

## Foothills Presbytery Committee on Ministry Definitions of Ministerial Positions

To assist congregations and leaders within the Foothills Presbytery, the Committee on Ministry (COM) created this document to clarify ministerial roles and processes. We have defined ministerial roles within four classifications: Installed, Temporary, Commissioned Ruling Elder, and Other.

### Installed

From the **Book of Order** G-2.0504, Pastoral Relationships:

*When ministers of the Word and Sacrament are called as pastor, copastor, or associate pastor of a congregation, they are to be responsible for a quality of life and relationships that commends the gospel to all persons and that communicates its joy and justice. They are responsible for studying, teaching, and preaching the Word, for celebrating Baptism and the Lord's Supper, and for praying with and for the congregation. With the ruling elders, they are to encourage people in the worship and service of God; to equip and enable them for their tasks within the church and their mission in the world; to exercise pastoral care, devoting special attention to the poor, the sick, the troubled, and the dying; to participate in governing responsibilities, including leadership of the congregation in implementing the principles of participation and inclusiveness in the decision-making life of the congregation, and its task of reaching out in concern and service to the life of the human community as a whole. With the deacons they are to share in the ministries of compassion, witness, and service. In addition to these pastoral duties, they are responsible for sharing in the ministry of the church in councils higher than the session and in ecumenical relationships.*

*a. Installed Pastoral Relationships The installed pastoral relationships are pastor, co-pastor, and associate pastor. A minister of the Word and Sacrament may be installed in a pastoral relationship for an indefinite period or for a designated term determined by the presbytery in consultation with the congregation and specified in the call. When a congregation determines that its strategy for mission under the Word so requires, the congregation may call additional pastors. Such additional pastors shall be called co-pastors or associate pastors, and the duties of each pastor and the relationship between the pastors of the congregation shall be determined by the session with the approval of the presbytery. When a congregation has two pastors serving as co-pastors, and the relationship of one of them is dissolved, the other remains as pastor. The relationship of an associate pastor to a congregation is not dependent upon that of a pastor. An associate pastor is ordinarily not eligible to be the next installed pastor of that congregation.*

**Called:** A Minister of Word and Sacrament who goes through the PCUSA call process via the Church Leadership Connection (CLC), wherein a congregation elects a Pastor Nominating Committee (PNC) that conducts a thorough search for a pastor or associate or co-pastor using the process outlined in G-2.08.

After selecting the Pastor Nominee, the PNC works with the Presbytery and the Examinations Commission to determine if the candidate is a good fit. Upon approval by

the Examinations Commission and/or the Presbytery, the candidate shall plan and schedule a service of installation using the Foothills Presbytery Ordination/Installation Worksheet.

- **Compensation:** The salary package is determined by the Session and approved by the Congregation, the Minister, and the Presbytery. This position requires participation in the Board of Pensions for the Pastor Plan.
- **Who Invites?** The Pastor Nominating Committee elected by the congregation is responsible for discerning who God is calling to their church and recommending a Minister of Word and Sacrament to their congregation.

**Designated:** A Minister of Word and Sacrament who submits a Personal Information Form (PIF) through the Church Leadership Connection (CLC) and is approved by the Committee on Ministry (COM) to be elected for a *designated* term of not less than two years nor more than four years by vote of the congregation to serve as pastor, associate pastor, or co-pastor. The *designated* relationship shall be established by the presbytery. Such a pastor, associate pastor, or co-pastor shall be nominated by the congregation's Pastor Nominating Committee (PNC) from a *designated* list approved by the Committee on Ministry (COM). With the COM's guidance the congregation and the minister both must agree to be considered for a *designated* term relationship.

The sections on calling and installing a pastor shall apply (G-2.08) and affirm that the *designated* relationship shall be established by the presbytery.

After selecting the Designated Pastor Nominee, the PNC works with the Presbytery and the Examinations Commission to determine if the candidate is a good fit. Upon approval by the Examinations Commission and/or the Presbytery, the candidate shall schedule a service of installation using the Foothills Presbytery Ordination/Installation Worksheet.

In the future, if the following conditions are met, then a congregational meeting may be held to call the Designated Pastor to the current position as pastor, associate pastor, or co-pastor):

- a. completion of a minimum of two years of the *designated* pastoral relationship;
  - b. the concurrence of the Committee on Ministry, the Designated Pastor, and the Session, acting in place of the Pastor Nominating Committee for the single purpose of calling the Designated Pastor as pastor, associate pastor or co-pastor.
- **Compensation:** The salary package is determined by the Session and approved by the Congregation, the Minister, and the Presbytery. This position requires participation in the Board of Pensions for the Pastor Plan.

- **Who Invites?** The Pastor Nominating Committee (PNC) nominates to the congregation the Designated Pastor from a list approved by the Committee on Ministry (COM).

## Temporary

From the **Book of Order** G-2.0504, Pastoral Relationships:

*b. Temporary Pastoral Relationships Temporary pastoral relationships are approved by the presbytery and do not carry a formal call or installation. When a congregation does not have a pastor, or while the pastor is unable to perform her or his duties, the session, with the approval of presbytery, may obtain the services of a minister of the Word and Sacrament, candidate, or ruling elder in a temporary pastoral relationship. No formal call shall be issued and no formal installation shall take place. Titles and terms of service for temporary relationships shall be determined by the presbytery. A person serving in a temporary pastoral relationship is invited for a specified period not to exceed twelve months in length, which is renewable with the approval of the presbytery. A minister of the Word and Sacrament employed in a temporary pastoral relationship is ordinarily not eligible to serve as the next installed pastor, copastor, or associate pastor.*

**Transitional Minister (previously called Interim):** A Minister of Word and Sacrament who serves for a temporary time such as when a minister leaves a church and before another minister is called and installed. Transitional Ministers are not ordinarily eligible to be called and installed as the next pastor for the position. Depending on circumstances within the congregation, the Committee on Ministry may recommend that the Transitional Minister have specific training for leadership during transitions.

- **Compensation:** A contract negotiated among the Minister, the Session, and the Committee on Ministry. These packages are often determined by considering the salary of the previous pastor.
- **Who Invites?** The Session or a committee appointed by the Session along with the Committee on Ministry.

**Stated Supply:** This position is usually part-time. Stated Supply Ministers of Word and Sacrament or Commissioned Ruling Elders serve congregations that are not forming a PNC to call an Ordained/Installed Pastor at this time. Typically, a Stated Supply position is for a church that does not anticipate being able to afford a called and installed pastor in the near term.

- **Compensation:** A contract negotiated among the Session, the Minister, and the Committee on Ministry. Stated Supply contracts work within Foothills Presbytery's recommended minimum terms. The contract may also include Board of Pensions retirement and/or insurance.
- **Who invites?** The Session or a committee appointed by the Session along with the Committee on Ministry.

**Parish Associate:** A Parish Associate is a Minister of Word and Sacrament, often retired, who serves a congregation at the request of a Called and Installed Pastor in consultation with the Session to perform certain responsibilities such as additional pastoral care, worship leadership, or other needs to assist the Pastor. The Pastor is responsible for defining these responsibilities in consultation with the Session.

- **Compensation:** A covenant or contract is negotiated among the Pastor, Session, and the Parish Associate. This position may or may not receive financial compensation depending on the extent of the responsibilities.
- **Who invites?** The Pastor with the concurrence of the Session. When the Pastor leaves that particular call, the Parish Associate position is also ended since their responsibilities are connected.

## Commissioned Ruling Elder

From the **Book of Order** G-2.10, Commissioning Ruling Elders to Particular Pastor Service

*G-2.1001 **Functions** When the presbytery, in consultation with the session or other responsible committee, determines that its strategy for mission requires it, the presbytery may authorize a ruling elder to be commissioned to limited pastoral service as assigned by the presbytery. A ruling elder so designated may be commissioned to serve in a validated ministry of the presbytery. Presbytery, in its commission, may authorize the ruling elder to moderate the session of the congregation to which he or she is commissioned, to administer the Sacraments, and to officiate at marriages where permitted by state law. This commission shall also specify the term of service, which shall not exceed three years but shall be renewable. The presbytery shall review the commission at least annually.*

*G-2.1002 **Training, Examination and Commissioning** A ruling elder who seeks to serve under the terms of G-2.1001 shall receive such preparation and instruction as determined by the presbytery to be appropriate to the particular commission. The ruling elder shall be examined by the presbytery as to personal faith, motives for seeking the commission, and the areas of instruction determined by presbytery. A ruling elder who has been commissioned and later ceases to serve in the specified ministry may continue to be listed as available to serve, but is not authorized to perform the functions specified in G-2.1001 until commissioned again to a congregation or ministry by the presbytery.*

*G-2.1003 **Commissioning Service** When the presbytery is satisfied with the qualifications of a ruling elder to serve a congregation providing the services described above, it shall commission the ruling elder to pastoral service as designated by the presbytery, employing the questions contained in W-4.04.*

*G-2.1004 **Supervision** The ruling elder commissioned under the terms of G-2.1001 shall work under the supervision of the presbytery. The presbytery may at any time withdraw the commission for reasons it deems good and sufficient. A minister of the Word and Sacrament shall be assigned as a mentor and supervisor.*

**Commissioned Ruling Elder (CRE):** A Ruling Elder who wishes to serve God beyond Ruling Elder responsibilities, such as providing pastoral care, officiating at special services, serving communion, working in validated ministry, etc. A CRE may also serve as a Moderator of Session when approved by COM. The CRE will have a mentor who is a Minister of Word and Sacrament.

- **Compensation:** A contract negotiated among the Session, the CRE, and the Committee on Ministry.
- **Who invites?** The Session or a committee appointed by the Session along with the Committee on Ministry.

### Other Helpful Definitions

There are two additional roles that we thought would be helpful to define: Pulpit Supply and Moderator of Session.

**Pulpit Supply:** A Minister of Word and Sacrament or Ruling Elder on the approved Foothills Presbytery Pulpit Supply List who preaches and leads worship on an as-needed basis.

- **Recommended compensation:** At least \$175 per Sunday
- **Who invites?** Session or its appointee, often chairperson of the Worship Committee, contacts individuals from the Committee on Ministry's approved pulpit supply list or with permission from the Committee on Ministry for someone not currently on the list.

**Moderator of Session:** A Minister of Word and Sacrament or a Commissioned Ruling Elder who is not on staff at this particular church comes to moderate Session meetings with the approval of the Committee on Ministry. This person may moderate congregational meetings and along with the ruling elders ordain officers.

- **Compensation:** \$75 per meeting
- **Who invites?** The Committee on Ministry appoints a Moderator for the Session when there is no installed pastor, stated supply, or transition minister in the church.

### Pastoral Relationship Exceptions

From the **Book of Order** G-2.0504, Pastoral Relationships:

*c. Exceptions A presbytery may determine that its mission strategy permits a minister of the Word and Sacrament currently called as an Associate Pastor to be eligible to serve as the next installed pastor or copastor, or a minister of the Word and Sacrament employed in a temporary pastoral relationship to be eligible to serve as the next installed pastor, co-pastor, or associate pastor. Presbyteries that permit this eligibility shall establish such relationships only by a three-fourths vote of the members of presbytery present and voting.*

Churches that seek an exception should contact the Presbytery Leader/Stated Clerk or the Chair of COM.

Note: These definitions become effective as of January 1, 2021 and will affect only new positions moving forward. Any existing positions remain labeled as they are.

Approved by Committee on Ministry on December 3, 2020, to be used as a tool for the Committee.