



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

**MANUAL AND RESOURCE GUIDE**

***SECTION 7***  
**NON-PRESBYTERIAN CHURCH (USA) MINISTERS IN  
THE PRESBYTERY OF MINNESOTA VALLEYS**

**COMMISSION ON LEADERSHIP MANUAL  
SECTION 7: NON-PRESBYTERIAN CHURCH (USA) MINISTERS IN THE  
PRESBYTERY OF MINNESOTA VALLEYS**

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**ECUMENICAL PASTOR POLICY**  
**The Presbytery of Minnesota Valleys**

All non-Presbyterians serving in pastoral relationships with congregations of the Presbytery of Minnesota Valleys shall engage in a study of Presbyterian polity under the direction of the Commission on Leadership.

**G-2.0505 Transfer of Ministers of Other Denominations**

*a. When a minister of another Christian church is called to a work properly under the jurisdiction of a presbytery, the presbytery, after the constitutional conditions have been met, shall recognize the minister's previous ordination to ministry. Such ministers shall furnish credentials and evidence of good standing acceptable to the presbytery, and shall submit satisfactory evidence of possessing the qualifications of character and scholarship required of candidates of this church. (G-2.0607 and G-2.0610). In exceptional circumstances the following provisions will apply:*

*(1) In the case of ministers for immigrant fellowships and congregations, a presbytery may, if it determines that its strategy for mission with that group requires it, recognize the ordination and receive as a member of presbytery a new immigrant minister who furnishes evidence of good standing in a denomination, even though at the time of enrollment that minister lacks the educational history required of candidates, and provide such educational opportunities as seem necessary and prudent for that minister's successful ministry in the presbytery.*

*(2) A minister of another Reformed church who has been ordained for five or more years may be granted an exemption for some or all of the examinations required of candidates for ordination by a two-thirds vote of the presbytery.*

*b. Upon enrollment, the minister shall furnish the presbytery with evidence of having surrendered membership in any and all other Christian churches with which the minister has previously been associated.*

**APPLICATION PROCESS FOR MINISTERS OF ANOTHER DENOMINATION  
SEEKING TO SERVE IN (BECOME A MEMBER OF)  
The Presbytery of Minnesota Valleys**

1. Certification of the Minister-Candidate's:
  - a) Ordination – a copy of the ordination certificate is required for the minister's file
  - b) collegiate bachelor's degree or its equivalent
  - c) Master of Divinity degree or its equivalent
2. A letter from the Minister-Candidate's judicatory executive who is the ecclesial counterpart of the Presbytery Leader (EDPM):
  - a) verifying her/his current ecclesiastical status in that judicatory
  - b) authorizing her/him for ministry in the Presbytery of Minnesota Valleys
  - c) containing a statement about the Minister-Candidate's ethical suitability and professional competence for undertaking pastoral ministry
3. Letters of reference:
  - a) one from an ordained Minister of the Word and Sacrament in good standing in the PCUSA
  - b) three others—preferably from present or former parishioners
  - c) at least 1 from churches where the Minister-Candidate has served
4. Documentation of the Minister-Candidate's ability, skills, knowledge and specialized training for ordained ministry (such as career assessment data, reports from previous pastorates, clinical pastoral education, etc.)
5. The Minister-Candidate's official clergy profile/resume or PIF
6. Completed application
7. Interview with COL
8. Completions of required background checks, including Minnesota Statue 604.20, conducted through the presbytery office.

**PASTORAL LEADERSHIP BY MINISTERS OTHER THAN PRESBYTERIAN CHURCH (USA)**  
**The Presbytery of Minnesota Valleys**  
**PROCESS**

**Session Actions:**

- Contact is made with Commission on Leadership (COL) liaison or a COL Co-Chair informing them of the possibility of pursuing arrangements for pastoral leadership with a clergy who is not Presbyterian
- Seek COL assistance in making appropriate background and executive checks, etc.
- If background checks are found to be in order, seek approval from COL to continue conversation with clergy, requesting assistance of the commission as necessary.
- Determine if a Temporary Pastoral Relationship (G-2.0505b) or a contracted position is desirable.
- Develop call/contract terms, including financial, time expectations, and continuing education terms.
- Act to seek approval from the COL for the relationship, including terms.
  - NOTE: If the clergy will be an Interim (PNC in place, continuing to seek other leadership), session will invite the clergy following approval from COL to do so.
  - NOTE: If the clergy will be a temporary pastoral relationship (PNC not in place, other leadership not being sought), session will seek approval from COL for presbytery to appoint the clergy as a Temporary Supply.
- If session desires that the clergy serve as moderator and be allowed to conduct the sacraments, action is taken to request such of COL.
- Relay action(s) taken by session to COL for approval.

**Commission on Leadership Actions:**

- COL liaison receives contact from the session regarding the possibility of pastoral leadership by someone who is other than Presbyterian.
- COL liaison contacts the presbytery office with name, address and other necessary information for the clergy in question and requests from the Presbytery Leader or Stated Clerk that background and executive checks be done.
- If background checks are found to be in order, approval is given to proceed with conversations.
- If conversations are progressing positively, the COL liaison will make arrangements for an entrance interview to be conducted.
- Conduct entrance interview and present written reports of such to COL and presbytery office.
- Upon action of the session seeking approval from COL for the particular clergy as pastoral leadership, COL member will submit such request, including terms, to a COL Co- chair for COL approval.
- If it is the desire of the session that the person for whom they are seeking approval be given permission to moderate the session and conduct the sacraments, arrangements shall be made to provide Ecumenical Pastor Polity Training as per commission policy.
- Upon completion of the polity training, the requests to moderate the session and conduct the sacraments should also be submitted to COL for approval.
  - NOTE: Action on these requests may be taken at the time of action regarding approval of clergy, but contingent upon completion of the polity course.
- COL will take appropriate action(s) on submitted request(s) and notify the COL liaison.

- The COL liaison shall contact the clerk of session to notify them of the commission's action.

**Additional Notes:**

Clergy members of denominations other than Presbyterian Church (U.S.A.) may be in pastoral leadership positions such as (in all instances, background checks, etc., are necessary):

- A contracted person, with specific expectations and commensurate monies. COL must give approval for this arrangement
- As Interim Pastor (PNC is in place), invited by session with concurrence of COM/presbytery
- As temporary supply relationship (PNC is not in place, nor is there intent to do so), appointed by COL/presbytery following consultation with session.

According to COL policy, only upon successful completion of the polity course and approval by Commission on Leadership, may a minister be admitted to temporary membership in the Presbytery of Minnesota Valleys. Such ministers may be named as moderators of sessions and given approval to conduct the sacraments only after successful completion of the polity training and admission to membership.

Approval for temporary pastoral positions is in effect until the date of the next February meeting of the presbytery, unless other action is taken prior to that time.

Clergy members of denominations in full communion with Presbyterian Church (U.S.A.), i.e.: Evangelical Lutheran Church in America (ELCA), Reformed Church in America (RCA), and United Church of Christ (UCC) "may be called, examined, approved and installed as pastor" (G-2.0506). A formal Call may be issued, and these persons may be installed. If a formal Call is not issued, these persons may be given presbytery approval to moderate the session and conduct the sacraments as well as have voice and vote privileges at meetings of presbytery.

Clergy members of denominations with which the Presbyterian Church (U.S.A.) is in correspondence may serve in a temporary position. A formal Call shall not be issued, nor shall these persons be installed. In this temporary position, such clergy may be given presbytery approval to moderate the session and conduct the sacraments. As a temporary member, they may have voice and vote privileges at meetings of presbytery.

Clergy members of denominations with which the Presbyterian Church (U.S.A.) is NOT in correspondence may not be approved in a temporary position but, in some cases, may be approved to preach more than two consecutive Sundays. They cannot be approved to moderate the session or conduct the sacraments, nor can they be given voice and vote privileges at meetings of presbytery.

**REQUEST BY A SESSION FOR THE SERVICES OF A  
MINISTER OF ANOTHER DENOMINATION  
Presbytery of Minnesota Valleys**

NAME OF CHURCH \_\_\_\_\_

ADDRESS, CITY, ZIP \_\_\_\_\_

CHURCH PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

CLERK OF SESSION \_\_\_\_\_

ADDRESS, CITY, ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

MODERATOR OF SESSION \_\_\_\_\_

ADDRESS, CITY, ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PREVIOUS PASTOR/CRE/Temporary Supply: \_\_\_\_\_

Is the Church Seeking a Permanent Pastor? \_\_\_\_\_ (yes/no)

Is a Pastor Nominating Committee in Place? \_\_\_\_\_ (yes/no)

NAME OF MINISTER REQUESTED \_\_\_\_\_

ADDRESS, CITY, ZIP \_\_\_\_\_

PHONE AND E-MAIL: \_\_\_\_\_

Denomination of Minister \_\_\_\_\_

Please describe what services the church is seeking from this minister:

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Anticipated Length of Service: \_\_\_\_\_

(Note: The Commission on Leadership will approve such relationships for no more than one (1) year in length. Relationships may be renewed on an annual basis.)

Effective Start Date of Relationship: \_\_\_\_\_

Does the Session desire this person to administer the Sacraments of Baptism and the Lord's Supper?  
\_\_\_\_\_ (yes/no)

Has the Commission on Leadership liaison counseled with the Session concerning this?  
Relationship? \_\_\_\_\_ (yes/no)

This request was officially approved at a regularly constituted meeting of the Session of the  
\_\_\_\_\_ Presbyterian Church, held on \_\_\_\_\_.

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MODERATOR

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CLERK OF SESSION



**APPLICATION FOR A MINISTER OF ANOTHER DENOMINATION  
TO PROVIDE PASTORAL SERVICE WITHIN THE  
PRESBYTERY OF MINNESOTA VALLEYS**

**I. GENERAL INFORMATION**

Name \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

**Ecclesiastical Status:**

Denomination of Membership: \_\_\_\_\_

Name and Phone Number of Contact in Denominational District:

\_\_\_\_\_

Ordained \_\_\_\_\_ Licensed \_\_\_\_\_ (Please attach copy of Ordination Certificate.)

Ordination Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/ (Month/Day/Year)

**Church Membership: (if applicable)**

Name of church of membership: \_\_\_\_\_

Street Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Formal Education: (College and Seminary. Please attach copies of all degrees)

College/Seminary	Dates Attended	Degree Conferred
_____	_____	_____
_____	_____	_____
_____	_____	_____

Work experience you have: (Please select only one)

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> First Ordained Call | <input type="checkbox"/> 0 to 2 years | <input type="checkbox"/> 2 to 4 years    |
| <input type="checkbox"/> 4 to 6 years        | <input type="checkbox"/> 6 to 8 years | <input type="checkbox"/> 8 years or more |

Please list your work experience: *(Please include position title, city, state, church size, community type, and dates from/to or number of years. Or attach resume)*

Please enter references here:

	<u>Name</u>	<u>Relation to you</u>	<u>Phone</u>	<u>Address</u>	<u>E-Mail</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_ I hereby authorize those inquiring into my suitability to contact my references.

*Signature* \_\_\_\_\_

*Print Name* \_\_\_\_\_

Date \_\_\_\_\_

## II. DETAILED INFORMATION

(Please respond on separate sheets of paper and attach to this application)

1. Briefly describe your reasons/motivations for seeking this position.
2. List and describe your previous affiliation with the Presbyterian Church (U.S.A.).
3. Explain any differences in the theology and conduct of corporate worship between the denomination to which you belong and that of the Presbyterian Church (U.S.A.) in the Reformed tradition.
4. Explain your understanding of the sacrament of baptism, including the role of the parents and congregation in the baptism of an infant. Please comment on any differences between your denomination's understanding and theology of baptism and that of the Presbyterian Church (U.S.A.) in the Reformed tradition.
5. Explain your understanding of the sacrament of the Lord's Supper. Please comment on any differences between your denomination's understanding and theology of the Lord's Supper and that of the Presbyterian Church (U.S.A.) in the Reformed tradition.
6. A two page, single-spaced paper setting forth the Minister-Candidate's own theological orientation, her/his spiritual pilgrimage, and her/his understanding of and call to ordained ministry, and
7. A two page, single-spaced paper summarizing the most salient features (in contrast to the Minister-Candidate's own denomination) of the history, theological roots, polity, and practice of the Presbyterian Church, USA.

III. SEXUAL MISCONDUCT SELF CERTIFICATION

The following information related to sexual misconduct was mandated by the Sexual Misconduct Policy and Its Procedures adopted by the 203rd General Assembly (1991), and was revised by the 205th General Assembly (1993).

Please check one of the following:

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

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

The information contained in this application is accurate to the best of my knowledge and may be verified by the employing entity. I hereby authorize Minnesota Valley Presbytery to inquire concerning any civil or criminal records, or any judicial proceeding 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 Minnesota Valley Presbytery.

***I have read this certification and release form and fully understand that the information obtained may be used to deny my employment or any other type of position from the employing entity. 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 Name \_\_\_\_\_

Date \_\_\_\_\_

- \* ***Sustained***
  - In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain.
  - In a civil court, "sustained" means that there has been a judgement against the defendant.
  - 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 judgement judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.
  
- \* ***Pending***
  - In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case which there is not yet a verdict.
  - In a civil court, "pending" means a case in which there has not been a decision or judgement,
  - In an ecclesiastical case, "pending" means an accusation is being investigated by a special disciplinary committee or charges have been filed but have not 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 PC (USA).

(The following is taken from definitions in the General Assembly Sexual Misconduct Policy and its Procedures, Pg.13)"Sexual Misconduct is the comprehensive term used in this policy and its procedures to include: 1) Child sexual abuse, as defined above [refers to Policy]; 2) Sexual harassment, as defined above [refers to Policy]; 3) Rape or sexual contact by force, threat, or intimidation; 4) Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another; 5) Sexual Malfeasance defined as sexual conduct within a ministerial (e.g. clergy with a member of the congregation) or professional relationship (e.g. counselor with a client, lay employee with a church member, presbytery executive with a committee member who may be a layperson, a minister, or an elder). Sexual conduct includes unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, social, intimate, or marital relationships; 6) Sexual Abuse as found in Book of Order D-10.0401b (see Accuser/Victim)

**AGREEMENT TO ABIDE BY AND BE SUBJECT  
TO THE PRESBYTERIAN CHURCH (USA) CONSTITUTION  
AND PRESBYTERY'S POLICIES**

As a non-Presbyterian minister/pastoral leader serving in a ministerial capacity in a Presbyterian congregation, I agree to the extent that I am not prohibited by my conscience or the official doctrine of my denomination, while I am serving a church within the Presbytery of Minnesota Valleys, to abide by and be subject to the Constitution of the Presbyterian Church (U.S.A.) (*Book of Confessions, Form of Government, Directory for Worship, and Rules of Discipline*) and the policies of the Presbytery of Minnesota Valleys as contained in the presbytery Manual of Operations, and as may be adopted by the Presbytery. I hereby authorize the Presbytery of Minnesota Valleys to work with my ecclesiastical body of membership regarding disciplinary action, of any kind, involving me.

Signature \_\_\_\_\_

Date \_\_\_\_\_