



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

MANUAL AND RESOURCE GUIDE

SECTION 3
**PASTORAL SERVICE IN THE PRESBYTERY OF
MINNESOTA VALLEYS**

**COMMISSION ON LEADERSHIP MANUAL
SECTION 3: PASTORAL SERVICE IN MINNESOTA VALLEYS**

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TYPES OF PASTORAL SERVICE IN THE PRESBYTERY OF MINNESOTA VALLEYS

Each congregation has unique needs for pastoral leadership, and to that end, the Commission on Leadership recognizes this basic types of pastoral service within congregations of the Presbytery of Minnesota Valleys.

Installed Pastoral Relationships

1. Installed Pastor, Co-Pastor, Associate Pastor (G-2.08-G-2.09)
 - a. An installed pastor, co-pastor, or associate pastor is a Minister of the Word and Sacrament in good standing in the PC (USA).
 - b. The congregation elects a pastor nominating committee that is representative of the whole congregation to nominate a pastor for election by the congregation. (G-2.0802)
 - c. After the Ministry Information Form is approved by the session and the Commission on Leadership (COL), the Pastor Nominating Committee conducts an open search for a pastor.
 - d. After consultation with and approval by the COL the PNC presents its candidate to be elected by the congregation.
 - e. If the result of the congregational vote is **less than 85%** affirmative, COL will counsel with the PNC and the candidate regarding the advisability of the call.
 - f. If the vote is **more than 85% affirmative** the pastor is installed to position by presbytery.
 - g. The terms of call (salary and benefits) are reviewed annually by the session. Any changes in the terms of call must be approved by the congregation
 - h. The relationship continues until dissolved by presbytery (at request of minister, congregation, or presbytery's initiative).

2. Designated Term Pastor (G-2.0504a)

“A Minister of the Word and Sacrament may be installed in a pastoral relationship for an indefinite period or for a designated term determined by the presbytery in consultation with the congregation and specified in the call.”

 - a. The COL, through the office of the Presbytery Leader, conducts an open search and recommends candidates to the DPNC (Designated Pastor Nominating Committee).
 - b. The Designated Term Pastor is elected by congregation after the DPNC selects a candidate from those recommended by the Presbytery Leader or COL.
 - c. When the DPNC is ready to present a candidate to the congregation, they request that the session call a special congregation meeting for the purpose of electing the pastor.
 - d. If the result of the congregational vote is **less than 85%** affirmative, COL will counsel with the PNC and the candidate regarding the advisability of the call.
 - e. If the vote is **more than 85% affirmative** the pastor is installed to position by presbytery.
 - f. The terms of call specify a time of service between 2-4 years.
 - g. At the end of the time specified in the call the pastoral relationship may be dissolved, or with the concurrence of presbytery, the designated pastor, and session, a congregational meeting may be called to elect the same pastor as installed pastor.
 - h. If chosen as the installed pastor, the presbytery again installs the pastor.

Temporary Pastoral Relationships (G-2.0504b)

All temporary relationships of a Minister of the Word and Sacrament (Minister of Word and Sacrament) or Commissioned Pastor (also known as Commissioned Ruling Elder), full-time or part-time, are established by the session of commission of the presbytery with the approval of the presbytery through the Commission on Leadership. These temporary relationships have the following titles: Interim/Transitional Pastor, Interim/Transitional Associate Pastor, Temporary Supply Pastor, Designated Pastor, Organizing Pastor, or Commissioned Pastor (also known as Commissioned Ruling Elder). A Minister of the Word and Sacrament serving in a temporary pastoral relationship is called for a specified period not to exceed twelve months in length, which is renewable with the approval of the Commission on Leadership. A Designated Pastor can serve for a term of not less than two or more than four years. A Commissioned Pastor (also known as Commissioned Ruling Elder) is covenanted to serve for a period of no more than one year, which is renewable with the approval of the Commission on Leadership.

A written agreement, covenant, or terms of called signed by the Minister of the Word and Sacrament/Commission Pastor, the Clerk of Session, and a representative of the Commission on Leadership shall specify the pastoral functions, compensation and benefits, and any special skills or training required for the ministry.

Specifics:

1. Interim/Transitional Pastor, Interim/Transitional Associate Pastor
 - a. An interim or transitional pastor is a Presbyterian Minister of the Word and Sacrament invited to serve a church with a pastoral vacancy.
 - b. The interim/transitional pastor is educated in working with the unique dynamics of a congregation in the transitional time between the departure of one installed pastor and the call of another.
 - c. The session may serve as the transitional pastor search committee, or may elect Ruling Elders currently serving on session to serve as a transitional pastor search committee. The search committee will conduct a search, guided by the COL Liaison and Presbytery Leader.
 - d. The Presbytery Leader presents candidates, when available, for the role of interim/transitional pastor to the session of the congregation. The search committee may also participate in the search through the CLC system and by advertising the position as appropriate.
 - e. A contract is written between the session and the transitional leader and approved by the COL.
 - f. The duties of the interim/transitional pastor are determined in consultation between the COL, the session, and the interim/ transitional pastor.
 - g. The contract is written for no more than 12 months; it may be renewed if necessary.
 - h. Through the COL, the presbytery concurs with establishing, renewing, and dissolving the relationship.
 - i. The transitional pastor ordinarily may NOT be called as the next installed pastor.
2. Temporary Supply Pastor
 - a. A temporary supply pastor is a Presbyterian Minister of the Word and Sacrament who is invited to serve a congregation with a pastoral vacancy.
 - b. The session of the congregation acts as the search committee and conducts the search in

conjunction with the congregation's COL liaison and the Presbytery Leader. As they are available, the COL and/or the Presbytery Leader may present candidates for the position to the session.

- c. The contract between the Temporary Supply Pastor and the session must be approved by the COL and is written for no more than 12 months. It may be renewed with the concurrence of the COL.
- d. The duties of the temporary supply pastor are determined in consultation between the COM, the session and the pastor.
- e. After a minimum of three years of service in a temporary relationship other than Interim or Transitional Pastor, the Temporary Pastor position may be changed to a called and installed position with a $\frac{3}{4}$ vote of the congregation and a $\frac{3}{4}$ vote of the presbytery

3. Commissioned Pastors (also known as Commissioned Ruling Elders)

(The Specifics of this form of ministry will be found in Section 8 of this Manual)

- a. A Ruling Elder who has received training through the presbytery's former IDLM program, a Presbyterian Seminary, or other comparable program (approved by COL) and is a ruling elder in good standing of a congregation within the bounds of the presbytery may be commissioned by the presbytery to serve a congregation with pastoral vacancy.
- b. The COL will work with congregations and sessions to find suitable candidates for the position.
- c. The contract between the ruling elder and the session must be approved by the COL and is written for no more than 12 months. It may be renewed with the concurrence of the COL.
- d. The duties of the Commissioned Pastors (also known as Commissioned Ruling Elders) are determined by consultation between the COL, the session, and the ruling elder.

4. Extended Pulpit Supply

- a. When, after consultation with the COL, a session believes its mission and purpose are best served by a contract for extended pulpit supply, such a contract may be initiated with a regular guest preacher.
- b. Although anyone may preach occasionally in a Presbyterian congregation at the invitation of the session, an extended pulpit supply arrangement allows for the same person to preach in a congregation for up to one year.
- c. The duties of the extended pulpit supply preacher may be limited to weekly preaching, or may include limited pastoral responsibilities at the request of the session and with the approval of the COL.
- d. The session shall invite a Minister of the Word and Sacrament to officiate at the sacraments.
- e. The presbytery shall appoint a moderator of session.
- f. Ordinarily, a member of the congregation will not sign a contract for extended pulpit supply with the session.
- g. The contract for extended pulpit supply must be approved by the COL and is written for no more than 12 months. It may be renewed with the concurrence of the COL.

5. Guest Preachers/Pulpit Supply

- a. The presbytery will maintain a "Pulpit Supply List" which is available on the presbytery website and in Section 11 of this Manual. The list is comprised of Ministers of the Word and Sacrament, candidates for ministry in the presbytery, or other persons who have requested to be on the pulpit supply list and have completed a successful background check, as well as Minnesota Statute 604.20.
 - i. The session shall not invite the same person to preach in their congregation more

than 2 consecutive Sundays without the consent of the Commission on Leadership.

Other Titles:

1. Pastor Emeritus

When any Minister of the Word and Sacrament/Pastor retires and the congregation is moved by affection and gratitude to continue an association in an honorary relationship, it may, at a called congregational meeting, elect him/her as pastor emeritus with or without honorarium or pastoral authority.

This action shall be taken only after consultation with the presbytery's Commission on Leadership.

2. Congregational Partner/Parish Associate

A Congregational Partner (some congregations continue to use the title, Parish Associate) is a Minister of the Word and Sacrament who serves in a validated ministry other than the local parish or is a member at large, but who wishes to maintain a relationship with a particular church or churches in keeping with ordination to the ordered ministry of Minister of the Word and Sacrament.

Such persons, already qualified as continuing members of the presbytery, may serve as Congregational Partners (Parish Associates).

- a. The relationship shall be established upon nomination of the Pastor/Minister of the Word and Sacrament between the Congregational Partner (Parish Associate), the session, and the presbytery through the Commission on Leadership.
- b. The Congregational Partner (Parish Associate) shall be responsible to the Minister of the Word and Sacrament/Head of Staff, with or without remuneration.
- c. A written agreement or covenant specifying the duties shall be signed by the Congregational Partner (Parish Associate), the Head of Staff, the Clerk of Session, and the presbytery through the COL.
- d. This covenant shall be submitted annually for review.
- e. The covenant agreement between the session, the Congregational Partner (Parish Associate), and the presbytery shall terminate when the call to the Head of Staff is dissolved.
- f. The presbytery may dissolve this relationship at any time with the recommendation of the Commission on Leadership.

MOVING FROM A TEMPORARY PASTORAL RELATIONSHIP TO AN INSTALLED RELATIONSHIP

Per Book of Order, G-2.0504, persons serving in a temporary pastoral relationship are ordinarily not eligible to serve as the next installed pastor. In the Presbytery of Minnesota Valleys, Ministers of the Word and Sacrament who have been serving in a temporary pastoral relationship with a congregation for at least three consecutive years may be eligible to serve as the installed pastor of that congregation. In such instances the following process shall ordinarily be followed:

- The session communicates to the Committee on Leadership its desire to make the change from a temporary relationship to an installed relationship.
- The Commission on Leadership will meet first with the pastor regarding the session's request, and will then meet with the session.
- Following a review of all matters related to the installed relationship and terms of call, the Commission on Leadership will determine if the session will be authorized to call a congregational meeting to consider the requested change.
- If the congregation votes in the affirmative, the COL shall consider whether to bring a motion to the presbytery for its approval. A super-majority of three-fourths of the members of presbytery present and voting at the meeting is required for the motion to be approved. (G-2.0504c)
- If the congregation does not vote in the affirmative, the Commission on Leadership shall counsel with the pastor and the session concerning the future of the pastoral relationship.

A POLICY FOR VALIDATED MINISTRIES

The Presbytery of Minnesota Valleys

The *Book of Order* requires that each presbytery develop a policy whereby its active minister members (Ministers of the Word and Sacrament) participate in a validated ministry (G-2.0503{a}). A Minister of the Word and Sacrament who is an active member of a presbytery may be engaged as follows:

- A. Engaged in a validated ministry
- B. Member-at-large
- C. Honorably retired

A retired Minister of the Word and Sacrament engaged in ministry beyond the jurisdiction of this church does not require validation of that ministry but requires the approval of the COL.

The presbytery requires that a validated ministry shall meet all of the following criteria (See G-2.0503 {a} 1-5):

1. Demonstrate conformity with the mission of God's people in the world as set forth in Holy Scripture, the Book of Confessions, and the Book of Order of the Presbyterian Church (U.S.A.).

We define this such that the mission of such ministry shall be consonant with the mission of the church.

2. The ministry shall be one that serves others, aids others, and enables the ministries of others.

We define this such that the ministry should serve people in the name of Jesus Christ, rather than in the production of goods, profits, or be self-serving in nature.

3. The ministry shall give evidence of theologically informed fidelity to God's Word. This will normally require that those seeking to serve in that ministry have a Master of Divinity degree or its equivalent and have completed the requirements for ordination set forth in G-2.0607

We define this such that the employing agency will normally require that those seeking to serve in that ministry have a Master of Divinity degree or its equivalent and have met the ordaining requirements of their respective denominations. We further define this such that a validated ministry shall provide opportunities to articulate the Christian faith and, where possible, involve the Ministry of the Word and Sacraments.

4. The ministry shall be carried on in accountability for its character and conduct to the presbytery and to organizations, agencies, and institutions.

We define this such that the ministry is answerable to the presbytery for its conduct and character through at least annual review and communication with the Committee on Ministry. We acknowledge that when the validated ministry is beyond the jurisdiction of

the Presbytery we shall encourage Ministers of the Word and Sacrament to initiate the establishment of accountability standards for conduct and character with the employing agency if there are none in place.

5. The ministry shall include responsible participation in the deliberations and work of the presbytery and in the worship and service of a congregation of the PC (USA) or a church in correspondence with the PC (USA) G-5.0201.

We define this such that one must:

- a. participate in at least two presbytery meetings a year;*
- b. participate actively on at least one presbytery committee;*
- c. affiliate with a local Presbyterian church as a Parish Associate and/or by regular attendance, and actively support and participate in the mission and ministry of that church.*

Ministers of the Word and Sacrament desiring to be engaged in a validated ministry beyond the jurisdiction of this church shall complete the following process:

- Notify a COL Co-Chair of his/her intention to request approval of a validated ministry beyond the jurisdiction of the church.
- Submit a complete description of the ministry including, but not limited to, compensation. Such description shall include information as to how the ministry meets the criteria for validated ministry under G-2.0503{a} as defined above.
- Present a letter from the employing/calling organization presenting a rationale for the appropriateness of the ministry being performed by an ordained minister, and a request that the ministry be validated.
- A statement of the intent and mode of participation in presbytery and affiliation with a local congregation.

A request for a validation of ministry beyond the jurisdiction of the PC (USA) shall be presented to Commission on Leadership.

The Minister of the Word and Sacrament serving in a validated ministry beyond the jurisdiction of the PC (USA) shall submit an annual report to the Commission on Leadership. This report shall include information concerning the current level of participation by the minister in the life of a congregation and of the presbytery, any and all changes in the description of the validated ministry, whether the ministry maintains the threshold of appropriateness to be performed by an ordained minister, how the ministry has fulfilled the requirements of a validated ministry and other items as requested.

The Commission on Leadership may at its discretion remove the validation of a ministry if a Minister of the Word and Sacrament in a validated ministry beyond the jurisdiction of this church fails to submit an annual report as requested by COL, and shall follow the procedures for moving the minister to the inactive roll if he/she fails to submit an annual report for two consecutive years.

Inactive minister members remain under the care, oversight, and discipline of the presbytery. After consultation with the inactive member, the Commission on Leadership may recommend that he/she be released from the exercise of ordained office by action of the Presbytery under the constitutional provisions of (G-2.0508).

The presbytery reserves the right not to validate any ministry of a Minister of the Word and Sacrament who is laboring within the bounds of the presbytery and fails to participate in presbytery or in a local congregation of the PC (USA) or a church in correspondence with this church.

PASTORAL LEADER COMPENSATION AND BENEFITS

POLICIES AND GUIDELINES FOR THE PRESBYTERY OF MINNESOTA VALLEYS 2017

These policies and procedures of the Presbytery of Minnesota Valleys are to assist sessions in their responsibility as employers. ***This section of the Manual will be updated by the Commission on Leadership on an Annual Basis, following action of the presbytery.***

All policies will be guided by the Presbytery of Minnesota Valleys, Board of Pensions compensation handbook, and additional guidance from the Synod and General Assembly.

The policy includes a Pastoral Leader Minimum Compensation Policy, using the Church Wide Median Annual Effective Salary in determining a process for minimum compensation. The Median Annual Effective Salary for Ministers of the Word and Sacrament serving in full-time positions in 2016 (as reported to the Board of Pensions) is \$57,300.00 for cash salary and housing. This is an increase of 2.0%.

The minimum compensation for Ministers of the Word and Sacrament, including Associate Ministers of the Word and Sacrament, serving in full-time positions in the Presbytery of Minnesota Valleys shall range from 10% below the Church Wide Median Compensation for newly ordained Ministers of the Word and Sacrament to 0% below the Church Wide Median Compensation for Ministers of the Word and Sacrament with more than ten years of full-time experience since ordination. **Commissioned Pastor (also known as Commissioned Ruling Elder) minimums continue to be 75% of the Minister of the Word and Sacrament minimums shown below.**

Exceptions to the minimum compensation shall be approved by the Commission on Leadership and are subject to annual review and renewed approval.

Years' Experience Ordained Service	% Below Church Wide Median	Total Compensation	*Cash Salary (div by 1.3) When a manse is provided
Less Than One	10.00%	\$51,570	\$39,669
More Than One	9.00%	\$52,143	\$40,110
More Than Two	8.00%	\$52,716	\$40,551
More Than Three	7.00%	\$53,289	\$40,992
More Than Four	6.00%	\$53,862	\$41,432
More Than Five	5.00%	\$54,435	\$41,873
More Than Six	4.00%	\$55,008	\$42,314
More Than Seven	3.00%	\$55,581	\$42,755
More Than Eight	2.00%	\$56,154	\$43,195
More Than Nine	1.00%	\$56,727	\$43,636
More Than Ten	0.00%	\$57,300	\$44,077

*For churches providing manses and the church pays utilities directly, this may be used to adjust minimum compensation.

The above figures are minimum requirements, not salary recommendations. In addition to cash salary and utilities, all Ministers of the Word and Sacrament serving in full-time positions are to be provided with housing (either manse or housing allowance), continuing education allowance, full pension benefits, an auto expense reimbursement, four weeks' vacation and two weeks' study leave. Ministers of the Word and Sacrament serving in part-time positions may be provided with benefits, allocated according to time served. All such items (except vacation time) are forfeited if unused prior to the dissolution of the pastoral relationship.

When the church does not provide rent-free, church-owned housing, the Minister of the Word and Sacrament may designate any appropriate amount with confirming action by the session prior to the beginning of the year. (See following for requirements for establishing housing allowance.)

When a manse is provided, the Minister of the Word and Sacrament may designate a utility and furnishing allowance (see following for requirements).

Guidelines:

- **Housing plus utilities** must be in accordance with guidelines used by the Board of Pensions to compute effective salary (guidelines to effective salary, January 2014 or newer edition).
- **Continuing education** - minimum of \$750.00 per year, plus two weeks (including two Sundays, beginning January 1). Continuing education benefits are cumulative for three years.
- **Auto expenses** - vouchered monthly at the current IRS allowance (as of January 2017 this rate is 53.5 cents per mile).
- **Vacation** - four weeks to include four Sundays per year, available January 1. For Interim Ministers of the Word and Sacrament, this will be prorated based on the portion of the year served.
- **Maternity leave and paternity leave** - Presbytery policy provides for four weeks paid maternity leave, additional time off can be negotiated and suggests equal consideration be given to paternity leave.
- **Health and Medical Leave** - Ministers of the Word and Sacrament members/Commissioned Pastors (also known as Commissioned Ruling Elders) are entitled to up to ten working days of paid sick leave each calendar year cumulative up to ninety days. At the time of termination of employment (either voluntary or involuntary) a Minister of the Word and Sacrament/Commissioned Pastor (also known as Commissioned Ruling Elder) shall have no claim for pay in lieu of unused sick leave. It is expected that used sick leave time shall be reported to the session.
- **Emergency Leave** - A maximum of five paid days per year shall be allowed for emergency leave arising out of the death of an immediate member of the family. In the event of serious illness or other emergency related to an immediate member of the family, such leave may be allowed by action of the session.

- **Sabbatical Leave:** After six years of service to a church, presbytery recommends sessions of congregations grant at least three months of a compensated sabbatical to their Ministers of the Word and Sacrament to be spiritually, emotionally and physically renewed through continuing education and spiritual reflection.
- **Disability** – the Presbytery of Minnesota Valleys requires that Ministers of the Word and Sacrament be paid full salary and Board of Pension dues by the congregation for up to 90 days of disability. Beginning with day 91, Ministers of the Word and Sacrament may be placed on disability through the Board of Pensions.
- **Full time shall be defined as 40 - 45 hours per week.** Part time parameters are as follows:
 - **¼ time = 10 hours per week:** provides a weekly sermon and monthly moderating of session and congregational meetings
 - **½ time = 20 hours per week:** in addition to above, provides a few hours for other ministry
 - **¾ time = 30 hours per week:** in addition to above, provides additional time for other ministry
- Ministers of the Word and Sacrament are encouraged to take two days off per week, with at least one full, uninterrupted day off per week. When there has been an unusually heavy work week, Ministers of the Word and Sacrament are encouraged to take an extra day off during the next week to compensate. This is not considered a vacation day.

Housing Allowance:

The housing allowance is based on the out-of-pocket cost of providing a home and furnishing the home. It includes mortgage payments, home insurance, rent, utilities, furnishings and supplies. The Internal Revenue Code of 2002 and Congress have placed a three-part test for limiting the housing allowance exclusion. The lesser of:

1. The amount designated by the governing council (session) **or**
2. The amount actually spent to provide primary residence or
3. The fair market rental value, furnished, including appurtenances & actual utilities cost.

The allowance must be designated prior to the first payment every January.

Cost of Living Index Information:

According to statistics from the Bureau of Labor Consumer Price Index the cost of living has increased approximately .1% from June 2014 to June 2015.

MANSE OR HOUSING ALLOWANCE? FACTORS TO CONSIDER

1. Are suitable homes available?
2. How liquid?
3. What is the housing market in the community?
4. Should the pastoral relationship be dissolved, will the pastor be able to sell the home?
5. With ownership, the pastor can . . .
 - a. Experience a gain or loss depending on the market.
 - b. Can invest in the property to upgrade or accommodate special interests or needs.
 - c. The maintenance responsibility is held by those most able to impact the maintenance requirements.
 - d. Conflicts over how the house is used are less likely – pets, kids, etc.
6. With a manse, the session and the pastor should have clear guidelines about maintenance of the home – inspections, reasonable repair, the condition of the manse when the pastor leaves, etc.
7. If the church owns the manse it is tax exempt for real estate taxes where with pastoral ownership it is taxable so the compensation must be adequate to cover the increased expense.
8. Rule of thumb—if the pastor is going to live in a home less than five years, it is better to rent. The transaction costs of the purchase and sale will eat up any gains from ownership.
9. Churches and pastors who are experiencing an unconstructive relationship may continue an unconstructive relationship because the pastor can't sell their house.
10. Pastors who are available to accept a call may find it attractive or a necessity to accept a call where the manse is provided because they are already paying on the mortgage of a home they have been unable to sell.
11. Pastors may have capital gains from selling their previous home and may need to buy a home rather than have a manse.
12. The pastor may have financial obligations which limit the money available for the purchase of a home, such as coming from a manse and not having a down-payment available from the proceeds of the previous home.
13. Is the condition of the manse such that congregational members would enjoy living there themselves? Is it in the church budget for ongoing upkeep and maintenance of the manse?
14. Is the congregation willing to provide an equity allowance for the pastor?
15. Are there loan assistance programs available (e.g. Synod) for the pastor to buy a home?

**ANNUAL MANSE INSPECTION FORM
THE PRESBYTERY OF MINNESOTA VALLEYS**

(Please complete and return to the Presbytery Office, 4055 Abbott Drive, Willmar, MN 56201 by February 1)

Church Name _____ Date _____

Manse Address _____

Person completing form _____

Please indicate in the space provided (A) = adequate, or (N) = attention needed.

1. Space for Pastor and family				
2. Interior:	Paint/Wallpaper	Floors/Carpet	Interior Doors	Comments
Living Room				
Dining Room				
Family Room				
Bedroom #1				
Bedroom #2				
Bedroom #3				
Bedroom #4				
Utility Room, Washer, Dryer				
Add'l Room #1				
Add'l Room #2				
Add'l Room #3				
Comments				

3. Kitchen				
A. Cabinets				
B. Counter Tops				
C. Sink/Disposal/Plumbing				
D. Refrigerator, Stove, Dishwasher, Microwave				
E. Floor Covering				
F. Lighting				
G. Other (please list)				
#1 #2 #3 Comments				
4. Bathroom(s)				
A. Bathtub/Shower				
B. Commode				
C. Sink/Vanity				
D. Plumbing				
E. Caulking/Grout/Walls/Floor/Door				
Comments				

5. Heating and Cooling
A. Furnace
B. Air Conditioning
C. Insulation
6. Building Exterior
A. Paint
B. Roof/Soffit /Fascia/Guttering and Downspouts
C. Window Screens/Storm Windows, Caulking
D. Doors (Storm/Screen)
7. Foundation and Masonry
A. Window Wells
B. Garage or Storage Building
8. Grounds of Manse
A. Driveway/Sidewalks
B. Outdoor Lighting
C. Trees/Landscaping
9. Other problems/issues noted:

CONTINUING EDUCATION GUIDELINES

Presbytery of Minnesota Valleys

A. Responsibilities of the Commission on Leadership

1. Provide opportunities for Ministers of the Word and Sacrament and Commissioned Pastors (also known as Commissioned Ruling Elders) for continuing education.
2. Remain informed concerning continuing education opportunities for Ministers of the Word and Sacrament and Commissioned Pastors (also known as Commissioned Ruling Elders), and promote these opportunities among the members of presbytery.
3. Provide grants or other assistance, when appropriate, that will enable the participation of the continuing members of the presbytery in such learning experiences.
4. Act as mediator in cases where there is unresolved disagreement between the members of session and the pastoral leader as to whether or not a certain educational event is proper.

Rationale for the above:

By presbytery action, provision has been made for the continual process of professional growth and experience by making the following a part of each Minister of the Word and Sacrament's and Commissioned Ruling Elder's Terms of Call: "A minimum of two weeks' study leave including two Sundays and \$750.00 allowance annually which may be accumulated over a period of three years with consultation and approval of session. Accumulated time and allowances are forfeited if unused prior to the dissolution of present pastoral relationship."

B. The Minister of the Word and Sacrament/Commissioned Pastor (also known as Commissioned Ruling Elder)'s Responsibility

Select and obtain approval of the session to attend educational events which will enhance his/her personal growth and professional expertise needs and those of the church served. He/she shall faithfully attend the event and report to the session regarding the experience. An annual report shall be made to the Commission on Leadership on a form to be provided by it.

C. Suggested Areas of Continuing Education

Doctor of Ministry programs; attendance at seminaries, colleges, institutions offering desired subject matter; workshops, seminars sponsored by governing bodies; Synod School; conflict and mediation skills training; conferences or annual meetings of the General Assembly or synod; properly supervised in-service training or experience as counselor at half-way house, hospital chaplain, prison chaplain, or related ministries.

The session may suggest training and/or educational offerings, which would enhance the pastoral leader's effectiveness at the local level. Due regard shall also be given to training which would enable a minister to serve the church at large.

D. The Session's Responsibility

When the Minister of the Word and Sacrament/Commissioned Pastor (also known as Commissioned Ruling Elder) presents a request for a specific event of continuing education, the session shall check to see if it fits the above stated purposes and recommend events. If it does, it should be approved as long as it falls within the unused days allotted in the Terms of Call and the Minister of the Word and Sacrament/Commissioned Pastor (also known as Commissioned Ruling Elder)'s absence on those particular days designated will not be detrimental to the ongoing programs of the congregation.

If there is unresolved disagreement, the matter shall be referred to the Commission on Leadership for resolution before the proposed event is attended. The action of the session shall be made a part of the session minutes. While the pastoral leader is on study leave, he/she should not be called back to the parish. If the study leave necessitates his/her being away on a Sunday, the session shall be responsible for supplying the pulpit.

E. The Clerk of Session's Responsibility

The clerk shall see to it that the following all appear in the minutes:

1. The approval of the study leave, a description of the event, and dates attended.
2. Any subsequent action taken concerning the appropriateness of it and the resolution of any difficulties.
3. The report of the pastoral leader after attending the event.

**PRESBYTERY OF MINNESOTA VALLEYS
DOCTOR OF MINISTRY ASSISTANCE FUND
Policy Statement**

(Approved by the Committee on Ministry, September 10, 2015; editorial revisions – updating of terminology and designated account numbers -- were made on November 18, 2016)

Whereas the Presbytery of Minnesota Valleys encourages our Ministers of the Word and Sacrament to continue their education to better serve the church they serve, and

Whereas the local church supports their Minister of the Word and Sacrament's additional time and efforts in completing this program, and

Whereas the Minister of the Word and Sacrament is committed to completing the training, and

Whereas the Presbytery recognizes the increasing costs of this training, and has funds available in Designated Fund 2200 (Nurture and Support of Pastoral Leaders) to assist in these costs,

Therefore, Presbytery of Minnesota Valleys is willing to pay the seminary the final year of tuition expenses up to a maximum of \$3000 contingent upon the church's submission of documentation of their contribution of at least \$1000 beyond the minimally required Continuing Education allowance during the training period and the request is made at least six months prior to the final graduation date so funds can be set-aside.

NOTE:

The application form can be found on the following page of this manual and will be posted on line, along with this policy statement.

**PRESBYTERY OF MINNESOTA VALLEYS
DOCTOR OF MINISTRY ASSISTANCE FUND
Application**

(Completed form must be submitted to the Commission on Leadership, in care of the presbytery office.)

Minister of the Word and Sacrament's Name _____

Church Name _____ Date _____

Address _____

City, State, Zip Code _____

Phone _____

Request for D. Min Assistance \$ _____

Date of Session approval _____

Date training began _____ Name & Location of Training _____

Church's contribution \$ _____.

Describe how the church has or will raise these funds:

Clerk of Session -- Signature and Date:

Minister of the Word and Sacrament -- Signature and Date:

COL Authorized Signature and Date:

SABBATICAL LEAVE POLICY FOR MINISTERS OF THE WORD AND SACRAMENT Presbytery of Minnesota Valleys

Policy Statement

The Presbytery of Minnesota Valleys recommends to the sessions of its churches that Ministers of the Word and Sacrament be granted a compensated sabbatical of at least three (3) months after six (6) years of service to an individual church.

Rationale:

A sabbatical will enable the Minister of the Word and Sacrament to be renewed through the vital pursuit of continuing education, extended time spent in spiritual formation, and fresh mentoring by respected teachers. A sabbatical enables a Minister of the Word and Sacrament to return to the responsibilities of the parish with new energy, spiritual vision and effectiveness. A major component should be rest and recreation, to nourish the body, mind and soul.

1. Commission on Leadership Responsibilities:
 - a. Review the sabbatical timetable and usage plan as submitted by the Minister of the Word and Sacrament.
 - b. Serve as mediator in any concerns of the session and Minister of the Word and Sacrament relative to the sabbatical.
 - c. Determine who will moderate the session in the Minister of the Word and Sacrament's absence.

2. Responsibilities of the Minister of the Word and Sacrament
 - a. Bring the sabbatical proposal before the session – at least in outline form – a minimum of six months before the intended commencement of the sabbatical.
 - b. Secure the approval of the session for the sabbatical proposal and work out the necessary coverage of pastoral and pulpit responsibilities. One possibility is to put something aside in the budget each year for year number seven.
 - c. Assure the session of continued service to the church for at least one full year from the conclusion of the sabbatical.
 - d. Bring up to date all pending responsibilities as determined in consultation with the session before departing on the sabbatical
 - e. Submit to the Commission on Leadership, in writing, the sabbatical timetable and outline of plans.
 - f. Upon return, present an overview of the sabbatical experience to the session and the Commission on Leadership.

3. Responsibilities of the Session
 - a. Receive "for approval" the Minister of the Word and Sacrament's proposal for a sabbatical, at least six (6) months in advance of the intended commencement of the sabbatical.
 - b. Continue the terms of call commitments to the Minister of the Word and Sacrament during the sabbatical leave.

- c. Communicate to the congregation the important and values to the church of a sabbatical.
- d. Request a written overview of the sabbatical from the Minister of the Word and Sacrament upon return.
- e. Budget sufficient funds to cover pastoral and pulpit responsibilities.

4. Additional Responsibilities and Information

- a. The sabbatical might be combined with, or in place of, study leave, as negotiated by the session and Minister of the Word and Sacrament.

FAMILY AND MEDICAL LEAVE POLICIES

*Adapted from the Presbytery of Tropical Florida;
Approved by the Commission on Leadership, December 12, 2016*

In order to provide pastoral care and support to the pastoral leaders of the presbytery, congregations shall observe the following family and medical leave policy for its pastoral leaders who are serving in installed and/or Presbytery approved pastoral relationships.

1. If the Minister of the Word and Sacrament or Commissioned Pastor (also known as Commissioned Ruling Elder) is a participant with the Board of Pensions, the congregation will provide for a paid leave of up to 90 days should they have a serious health concern that makes it impossible to perform the functions of the pastoral position. During this time, it is strongly recommended that application be made to receive Permanent Disability benefits from the Board of Pensions.
2. Presbytery policy provides for four weeks paid maternity leave, additional time off can be negotiated and suggests equal consideration be given to paternity leave.
3. The congregation may provide paid or unpaid leave of up to 12 weeks every calendar year when a pastoral leader or their family needs to care for a spouse, son, daughter, or parent in the event that one of those persons has a serious health concern. Such concerns may be, but not limited to, an illness, injury, impairment or physical /mental condition involving in-patient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.
4. When appropriate, the congregation will continue to provide for full participation in the programs of the Board of Pensions, PCUSA, and will continue to pay dues at whatever rate was being paid immediately prior to the leave.
5. This Family and Medical Leave will be in addition to any vacation or other leave provided by Pastoral Terms of Call or terms of contract.
6. The Minister of the Word and Sacrament or Commissioned Pastor (also known as Commissioned Ruling Elder) may elect to use vacation or other paid leave for any of the above listed concerns.

CHEMICAL DEPENDENCY POLICY

*Formerly located in the Manual of Presbytery Operations – Appendix 7
Moved to the Commission on Leadership Manual, March 21, 2017*

The presbytery recognizes chemical dependency as a serious personnel problem requiring a supportive response guided by Christian compassion and directions. Therefore, in dealing with chemically dependent pastoral leaders (members of the presbytery) or presbytery staff, the presbytery will:

1. Upon request, grant time off for diagnosis and, if professionally recommended, further release time for subsequent treatment for any clergy or staff.
2. Any clergy or staff member who exhibits consistent symptoms of chemical dependency and who refuses to seek diagnosis and treatment when requested by the personnel committee chair and/or congregation must recognize that such refusal will adversely affect performance evaluation and may be considered cause for termination of employment.
3. Any pastoral leader (Minister of the Word and Sacrament or Commissioned Pastor (also known as Commissioned Ruling Elder)) or staff member who experiences recurring problems of chemical dependency despite treatment efforts may face termination of employment.
4. In all instances the rule of confidentiality which applies to other health or behavior situations shall apply as well to the chemically dependent person. This policy is recommended to all sessions for church employees.