



COMMISSIONED PASTOR
(aka Commissioned Ruling Elder/CRE)
PROGRAM

Revised 2018

TABLE OF CONTENTS

Overview	1
Duties and Authority of Committee on Ministry and Presbytery of Glacier	1
Definition of a Commissioned Pastor	2
Conditions of Service for Commissioned Pastor	2
Philosophy	2
Standards for Commissioned Pastor	3
Process	3
Phase 1: Inquirer	4
Phase 2: Candidate	4
Phase 3: Commissioned Pastor	4
Check List for Inquirers	4
Candidacy Phase	5-9
Mentors for Candidate	5
Mentor Qualifications	5
Responsibilities of the Mentors	6
Pursuing Learning	6
Learning Plans	6
Advising and Evaluating	6
Evaluation of Competencies	6
Evaluation of Academic Knowledge	6
Assessment	7
Practical Skills	7
Academic Skills	7-9
Bible	7
Reformed Theology	8
Sacraments	8
Presbyterian Polity	8
Check List for Candidate and Mentors	9
Final Steps as Candidate	9
Commissioning Phase	9-10
Compensation	9
Annual Evaluation of Commissioned Pastor	10
Exams	11-18
Practical Skills Exam	12-14
Preaching	12
Worship Leadership	12

Teaching.....	12
Pastoral Care.....	13
Baptism	13
Lord’s Supper	14
Academic Skills Exam.....	15-18
Reformed Tradition.....	15
Sacraments	15
Polity.....	15
Bible – New Testament	16
Bible – Old Testament.....	17
Forms	19-34
Application	20
Sexual Misconduct Information Form.....	22
Minister’s Recommendation.....	24
Candidate Assessment Sheet.....	25
Worship Leadership and Sermon Feedback.....	27
Annual Evaluation of Commissioned Pastor	29
Commissioned Pastor Personal Evaluation	30
Session’s Annual Evaluation of Commissioned Pastor.....	31
Commissioned Pastor Agreement.....	32
Service of Commissioning	33
Re-commissioning Personal Request Form.....	34

COMMISSIONED PASTOR PROGRAM

(aka Commissioned Ruling Elder/CRE Program)

PRESBYTERY OF GLACIER COMMITTEE ON MINISTRY PRESBYTERIAN CHURCH (USA)

OVERVIEW

The purpose of the Commissioned Pastor [aka Commissioned Ruling Elder (CRE)] Program is to prepare ruling elders selected for specific ministries by the presbytery through its Committee on Ministry (COM). The criteria for the Commissioned Pastor are delineated in the *Book of Order* (ref. G 2.1002).

The administration of the Commissioned Pastor Program shall be carried out by the Committee on Ministry which will carry out the functions of recruitment, training, examination and evaluation. It shall act for the presbytery according to the provisions of the *Book of Order* (ref. G 3.0307).

DUTIES AND AUTHORITY OF COMMITTEE ON MINISTRY AND PRESBYTERY OF GLACIER

On June 29, 2002, the Presbytery of Glacier approved a Commissioned Ruling Elder (formerly referred to as Commissioned Lay Pastors) Handbook. On February 6, 2010, the Presbytery of Glacier approved a revised edition titled *Commissioned Ruling Elder and Authorized Elder Preacher Program*. The handbook was reviewed and updated in 2016 and titled *Commissioned Ruler Elder Program*. Subsequently this manual was revised in 2018 and is now referred to as the *Commissioned Pastor Program*.

The Committee on Ministry has the following duties and authority to act:

To identify and train ruling elders (active or inactive) of the Presbyterian Church (USA) and Presbytery of Glacier to serve as Commissioned Pastors (aka Commissioned Ruling Elders).

To oversee the training of those persons selected in accordance with the adopted Commissioned Pastor Program.

To examine on behalf of presbytery those persons who have completed the Candidate phase of the Commissioned Pastor Program and to recommend to presbytery that the individual be commissioned with no further examination.

To recommend to presbytery changes in the Commissioned Pastor Program as the need may arise.

To designate, as needed, clergy and ruling elders to assist with the Commissioned Pastor Program.

To regularly evaluate the ministry.

Committee on Ministry cannot guarantee placement for any particular Commissioned Pastor. The committee will provide information about possible placements, all of which will depend upon the desire of the session, the Commissioned Pastor's willingness to travel or relocate; and the appropriateness of the placement as discerned by the session and Committee on Ministry.

DEFINITION OF A COMMISSIONED PASTOR

A Commissioned Pastor is a full-time or part-time, salaried or volunteer, active or inactive ruling elder called by God and affirmed by his/her session, and trained and commissioned by presbytery to be a pastoral presence of a particular parish or congregation. A Commissioned Pastor may also serve as a chaplain, professor, or ecumenical worker of a validated ministry in a particular place. (*Book of Order* G-2.10)

The Book of Order authorizes the service of a Commissioned Pastor in G-2.1001 as follows:

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.

Conditions of Service (ref. *Book of Order* G-2.1004):

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.

PHILOSOPHY

Judgments concerning standards, training, duties, and compensation are to be on a case-by-case basis as approved by the Committee on Ministry. This Commissioned Pastor Program Handbook was adopted as working document February 1, 2018 and shall be used as a resource in making judgments.

STANDARDS FOR COMMISSIONED PASTOR

Faith as expressed by:

Having faith in Jesus Christ as Lord and Savior, and believing in one God, Father, Son, and Holy Spirit.

Accepting the Old and New Testaments as authoritative witness to that faith.

Having the ability to articulate clearly his/her faith commitment and journey.

Maturity as expressed by:

Being a ruling elder in the Presbyterian Church (USA).

Having membership in the Presbyterian Church (USA) with faithful and regular participation in its worship and service.

Demonstrating leadership in the church.

Demonstrating pastoral ability.

Accepting, understanding, and being faithful to ordination vows.

Christian Life as expressed by:

Having moral standards acceptable to the Christian community as defined in the *Book of Discipline* of the Presbyterian Church (USA).

Having a commitment to personal growth through prayer, Bible reading, and personal devotions.

Constitutional Requirements as expressed by:

Affirming the answers to the Constitutional questions in the *Directory for Worship* (ref. *Book of Order* W-4.0404).

Articulating and demonstrating affirmation of Presbyterian polity and practice.

PROCESS

Commissioned Pastors [aka Commissioned Ruling Elders (CREs)], although ordained as elders and commissioned as pastors are not ordained as Ministers of Word and Sacrament. Therefore, they follow a separate "track" from ordained ministers. The Commissioned Pastor track is: (1) Inquirer, (2) Candidate, and (3) Commissioned Pastor. Requirements and preparation are different from those preparing for the

Ministry of Word and Sacrament. A Commissioned Pastor's abilities to lead a congregation and/or serve a validated ministry derive from experience and practice rather than formal training. This commissioning is to be understood in light of the validated ministry for which one is commissioned.

Phase 1: Inquirer

During this phase, a person believing that (s)he has been called by God to be a Commissioned Pastor should seek validation of the call by the session and then by the presbytery through the Committee on Ministry (see pages 21-22). Committee on Ministry will examine an Inquirer regarding his/her personal faith and motives for seeking the commission (ref. *Book of Order* G-2.1002). This first examination by Committee on Ministry is pastoral and spiritual in nature. The Committee on Ministry shall:

- Secure a background check
- Psychological evaluation by qualified mental health professional selected by the Committee on Ministry

Phase 2: Candidate

Committee on Ministry shall appoint mentors, one of which must be a Minister of Word and Sacrament for each Candidate (ref. *Book of Order* G-2.1004). A plan or strategy shall be developed in consultation with the mentors and submitted to the Committee on Ministry for approval. During this phase, through training and experience, the Candidate must acquire and demonstrate competency in theology, Bible, preaching, worship, sacraments, polity, teaching, and pastoral care. Upon satisfactory demonstration of such competency, appropriate examination by Committee on Ministry, and with the presbytery's acceptance of Committee on Ministry's report and recommendations, the Candidate will proceed to Phase 3.

Phase 3: Commissioned Pastor

This phase begins with the formal commissioning of the Commissioned Pastor to a specific ministry for a period of time, up to three years. The commissioned assignment may be extended. There shall be an annual evaluation by the Committee on Ministry (ref. *Book of Order* G-2.1001).

CHECK LIST FOR INQUIRERS

Fill in the application (see page 21 – appendix B).

Attach to the application your statement on the subject, "Why I Would Like to be involved in the Commissioned Pastor Program".

Take your application to your minister(s). S(he) will discuss with you your interest in the program.

Ask your minister to fill out the Minister's Statement form (page 24).

Arrange to meet with the session of your church.

Your minister will then forward your application and statement, your minister's statement, the session's recommendation, and your signed Sexual Misconduct form to the Presbytery of Glacier's Stated Clerk.

Up to this point, are called an "Inquirer". The Committee on Ministry will review your application and arrange a time to interview you regarding your personal faith and your motives for seeking the commission. The purpose of this examination is pastoral and educational. As an Inquirer, you will know better what areas to study for future work.

Committee on Ministry will secure a background check and a psychological evaluation by a qualified mental health professional.

At this point you become a "Candidate". The Committee on Ministry will appoint Mentors for you.

CANDIDACY PHASE

MENTORS FOR CANDIDATES

When Committee on Ministry validates an Inquirer to be a Candidate, it will assign Mentors to the Candidate. The Mentors shall be responsible for documenting all meetings with the Candidate, in writing, to the Committee on Ministry.

Mentor Qualifications

At least one of the Mentors shall be a Minister of Word and Sacrament, a member of the Presbytery of Glacier and a good role model for the Candidate.

Selection shall be by mutual agreement between the Candidate, the Mentors and the Committee on Ministry.

In general, Mentors shall be assigned to one Candidate at a time and appointed by Committee on Ministry after the Candidate has been validated from Inquirer to Candidate.

The Mentors are appointed until the Candidate is commissioned by Committee on Ministry and presbytery.

Responsibilities of the Mentors

The Candidate and Mentors shall meet quarterly. The Mentors are to evaluate sermons, educational experiences, areas of further study needed, and other activities of the Candidate and report to the Committee on Ministry on an annual basis (see form on page 30).

The Mentors shall offer support, counsel, share experiences, provide positive guidance and criticism, and challenge the Candidate to the highest standards of ministry.

The Mentors shall encourage the Candidate to use evaluation forms, giving them to persons of choice to evaluate sermons, teaching, the practical and academic skills, and review syllabi, transcripts and other information from the Candidate's education. The Mentors will report findings to the Committee on Ministry

When the opportunity arises, the Mentors will review planning and conduct of funeral services and how to provide support for family members.

PURSUING LEARNING

Learning Plans

Learning plans may include a combination of self-study; studying one-on-one with a Mentor; small classes with leadership provided either locally or by the presbytery; and/or formal classes offered by educational institutions.

Advising and Evaluating

The Mentors and Candidate shall review quarterly the Candidate's progress. This will include setting realistic timelines for completion of work.

Evaluation of Competencies

When the Mentors and the Candidate are satisfied that the Candidate is competent in a required field, the Mentors shall report that to the Committee on Ministry and no further preparation will be required in that field. A Candidate may be working on several competencies at the same time.

Evaluation of Academic Knowledge

Upon completion of a course (self-study, a mentoring program, or a class with local or presbytery leadership), there shall be a consultation between the Candidate and the Mentors to assess progress. If a satisfactory mastery of the subject, no further training will be required in that field. For courses taken at an

educational institution, a certification form from the institution showing satisfactory completion of the course shall be acceptable.

Evaluation of the mental, emotional, and maturity level of the Candidate shall be made using information gained to this point in the process. This is to include where the Candidate is in his/her faith journey.

If the Mentors recommended that the Candidate not continue in the program, the Mentors shall consult with the Committee on Ministry regarding the Candidate's future status.

ASSESSMENT

The Candidate shall be assessed in the practical skills¹ of:

Preaching

Teaching

Worship

Pastoral care

The Committee on Ministry along with the assigned Mentors will determine if the Candidate can perform satisfactorily in these areas and will provide training if the person does not demonstrate competency.

The Candidate shall be assessed in the academic skills² of:

Bible

- a. content
- b. literary styles
- c. methods of interpretation
- d. development (oral tradition, timelines, authorship)

Suggested Resources

- a. Vancouver School of Theology or Regent College both at University of British Columbia
- b. Office of Church Engagement at Whitworth University
- c. Glacier Presbytery sponsored San Francisco Theological Seminary continuing education events.
- d. University of Dubuque Theological Seminary on-line program
- e. *Reading the Bible for All Its Worth*, Gordon Fee and Douglas Stuart

¹ See Appendix A Practical Skills Exam page 12

² See Appendix A Academic Skills Exam page 15

- f. *Reading the Bible Book by Book*, Fee and Stuart
- g. *New Testament Exegesis: A Handbook for Students and Pastors* by Gordon Fee
- h. *Old Testament Exegesis: A Handbook for Students and Pastors* by Douglas Stuart
- i. *The Interpreter's Bible*, Volumes 1 through 7
- j. *The Laymen's Bible Commentary*
- k. *Understanding the Old Testament* by Bernhard Anderson
- l. *Understanding the New Testament* by Kee and Young

Reformed Theology

- a. historical development of Presbyterianism
- b. Presbyterian Church (USA) *Book of Confessions*

Suggested Resources

- a. *Book of Confessions Study Edition*
- b. *Presbyterian Creeds: A Guide to the Book of Confessions* by Jack Rogers
- c. *Presbyterian Creeds: A Supplement on the Brief Statement of Faith* by Jack Rogers
- d. *A Commentary on the Confession of 1967 and an Introduction to the Book of Confessions* by Edward Dowey, Jr.
- e. *Major Themes in the Reformed Tradition* by Donald K. McKim
- f. *Introducing the Reformed Faith* by Donald K. Kim

Sacraments

- a. nature of the elements
- b. order of administration

Suggested Resources

- a. *Directory for Worship* (ref. Presbyterian Church (USA) *Book of Order* W.101)
- b. *Book of Common Worship* Presbyterian Church (USA)
- c. *Reformed Worship* by Howard Rice and James Huffstutler
- d. *The Work of the People: What we do in worship and Why* by Marlea Gilbert (Vital Worship/Healthy Congregations)
- e. *Worship Sourcebook* (Calvin Institute of Christian Worship)

Presbyterian Polity

- a. organizational structure Presbyterian Church (USA)
- b. roles and responsibilities of the session and presbytery

Suggested Resources

- a. *Book of Order* by Presbyterian Church (USA), most recent edition
- b. *Companion to the Constitution: Polity for the Local Church* by Frank Beattie
- c. *Presbyterian Polity for Church Leaders, Fourth Edition* by Joan S. Gray and Joyce C. Tucker

CHECK LIST FOR CANDIDATE AND MENTORS

The purpose of the Mentor relationship is to work together to create competence in certain skills and in areas of knowledge.

The Mentors and Candidate should assess together: preaching, teaching, worship, conducting funerals, and pastoral care.

The Mentors and Candidate should assess together knowledge in: Bible, Reformed Theology, Sacraments, and Polity.

When the Candidate and the Mentors are both satisfied that all areas of competency are complete, the Mentors shall present the Candidate to Committee on Ministry for a final conference. Review information in FINAL STEPS (page 9).

The Committee on Ministry is responsible for the commissioning of the Candidate whereupon (s)he will be commissioned for a particular validated ministry and period of time according to the *Book of Order* (ref. G 2.1003).

The Moderator of Session, Committee on Ministry, Mentor(s), and Liaison shall confer with the Session(s) of the church served by the Commissioned Pastor annually.

FINAL STEPS AS CANDIDATE

When the Candidate and Mentors are satisfied that the Candidate has completed all requirements and is ready to be commissioned, the Mentors will present the Candidate to the Committee on Ministry for a final conference and appropriate examination. If satisfied, it shall certify that the Candidate is ready to be commissioned. Committee on Ministry shall approve the terms of commission and present them along with the Candidate to presbytery. Presbytery, without further examination, shall proceed to the commissioning of the Candidate.

COMISSIONING PHASE

COMPENSATION

Commissioned Pastors [aka Commissioned Ruling Elders(CREs)] commissioned by the Committee on Ministry and serving congregations in a pastoral relationship will be

provided minimum compensation, contingent on the financial capabilities of the congregation, and dependent on the responsibilities and duties of the commission.

The Session of the church will take into consideration the following needs for compensation and benefits:

The financial compensation of a minimum of 60% of the minimum effective salary as reviewed and published annually by the Board of Pension of the PCUSA, for no less than $\frac{3}{4}$ time.

Fulltime as defined by the Board of Pensions, for compensation purposed only, is 35 hours per week. $\frac{3}{4}$ time would be calculated accordingly.

For 2017, the Board of Pensions minimum effective salary was \$44,000.

Annual review and discussion with the Session or Ruling Elders thereof.

Four (4) weeks of vacation which will include 4 Sundays.

An additional one (1) week of study leave, which is suggested be Glacier Presbytery sponsored San Francisco Theological Seminary continuing education events.

Mileage reimbursement at the IRS posted rate. As an example, for the year 2017, the mileage reimbursement rate allowed by the IRS is \$0.535/mile

Requests for additional time, such as sick leave, will be agreed between the Commissioned Pastor and Session, or its designees.

ANNUAL EVALUATION OF COMMISSIONED PASTOR

This evaluation is done annually by the Committee on Ministry and 60 days prior to the expiration of the current commission.

The annual evaluation includes: (See Appendix for Forms)

COM Liaison's Evaluation Form for Commissioned Pastor

Session's Evaluation Form for Commissioned Pastor

Commissioned Pastor's Personal Evaluation Form

APPENDIX A - EXAMS

PRACTICAL SKILLS EXAM

Preaching

Written:

- (1) Submit to Committee on Ministry an audio, or preferably, a video of a prepared sermon given to a congregation. Please speak to the congregation, not to the Committee on Ministry.
- (2) Describe an event or series of events that are affecting your congregation and/or community. How would you decide to speak about this topic?

Oral:

What constitutes a good sermon?

Worship Leadership

Written:

- (1) Submit a bulletin of a worship service that you have planned.
- (2) You will be given a sermon topic and text and will be asked to use the appropriate resources to plan a complete service. Please identify the resources you use.

Oral:

- (1) How do you use the lectionary?
- (2) Name the seasons of the Christian year in order.
- (3) How do you use the *Directory for Worship* in planning a worship service?

Teaching

Written:

- (1) Submit documentation concerning a teaching experience.
- (2) What was the situation?
- (3) What materials did you use?
- (4) How did you choose your materials?

(5) Share some reflections on the experience.

(6) How would you evaluate your teaching?

Oral:

(1) With what age levels are you the most comfortable?

(2) Where do you find teaching resources?

(3) How have you sharpened your teaching skills?

(4) What is the purpose of the teaching ministry?

Pastoral Care

Written:

(1) As an observer, make two visits in a pastoral care situation with a pastor. If possible, make at least one of the two visits a hospital visit.

(2) Submit a verbatim (examples and instruction will be available) on a pastoral visit you made on your own.

Oral:

(1) What physical or mental signals would make you aware of the need to refer a person to a professional?

(2) If there were a personality conflict between yourself and a needy person, how would you ensure pastoral care?

(3) What is a deacon?

(4) How would you utilize deacons?

Baptism

Written:

(1) What is the primary meaning of baptism?

(2) What are the essential elements necessary in the service of baptism? Why are these elements there?

- (3) Using scripture for support, briefly explain why Presbyterians baptize infants and adults.
- (4) In what ways are infant baptism and adult baptism similar and how are they different?
- (5) Who should be baptized and when?

Lord's Supper

Written:

- (1) Using scripture for support, what is your understanding of the presence of Jesus Christ in the Lord's Supper?
- (2) Who is permitted to receive the Lord's Supper? Who should not receive the Lord's Supper?
- (3) What is the primary meaning of Holy Communion?
- (4) What are the essential elements necessary in a service of Holy Communion?
- (5) A person in the congregation you serve is homebound and unable to come to church and receive communion. She has asked that you come and serve communion in her home. How would you respond?
- (6) How is the meaning and theology of the Sacrament of Baptism different from the Sacrament of the Lord's Supper?

ACADEMIC SKILLS EXAM

Reformed Tradition:

1. What are the major tenets of the Reformed tradition found in the *Book of Order*?
2. (a) How did the German reformation begin and with whom?
(b) How did the Swiss reformation begin and with whom?
3. Describe the role John Knox played in the reformation.
4. How was the Presbyterian Church founded in America and by whom?
5. Which confession in our *Book of Confessions* primarily deals with the sovereignty of God and the authority of scripture?
6. Name the creeds and confessions found in our constitution.
7. Name some representative theologians of the Reformed tradition.
8. Which confession primarily addresses the Lordship of Christ?
9. How has the study of the Reformed faith enhanced your personal faith?
10. Write a paragraph or two about what you think the confessional statements of the church say about the nature of humanity and the means of salvation.

Sacraments:

1. The Presbyterian Church recognizes two sacraments:
 - a. _____
 - b. _____
2. Give a definition of sacrament.

Polity:

1. What are the Great Ends of the Church found in the *Book of Order*?
2. What is the difference between the universal (invisible) church and the particular (visible) church as found in the *Book of Order*?

3. When we say the Apostle's Creed, we say, "I believe in the holy catholic church." What does "catholic" mean?
4. What does the title "Presbyter" mean?
5. What are the four councils (formerly called governing bodies) of the Presbyterian Church?
6. How does one become a member of the Presbyterian Church?
7. What are the different categories of membership? What are their privileges?
8. What are the three officers of the church?
9. What are the responsibilities of the Elders/Session? Deacons? Ministers of the Word and Sacrament?
10. List at least five responsibilities of the Session; of the Presbytery; of the Synod; of the General Assembly.
11. What are the essential elements of Christian worship?
12. What role should the arts play in the worship service?

Bible – New Testament:

1. Be able to discuss any book of the New Testament: the major themes, the major characters, messages, significance, where it fits in the "whole picture".
2. What is the meaning and importance of the following statements about Jesus? Jesus is Lord. Jesus is the Messiah. Jesus is human. Jesus is divine. Jesus is Savior. Jesus is healer. Jesus is teacher.
3. What are the "synoptic" gospels and why are they called that?
4. What are the letters ascribed to Paul?
5. What is the significance of the death of Jesus? of Pentecost? of the Resurrection?

6. What does it mean for us when Jesus says, "Take no thought for tomorrow", and how would you preach it?
7. Briefly retell the story of Paul and his ministry.
8. What is the "Great Commission" found in Matthew 28?
9. Comment on the "Magnificat" of Mary as found in Luke 1:46-55.
10. What is the significance of the statement, "This do in remembrance of me."
11. Describe briefly what a parable is and why Jesus used them.
12. What analogy did Paul use most often in describing the church? Why is this a rich analogy?
13. If a new Christian asked you which book of the New Testament to read to help him/her understand the gospel message, which would you recommend and why?
14. According to the New Testament, what is the work of the Holy Spirit?
15. What is the Kingdom (reign) of God as taught by Jesus?
16. According to Paul, what is "justification by faith"? What does it mean? Why is it important?
17. What is the relationship between the Old and New Testaments?

Bible – Old Testament:

1. Be able to discuss any of the major characters of the Old Testament, their significance, and how they helped the "divine drama" unfold.
2. Be able to discuss any book of the Old Testament: the major themes, major characters, significance, where it fits in the "whole picture".
3. What are the first five books of the Bible called?
4. What happened at the tower of Babel and why?
5. What is the "shema" as found in Deuteronomy?
6. What special day were the Hebrews to remember to keep holy and why?
7. How were the Psalms used in Hebrew worship?

8. What covenant did God make with Noah and what was its sign?
9. Describe what Israel was like in the time of the judges.
10. How did David become King of Israel?
11. Briefly describe Abraham's greatest test of faith.
12. What happened in the Garden of Eden and what were its consequences?
13. If we look at the Bible as a "divine drama", who would be the main character and why?
14. What are the main themes of the Old Testament?

APPENDIX B - FORMS

INQUIRER APPLICATION FOR COMMISSIONED PASTOR

Name _____
 (Last) (First) (Middle Initial)

Address _____
 (Street) (City) (State ZIP)

Telephone _____
 (Home) (Work) (Email)

Member of _____
 (Name of church) (City) (State)

Joined the church _____
 (Year)

Ordained as Elder _____
 (Year)

Describe your present activities in the life and mission of the church:

Present employment:

Title _____

Nature of work _____

Educational background:

School & Location	Yr Grad	Degree Major/Minor
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Limits: What factors may place limits on your ability to receive training and to serve as a Commissioned Pastor (i.e. physical disability, family situation, employment status, etc.)

REFERENCES: Please list at least three references that may be contacted regarding your life in the church, your character, and your commitment to this program.

1 _____
 (Name) (Address) (Telephone)

2 _____
 (Name) (Address) (Telephone)

3 _____
 (Name) (Address) (Telephone)

STATEMENT: Please attach to this form your statement on the subject, "Why I Would Like to be involved in the Commissioned Pastor Program."

Please take your completed application form and your attached statement to your pastor or, if your church is without a pastor, to the minister that Presbytery has appointed to moderate your church's session. The minister will then forward your complete application to: Stated Clerk; Presbytery of Glacier.

SESSION RECOMMENDATION: We, the Session of _____
 Presbyterian Church have examined and approved this applicant for the Commissioned Pastor Program of Presbytery of Glacier.

SIGNATURE: _____ **Date:** _____
 Clerk of Session

SEXUAL MISCONDUCT POLICY: I have read the sexual misconduct policy and information form. Please read the entire policy before you sign. Contact the office of Presbytery of Glacier or your minister for a copy.

SIGNATURE: _____ **Date:** _____

CODE OF ETHICS: I have read the Code of Ethics for Ministers of Word and Sacrament (aka Teaching Elders), Commissioned Pastors (aka CREs) and Other Church Professionals.

SIGNATURE: _____ **Date:** _____

SIGNATURE: I hereby apply for admission to the Commissioned Pastor Program of the Presbytery of Glacier. I understand that successful completion of the program is a requirement for future commissioning or authorization as a Lay Pastor by Presbytery of Glacier.

SIGNATURE: _____ **Date:** _____

SEXUAL MISCONDUCT INFORMATION FORM

The following information related to sexual misconduct was mandated by the Sexual Misconduct Policy and its Procedures adopted by the 1991 General Assembly, and revised by the 1993 General Assembly.

Please check one of the following:

I certify by the signature below that no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; and that I have never resigned or been terminated from a position for reasons related to sexual misconduct. Please review definitions below.

I am unable to make the above certification. I offer, instead, the attached description of the complaint, termination, or the outcome of the situation with explanatory comments.

The information in this application is accurate to the best of my knowledge and may be verified by the General Presbyter for the Presbytery of Glacier Commissioned Pastor. I hereby authorize the General Presbyter to inquire concerning any civil or criminal records, or any judicial or ecclesiastical proceedings involving me as a defendant, related to sexual misconduct. By means of this release, I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information related to sexual misconduct to the Presbytery of Glacier.

I have read this certification and release form and fully understand that information obtained may be used to deny me appointment as a Commissioned Pastor. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.

(Signature)

(Print or Type Name)

Date _____

Definitions

Sustained:

1. In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict, or a plea bargain.
2. In a civil court, "sustained" means that there has been a judgment against the defendant.

3. In an ecclesiastical case, “sustained” means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, by a permanent judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.

Pending:

1. In a criminal court, “pending” means a criminal charge before a grand jury, in the process of being prosecuted, or in a case in which there is not yet a verdict.
2. In a civil court, “pending” means a case in which there has not been a decision or judgment.
3. In an ecclesiastical case, “pending” means an accusation is being investigated by a special disciplinary committee or charges have been filed but have not yet been decided by a permanent judicial commission, or an accusation or charges are in an equivalent state or process in a church other than the Presbyterian Church (USA).

MINISTER'S RECOMMENDATION FOR COMMISSIONED PASTOR PROGRAM

To be completed by the applicant's minister or Presbytery-appointed moderator of session, if applicant's church is without a pastor.

Please furnish your comments pertaining to the areas listed below. Use the reverse side of this sheet or attach additional pages if more space is needed. Your responses will be confidential and will be used only by presbytery's Committee on Ministry in considering this person's application for enrollment in the Commissioned Pastor Training Program.

Christian commitment and maturity:

Leadership ability:

Ability to work with people:

Openness to ideas and learning:

Your assessment of this person's suitability to serve in this way:

Other comments you wish to add:

Signed _____ **Date** _____

Please return the original of this form along with the original application form and attached statement which the applicant has completed to: Stated Clerk; Presbytery of Glacier.

COMMISSIONED PASTOR CANDIDATE ASSESSMENT SHEET

Name of
Candidate _____

Assessment by (check one): Candidate Friend Mentor

Instruction: Under each heading, circle the number you think best describes the above-named Candidate.

A. Preaching the Word of God

1	2	3	4	5
Unable to Preach	Scared to Preach	Able to Preach	Good at Preaching	Excellent Preacher

B. Ability to Teach

1	2	3	4	5
Unable to Teach	Scared to Teach	Able to Teach	Good at Teaching	Excellent Teacher

C. Leading Worship (presiding)

1	2	3	4	5
Unable to Lead Worship	Scared to Lead Worship	Able to Lead Worship	Good at Leading Worship	Excellent Worship Leader

Items D and E are for evaluation by Candidate and Friend only. Circle *all* numbers that apply.

D. Conducting Funerals

1	2	3	4	5
No funeral experience	Some funeral experience	Is willing to assist the minister	Needs more training to conduct a funeral	Is prepared to conduct a funeral

E. Pastoral Care (including calling upon sick, bereaved, etc.)

1	2	3	4	5
No pastoral care experience	Some pastoral care experience	Is willing to assist the minister	Needs more training in pastoral care	Is prepared for pastoral care

Other
Comments _____

**Name of
Reference**

Address

Telephone

Date

**WORSHIP LEADERSHIP AND SERMON FEEDBACK FOR
COMMISSIONED PASTOR CANDIDATE**

Date _____

Name of Preacher _____

Church Where Sermon Delivered _____

Name of Evaluator _____

Title of Sermon _____

Bible Text _____

A. STRUCTURE AND MESSAGE

What was the primary message of the sermon?

What were some of the features of the sermon that helped clarify the message?

List your suggestions for strengthening the content of this sermon.

Were you readily able to follow the preacher's line of thought?

In your judgment, was the sermon a faithful presentation of scripture? Why or why not?

How would you describe the strengths of the manner and style of delivering the sermon?

What was it about the delivery that helped you listen and be a part of the sermon?

What suggestions do you have for strengthening sermon delivery?

Was the total worship service presented well? Suggestions?

MENTOR/SUPERVISOR ANNUAL EVALUATION OF COMMISSIONED PASTOR

Name of Liaison _____ Date _____

Address _____
Work Phone # _____

Home Phone # _____

Name of Commissioned Pastor: _____

Date of Commissioning _____

How long has the Commissioned Pastor been active in this ministry? _____

What are the major strengths?

What are the major areas of growth?

Will you provide constructive evaluation of worship leadership and sermons? Y N

Do you think (s) he is growing spiritually in this experience? Y N

What suggestions do you have for the Commissioned Pastor?

COMMISSIONED PASTOR'S PERSONAL EVALUATION

For the Year _____

Please mail to: Stated Clerk; Presbytery of Glacier.

Name of Commissioned Pastor _____

Address _____

Date Commissioned _____ Church Being Served _____

Instructions - Please use separate sheets of paper to respond to the following questions:

Activities with the church(es) served

For the year reported, indicate the number of:

Sermons preached, Sacraments administered (Lord's Supper and baptism), pastoral calls, hospital and nursing home calls, funerals, and weddings which you have officiated. .

List other activities in the life of the church in which you have had a leading role (teaching, etc.)

List other activities in the life of the church in which you have participated

Continuing Education and/or Spiritual Growth

List and describe any seminars, classes, conferences, etc. of a continuing education nature which you have attended during the past year.

List any significant books or periodicals you have read during the past year.

Tell us something about how you maintain and nurture your spiritual life and health.

The Mentor/Mentoring Relationship

If applicable, name the moderator(s) of the church (es) served and describe the nature of your relationship.

Do you meet regularly? Are the meetings helpful?

If no relationship exists, would you like one appointed from the church in which you are serving?

SESSION'S ANNUAL EVALUATION OF COMMISSIONED PASTOR

Please fill out annually and send to: Stated Clerk; Presbytery of Glacier.

Name of Commissioned Pastor _____

Name of Church _____

How would you describe your experience of worship under the leadership of the Commissioned Pastor named above? Did the experience of worship meet your expectations? (Try to reflect the sense of the session and the congregation, being as specific as possible.)

What words would you use to describe the preaching? How well did you feel the

Does your experience with this Commissioned Pastor lead you to have any concerns about this person's beliefs and/or abilities? Please explain.

Does your session wish to convey anything to Committee on Ministry regarding the effectiveness or lack of effectiveness, of the program?

Signature of Clerk of Session _____

Date _____

COMMISSIONED PASTOR AGREEMENT

DATE: _____

The following agreement between the session(s) of [Name of church(es) or parish, as applicable] and [Name of Commissioned Pastor] is for the purpose of providing pastoral services to the [Name of church(es) or parish, as applicable] within the bounds of the Presbytery of Glacier.

The duties of the Commissioned Pastor shall include [those functions ordinarily filled by the pastor, such as regular schedule of services and preaching, pastoral calling, crisis situations, communion, baptisms, weddings, funerals, etc.].

Goals for this ministry shall be:

This agreement is for a period up to three years and is to be reviewed annually by the Commissioned Pastor, the session(s), and Committee on Ministry.

This agreement may be terminated by the session(s) upon 30 days written notice. The Commissioned Pastor may terminate the agreement with a 30-day written notice and forfeiture of any payment beyond that period.

Terms of the agreement:

Commissioned Pastor is employed on a [full-time, part-time] basis, serving approximately [number] hours per week for [number of months].

Cash Salary \$ _____

Housing (if applicable)\$ _____

Social Security\$ _____

Travel Reimbursement (by voucher) \$ _____

Vacation _____ (To be earned at the rate of one (1) week per quarter and used or accumulated as agreed upon.)

Study Leave _____

SIGNATURES

DATE

Commissioned Pastor

Clerk of Session

Moderator, Committee on Ministry

SERVICE OF COMMISSIONING

When Committee on Ministry is satisfied with the qualifications of an applicant, it shall present the applicant to presbytery.

It is appropriate that the presbytery in which the applicant is to serve have a complete Service for the Lord's Day or a separate service. When included in a complete service, this part of the service should follow the sermon and precede celebration of the Eucharist

Presbytery shall ask the applicant the constitutional questions in W-4.4003, using these words for Question i: Will you be a faithful [Commissioned Pastor] serving the people by proclaiming the good news, teaching faith and caring for the people, and in your ministry will you try to show the love and justice of Jesus Christ?

After questions – Prayer:

Almighty God, in every age You have chosen servants to speak your Word and lead your loyal people. We thank you for [Name of Commissioned Pastor] whom you have called to serve you as Commissioned Pastor in and for the Presbytery of Glacier. Give him/her gifts to do the particular work you have called him/her to do. Fill him/her with your Holy Spirit, so that (s) he may have the same mind that was in Christ Jesus, and be a faithful disciple throughout life.

All may pray together:

God of grace, in baptism you have called us to a common ministry as ambassadors of Christ, trusting us with the message of reconciliation. Give us courage and discipline to follow where your servants rightly lead us that together we may declare your wonderful deeds and show your love to the world; through Jesus Christ the Lord of all. Amen.

The moderator greets the Commissioned Pastor:

On behalf of the Presbytery of Glacier, I welcome you to this ministry. May God's Holy Spirit empower you in the ministry of our Lord and Savior Jesus Christ. Amen.

RE-COMMISSIONING PERSONAL REQUEST FORM

Requirements

- The will of the Commissioned Pastor to be re-commissioned .
- The submission of an annual report.
- The fulfillment of the continuing education requirement.
- An annual interview with Committee on Ministry And the Commissioned Ruling Elder
- Committee on Ministry approval.

Name _____ Date _____
 Address _____ Phone _____
 _____ # _____
 Home Pastor _____

I have submitted my annual report of preaching activities and understand that this report will be used to aid the re-commissioning or re-authorization process.

Following are the names of the churches where I have preached over the past year(s) and you have my permission to correspond with the sessions regarding my effectiveness.

1 _____	5 _____
2 _____	6 _____
3 _____	7 _____
4 _____	8 _____

You have my permission to correspond with my home pastor regarding my activities in my home church and my growth in faith and practice.

I am willing to be interviewed by representatives of Committee on Ministry as part of the determination as to whether I shall be re-commissioned.

Signed _____
 Date _____

Please return to: Stated Clerk; Presbytery of Glacier;