, select at least one other call story and repeat the process. When you meet next, you might share those insights with the rest of the group about how you have been called, how God calls pastors into service in a congregation, and how those reflections may offer insight into your work together.

Process:

1. Read your selected passage and visualize as best you can, the situation in which the person finds themselves. Is it a holy place or an ordinary place? What are they doing at the time? Are there others present or are they alone? Where were you when you were asked to serve on the PST/PNC?
2. What is their first reaction to the request to serve? How did you first react? Did you seek someone to help you discern if you were being called to the PST/PNC?
3. Is there anything familiar in their call and yours? Where are the parallels; what are the differences?
4. What might the call to the Future Pastor whom God has already selected for Anytown Presbyterian Church look like? Will it resemble in any way the call story you have just read?
5. Share your insights with the other members of the PST/PNC.

Scripture: Isaiah 6: 1-8; 1 Samuel 3: 1-19; Jeremiah 1: 4 - 10; Ruth 1:1-18; Acts 9: 1-22; Acts 16:13-15; Acts 8: 26-39