

Foreword: The following policies all already exist as appendices to our Manual. Your WTG presents suggestions for updating them to include the provisions of the Book of Order and to bring them into compliance with the new Manual's terminology. Items in italics are new. Most changes are highlighted in yellow or green. The policy on pastoral compensation is the one that was most heavily re-written. It brings together current policy on pastors, pulpit supply, CLPs, and Christian Educators in one policy, but the dollar requirements have remained the same.

COMMITTEE ON MINISTRY & CPM POLICIES COM, July 11, 2018

CANDIDATE EXAMINATION WAIVER

In the event of repeated failure to pass a particular exam or exams: CPM will meet with the candidate to explore reasons for the continued failure to pass a particular exam or exams. CPM and the candidate will work out a specific plan to remedy the situation in a manner acceptable to CPM. CPM will monitor the candidate's progress in implementing the remedial plan.

When the remedial process has been completed to the satisfaction of CPM, CPM will recommend a waiver to the presbytery, including a summary of the remedial process and a rationale for the waiver recommendation.

Any alternate means by which to ascertain the readiness of the candidate for ministry in an area covered by the standard ordination examinations must be approved by a three-fourths vote of presbytery, and a full account of the reasons for the waiver or alternate means to ascertain readiness shall be included in the minutes of presbytery [G-2.0610]

SEMINARY INDEBTEDNESS POLICY

In order to enable our first-call small-church pastors to apply for debt relief provided by the PCUSA Board of Pensions for repayment of seminary loans by new pastors, COM has adopted the following policy. Note: The Board of Pensions has its own specific requirements:

1. That every candidate and inquirer be required to attend a fiscal fitness seminar put on by the Board of Pensions.
2. That all first-call pastors who are applying for seminary indebtedness relief grants be required to attend a fiscal fitness seminar put on by the Board of Pensions.
3. That all persons applying for this grant in Huntingdon Presbytery be required to meet with a financial adviser designated by this presbytery.
4. That grant requests be reviewed by the Subcommittee on Unique Situations for recommendation to Presbytery for its action.
5. *Grant applications must be approved by presbytery prior to submission to the Board of Pensions.*

CANDIDATES SCHOLARSHIP FUND

No policy exists. The Fund contains both designated and undesignated funds co-mingled.
WTG suggestion: Spend the fund down on materials for the lay pastors.

GLORIA JEAN SMITH SCHOLARSHIP FUND

Revised September 2016. It is up to date as is.

CERTIFIED LAY PREACHERS & COMMISSIONED LAY PASTORS

Revised September 2016. It is up to date as is.

PLAN FOR STUDY LEAVE FOR PASTORS

A planned study leave program is of great value in helping pastors to maintain and improve skills required for their ministry. A study leave program should benefit each participating congregation, the pastor, and the Church at large. The intent is to provide stronger leadership for the local churches through pastors who are kept abreast of new developments and programs in various *aspects of ministry or, with the approval of session, to strengthen their tent-making skills.*

The Presbytery has adopted these policies for study leaves:

1. *Committee on Ministry will make recommendation to Presbytery for its action from time to time on the minimum amount of time and study leave expenses as part of the annual minimum terms of call and contract.*
2. Study leave time and expenses may be used annually or may be accumulated in accordance with the terms of call *for up to three years*. Accumulated study leave expenses may be used for a study leave of less duration than the accumulated time; e.g. a pastor with four weeks accumulated time and \$700.00 accumulated expenses might choose to use the entire \$700 for a two-week study leave, provided the expenses are documentable. *Since, by IRS guidelines, the purpose of study leave time and expenses is to benefit the current call or contract, unused study leave expenses are not payable to the pastor upon his or her departure from the call or contract.*
3. Each year the pastor, *in conversation with the session, shall propose a specific plan of study. The session or COM may also suggest areas where the call or contract might be strengthened by a particular course of study. The session shall approve the use and timing of the study leave.*
4. *Unused study leave time and expenses may be accumulated for up to three years.* If the pastor chooses this option, she/he shall submit a general plan of how she/he intends to use the accumulated leave at a later date.
5. In addition to the study leave expenses, the local church continues the pastor's salary, will cover any cost of pulpit supply (one Sunday for each week of study leave), and meets the expense of other necessary pastoral services during the study leave.
 - a. Study leave time may not be used for vacation purposes.
 - b. Travel, food, lodging, registration, and related expenses incurred during study leave shall be charged to the study leave expenses allowance, not the car allowance.

c. *All reimbursable expenses should be vouchered.*

6. At the next scheduled session meeting after each study leave, the pastor shall submit an evaluation of the study leave to the session and share with the session the ways it will be used in the life of the church.

TRANSITIONAL COMPENSATION POLICY

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| A-27.0100 Provisions of the Policy | When a pastoral relationship is dissolved, except for honorable retirement, disciplinary process or vocational or academic pursuits, or when the pastor is receiving disability payments, and there is no new call or full-time employment for the minister, transitional compensation shall be considered by the Committee on Ministry and discussed with the session and the pastor involved in the dissolution of the call. This discussion shall be had with a view towards reaching consensus on what is fair and reasonable under the particular circumstances involved. The reasonable needs of the pastor and his or her family, the financial situation of the church and the circumstances of the termination shall all be factors that may be considered, in reaching a consensus. |
| A-27.01050 | The Presbytery of Huntingdon and its Committee on Ministry are reminded that <i>only the congregation can impose a financial obligation on the congregation.</i> |
| A-27.0200 Items to Be Covered | Transitional compensation shall include salary, housing, utilities, and Benefits Plan coverage as provided in the terms of call at the date of termination of the call, except that Benefits Plan coverage extending into a new calendar year shall be not less than the presbytery minimum. |
| A-27.0300 Long- Term Coverage | After the expiration of transitional compensation by the congregation, housing and utilities, Benefits Plan coverage, and any additional compensation shall be negotiated with presbytery through the Committee on Ministry. |
| A-27.0400 Discipline Situations | When a pastoral relationship is dissolved in a situation involving disciplinary process, any transitional compensation shall be negotiated with the congregation by presbytery through the Committee on Ministry. |
| A-27.0500 Application | This policy applies to members of presbytery who serve in congregations specifically as <i>installed</i> pastors, associate pastors or co-pastors. <i>Those parties entering into interim and temporary supply pastoral contracts should negotiate transitional compensation at the time the contract is initiated, for the event that the contract is terminated unexpectedly.</i> |

COMPENSATION IN THE PRESBYTERY OF HUNTINGDON

GENERAL

Terms of service, whether installed or temporary, must be approved by presbytery and will be reviewed annually. A report of terms of service shall be reported annually by the clerk of session to the presbytery prior to the spring meeting of presbytery. Ministers of Word and Sacrament in positions under the jurisdiction of the PCUSA other than pastoral relationships shall submit a report of terms of service to the presbytery annually prior to the spring meeting of presbytery.

Length: Contractual relationships will be approved for no more than twelve months at a time, but may be renewed at the discretion of the Committee on Ministry and presbytery.

MINISTERS OF WORD AND SACRAMENT

The following rules shall apply to compensation for both called and temporary pastoral relationships under the jurisdiction of the PCUSA. In addition, when a member of this presbytery enters into a validatable ministry outside the jurisdiction of the PCUSA, the Committee on Ministry shall counsel with him or her regarding the terms.

Each year, ordinarily at the summer stated meeting, Committee on Ministry shall make recommendations for the presbytery's basic terms of compensation for calls and contracts. The terms, as adopted by presbytery, shall become effective on January 1 of the following year.

Calls and contracts for installed positions, full-time interims and full-time temporary supplies under the presbytery's jurisdiction shall meet or exceed the presbytery's approved basic terms of call and contract by January 1 of the year following presbytery action, unless an exception is granted to the congregation by presbytery on recommendation of the Committee on Ministry.

The terms of call or contract for pastors shall include, as a minimum, the following:

- a. Cash salary and housing (or cash salary and manse) meeting the presbytery-approved minimums for experience
- b. Full participation in the benefits program of the Presbyterian Church (U.S.A.) or that of a Full Communion Partner for all calls, whether full or part-time. In addition, it is presbytery policy that all half-time or more pastoral contracts with Presbyterian Church (U.S.A.) ministers of Word and Sacrament shall include enrollment in the full Board of Pensions benefits program, and the session pay appropriate Board of Pensions dues, unless exception is made by the Committee on Ministry.
- c. A grant of two weeks each year, cumulative to six weeks, and \$1000 per year expenses, cumulative to \$3,000 over three years, for continuing education. Content to be determined in consultation with the session and expenses to be reimbursed on submission of voucher.
- d. Reimbursement of vouchered travel expenses at the presbytery-determined mileage rate, up to a maximum negotiated with session.
- e. A grant of at least one month vacation, including four Sundays.
- f. The obligation to release the pastor for one week per year, including Sunday, to be available for service in higher councils.
- g. Commitment to review the pastor's terms of call or contract annually and that the session shall propose for congregational action such changes as the session deems appropriate for installed pastors or the session itself shall approve for contractual pastors, provided that they meet the presbytery's minimum requirements.
- h. Contracts: Thirty days notice of dissolution of contract

Optional, but encouraged:

- a. SECA offset (an amount equivalent to an employer's share of the FICA tax or 7.65% of the Total Effective Salary).
- b. Book allowances or professional dues or expenses (vouchered)

MANSES

In order to provide safe and adequate housing for pastors for whom pastoral compensation includes a manse:

1. **Annual inspection:** Congregations which provide a manse as part of pastoral compensation are **required** to have their trustees inspect the manse on an annual basis.
2. **Prior to call:** Before a pastoral call or contract which includes a manse can be extended, the congregation(s) shall have the manse inspected by a team including at least a church trustee and a representative from COPL or COM. The report of the inspection shall be provided to the potential pastor, the session, and the Committee on Ministry. The church shall have the manse cleaned just prior to move in.
3. **Dissolution of call:** In pastoral calls or contracts which include a manse, at the time of dissolution of a call or contract, the manse shall be jointly inspected by the pastor and representatives of the session or trustees.
4. **Renter's insurance:** In pastoral calls or contracts which include a manse, it is an expectation that the pastor will obtain renter's insurance on his or her personal property in the manse and personal liability coverage.
5. **Manse agreement:** In pastoral calls or contracts which include a manse, it is an expectation that the session has a written manse agreement with the pastor outlining the expectations and responsibilities of the pastor and the session. The fact of a **manse** agreement will be part of the terms of call or contract, but the specific agreement does not have to be reported to presbytery.

MORTGAGES

The Committee on Ministry does not recommend that sessions loan church funds to pastors for down payments on personal residences, but if they do so, the terms of the loan shall be made in written format, signed by both parties, notarized, and recorded in full in both session minutes and at the county courthouse. The outstanding mortgage balance should be reported to COM annually with the report of current terms of call. The balance owing on any such loan will be immediately due upon the termination of the call or contract, and the pastor cannot be released from this presbytery until the mortgage has been satisfied.

COMMISSIONED LAY PASTORS

1. All contracts for commissioned lay pastors shall meet the presbytery minimum of at least ten hours per week time and \$150 per week compensation. Additional hours of service shall be reimbursed at a rate no less than \$15.00 per hour.
And include at a minimum:
2. Reimbursement of vouchered travel expenses at the presbytery-determined mileage rate, up to a maximum negotiated with session.
3. A grant of at least one month paid vacation, including four Sundays.
4. The obligation to release the pastor for one week per year, including Sunday, to be available for service in higher councils.
5. Thirty days notice of dissolution of contract

6. Commitment to review the pastor's terms of contract annually and make such changes as deemed prudent, provided that they meet the presbytery's minimum requirements.
7. Sessions are encouraged to make time and funding available for the commissioned lay pastor's continuing education.

CONTRACTUAL PASTORS (less than half-time)

1. Approvals: Shall be approved by the pastor, the session of the pastor's church (if any), the session of the church without a pastor, and the presbytery through the Committee on Ministry.
2. Contract: Terms shall include compensation and a description of the services required.
3. Terms: All contracts shall include
 - a. Compensation at no less than \$15 per hour
 - b. Grant of at least one month vacation, including four Sundays.
 - c. Reimbursement of vouchered travel expenses at the presbytery-determined mileage rate, up to a maximum negotiated with session.
 - d. Thirty days notice of dissolution of contract
 - e. Commitment to review the pastor's terms of contract annually and make such changes as deemed prudent, provided that they meet the presbytery's minimum requirements.

CHRISTIAN EDUCATORS

Certified Christian Educators and Associate Certified Christian Educators are those who have met the standards of the Association of Presbyterian Christian Educators and been certified by that organization.

In fulfillment of G-2.1103, contracts between a session and a Certified or Certified Associate Christian Educators shall include

- a. Contract for a minimum of ten hours per week
- b. Minimum cash salary: \$125 per week for Certified Associate Christian Educators and \$150 per week for Certified Christian Educators
- c. One month vacation per year, including at least four Sundays
- d. One week governing body service
- e. Mileage at I.R.S. approved reimbursement for business mileage vouchered.
- f. Employer's portion of FICA paid by employer
- g. Thirty days notice of dissolution of contract

Optional, but encouraged

1. Continuing education time
2. Continuing education funding
3. Professional expenses
4. Contribution to health care and/or retirement

Associate Certified Christian Educators will be granted voice, but not vote, at all presbytery meetings while serving in an educational ministry under the jurisdiction of the presbytery.

Certified Christian Educators who are ruling elders will be given both voice and vote at all presbytery meetings while serving in an educational ministry under the jurisdiction of the presbytery.

Both Associate and Certified Christian Educators shall at all times have access to the Committee on Ministry. Their terms of service shall be reported annually in January and must meet any minimum terms of call for Christian Educators established by presbytery.

On behalf of the presbytery, the stated clerk shall maintain a register of all Certified and Associate Certified Christian Educators under its jurisdiction.

GUIDELINES FOR CHURCHES WITHOUT PASTORS

Calls to Contracted Pastors: The basic understanding of this presbytery is that interim pastoral relationships and designated pastoral relationships are temporary positions and that persons serving in these relationships should not anticipate becoming the next called and installed pastor of the church(es) served.

MODERATORS

The pastor of a congregation shall be the moderator of the session of that congregation. If it is impractical for the pastor to moderate, he or she shall invite another minister who is a member of this presbytery or a person authorized by the presbytery to serve as moderator. If there is no installed pastor, or if the pastor or commissioned lay pastor appointed as moderator of the session is unable to invite another moderator, the presbytery shall make provision for a moderator.

Because we are a connectional body, it is the judgment of this presbytery that those who moderate its sessions should be persons under the authority of the presbytery. A moderator shall normally be a minister member of presbytery. If it is impractical for a minister member of presbytery to moderate, the following may moderate sessions when appointed by presbytery: ministers of Full Communion Partner denominations to the sessions they are serving as pastor; commissioned lay pastors to the sessions to which they are commissioned; ruling elders currently or formerly serving on the Committee on Ministry; and the Stated Clerk or General Presbyter when a ruling elder.

Moderator Compensation:

1. When someone other than the pastor or commissioned lay pastor moderates the session or congregational meeting, compensation will be paid by the session to the moderator according to time spent, including preparation time, travel time, meeting time, and follow up time, if any.
2. Compensation will be paid upon receipt of time sheet according to the following formula: \$20 for up to two hours; \$30 for 121 minutes up to four hours; \$40 anything over four hours.

PNC LIAISONS

1. When the Committee on Ministry appoints a liaison to a Pastoral Nominating Committee, compensation will be paid by the session of the church(es) involved to the liaison according to time spent, including preparation time, travel time, meeting time, and follow up time, if any.
2. Compensation will be paid upon receipt of time sheet according to the following formula: \$20 for up to two hours; \$30 for 121 minutes up to four hours; \$40 anything over four hours

PULPIT SUPPLIES

The Committee on Ministry shall provide and maintain an Approved Pulpit Supply list of ministers of Word and Sacrament, Certified Lay Preachers, and ministers of other denominations who have been approved to provide worship leadership.

When a pastor cannot be present to lead worship or when a church is without a pastor, the session may seek worship leadership from the Approved Pulpit Supply.

1. When churches are without a pastor, the sessions shall use the Approved Pulpit Supply list when filling the pulpit. Exceptions to this policy shall be cleared with the Committee on Ministry through the presbytery-appointed moderator of the session. This provision shall not apply to members or staff of the particular churches and officers of presbytery, synod, and General Assembly.
2. When a session wishes to engage any person not on the Approved Pulpit Supply more than four times a year, Session shall contact Committee on Ministry to enable the Committee on Ministry to interview the candidate for suitability to preach. The individual must have theology acceptable to the Committee on Ministry and submit all required background checks and certifications.
3. **Temporary Supply:** The Committee on Ministry shall consider any person who has preached more than three times in a month for three consecutive months at the same church to be a temporary supply. The Committee shall consult with the session about drafting a specific temporary supply agreement.
4. **Pulpit Supply Compensation: Pulpit Supply Compensation:** Remuneration for all pulpit supplies shall be a minimum of \$75.00 honorarium for one service, and \$25.00 for each additional service requested, plus mileage at the current rate approved by presbytery for terms of call.

RESTRICTIONS ON NON-PRESBYTERIANS

If a church without a pastor wishes to seek pastoral services from a minister who is not a member of presbytery, the minister must first be approved by the presbytery through its Committee on Ministry, including acceptable criminal background checks, sexual conduct signoff, certificate of completion of mandated reporter training, statement of good standing from his or her denomination, and permission of his or her denomination to serve our church, in addition to having acceptable knowledge of Reformed theology and practice and willingness to abide by Presbyterian practices.

Only minister members of Full Communion Partner denominations may officiate at the sacraments, conduct new member classes, or moderate sessions. Minister members of denominations other than Full Communion Partners may officiate at the sacraments only if they are examined specifically on, and found to have acceptable knowledge of, Reformed theology and practice regarding the sacraments and express willingness to abide by Presbyterian practices. Minister members of denominations other than Full Communion Partners may not moderate sessions or congregational meetings or conduct new member classes.

Non-Presbyterians, who are not members of Full Communion Partner denominations, are not eligible to become called and installed pastors in the Presbytery of Huntingdon, except by following the process in the Presbytery's Examination Policy for reception into continuing membership in the

Presbytery of Huntingdon and the provisions of G-2.0505 “Transfer of Ministers of Other Denominations” or G-2.0506 “Temporary Membership in Presbytery for a Period of Service.”

CODE OF CONDUCT FOR FORMER PASTORS

- A-37.0100 The purpose of the Code of Conduct is to clarify the role of the former pastor. A former pastor is former, not a present, pastor. During any time period when the church is without a person in a pastoral role, the ruling elders shall call either the moderator or the presbytery office for guidance. This is to ensure that the church members receive adequate pastoral care. Please honor the former pastor’s decision to sever ties with the congregation. The people of the congregation will need encouragement to move forward.
- A-37.0200 The secondary and equally important purpose of this policy is to enable the new pastor, no matter what kind of pastoral position this pastor occupies, to bond with the congregation.
- A-37.0300 This document shall be shared with the pastor and session by the representatives of the presbytery as soon as they hear of the proposed departure.

PASTOR PROVISIONS:

- A-37.1000 Since it is often difficult for a pastor and members of the congregation to break the bonds built over the years of ministry together, the Presbytery of Huntingdon requires all pastors as they leave the congregation to adhere to the following:
- A-37.1100 1. If I am called by a parishioner about a pastoral concern, I will explain that I can no longer be involved, and he/she should go to the **moderator/pastor** or session to let them know the concern.
- A-37.1200 2. If a member of the congregation approaches me with a concern about the present moderator/pastor, I will tell him or her to talk to the current moderator/pastor or session to let them know the concern.
- A-37.1300 3. **If I am asked to officiate at a baptism, wedding, funeral or worship experience or provide pastoral care or any other kind of pastoral leadership,** I will defer to the pastor/moderator.
- A-37.1400 The former pastor shall share this resolution with the session/congregation before the dissolution of the pastoral relationship is final. This agreement shall be reviewed with the pastor at the exit interview. The Committee on Ministry shall review this statement with the session at the first meeting after the pastor has left.
- A-37.1500 The pastor is required to acknowledge receipt of a copy of this policy and to signify her or his willingness to abide by its provisions by signing a copy of this policy and returning it to the presbytery office at the time of the conclusion of his or her pastoral relationship. The **minister of Word and Sacrament** or commissioned ruling elder may perform no further pastoral duties in this presbytery until this form has been signed and returned to the presbytery office.

A-37.1600 Failure to abide by the provisions of this policy may result in disciplinary action and will result in note(s) being placed in the *minister of Word and Sacrament*'s or commissioned ruling elder's presbytery files and will be communicated in reference checks.

I acknowledge receipt of the above policy and agree to abide by its provisions.

Signature of former pastor

Date

SESSION PROVISIONS:

A-37.2100 1. It is the session's responsibility to provide pastoral care for the members of the congregation. They will refer members with need of pastoral services to the current pastor and/or moderator. At all times they will make clear that former pastors are not to be invited to provide pastoral services *unless invited by the current pastor.*

A-37.2200 2. If the session receives information that a former pastor has been called by a parishioner about a pastoral concern, the ruling elders of the session will explain that the former pastor can no longer be involved and that the parishioner should contact the current moderator or pastor.

A-37.2300 3. If a member of the congregation has a concern about the present moderator or pastor, he/she should be directed to contact the current pastor or session directly to let them know the concern.

A-37.2400 4. The session is required to acknowledge receipt of this policy and to signify its willingness to abide by its provisions by signing a copy of this policy and returning it to the presbytery office at the conclusion of the pastoral relationship. The form will also be signed by a representative of the presbytery.

The session acknowledges receipt of the above policy and agrees to abide by its provisions.

Signature of clerk of session

Date of action

**APPENDIX 43
CONTINUING MEMBERSHIP AND VALIDATION OF MINISTRY POLICY**

The presbytery shall determine the continuing members of the Presbytery of Huntingdon [G-2.0502]. A continuing member is a minister received into ongoing membership in presbytery. The Committee on Ministry of the Presbytery of Huntingdon shall annually review the status of all clergy under its jurisdiction and make recommendations to presbytery regarding the validation of ministries. In fulfillment of G-2.0503, it shall evaluate the status of its clergy according to the following criteria:

A. GENERAL MATTERS

A-43.0000 Continuing Member Status: In addition to the “Criteria for Ministry of Continuing Members” found in G-2.0104 (Gifts and Qualifications of Persons) and G-2.0503a (Qualities of Ministries), the following shall apply:

A-43.0100 **1. Attendance at presbytery meetings:** A continuing member shall take the initiative in establishing an active relation to the presbytery, evidenced by regular attendance. Regular attendance shall normally be understood to consist of attendance in at least three (3) of the meetings each year and request for an excuse for all absences. Honorably Retired members are encouraged to attend meetings but are not required to request an excuse for all absences from regular stated meetings. Exception to this rule may be made for those limited by health or geographic circumstances.

A-43.0150 **2. Participation:** A continuing member shall participate responsibly in the life of a congregation of this presbytery and ecumenical relationships.

A-43.0200 **3. Committee service:** A continuing member shall exhibit and implement willingness to serve in the elected entities of the presbytery. Exception to this rule may be made for those limited by health or geographic circumstances.

A-43.0300 **4. Sacramental responsibilities:** All continuing members are permitted and encouraged to officiate at the sacraments when invited by a session or the presbytery.

A-43.0350 **5. Preaching the Word.** A continuing member shall make her or himself available to preach the Word when her or his duties permit.

Ministers are to exercise diligence and discernment in the study of Scripture, “listen for the voice of God through the discipline of daily prayer, theological reflection on the message of the gospel, exhibit sensitivity to the context of the congregation, be attentive to what the Spirit is saying to the church, demonstrating awareness of events in the world, and practicing consistent and personal obedience to Jesus Christ.

The presentation of the proclamation of others as one’s own is both plagiarism and a denial of the indwelling of the Holy Spirit and is unacceptable in continuing members of this presbytery. Continuing members are expected to proclaim the Word given to them, rather than using sermons created by others, except under the most extraordinary circumstances. When using substantial portions of the language of others, credit must be given. This requirement extends to ruling elders and anyone occupying a pulpit of the Presbytery of Huntingdon. Plagiarism may be considered reason to terminate a contract, dissolve a call, or remove an individual from Approved Pulpit Supply.

A-43.0400 **6. Call:** A continuing member shall be:

- a. under documented and approved call or contract to a particular congregation or council position;
- b. entering a work defined in G-2.0503a, for which the presbytery shall give its permission by validating it as a ministry “in service beyond the jurisdiction of the church”;
- c. honorably retired;
- d. a member-at-large who has been previously admitted to the Presbytery of Huntingdon, but without intentional abandonment of ministry is no longer engaged in an occupation that complies with all criteria in G-2.0503a and this policy;
- e. or a member-at-large who is actively seeking a call or contract to an installed or temporary pastoral relationship, or willing to serve in such a position if requested by the presbytery or its appropriate committee.

A-43.1400 **Annual review:** A continuing member shall participate in an annual review with a subcommittee of the Committee on Ministry.

A-43.1500 **Due process:** Any continuing member has the right to appear at the meeting at which his or her case is discussed, to submit evidence, to participate in the discussion, and to have the aid of Presbyterian counsel (as defined in the Rules of Discipline) in presenting her or his case. However, the Committee on Ministry retains the right of recommending to presbytery, which reserves and retains the right of determining the continuing membership of its members.

A-43.1600 **Attend and report:** If a continuing member shall be absent from the sessions of the Presbytery of Huntingdon for a period of one year and shall neglect to report to the presbytery concerning residence and work, the presbytery, after making an effort to locate and counsel with the minister, shall then, without prejudice to the minister, delete that person’s name from the roll of membership, and upon request of a session dismiss that person to a congregation.

A-43.1700 **Civil matters:** A continuing member shall fulfill legal requirements of the Commonwealth of Pennsylvania including, but not limited to, compliance with standards for mandatory reporters of child abuse, including regular training and current background checks and clearances.

B. VALIDATED MINISTRIES UNDER THE JURISDICTION OF THE CHURCH: The criteria for determining a validated ministry under the jurisdiction of the church shall be based upon whether the service complies with all the criteria enumerated in G-2.0503a and affirmatively meets all the following standards:

- A-43.2100 1. Is a ministry primarily one of the following: governing body work; mission work; a community ministry; chaplaincy or pastoral care; pastoral counseling, pastoral education or health care service; and which ministry is related by organization, accountability and structure to the PC (USA), or one of its seminaries or other educational institutions related to the PC (USA).
- A-43.2200 2. Is a ministry that serves others, aids others, and enables the ministry of others, and relates to the service of people rather than the production of goods or of profits.
- A-43.2300 3. Is a ministry that makes active and effective use of the biblical and theological training that is required for ordination.
- A-43.2400 4. Is a ministry carried out in accountability for its character, conduct and performance results to a management committee, board of directors, or others responsible for the overall results of the total ministry program.
- A-43.2500 5. Is a ministry carried out in accountability for its character and conduct and answerable to the presbytery for agreed-upon end results or activities with a review of the ministry on a yearly basis.
- A-43.2600 6. Is a ministry that will allow the member to participate actively in the worship and service of a congregation of this presbytery.
- A-43.2700 7. Is a ministry that will allow the member to establish an active relation to the presbytery, as defined by attendance at meetings of the presbytery and service in the entities and work of the presbytery.
- A-43.2800 8. Is a ministry that is supportive of the mission of the presbytery.

C. VALIDATED MINISTRIES BEYOND THE JURISDICTION OF THE CHURCH: The criteria for determining a validated ministry “in service beyond the jurisdiction of the church” shall be based upon whether the service complies with all the criteria enumerated in G-2.0503a and affirmatively meets all the following standards:

- A-43.3110 1. **Mission-oriented:** Is a ministry primarily one of the following: mission work; a community ministry; chaplaincy or pastoral care; pastoral counseling, pastoral education or health care service; a ministry related by organization, accountability and structure to other denominations with which the PC(USA) is in correspondence; related to a seminary or other education institution acceptable to the presbytery; related to a non-denominational, ecumenical or interfaith organization dealing with housing programs, rural or urban issues, drug or alcohol addiction, marriage and family problems, or similar social issues; related to a national or international organization such as a council of churches; or another ministry of service acceptable to the presbytery.

- A-43.3120 2. **Supportive of presbytery:** Is a ministry that is supportive of the mission of the presbytery.
- A-43.3130 3. **Service-oriented:** Is a ministry that serves others, aids others, and enables the ministry of others, and relates to the service of people rather than the production of goods or of profits.
- A-43.3140 4. **Theological:** Is a ministry that makes active and effective use of the biblical and theological training that is required for ordination.
- A-43.3150 5. **Accountable to boards:** Is a ministry carried out in accountability for its character, conduct and performance results to a management committee, board of directors, or others responsible for the overall results of the total ministry program.
- A-43.3160 6. **Accountable to presbytery:** Is a ministry carried out in accountability for its character and conduct and answerable to the presbytery for agreed-upon end results or activities with a review of the ministry on a yearly basis.
- A-43.3170 7. **Congregation:** Is a ministry that will allow the member to participate actively in the worship and service of a congregation of this presbytery.
- A-43.3180 8. **Presbytery participation:** Is a ministry that will allow the member to establish an active relation to the presbytery, as defined by attendance at meetings of the presbytery and service in the entities and work of the presbytery.
- A-43.3190 9. **Ecumenical participation:** Is a ministry that will allow the member to participate responsibly in ecumenical relationships.

D.PROCESS *FOR VALIDATING MINISTRIES*: The process for validating specialized ministry shall be as follows:

- A-43.3210 1. Each person requesting validation of his or her ministry must make written application to the Committee on Ministry.
- A-43.3220 2. The Committee on Ministry will assess the application for validation based upon how it meets the criteria. If the application is approved, the Committee on Ministry will recommend to presbytery that the ministry be approved as a “Specialized Ministry.” Persons requesting validation of their ministry will be notified of the date on which the Committee on Ministry will consider their application.
- A-43.3230 3. In addition, each person serving in an approved validated ministry will be sent an Annual Review Form each year. Such persons must submit a completed Annual Review Form to the Committee on Ministry by the date specified each year. Persons requesting re-validation of their ministry will be notified of the date on which the Committee on Ministry will consider their application.
- A-43.3240 4. Applicants for validation of ministry shall be required to submit documentation of appropriate liability insurance annually.

E. PERMISSION TO LABOR OUTSIDE THE BOUNDS:

- A-43.300
1. A minister member of this presbytery who wishes to engage in ongoing work which is outside the geographic bounds of the Presbytery of Huntingdon or which is not under its jurisdiction shall request permission of the Committee on Ministry to labor outside its bounds.
 - 2.No minister shall engage in such work outside the geographic bounds of this presbytery or which is not under its jurisdiction without the permission of the Committee on Ministry.
 - 3.The Committee on Ministry shall not permit a minister to engage in ongoing work which is within the geographic bounds of another presbytery or which is properly under the jurisdiction of another denomination without consent of that presbytery or denomination.
 4. The stated clerk shall inform ministers who seek permission to labor outside the bounds of this presbytery that they must first seek permission to labor within the bounds of the other presbytery or denomination. This permission shall be granted annually. The stated clerk shall report each instance of the granting of permission to the next stated meeting of the presbytery.

F. MEMBERS-AT-LARGE

1. **Criteria for Members-at-Large:** A member-at-large is a minister 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 and those of this policy for validation of ministry. A minister may be designated 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.
 - a. A member-at-large shall comply with as many of the criteria in G-2.0503a as possible and shall actively participate in the life of a congregation, be supportive of the mission of the presbytery and report annually to presbytery.
 - b. A member-at-large is entitled to voice and vote at presbytery and hold office, and to officiate at the sacraments when invited by a session or the presbytery.
- A-43.4100
2. Members from other presbyteries shall not be received into membership of the Presbytery of Huntingdon in order to seek or while seeking a ministry call, contract, or parish associate relationship within the bounds of the presbytery nor while awaiting qualification to become Honorably Retired.
- A-43.4200
3. Members from other presbyteries may be considered for membership in the Presbytery of Huntingdon if they are the spouse of a minister who has received an approved call or contract to a particular congregation or governing body position.
- A-43.4300
4. The Committee on Ministry shall review each previously approved member-at-large status annually. Each minister granted member-at-large status shall be requested to submit an annual report to the Committee on Ministry by the date specified each year. Persons requesting continuation of their member-at-large status will be notified of the date on which the Committee on Ministry will consider their application. Failure to

submit a report may be considered by the Committee on Ministry in its determination of status.

G. ORDERLY RELEASE FROM OFFICE

- A-43.3410 If the continuing member of the presbytery is unwilling to be designated a member-at-large, then the member should seek release from the exercise of ordained office until he or she receives a call to ministry that fulfills all criteria.
- A-43.3420 If the continuing member is unwilling to be designated a member-at-large and does not seek release from the exercise of ordained office and is not honorable retired, or if the Committee on Ministry determines the continuing member should not be a member at large, the Committee on Ministry shall determine that the continuing member has failed to engage in validated ministry and shall report these facts to the stated clerk, who shall report to presbytery as required by G-2.0508.
- A-43.3430 The minister so designated shall not have voice or vote in meetings of presbytery, except when the matter under consideration pertains to his or her relationship to the presbytery. If after three years, the minister does not meet the criteria for validated ministry or membership-at-large, the presbytery may delete that person's name from the roll of membership.

H. CURRENT MEMBERS CHANGING STATUS:

- A-43.5100 **Disability:** Ministers who are granted disabled status shall be transferred to the member-at-large roll of presbytery. Disability status in the PC(USA) is predicated on full disability status, which precludes membership on presbytery committees, teams and entities.
- A-43.5150 **Without call or contract:** As soon as the stated clerk becomes aware that a minister member is changing his or her employment situation within the presbytery without accepting a call or relationship within a congregation, or that a minister member is seeking a change of status from one roll of the presbytery to another, the stated clerk will send the minister a copy of this policy with instruction to the member to request placement on one of the rolls of presbytery or release from ordered ministry through application to the Committee on Ministry.
- A-43.5175 **Request for release:** If a minister against whom no inquiry has been initiated pursuant to D-10.0101 and D-10.0201, against whom no charges have been filed, and who otherwise is in good standing shall make application to be released from the exercise of the ordered ministry of Word and Sacrament, the presbytery shall delete that person's name from the roll of membership, and upon request of a session dismiss that person to a congregation.
- A-43.5200 **Presbytery-initiated deletion from rolls:** If the presbytery determines that a minister is no longer engaged in a validated ministry and no longer fulfills the criteria for membership at large and is not honorably retired, that individual shall not have voice or vote in meetings of the presbytery, except when the matter under consideration pertains to his or her relationship to the presbytery. If, after three years, the minister does not meet the criteria for validated ministry or membership-at-large, or the presbytery is no longer willing to grant membership-at-large status, the presbytery may delete that person's name from the roll of membership, and upon request of a session dismiss that

person to a congregation. The Committee on Ministry shall attempt to notify the individual of the date of the meeting at which the individual's status will be considered.

A-43.5250 **Effect of release or deletion:** Release from the exercise of ordered ministry requires discontinuance of all functions of that ministry. The designations that refer to ministers shall not be used.

A-43.5300 **Renunciation of jurisdiction:**

- a. When a minister of Word and Sacrament (or authorized representative) submits to the stated clerk of the presbytery of membership a written statement renouncing the jurisdiction of this church, the renunciation shall be effective upon receipt.
- b. When a minister of this presbytery persists in work disapproved by this presbytery, the presbytery through its Committee on Ministry shall consult with the minister and shall give notice of its disapproval. If after opportunity for consultation and upon a second written notice of disapproval, the minister persists in the work, the Presbytery of Huntingdon may then conclude that he or she has renounced the jurisdiction of this church.
- c. When a minister of this presbytery accepts or continues membership of any character in another denomination, except as provided for in the Form of Government, the presbytery shall record the fact and delete the minister's name from the roll.

A-43.5350 **Effect of renunciation of jurisdiction:**

- a. Renunciation of jurisdiction shall remove the minister from membership and ordered ministry and terminate the exercise of that ministry. Renunciation of jurisdiction requires discontinuance of all functions of the ministry of Word and Sacrament. The designations that refer to ministers shall not be used.
- b. The stated clerk shall report the renunciation, delete his or her name from the appropriate roll and take such other administrative actions as may be required.
- c. When a former minister has renounced jurisdiction in the midst of a disciplinary proceeding as the accused, that former minister shall not be permitted to perform any work, paid or volunteer, in any congregation under the jurisdiction of this presbytery,

A-43.5500 **Restoration after release:**

1. Restoration to the exercise of ordained office is possible without re-ordination for ministers who were in good standing, against whom no inquiry had been initiated, and against whom no charges had been filed at the time of release, by:
 - a. application to and approval of the presbytery that granted the release,
 - b. reaffirmation of ordination vows, and
 - c. resumption of a ministry that qualifies for continuing membership in presbytery.
2. No judgment of failure on the part of the minister is implied in release, with or without restoration, from the exercise of ordained office.
3. Restoration under this provision is not available to ministers who renounced the jurisdiction of this church.

A-43.5600 **Ministers temporarily excluded from ordered ministry**

1. **by action according to the Rules of Discipline:** Ministers who have been temporarily excluded from ordered ministry shall refrain from the exercise of any function of ordered ministry, including participating and voting in meetings and from holding or exercising any office. The presbytery may, if no appeal from the case is pending, declare any pastoral relationships in which the minister is involved,

dissolved. Any petition to be restored to ordered ministry shall follow the processes and procedures of the Rules of Discipline.

2. **by failure to maintain up-to-date background checks and clearances and Commonwealth-mandated child abuse recognition and reporting training.** When a minister has failed to provide the presbytery with documentation of up-to-date background checks and clearances and training in child abuse recognition and reporting, the stated clerk will report the failure to Committee on Ministry, which will place a note to that effect in the minister's permanent files. This failure to comply with Commonwealth requirements will be communicated in reference checks. In addition the Committee on Ministry may:
 - a. place the minister on temporary unpaid administrative leave.
 - b. temporarily exclude the minister from the exercise of ordered ministry. Ministers who have been temporarily excluded from ordered ministry shall refrain from the exercise of any function of ordered ministry, including participating and voting in meetings and from holding or exercising any office.
 - c. recommend, if the failure is not remediated within three months, that the presbytery declare any pastoral relationships in which the minister is involved, dissolved. Any petition to be restored to ordered ministry shall follow the processes and procedures of the Rules of Discipline.

A-50 EXAMINATION & SCRUPLING POLICY

PRELIMINARY PRINCIPLES

- A. Presbytery examination and approval is part of the confirmation of every call and entrance into membership in presbytery.
- B. Presbytery has the authority and responsibility to determine its members.
- C. Presbytery has the authority and responsibility to determine whether a call is to validated ministry requiring ordination as a minister.
- D. Presbytery has the authority and responsibility to determine the suitability of each individual for the particular call or contract for ministry.

I. EXAMINATION OF CANDIDATES FOR ORDINATION AND OR MEMBERSHIP

A. Preliminary steps: In considering persons seeking ordination to the ministry of Word and Sacrament and/or membership in the presbytery of Huntingdon or commissioning as a commissioned lay pastor in its congregations, the presbytery will take the following steps:

1. Reference checks will be done on all candidates at the time when the Committee on Ministry liaison deems is appropriate. Reference checks will be done by both the PNC and the General Presbyter. The PNC should call all the references listed on the Personal Information Form, and the General Presbyter normally will call his or her colleagues or will delegate this task if he or she cannot do the reference check him/herself.
2. Interviews will be held with the candidate by the Committee on Ministry prior to the candidating weekend.

3. A statement of faith will be provided by the candidate. The statement of faith ordinarily will not exceed one page in length and shall be reviewed as part of the examination.
4. Prior to admission to presbytery, the candidate will submit copies of all background checks and certifications prescribed by the statutes of the Commonwealth of Pennsylvania, or as deemed necessary by the Committee on Ministry. Such background checks will normally include:
 - a. Pennsylvania State Criminal Record check
 - b. Pennsylvania State Child Abuse History Clearance
 - c. Federal Criminal Record History with fingerprints
 - d. Theological degree verification
 - e. Certification of completion of Mandated Reporter Training approved by the Commonwealth of Pennsylvania.
5. A written agreement to abide by the Presbytery's Sexual Conduct Policy will be required.
6. A certification will be required that the candidate has never renounced the jurisdiction of the Presbyterian Church (U.S.A.) in the midst of a disciplinary proceeding as the accused OR, having renounced the jurisdiction of the Presbyterian Church (U.S.A.) in the midst of a disciplinary proceeding as the accused on _____ (date), while under the jurisdiction of _____ (name of congregation and/or presbytery) is willing to re-submit her/ himself to the disciplinary proceedings of that council, and authorize the Presbytery of Huntingdon to contact that council, to initiate those proceedings.

B. Location of Examination: Persons being examined for ordination to the ministry of Word and Sacrament and/or membership in the presbytery and ruling elders seeking to be commissioned as lay pastors shall be examined by the presbytery.

1. Since ordination to the ministry of Word and Sacrament is ordination for the whole church and because it represents entrance into a community, it is the policy of this presbytery that examination of candidates for ordination to ministry of Word and Sacrament be by the full presbytery.
2. Persons previously ordained as a minister who seek presbytery membership will be examined by the presbytery in plenary assembly. However, the Committee on Ministry may, on behalf of the presbytery, approve the examination of honorably retired ministers transferring into the Presbytery of Huntingdon from other presbyteries. All persons with scruples will be examined by the full presbytery.
3. Ruling elders seeking to be commissioned as commissioned lay pastors will be examined by presbytery.

C. How examined: The presbytery will examine each candidate's calling, gifts, preparation, and suitability for the responsibilities of office, in fulfillment of G-2.0104b. The presbytery does not possess a "right of conscience" that would permit it to violate mandatory provisions of the Constitution.

1. Presbytery, on the recommendation of Committee on Ministry, will determine whether the candidate has a call to a validated ministry that meets all the requirements of G-2.0503a and those of the Continuing Membership Policy of this presbytery.
2. The examination shall include, but not be limited to, a determination of the candidate's ability and commitment to fulfill all requirements as expressed in the constitutional questions for ordination and installation. Presbytery or Committee on Ministry on behalf of presbytery shall be guided by Scripture and the confessions in applying standards to individual candidates.

3. The presbytery or Committee on Ministry will also be guided by the provisions of its “Continuing Membership and Validation of Ministry Policy” (A-43); its “Flow Chart for Nominating, Calling and Installing Pastors” (A-47); and its “Criminal Background Check Policy” (A-42) in examining candidates for ordination and/or membership in this presbytery or for commissioning as commissioned lay pastors of its congregations.

D. Scruples: Individuals being examined for ordination or presbytery membership who are not able or are unwilling to make a commitment to fulfill all the requirements, as expressed in the constitutional questions for ordination and/or installation, shall submit a statement of exception (“scruple”) expressing their disagreement to the presbytery in writing prior to their examination. This statement of exception shall be included in the pre-presbytery packet and shall be given to the Pastoral Nominating Committee and through them to the congregation and session so they are aware of it.

The provision requiring a written statement is to aid the presbytery in conducting its assessment of whether the scruple involves an essential of Reformed faith or polity. Committee on Ministry will be responsible for notifying persons to be examined of the Presbytery policy sufficiently in advance so as to allow them time to prepare written statements prior to the meeting.

E. Terms of Admission: The presbytery is entitled, and has the authority, to declare the terms of admission into its membership and to determine the qualifications of its ministers and members. Ministers have membership in the presbytery only by action of the presbytery or Committee on Ministry on its behalf.

1. Each person submitting a statement of exception shall be examined by the presbytery in plenary assembly. Each exception requested shall be considered by the presbytery as to whether it constitutes a rejection of an essential tenet of Reformed faith or polity. The person being examined shall be granted opportunity to defend the objection before the assembly. The assembly may take into account the depth and quality of theological reasoning in determining whether the position taken constitutes a rejection of an essential tenet.

2. Persons who are judged by this presbytery to reject an essential tenet of Reformed faith or polity shall not be ordained as a minister, or be granted membership in this presbytery, regardless of prior status.

3. So far as may be possible without serious departure from the standards of the church, without infringing on the rights and views of others, and without obstructing the constitutional governance of the church, freedom of conscience with respect to the interpretation of Scripture is to be maintained.” However, in entering the ordered ministries of the Presbyterian Church (U.S.A.), the officer chooses to exercise his or her freedom of conscience within the bounds of captivity to the Word of God as interpreted in the standards of the church so long as he or she continues to seek, or serve in, ordered ministry. The decision as to whether a minister or ruling elder seeking to serve or serving this presbytery has departed from essentials of Reformed faith and polity ultimately becomes the responsibility of this presbytery.

4. The presbytery may not take any action which binds the judgment of future assemblies in the examination of candidates, nor may it reject a candidate’s statement of exception without providing the candidate an opportunity to defend the position or the presbyters the opportunity to weigh the position or its defense.

5. If a candidate's statement of exception is deemed not to constitute a rejection of an essential tenet, the presbytery may yet decline to accept the candidate into membership if the presbytery determines that the exception or other aspects of the candidate's calling, gifts, or preparation make the candidate unsuitable for this particular call or responsibility of ordered ministry in this presbytery. The presbytery has the right and responsibility to determine whether a particular work may be helpful to the church in mission and is a call to validated ministry requiring ordination as a minister.
6. Persons whose statements of exception are deemed by the presbytery not to constitute rejection of an essential tenet and who are received into membership in this presbytery are nevertheless required to act in conformity with the faith and polity of the church. Persons willfully violating mandatory provisions of the Constitution shall be subject to disciplinary action. The stated clerk shall record in the minutes any exceptions granted.

II. MINISTER MEMBERS OF OTHER DENOMINATIONS SEEKING CONTINUING MEMBERSHIP IN THE PRESBYTERY OF HUNTINGDON

- A. Ministers of other denominations, when applying for membership in the Presbytery of Huntingdon shall furnish credentials and evidence of good standing acceptable to the presbytery and also submit satisfactory evidence of possessing the qualifications of character and scholarship required of candidates of this church. They shall:
 1. Present a baccalaureate degree from an accredited college or university and a theological degree from an institution acceptable to the presbytery;
 2. Answer satisfactorily the questions on the examinations required of candidates for ordination;
 3. Articulate their Christian faith and demonstrate an acceptable knowledge of theology and of the government of the PC(USA).
 4. Submit *copies of all background checks and certifications prescribed by the statutes of the Commonwealth of Pennsylvania, or as deemed necessary by the Committee on Ministry*, and sign an agreement to abide by the presbytery's Sexual Conduct Policy.
- B. The presbytery shall not waive any of the foregoing requirements except in extraordinary cases, in which the presbytery shall follow the same procedure required of Presbyterian candidates for ministry of whom the presbytery has judged that there are good and sufficient reasons why certain of the educational requirements should not be met by the candidate and have made an exception by a three-quarters vote of presbytery.
 1. The exception and the reasons for it shall be included in the minutes of presbytery and be communicated to a presbytery to which the candidate may be transferred.
 2. The candidate shall successfully complete an alternate plan or course of study, which shall be specified in the exception, to fulfill the requirements of readiness to begin ministry.
 3. In the case of ministers of other Reformed churches ordained for five or more years, an exemption for some or all of the examinations required of candidates for ordination may be made by the concurrence of a two-thirds vote of the presbytery.
- C. The candidate shall be required to have been called to appropriate work in this church. (*See this presbytery's Continuing Membership Policy.*)
- D. Upon report from the Committee on Ministry of their compliance with the above provisions, such ministers shall provide a statement of faith and then be examined by the presbytery in their Christian faith, in theology, and in the system of government of this church, and at the discretion of the presbytery in other subjects and shall answer in the affirmative questions contained in the ordination and installation service.

- E. When a minister of another denomination seeks membership in this presbytery, that person shall, before being enrolled, furnish the presbytery with satisfactory evidence of having been removed from the roll of ministers of any and all other denominations with which the minister has previously been associated.

III. MINISTERS OF DENOMINATIONS IN CORRESPONDENCE AND FULL COMMUNION SEEKING TEMPORARY MEMBERSHIP

A. In Correspondence: An ordained minister of another denomination in correspondence with the General Assembly, whose ecclesiastical relations have been certified by that denomination, who is serving a Presbyterian congregation in the Presbytery of Huntingdon in a temporary pastoral relationship, may be enrolled for the period of this service as a member of presbytery and have temporarily the rights and privileges of membership. Such minister shall be enrolled after the process of examination outlined above for continuing membership and following the guidelines of the Flow Chart for Nominating, Calling, and Installing Pastors; the Continuing Membership and Validation of Ministry Policy; and the Criminal Background Check Policy.

B. In Full Communion: An ordained minister of another denomination, with whom the PC(USA) is in full communion, may be called, examined, approved and installed as pastor or may serve in another ministerial capacity in this denomination and may be enrolled for the period of this service as a member of Huntingdon Presbytery with the rights and privileges of membership. Such minister shall participate in the benefits plan of one of the denominations. The congregation or other employing body shall pay the fees, dues, or premiums required by the plan to which the minister belongs. Such minister shall be enrolled after the process of examination outlined above for continuing membership and following the guidelines of the Flow Chart for Nominating, Calling, and Installing Pastors, the Continuing Membership and Validation of Ministry Policy, and the Criminal Background Check Policy.

IV. EXAMINATION OF APPLICANTS FOR APPROVED PULPIT SUPPLY AND NON-PRESBYTERIANS SEEKING APPROVAL OF CONTRACTUAL RELATIONSHIPS WITH HUNTINGDON PRESBYTERY CHURCHES

A. Approved Pulpit Supply: Non Presbyterians seeking placement on the Approved Pulpit Supply list shall:

1. Be ordained ministers whose theology is acceptable to this Presbytery
2. Be certified by the governing body of membership as in good standing and have the permission of the governing body of membership to serve our churches
3. Submit *copies of all background checks and certifications prescribed by the statutes of the Commonwealth of Pennsylvania, or as deemed necessary by the Committee on Ministry*, and agree in writing to abide by the Presbytery's Sexual Conduct Policy
4. Be examined and recommended by Committee on Ministry
5. Not officiate at the sacraments unless they request such permission and are examined by the Committee on Ministry about their understanding of Reformed theology and practice regarding the sacraments

B. Contractual relationships. Non Presbyterians seeking to enter into contractual relationships with Huntingdon Presbytery congregations will by definition be entering into a contractual relationship with the presbytery. Presbytery will be guided by the provisions of its Flow Chart for Nominating, Calling, and Installing Pastors. These will include at a minimum:

1. Be ordained ministers whose theology is acceptable to this presbytery, who can support the mission of this presbytery, and agree to abide by the Constitution of the PC (U.S.A.)
2. Be certified by the governing body of membership as in good standing and have the permission of the governing body of membership to serve our churches.
3. Submit *copies of all background checks and certifications prescribed by the statutes of the Commonwealth of Pennsylvania, or as deemed necessary by the Committee on Ministry*, and agree in writing to abide by the Presbytery's Sexual Conduct Policy
4. Submit a statement of faith
5. Be examined by the Committee on Ministry
6. Agree to comply with the provisions of the Continuing Membership and Validation of Ministry Policy for called and installed ministers, including, but not limited to, attendance at a minimum of three presbytery meetings per year

Non Presbyterians, who are not members of Full Communion Partner denominations, will not be authorized to moderate sessions or congregations. They will only be permitted to officiate at either sacrament if they request such permission and are examined by the Committee on Ministry about their understanding of Reformed theology and practice regarding the sacraments.

C. Commissioned Lay Pastors: A commissioned lay pastor is a ruling elder who is commissioned to limited pastoral service as assigned by this presbytery. The presbytery will follow the guidelines contained in the Flow Chart for Nominating, Calling, and Installing Pastors; the Guidelines for Commissioned Lay Pastors; and the Criminal Background Check Policy. In considering whether or not to grant a commission to limited pastoral service, the presbytery shall determine whether its strategy for mission requires it and shall examine the ruling elder candidate as to personal faith, motives for seeking the commission, and the areas of instruction determined by the presbytery. The presbytery may at any time withdraw the commission for reasons it deems good and sufficient.