



**THE PRESBYTERY OF MINNESOTA VALLEYS
COMMISSION ON LEADERSHIP**

MANUAL AND RESOURCE GUIDE
2017 Revision (Effective June 25, 2017)

SECTION 1
INTRODUCTION

ACKNOWLEDGEMENTS

This Manual was created for the use of the Presbytery of Minnesota Valleys – its Commission on Leadership, congregations, and congregational leaders.

This Manual contains documents and resources – some of which is original and some of which has been adapted -- that have originated with a variety of sources, including:

**The Commission on Leadership, Presbytery of Minnesota Valleys
The Committee on Ministry, Presbytery of Minnesota Valleys
The Committee on Preparation for Ministry, Presbytery of Minnesota Valleys
The Committee on Congregational Nurture, Presbytery of Minnesota Valleys
The Office of the General Assembly of the Presbyterian Church (USA)
The Book of Order, Presbyterian Church (USA)
The Synod of Lakes and Prairies, Presbyterian Church (USA)
The Presbytery of Tropical Florida, Presbyterian Church (USA)
Denver Presbytery, Presbyterian Church (USA)
Winnebago Presbytery, Presbyterian Church (USA)
The Presbytery of Baltimore, Presbyterian Church (USA)
The Presbytery of the Grand Canyon, Presbyterian Church (USA)
The Presbytery of Pittsburgh, Presbyterian Church (USA)
Grace Presbytery, Presbyterian Church (USA)
The Northwestern Minnesota Synod, Evangelical Lutheran Church in America**

**COMMISSION ON LEADERSHIP MANUAL
SECTION I**

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NOTES REGARDING THE UPDATED VERSION OF THIS MANUAL

As of June 25, 2017, a number of changes in the Book of Order took effect as the result of the affirmative votes of a majority of presbyteries across the Presbyterian Church (USA). In particular, the passage of all eight sections of Amendment 16-C – “Ordered Ministry Titles” – has a significant effect on the work of the Commission on Ministry and the content of this manual. Below, a summary of the changes will be found. In addition, this Manual has been updated to reflect the changes that have been made.

Rev. Rick Carus, H.R.
April 16, 2017

From “Proposed Amendments to the Constitution”

**16-C. Ordered Ministry Titles
(Item 06-08, Recommendations 1 through 8)**

Background and Rationale

The following eight proposed amendments (16-C.1.through 16-C.8) originated as an overture from the Presbytery of Great Rivers. Each recommendation is presented separately for presbytery consideration. Presbyteries of Charleston-Atlantic, Huntingdon, Minnesota Valleys, New Castle and Santa Fe concurred with the overture. The Presbytery of Great Rivers provided the following rationale:

In 2012, the PC(USA) adopted a new Form of Government. Among its many changes designed to help clarify our polity were changes in the titles of ordered ministry: “Elder” was changed to “ruling elder,”

“minister of Word and Sacrament” was changed to “teaching elder,” and “commissioned lay pastor” was changed to “commissioned ruling elder.”

After observing the changes to these terms for a few years, it has been noted that there is still much confusion. As a result, the local church and many churches and pastors have simply ignored the change to the nomenclature: pastors are still pastors, elders are still elders, and mid councils and General Assembly seem to be the only bodies who tend to use the terms ruling elder and teaching elder with any regularity or appreciation for the historical and pragmatic rationale.

Furthermore, in speaking to younger clergy regarding this change, some have reported feeling disempowered in the formation of their sense of pastoral authority and professional development by no longer being ordained to the office of “minister of Word and Sacrament.” Some feel this title has been particularly disempowering to female clergy.

Lastly, the title, “commissioned ruling elder,” greatly minimizes the broad and important pastoral role and responsibility that is played by our commissioned ruling elders whereas the title “commissioned lay pastor” was a far more apropos title.

In summary, this overture seeks to honor the historical and pragmatic rationale given by the Advisory Committee on the Constitution in 2012, address the primary concerns raised by the Presbytery of Santa Fe, provide greater clarity to the local church, offer more empowerment to our younger clergy, and better reflect the important pastoral ministry of our commissioned ruling elders.

(The referenced action of the 220th General Assembly (2012) can be found on PC Biz at <https://www.pc-biz.org/#/search/3737?print>)

Changes authorized by Amendment 16-C: (Changed Language in Bold Italics)

16-C.1. Ministers of the Word and Sacrament -- F-3.0202

*“This church shall be governed by presbyters, that is, ruling elders and teaching elders **(also called ministers of the Word and Sacrament)**. Ruling elders are so named not because they ‘lord it over’ the congregation (Matt. 20:25), but because they are chosen by the congregation to discern and **guide in** its fidelity to the Word of God, and to strengthen and nurture its faith and life. **Ministers of the Word and Sacrament** shall be committed in all their work to **teaching the faith in word and in deed and** equipping the people of God for their ministry and witness.”*

16-C.2. Ministers of the Word and Sacrament -- G-2.0102

*“Ordination to the ministry of deacon, **ruling elder, or minister of Word and Sacrament (also called teaching elder)** is unique to that order of ministry.”*

16-C.3. Ministers of the Word and Sacrament -- G-2.0301

“As there were in Old Testament times elders for the government of the people, so the New

Testament church provided persons with particular gifts to share in discernment of God's Spirit and governance of God's people. Accordingly, congregations should elect persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit. Ruling elders are so named not because they 'lord it over' the congregation (Matt. 20:25), but because they are chosen by the congregation to discern and measure its fidelity to the Word of God, and to strengthen and nurture its faith and life. Ruling elders, together with **ministers of the Word and Sacrament**, exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of a congregation as well as the whole church, including ecumenical relationships. When elected by the congregation, they shall serve faithfully as members of the session. When elected as commissioners to higher councils, ruling elders participate and vote with the same authority as **ministers of the Word and Sacrament**, and they are eligible for any office."

16-C.4. Ministers of the Word and Sacrament -- G-2.05 and G-2.0501

"G-2.05 **Ministers of the Word and Sacrament**. The Ministry of *Teaching and Pastoral Care*

"G-2.0501 **Minister of the Word and Sacrament** Defined

"Ministers of the Word and Sacrament (also called teaching elders and pastors) shall in all things be committed to teaching the faith **in word and deed** and equipping the saints for the work of ministry (Eph. 4:12). They may serve in a variety of ministries as authorized by the presbytery. When they serve as preachers and teachers of the Word, they shall preach and teach the faith of the church, so that the people are shaped by the pattern of the gospel and strengthened for witness and service. When they serve at font and table, they shall interpret and **'show forth'** the mysteries of grace **in word and action, lifting** the people's vision toward the hope of God's new creation. When they serve as pastors, they shall support the people in the disciplines of the faith amid the struggles of daily life. When they serve as presbyters, they shall participate in the responsibilities of governance, seeking always to discern the mind of Christ and to build up Christ's body through devotion, debate, and decision.

16-C.5. Ministers of the Word and Sacrament -- G-2.0701

"Ordination to the ordered ministry of **minister of Word and Sacrament** is an act of the whole church carried out by the presbytery, setting apart a person to ordered ministry. Such a person shall have fulfilled the ordination requirements of the presbytery of care and received the call of God to service to a congregation or other work in the mission of the church that is acceptable to the candidate and to the presbytery of call."

16-C.6. Ministers of the Word and Sacrament and Commissioned Pastors -- G-3.0307

"G-3.0307 Pastor, Counselor, and Advisor to **Its Pastors** and Congregations

"Presbyteries shall be open at all times to communication regarding the life and ministry of their congregations.

"Each presbytery shall develop and maintain mechanisms and processes to serve as pastor and counselor to **its pastors** both **ministers of Word and Sacrament and** ruling elders

commissioned to pastoral service (**also called commissioned pastors (also known as commissioned ruling elders)**), as well as the certified Christian educators of the presbytery; to facilitate the relations between the presbytery and its congregations, **pastors** and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient.”

16-C.7. Minister of the Word and Sacrament and Commissioned Pastor -- Directory for Worship and the Rules of Discipline

The Directory for Worship and the Rules of Discipline are now amended so that the terms “ruling elder commissioned to particular pastoral service” or “ruling elder commissioned to pastoral service” and “teaching elder” are replaced with its former terms, “**commissioned pastor (also known as commissioned ruling elder) “ or “minister” or “minister of Word and Sacrament”**” respectively.

16-C.8. Minister of the Word and Sacrament -- W-4.4001a.

“a. In ordination the church sets apart with prayer and the laying on of hands those who have been called through election by the church to serve as deacons, ruling elders, and teaching elders. (W-2.1005) In installation the church sets apart with prayer those previously ordained as deacons, ruling elders, and **ministers of Word and Sacrament (also called teaching elders)**, and called anew to service in that ministry.”

**A MINISTRY PLAN
FOR THE PRESBYTERY OF MINNESOTA VALLEYS
Presbyterian Church (U.S.A.)**

“May the God of hope fill you with all joy and peace in believing, so that you may abound in hope by the power of the Holy Spirit.” (Romans 15:13)

Our vision reshapes the Presbytery of Minnesota Valleys from working for congregations to being with congregations as they serve Christ in the world.

Who We Are

We are congregations who seek to be a collective expression of the Body of Christ joyfully participating in Christ’s on-going life and work.

*“Therefore encourage one another and build up each other, as indeed you are doing.”
(1 Thessalonians 5:11)*

What We Value



Living Out Our Values:

Nurture –

We are connected, caring Christian communities that nurture faithful and engaged disciples.

- A. We will support, resource, and care for one another, individually, as congregations, and as networks, as we equip and empower joyfully generous disciples.
 - 1. We will create networks to support, encourage, resource, and strengthen the ministries of our congregations and leaders.
 - 2. We will plan and participate in collaborative events to enrich lives and enhance ministries.
 - 3. We will share stewardship resources and ideas with one another as we develop cultures of congregational generosity.

- B. We will support, resource, and care for those who are discerning, serving, and preparing to serve as deacons, ruling elders, and Ministers of the Word and Sacrament.
 - 1. We will create networks of leaders for prayer, study, and fellowship to strengthen ministries.
 - 2. We will plan and participate in collaborative events to equip leaders, and to enrich and enhance their ministries.

Outreach –

Our congregations are Christian communities growing in faith, hope, love, and witness to the sovereign activity of God.

- A. We will support, resource, and empower one another as we participate in the mission of Christ's church at local, regional, and global levels.
 - 1. We will connect with one another to encourage and support the establishment of mission partnerships.
 - 2. We will share mission stories of congregations and individuals across the presbytery.
 - 3. We will offer a mission experience as part of our presbytery gatherings.
- B. We will encourage one another to be joyful, passionate witnesses for Jesus Christ.
 - 1. We will connect with other congregations of similar size and situation who have embarked on a plan of growth (5%) and have experiences that can be shared.

Order –

We are Christian communities seeking to live out the principles of Presbyterian polity and practice, acknowledging that Jesus Christ is head of the Church.

- A. We will grow in our understanding of Presbyterian polity and history, and Reformed theology.
- B. We will build and maintain healthy relationships with one another, the Synod of Lakes and Prairies, the General Assembly and its agencies, and the wider faith community.
- C. We will support, resource, and guide one another and our pastoral leaders in times of transition, including helping congregations in strategizing non-traditional staff models.
- D. We will support, resource, and guide one another and our pastoral leaders in times of difficulties.

THE COMMISSION ON LEADERSHIP

From the Mission Design of the Presbytery of Minnesota Valleys

The Commission on Leadership was created by the Presbytery of Minnesota Valleys on October 31, 2015. It is designed to embrace the responsibilities of the former Committees on Ministry and Preparation for Ministry into one all-encompassing leadership commission that is committed to the support and development of pastoral leadership for the congregations of this presbytery.

Commission Membership: 15 (As close to an equal number of Ministers of the Word and Sacrament and Ruling Elders as possible.)

The Vision for this Commission: *Our vision is to come alongside pastoral leaders, and those preparing for pastoral leadership roles, as they live out their call to ministry and mission.*

Intentions for Living Out the Vision:

The commission is designed to fulfill the following intentions from the Ministry Plan of the Presbytery of Minnesota Valleys (adopted August 4, 2015)

- *We will create networks to support, encourage, resource, and strengthen the ministries of our congregations and leaders.*
- *We will create networks of leaders for prayer, study, and fellowship to strengthen ministries.*
- *We will grow in our understanding of Presbyterian polity and history, and Reformed theology.*
- *We will support, resource, and guide one another and our pastoral leaders in times of transition, including helping congregations in strategizing non-traditional staff models.*
- *We will support, resource, and guide one another and our pastoral leaders in times of difficulties*

The Commission on Leadership will:

- 1) Provide support, resources, and care for our Pastoral Leaders
- 2) Work with congregations and Pastoral Leaders in the all areas of their relationships, including pastoral transitions
- 3) Act on grant requests from individuals seeking support for conferences, workshops, other learning opportunities
- 4) Work with inquirers and candidates on behalf of the Presbytery as they move through the process of preparation for ministry as outlined in the Advisory Handbook on Preparation for Ministry from the General Assembly
- 5) Provide for the training, examination, and nurture of Ruling Elders seeking to be commissioned to pastoral service assuring that the training meets Book of Order guidelines (G-2.1002)
- 6) Work with congregations in exploring non-traditional staff models

THE PURPOSE AND SPECIFIC RESPONSIBILITIES OF THE COMMISSION ON LEADERSHIP

(Adapted from Article V of the Presbytery's *Operating Procedures*, and the *Book of Order G-3.0307*;
as well as the *Manuals of the former Committees on Ministry and Preparation for Ministry*)

Purpose:

- The Commission on Leadership exists to guide people who are considering a call to ministry in the Presbyterian Church (USA). The commission will assist individuals in the discernment of a call, and provide for presbytery implementation of the process of preparation.
- The Commission on Leadership exist to support and strengthen the health and well-being of the relationships between pastoral leaders and the congregations which they are called to serve.

Specific Responsibilities of the Commission on Leadership:

- 1) To work with inquirers and candidates on behalf of the presbytery as they move through the process of preparation for ministry as outlined in the Advisory Handbook on Preparation for Ministry from the General Assembly.
- 2) To enroll inquirers, with the provision that this action be reported to the next stated meeting of presbytery. To remove inquirers and candidates when requested, with the provision that this action is reported at the next stated meeting of presbytery. (G-2.0609)
- 3) To work with candidates in preparing and approving the ordination service when the candidate is under care of the Presbytery of Minnesota Valleys and has received a call from the Presbytery of Minnesota Valleys.
- 4) To work with candidates under the care of another presbytery who have received a call from the Presbytery of Minnesota Valleys, when that presbytery requests that this presbytery conduct the service of ordination.
- 5) To oversee Policies related to the process of Preparation for Ministry:
 - a. The Commission on Leadership (COL) will use the process outlined in the Advisory Handbook on Preparation for Ministry of the Presbyterian Church (USA) and accompanying forms, and its own Preparation for Ministry procedures and practices.
 - b. Inquirers will be required to undergo evaluation with Leader Wise (formerly the North Central Ministry Development Center) or another Ministry Development Council accredited institution approved by the COL prior to candidacy.
 - i. One third of the cost will be paid by this presbytery
 - ii. One third by the church of membership
 - iii. One third by the inquirer.
 - c. Inquirers shall meet the requirements of Minnesota Statute 604.20 and will submit to a criminal background check before becoming a candidate.
 - d. Inquirers/Candidates will complete at least one unit of Clinical Pastoral Education (CPE) and provide the COL with the clinical pastoral education supervisor's evaluation.
 - e. The Commission on Leadership will maintain files on each inquirer/candidate in accordance with its policy (COL Manual – Section 2, page 215).

- f. The Commission on Leadership may give specific direction concerning a course of study, or make additional requirements as it feels are in the interest of the student's preparation (G-2.0605).
 - g. The Commission on Leadership will counsel with inquirers/candidates concerning indebtedness in accordance with the Presbytery Indebtedness policy (COL Manual -- Section 2, page 217).
- 6) To be responsible for the training and examination of ruling elders seeking a commission for pastoral service.
 - a. The Commission on Leadership shall assure that the training meets the Book of Order guidelines (G-2.1002).
 - 7) To exercise the authority granted by the presbytery, and report such actions at the next stated meeting of presbytery. The Commission has the authority to (G-3.0307):
 - a. Approve and present calls for services of Ministers of the Word and Sacrament and Commissioned Pastors (also known as Commissioned Ruling Elders);
 - b. Approve and review annually all temporary relationships and report to presbytery any recommendations for extensions.
 - c. Receive Ministers of the Word and Sacrament as members of the presbytery, carefully considering each Minister of the Word and Sacrament requesting membership in the presbytery in order to ensure his or her capability of ministry, sincerity and dedication to God. (G-2.0104 a and b);
 - d. Dismiss Ministers of the Word and Sacrament to other presbyteries;
 - e. Appoint moderators of sessions; and,
 - f. Appoint moderators for congregational meetings.
 - 8) To conduct session visits, as requested and/or appropriate, cooperating with other committees of presbytery when possible. In particular, the COL will conduct a six-month review of all new pastoral relationships, meeting with the pastor, the session, and the pastor nominating committee.
 - 9) To work closely with all congregations during times of pastoral transition:
 - a. Appointing a member of the presbytery to serve as Moderator of the Session
 - b. Appointing a member of the presbytery to moderate congregational meetings as necessary
 - c. Conducting exit interviews with the pastor and the session
 - d. Appointing a member of COL to serve as liaison to the Pastor Nominating Committee or other appropriate search team
 - e. Ensuring that EEO and other hiring policies and guidelines as established by the General Assembly are followed when a congregation is searching for and calling a new pastoral leader (F-1.0403, F-1.0404, G-2.0803)
 - 10) To maintain an accurate pulpit supply list for use by the congregations of the presbytery
 - a. Approve any person who requests to have their name placed on the pulpit supply list
 - b. Approve any person who is invited to supplying a pulpit, if that person is to preach more than two consecutive Sundays.
 - 11) Update and enforce a presbytery compensation and benefits policy
 - a. The Commission on Leadership will annually review the compensation and benefits policy and recommend changes to that policy to the presbytery.
 - b. The recommendations shall be presented no later than the third stated presbytery meeting of each year.

- c. The compensation policy shall include health and medical leave, maternity/paternity leave, emergency leave, continuing education leave and sabbatical leave.

12) To oversee pension responsibilities

- a. Assist, as necessary, all eligible persons in establishing membership in the Board of Pensions plan and aid those who are retiring
- b. Monitor and counsel with sessions and church treasurers regarding the Board of Pension plan participation of their staff and the regular payment of pension plan dues.
- c. Help the presbytery understand and establish a guarantee of pension and benefit dues for all presbytery members.
 - i. Arrange timely visits of the regional representative to address the presbytery and counsel with presbytery members.
 - ii. Appoint a commission member to be a Board of Pensions liaison.

13) To oversee all continuing education opportunities and reporting for Ministers of the Word and Sacrament and Commissioned Pastors (also known as Commissioned Ruling Elders)

- a. A report regarding the continuing education of a pastoral leader is to be submitted to the session and annually reported to the Presbytery.
- b. When on continuing education leave or sabbatical leave, a Minister of the Word and Sacrament or Commissioned Pastor (also known as Commissioned Ruling Elder) shall not have the leave interrupted by parish responsibilities, and the session shall be responsible for pulpit supply.
- c. COL will act as mediator in cases where there is unresolved disagreement as to specifics of the educational leave.
 - i. A session shall approve a request for continuing education if it furthers professional growth and experience and falls within the days provided in the terms of call.
 - ii. The action of the session shall be recorded in its minutes.

14) To act on grant requests from pastoral leaders, candidates, and inquirers seeking support for conferences, workshops, and other learning opportunities, as well as for special needs and assistance. Designated funds have been assigned to this commission for the purpose of providing such support. The funds shall be managed with discernment, care and consideration.

- a. The source of some of the funds shall be the proceeds of special offerings received at ordination and/or installation services.

**COMMISSION ON LEADERSHIP
DECISION GRID: “Who Does What?”**

A. Decisions that the Co-Chairs have been authorized to make (all are reported to and confirmed by the commission):

1. Appoint liaisons from the commission to work with churches as appropriate, usually in the transition process.
2. Appoint Session Moderators for churches without installed or commissioned pastoral leadership.
3. Appoint Moderators for special congregational or session meetings.
4. Review and approve Ministry Information Forms (MIF) for posting on line (or delegate commission members to fulfill this task).
5. Assign passwords to Pastor Nominating Committee (PNC) Chairpersons, so that they might access the Church Leadership Connection.
6. As appropriate, grant requests from Sessions for trained/qualified individuals to be able to serve the Lord’s Supper in congregational worship settings (usually one time approvals).
7. When appropriate, grant requests for those seeking to preach more than two Sundays in a row.
8. Approve requests for additions to the Pulpit Supply List, upon receipt of information from the COL members charged with oversight for this list.
9. Assign mentor/colleagues for Ministers of the Word and Sacrament who are new to the presbytery.
10. Assign mentors for Commissioned Pastors (also known as Commissioned Ruling Elders).

B. Assignments carried out by the members of the Commission (co-opting former COM or CPM members to assist as necessary):

1. Serve as liaisons to Inquirers and Candidates in the Preparation for Ministry process.
2. Serve as liaisons to congregations in transition:
 - i. Reviewing the transition process with the departing pastoral leader and session;
 - ii. Conducting exit interviews with pastoral leaders leaving congregations, as well as with the session (these interviews may be conducted by the liaison, along with a second person);
 - iii. Providing guidance in the search for transitional or interim pastoral leadership if deemed necessary;
 - iv. Serving as a resource and guide to the Pastor Nominating Committee –
 1. Reviewing the MIF (Ministry Information Form);

2. Contacting pastors or sessions via email to seek available locations for the purpose of providing pastoral candidates with a neutral pulpit;
 3. Requesting that the Presbytery Leader/Executive Director of Presbytery Mission conduct "Executive-level" reference checks on prospective candidates before they come for a face-to-face interview;
 4. Arranging for a COL "entrance interview" to be scheduled in conjunction with face-to-face interviews (these interviews should be done by two persons);
 5. Assisting the PNC and candidate in the preparation of the proposed terms of call;
 6. Arranging with the presbytery office for the conducting of a background check, once the finalist/candidate is selected;
 7. Assisting in the preparation for the "candidating" visit, for the pastoral candidate and his/her family;
 8. Conveying the terms of call to the COL for approval;
 9. Working with the pastor-elect to plan an installation service, when appropriate; and,
 10. Encouraging the PNC to serve as the pastoral leader's support for a year.
3. Keep the Pulpit Supply list up to date, reviewing it regularly and receiving requests from individuals requesting to be added to the list, following the establish procedures found in this manual in Section 9, pages 910ff).
 4. Recommend changes to or development of new policies related to COL procedures.

C. Commission of Leadership Required Actions:

1. Receive, review, and approve, on an annual basis:
 - i. The status of all Ministers of the Word and Sacrament on the membership roll of the Presbytery;
 - ii. All Temporary Pastoral Leadership Covenants, as well as Parish Associate Agreements;
 1. Temporary Pastoral Relationships are defined on pages 303-306 (Section 3) of this Manual.
 - iii. Reports from Ministers of the Word and Sacrament in Validated Ministries, as well as those who are Members at Large;
 - iv. The continued status of those in Validated Ministry and possessing Member at Large status;
 - v. Terms of call, as submitted by congregations, for all Ministers of the Word and Sacrament and Commissioned Pastors (also known as Commissioned Ruling Elders) serving in pastoral leadership positions;
 - vi. Reports from Commissioned Pastors (also known as Commissioned Ruling Elders);

- and,
- vii. Reports from Honorably Retired members of the presbytery.
2. Regarding Pastoral Leadership – Ministers of the Word and Sacrament
- i. Conduct entrance interviews with Ministers of the Word and Sacrament being considered for pastoral leadership positions or wishing to transfer membership from other presbyteries – approving them, as appropriate;
 - ii. Grant permission for Ministers of the Word and Sacrament to labor within or outside the bounds or the jurisdiction of the presbytery. (While this is no longer a required procedure, it is considered an appropriate action, so that the commission is aware of all Ministers of the Word and Sacrament serving within this presbytery, even for a short term.);
 - 1. Requests should include the purpose for the request.
 - 2. It is not necessary to request permission for weddings and/or funerals.
 - iii. Grant the status of Honorably Retired, as requested, for Ministers of the Word and Sacrament;
 - iv. Approve changes in the status of Ministers of the Word and Sacrament as approved by the COL (retirement, dissolution, etc.);
 - v. Approve the removal of Ministers of the Word and Sacrament from the rolls of the Presbytery in accordance with the Book of Order G-2.0507 – G-2.0509;
 - vi. Appoint Administrative Commissions (AC) for ordinations and installations of Ministers of the Word and Sacrament;
 - vii. Find in order new calls/contracts/covenants issued by congregations of the presbytery;
 - viii. Dissolve pastoral relationships when both the pastoral leader and congregation so request.
3. Pastoral Leadership – Commissioned Pastors (also known as Commissioned Ruling Elders)
- i. Endorse educational and training programs that would be appropriate for ruling elders pursuing commissioning to service in a congregation of the presbytery;
 - ii. Provide on-going training/continuing for those serving in commissioned positions and those previously trained;
 - iii. Review the CP (Commissioned Pastor) process and possibilities with congregations and sessions, when such an option may be appropriate;
 - iv. Select and contact a potential, trained ruling elder who may be a good fit for a particular congregation;
 - v. When acceptable to the session of a congregation and the ruling elder, approval for the terms of the covenant, and make appropriate recommendations to the presbytery;
 - vi. Present individuals to the presbytery for examination and approval;
 - vii. Conduct an appropriate Service of Commissioning.

4. Other

- i. Provide assistance, as needed for enrolled members of the Board of Pensions, as well as for their congregations;
- ii. Develop policies for internal COL issues and procedures;
- iii. Annually review the presbytery compensation and benefits guidelines and policies and develop a proposal to the presbytery for minimum compensation for pastoral leaders working in congregations;
- iv. Receive and file quarterly reports from Interim/Transitional Ministers of the Word and Sacrament and Commissioned Pastors (also known as Commissioned Ruling Elders)
- v. Every three years, arrange boundary training for all Ministers of the Word and Sacrament, Commissioned Pastors (also known as Commissioned Ruling Elders), and those ruling elders who have met commissioning requirements.

D. Presbytery-Required Decisions:

1. Annual approval of minimum compensation and benefits requirements for Pastoral Leaders serving in congregations of the Presbytery of Minnesota Valleys as prepared and recommended by the Commission on Leadership.
NOTE: This approval must take place during the Stated Summer Meeting of the presbytery.
2. Presentation to presbytery of candidates for examination for ordination who have an approved call.
3. Presentation to presbytery of ruling elders who are candidates for commissioning to a particular service within a congregation of the presbytery.
4. Reporting to the presbytery policies as developed and proposed by COL, as stated in the Operating Procedures of the Presbytery.

CODE OF ETHICS FOR THE COMMISSION ON LEADERSHIP

*Adapted for use by the Presbytery of Minnesota Valleys; and
approved by the Commission on Leadership, November 17, 2016*

Members of the Commission on Leadership, as well as those who serve as resource persons to the commission are expected to:

1. Keep confidential all personal information regarding clergy, congregations, or staff. Such information will not be shared with colleagues, friends, spouses, or commissioners of presbytery except as required by the Book of Order Rules of Discipline or the operating policies of the presbytery.
2. Not give a reference concerning a Minister of the Word and Sacrament or other pastoral leader of the presbytery, unless they have been listed by that individual as a reference or otherwise approved by that person or the presbytery to give such a reference. When giving such references, answers will be confined to matters on which the member has direct knowledge and competence or that could be otherwise substantiated by reference to public records. Commission members will not knowingly libel or slander a colleague in ministry.
3. Be discreet in the way they conduct themselves as a member of the Commission on Leadership. Members will not knowingly take actions that would embarrass colleagues or signal others that "troubles" exist when they would not be entitled to that knowledge.
4. Treat all colleagues and churches of the presbytery respectfully, fairly, and equally.
5. Work to balance the power in disputes. If this is not possible in a specific instance, commission members will ask a co-chairperson of the commission to find a replacement.
6. Be responsible and inclusive in all behavior with colleagues in mid-council life and will work to empower others for full participation and service in the life of our Church.
7. Will avoid conflicts of interest by absenting oneself from deliberations of the Commission on Leadership when matters are introduced which pertain to a member's personal interests or the interests of their congregation.
8. Will not use personal friendships with other members of the Commission on Leadership to attempt to influence the outcome of matters that pertain to personal interests or the interests of the member's church.
9. Will make themselves available within reason to Ministers of the Word and Sacrament or other pastoral leaders of the presbytery who ask to be heard; will encourage pastoral leaders to be truthful even in matters where the member is required to report to secular or church authorities; for example, suspected child abuse; and will refer individuals to qualified specialists in psychiatry, pastoral care, or law as the situation requires.
10. Will actively listen to those who continue to share their needs and concerns after the above conditions have been met.

11. Will not accept remuneration or personal gifts from Ministers of the Word and Sacrament, Ruling Elders, members, or churches of the presbytery, except when offering some special, extended service (moderator of session, long term conflict consultant, or pulpit supply).
12. Will respect the collective wisdom of the Commission on Leadership. In working with congregations and pastoral leaders, the member will remember that they are an agent of this commission and will not act unilaterally, unless that authority is given by this commission.
13. Will fairly represent the position of the Commission on Leadership and will not present personal positions or views as the position of the commission when those positions or views may be different from those of the committee.
14. Will not act contrary to the Book of Order /Rules of Discipline.
15. Will conduct oneself ethically in all ways that Ministers of the Word and Sacrament and Ruling Elders are expected to conduct themselves.

GENERAL POLICIES OF THE COMMISSION ON LEADERSHIP

Electronic Meeting Policy

Approved December 14, 2009 by the Committee on Ministry; this policy will continue to apply to the Commission on Leadership; Revised January 21, 2017

COM VOTED to adopt the following policy for electronic meetings: *When an item is emailed to commission members for email vote, the item will be emailed and for three days the item will be there to gather input and answer questions. After three days, the vote will take place. If any controversy arises the item will be taken to the next face to face meeting or a conference call. At the next meeting of the Commission on Leadership, the item approved electronically will be reported so it is received into the minutes of COL..*

Quorum

Approved November 17, 2016 by the Commission on Leadership

THE COMMISSION ON LEADERSHIP VOTED that a quorum for a meeting of the commission will always be eight (8) or one member over one-half of the current membership of the commission. In the instance of a tie vote, it will be considered a "no" vote. If the vote is close, it likely indicates more work/discussion is needed. If a quorum does not appear to be able to be in attendance, the meeting will be rescheduled.

Ministers of the Word and Sacrament Serving as Moderator at Churches other than PC (USA)

Adopted at the June 7, 2009 COM meeting, Approved by Presbytery September, 2009. The Commission on Leadership will continue to observe this policy.

COM VOTED to adopt the policy that *Minister of the Word and Sacrament members and Ruling Elders from the Presbytery of Minnesota Valleys will not serve as moderator at churches outside of our denomination unless he/she is serving the church in a pastoral roll.*

Temporary Pastoral Relationships G-2.0504b

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, Ruling Elders, or Candidate 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, co-pastor, or associate pastor.

Presbytery Sexual Misconduct/Personal Boundary Training

1. The Presbytery provides for and requires training regarding sexual misconduct and related boundary issues for all active members of presbytery and for all ruling elders commissioned to pastoral service, and retired clergy who have performed any service applicable to their office in the last two years or who wish to be eligible to provide such service in the coming two years.
 - a. The following areas will be addressed in this on-going training:
 - i. biblical foundations,
 - ii. practical information on boundary issues, self-care, and power dynamics,
 - iii. the Presbytery sexual misconduct policy
2. The training may be completed in one of the following manners:
 - a. A continuing education event held every three years within the bounds of the presbytery planned by the Commission on Leadership, the presbytery leader and the stated clerk
 - b. An independent study approved by the Commission on Leadership.
3. Upon completion of this training, proof of completion shall be placed in the attendee's file at the presbytery office. A copy may be given to the attendee upon request.

Active members of presbytery who do not complete the prescribed training every three years will be considered "not in good standing" with the presbytery. In addition, such persons shall have a letter placed in their file regarding this matter, with a copy sent to the clerk of session of the congregation(s) which they serve. The presbytery leader and the Commission on Leadership will refer to this matter whenever contacted for a reference for such persons.

All persons seeking continuing membership in the presbytery shall be given a copy of the current sexual misconduct policy upon arrival and be required to sign the following statement:

"I, _____, have received, read, and I understand the sexual misconduct policy of the Presbytery of Minnesota Valleys, and I will abide by its guidelines.

Signature_____ (Date)_____

Current continuing members in the presbytery shall be given a copy of any revised sexual misconduct policy and be required to sign the following statement: "I, _____, have received, read, and I understand the recently revised sexual misconduct policy of the Presbytery of Minnesota Valleys, and I will abide by its guidelines.

Signature_____ (Date)_____

THE COMMISSION ON LEADERSHIP AND CONFIDENTIALITY

MYTHS

MYTH #1: Confidentiality means secrecy.

MYTH #2: If you get confidential information, you cannot use it.

THE FACTS

The deliberations of the Commission on Leadership should be considered confidential. You will report the actions of the commission to the presbytery, but the deliberations should be treated as confidential and any background or supporting information shared during the reporting should be carefully considered. Once you report information, it is public, unless it occurs in the context of an executive or private session of the group to whom you are reporting.

Qualified Confidentiality:

The Commission on Leadership has “qualified confidentiality.” That means that you cannot “publish” or broadly and indiscriminately disseminate confidential information, but you can share it with the people who NEED TO KNOW.

This MAY be other members of the commission during a meeting or other commission-related proceedings, the Executive Director of Presbytery Mission (EDPM), the Stated Clerk, or a Pastor Nominating Committee.

Dealing with Confidential Information:

It is important that the commission and individuals deal responsibly with confidential information. It is never appropriate to debrief a commission meeting, a consultation with a church or pastor leader on a sensitive or conflict situation, or any other work on behalf of the commission with anyone other than those specifically defined by the commission (e.g. other members of the commission, the EDPM, the Stated Clerk). If COL contracts with an outside consultant or resource person, it may need to share specific confidential information, in which case that person then is obligated to apply the same rules of confidentiality (or even more strict ones depending on the person’s profession) that the committee expects of itself and its members.

Defamation, Slander and Libel:

Nothing is defamation if it is TRUE and not spread with MALICE or “careless disregard of the facts. The same is true for slander and libel (oral or written testimony). It is very important that the information shared during the search process and during any commission deliberations or work with congregations and pastors be TRUE to the best of your knowledge and investigations.

If you are unsure of the veracity of any information, it is best not to share or act upon it.

RUMORS should never be spread.

Reference Checking:

Both the EDPM and the COL members may be involved in the reference checking process during pastoral searches. While reference checks are most often done for individuals, it is possible that a candidate may initiate a “reference check” on a congregation where he or she is considering a call.

Any confidentiality policy which the presbytery may have approved should relate specifically to the nature of confidentiality in the search process (The Synod has such a policy which can serve as a model if the presbytery has not approved one). Until such time as the committee meets to determine the appropriateness of a final candidate, any information regarding a candidate which you receive through reference checks should be considered as “information for decision-makers.” You should solicit factual information and should share it with the PNC as such. It is not your role to interpret or judge the information you receive—it is the PNC’s role to make those judgments. Your concern should be to facilitate a good match.

Secondary Reference Checks:

When a PNC or search committee determines those candidates for whom they will do reference checks, it is not unusual for the checks to go beyond the primary references provided by the candidates on the PIF or resume. It is important to receive written permission from candidates to seek secondary references. If reference checks result in confusing or contradictory information, it is especially important to resolve those inconsistencies. Normally, one would begin by raising the identified issue with the candidate and then pursuing additional reference checks as necessary until you and/or the PNC feel comfortable with the information you have.

Sources of Information:

Whenever information is solicited or received, the committee and/or members should assure themselves of the trustworthiness of the informant or source of information. In many cases, you will need to trust your informant is providing you with accurate and truthful information. If there is any question about the source of information, question also the information you receive.

Mandatory Reporting:

Legally, the Commission on Leadership is not a mandatory reporter. However, there may be individuals on the commission (pastors, teachers, social workers, etc.) who are deemed to be mandatory reporters because of other work or affiliation. Clergy are mandatory reporters of child abuse at least in Minnesota.

Prepared by Diana Barber, now retired Associate Synod Executive for Leadership Development, Synod of Lakes and Prairies -- June 23, 1997, and Revised January 4, 2002; Adapted for this manual October 25, 2016.

**FINANCIAL RESOURCES AVAILABLE TO THE COMMISSION
IN SUPPORT OF PASTORAL LEADERS, CONGREGATIONS,
CANDIDATES, AND INQUIRERS**

In addition to the budgeted resources of the presbytery, the Commission on Leadership has access to several Designated Funds that may be used as needs arise to support pastoral leaders, congregations, candidates, and inquirers.

2105: Shared Grants and Emergencies

This Fund provides shared grants for pastors with special or emergency needs. 25% of the grant total is funded by the presbytery; 25% by the synod; and, 50% by the Board of Pensions Assistance Program.

When a member of the Commission on Leadership or the Executive Director of Presbytery Mission (EDPM) becomes aware of a need that would qualify for such assistance, they will gather information from the pastor and determine the amount of the request. Upon endorsement of the grant request by the commission, the EDPM will contact the Synod Executive and share the request, before sending the request to the Board of Pensions Assistance Program. Once concurrence is received from the synod, the application will be sent to the Board for action.

Once approval is granted, funds are normally sent directly to the applicant.

Generally, grant requests fall in the \$5000-8000 range.

2200: Nurture and Support of Pastoral Leaders

The Commission on Leadership may utilize these funds for such activities as, but not limited to:

- Coaching and/or Mentoring of Pastoral Leaders
- Pastoral Leadership Assessments (Leader Wise)
- Seminars and Workshops dealing with Congregational Change, Congregational Conflict Management, Etc.
- Self-care and Retreats for Pastoral Leadership
- Short-term Conflict Intervention

The usage of this fund generally arises out the work that the commission does. The amount of grants from this fund vary according to the needs of the individuals or congregations involved.

2210: Commission on Leadership (COL) Event

This fund is to be used by the Commission on Leadership for events that it sponsors or carries out in support of the growth and development of pastoral leaders.

2220: Boundary Training

This fund is used to provide a required triennial Boundary Training event for the presbytery's pastoral leaders and other interested individuals. This event is planned and sponsored by the Commission on Leadership.

2450: The Academy: Leadership Development for Ministry

This fund was originally used for expenses related to the presbytery's IDLM program which equipped Ruling Elders to become commissioned to service in the churches of the presbytery. The IDLM program was disbanded.

It was agreed by the Commission on Presbytery Operations (August 25, 2016) that this fund be held open and used for the presbytery's involvement in a proposed multi-presbytery Lay Academy ("The Academy") which is proposed to begin in 2017.

2550: Candidate Trust Fund Interest and Minister of the Word and Sacrament Ordination-Installations

This fund grants scholarship assistance for Inquirers or Candidates of this presbytery as determined by the Commission on Leadership. It is funded by offerings that are received at the Ordination/Installations of Ministers of the Word and Sacrament and Interest from Fund **2600 - Candidates' Trust Fund** -- a permanent fund that is managed in an interest bearing account with the Presbyterian Foundation.

**“ALPHABET SOUP”
SOME TERMS AND INITIALS USED IN THIS MANUAL
AND IN THE COMMISSION ON LEADERSHIP WORLD**

AA/EEO	Affirmative Action, Equal Employment Opportunity.
BOO	Book of Order <i>Part II of the Constitution of the Presbyterian Church (U.S.A.)</i>
BOP	Board of Pensions
CLC	Church Leadership Connection <i>The official name given to the General Assembly Internet process of handling leadership matching (churches and Ministers of the Word and Sacrament).</i>
COL	Commission on Leadership <i>The body in the Presbytery of Minnesota Valleys charged with the functions which previously belonged to the Committee on Ministry (COM) and the Committee on Preparation for Ministry (CPM/CoPM)</i>
COM	Committee on Ministry/Commission on Ministry <i>In many presbyteries the entity charged with the responsibility of helping churches find Ministers of the Word and Sacrament and Ministers of the Word and Sacrament find churches.</i>
CPM (CoPM)	Committee on Preparation for Ministry <i>In many presbyteries this continues to be the entity that works with individuals preparing for the ordered ministry of Minister of the Word and Sacrament. This committee works with inquirers and candidates and the sessions of their home congregations.</i>
CP	Commissioned Pastor (also known as Commissioned Ruling Elder) <i>CP's are ruling elders who have received training that prepares them to serve as pastoral leaders in congregations of the presbytery.</i>
EDPM	Executive Director of Presbytery Mission <i>This is the title of the presbytery leader position in the Presbytery of Minnesota Valleys beginning in 2017.</i>
MIF	Ministry Information Form <i>The form which a church fills out during the search process which describes the position they are seeking to fill and the information necessary to help match potential candidates.</i>
MOWS	Minister of the Word and Sacrament (formerly also known as Teaching Elder) <i>See Book of Order, G-2.0501</i>

PCUSA or PC(USA)	Presbyterian Church (U.S.A.)
PIF	<p>Personal Information Form</p> <p><i>The form which Ministers of the Word and Sacrament and candidates fill out to share who they are and in what sorts of ministerial positions they would be willing to serve.</i></p>
PIN	<p>Personal Identification Number</p> <p><i>Each church has an assigned identification number. This is used as part of the CLC process, and, for statistical reporting. The Clerk of Session for each congregation has access to that number, as should the presbytery office.</i></p>
PNC	<p>Pastor Nominating Committee</p> <p><i>Sometimes called Pulpit Nominating Committee, the search committee elected by the congregation to nominate a Pastor (Senior Pastor, Head of Staff, Co-Pastor or Associate Pastor), for the congregation.</i></p>
Presbytery Leader	<p>In this document, this term refers to the person who serves as the presbyter's Head of Staff and/or primary executive leader. Because not all presbyteries use the same titles, this term will be used at certain points in this document. This title can refer to Executive Presbyter's, General Presbyter's, Presbytery Pastor's, Pastor to the Presbytery, etc.</p>
RE	<p>Ruling Elder</p> <p><i>See Book of Order, G-2.0301</i></p>