

## **FRAMEWORK FOR A NEW DIRECTION**

### **Committee on Ministry**

### **Presbytery of Charlotte**

#### **Background and Rationale**

Historically, the Presbytery of Charlotte's Committee on Ministry (COM) has conducted its business as a committee of the whole with significant input from subcommittees and individual members. The current COM system has been in place since the organization of the Presbytery of Charlotte in 1989 and has served the Presbytery well. Adhering to the basic principle of "if it's not broke, don't fix it," there has been little tinkering with the system.

Your COM does not believe the system is broken, but strongly affirms that it could be more effective in these times through an intentional decentralization. One lesson learned from the extensive Presbytery Survey done in 2008 was that congregations and clergy were less willing to contact the Presbytery but are willing to respond when the Presbytery comes to them.

Thus, the intent is to decentralize the work of COM into five geographical areas called clusters with every effort being made to deliver the resources of Church Development, Leadership Development, Pastoral Care and Development, and Mission and Justice through a cluster system hung on the framework of the COM.

Among the outcomes hoped for:

1. Better relationships between pastors and congregations in geographical areas;
2. Greater shared identity and ownership by cluster partners;
3. The development of regional strategies;
4. Wider participation in cluster celebrations and events such as ordinations, anniversaries, barbecues, etc.; and,
5. A working experience of connectionalism and being Presbyterian.

Keys to success will include keeping working parts to a minimum and keeping those parts flexible and functional.

The Book of Order G-11.0502 (a.-j.) lays out the responsibilities for the COM. While two of the COM responsibilities: 1) final clearance and examination of candidates/pastors for pulpits; and 2) peacemaking (mediating church conflicts and disagreements) will remain centralized functions, the remainder of the Book of Order responsibilities will be carried out in geographical areas called "clusters." Similar models have been tested successfully in other presbyteries across the PCUSA, and the Presbytery of Charlotte has greatly benefited from studying and learning from the best practices and miscues of other presbyteries.

#### **Committee on Ministry/Cluster Regional Team/Organization and Membership**

The Committee on Ministry (COM) is a standing committee of the Presbytery mandated by the Book of Order. The COM is governed by the Book of Order, as well as the policies, guidelines, and regulations of the Presbytery. It is comprised of pastors and elders, in equal number, elected by the Presbytery to serve on the COM. The COM will be divided into five geographic clusters, with each member of the COM normally serving on the Cluster in which the member resides or serves.

COM Moderator(s): The Presbytery COM shall have a moderator or co-moderators elected by the Presbytery. The COM Moderator's term of office shall be up to three (3) years starting in January. The duties of the COM Moderator(s) will continue to be those traditionally assigned by Presbytery with the addition of appointing Co-Moderators to each Team on an annual basis.

Team Co-Moderators: Ordinarily each Team will have co-moderators who are appointed annually by the COM

Moderator(s). Co-moderators shall be elected members of the COM.

The responsibilities of the Team Co-Moderators include:

- Ensuring that the Team has enough members to do the work of the Cluster on behalf of the COM. This may be accomplished by recruiting adjunct members who live in the cluster area to serve along with members of the COM who have been appointed to the Cluster.
- Scheduling regular Team meetings and communicating the meeting schedule to Presbytery staff.
- Moderating Team meetings and reporting the business conducted at those meetings to the COM Moderator(s).
- Assigning all churches within the cluster to Team members who will serve as their liaisons.
- Informing each church within the cluster who their liaison is and how to get in touch with him/her.
- Overseeing the work of the Cluster and ensuring that the assigned tasks (listed below) are being accomplished.
- Work with other Presbytery committees, such as Church Development and Leadership Development, to develop a "Cluster identity" and promote training and programs within the cluster.

Team Membership:

**Size:** The number of people serving on a Team should be roughly determined by the number of churches in a cluster area. It is strongly recommended that there be at least one Team member for every three or four churches.

**COM Members:** Each elected COM member will be assigned to a Team except the COM Moderator(s) and the Moderator of the Peacemaking Subcommittee. It is recommended that they serve in the cluster where they reside, but exceptions may be determined by the COM Moderator(s). The Presbytery Nominating Committee will be asked to be intentional about nominating representatives from each cluster area to the COM.

**Adjunct Members:** It is unlikely that there will be enough members of the COM to fill all of the needs for Team members. Therefore, Team Co-Moderators will recruit additional members from the cluster area. Unlike the COM, a cluster is not required to have equal representation, but lay members must be elders. Christian Educators will also be encouraged to serve on Team. All adjunct members shall be governed by all policies of the COM.

**Voting:** Teams will conduct and approve the routine business of the COM in their cluster area. Issues out of the routine or with implications beyond the Cluster will go to the full COM for action. All Team members will have a vote at the Team level. Adjunct members may be invited to attend COM meetings, but they will not have a vote at those meetings.

**Training:** A key role of Team members is to develop ongoing relationships with the churches they serve as liaisons. The COM, in conjunction with the Church Development and Leadership Development Committees, will train liaisons to (1) conduct effective triennial visits; (2) assess congregational health; (3) help determine a congregation's readiness for transformation; and (4) provide assistance to pastors, sessions, and congregations when needed. All liaisons shall participate in training offered by COM.

Committee on Ministry Team Responsibilities

- ✓ Assign liaisons to establish positive working relationships with churches and pastors
- ✓ Assist churches in transition
  - Approve moderators of sessions
  - Develop severance agreements when pastors leave a church
  - Conduct an Exit Interview with installed pastors when they leave a church
  - Work with churches without a pastor to conduct a Mission Study
  - Work with church seeking an Interim Pastor

- Work with churches seeking a Designated Pastor
- Work with churches in need of Pulpit Supply Pastor/Commissioned Lay Pastors (CLP) including recommendations to certify CLPs
- ✓ Conduct Triennial Visits
- ✓ Work with Pastor Nominating Committees (PNC) and Associate Pastor Nominating Committees (APNC) (*See PNC Process Flow Chart*)
- ✓ Link with Transfers Subcommittee when calling a new pastor
- ✓ Assign mentors to new pastors
- ✓ Assist churches in need of various categories of leadership
  - Preaching Assignments
  - Parish Associates
    - Annually, verify all continuing Parish Associates
  - Stated Supplies
    - Maintain Current Renewals for Stated Supplies
  - Temporary Stated Supplies
- ✓ Work with churches to ensure compliance with Minimum Terms of Call Salaries and Board of Pensions
- ✓ Make referrals to Peacemaking Subcommittee
- ✓ Coordinate with Church Development Committee and Leadership Development Committee and, where appropriate, the staff persons for Pastoral Care and Mission and Justice.

**Liaisons:** While the Book of Order assigns specific tasks to the COM that must be accomplished, the primary role of Cluster members is to be in relationship with the churches they serve as liaisons. Team members will be in regular communication with their assigned churches, in addition to conducting formal Triennial Visits. The goal is to be a known “face of the Presbytery” that pastors, sessions, and congregations can go to for assistance and to be a true liaison between the COM and the churches. Knowing that prevention of problems is always preferable to intervention, the focus of liaisons is on fostering healthy congregations. Each liaison will serve approximately three (and no more than four) churches in the Cluster. A Team member shall not serve as liaison to the church where he or she is a member or pastor. Refer to the attached flowchart for the responsibilities of Cluster liaisons.

**Liaison Referral Procedures:** Liaisons will encounter situations that require referral to either the larger COM or one of its centralized subcommittees. They may also find it necessary to receive assistance from the presbytery’s Church Development or Leadership Development committees. The following is intended to be an aid in the performance of a liaison’s duties. When a referral is made, it is the responsibility of the liaison to inform the Team co-moderators.

1. The Peacemaking subcommittee of the COM is responsible for providing listening and mediating services. If the liaison determines that there is a threat to the peace, unity, and purity of the local congregation then a referral is in order.
  - Questions or comments about tensions between pastor and congregation, tensions between congregation and presbytery, issues related to staff relationships, or issues of power and control should be referred to the moderator of Peacemaking who will forward the concerns to the subcommittee.
2. The Transfers and Certification Subcommittee of the COM is responsible for the reception and dismissal of pastors from and to other presbyteries, examinations of candidates for ordination or installation in the presbytery of Charlotte, and the certification of Commissioned Lay Pastors.
  - Transfers shall be contacted upon the issue of a call to a new pastor or associate pastor by a congregation.
3. Collaborating with other Presbytery resources: The Church Development Committee has a commitment to the health and vitality of all our churches. The Leadership Development Committee has a commitment to provide educational services to the presbytery and its member congregations. Each committee will assign a liaison to each cluster. These liaisons will serve in an on-going consultative role with the cluster regarding pastoral and

congregational issues at churches within the cluster.

### **Referrals to Stated Clerk**

1. Indications of sexual misconduct shall be immediately reported to the Stated Clerk for investigation.
2. Inquiries about or expressions of desire to separate from the PCUSA or seeking dismissal to another denomination shall be referred to the Stated Clerk.

### **Committee on Ministry and Cluster Team Meetings**

COM meetings will be held quarterly and more frequently if deemed necessary by the COM Moderator(s) in order to ensure that Presbytery business is conducted in a timely manner. A majority of the elected members of the COM shall constitute a quorum for all meetings. Committee members who are unable to be present for a meeting may participate by conference call. Presbytery staff will maintain minutes of the COM meetings. Team minutes will be forwarded to the COM.

Team meetings will be held on a regular basis to transact the routine business of that region as deemed necessary by the co-moderators. A majority of the members will constitute a quorum for all meetings. Team meeting minutes will be the responsibility of Presbytery staff members in attendance at the Team meetings.

### **Authority to Act**

Actions taken at Team meetings that go to the COM for *information only* include: approving Church Information Forms (CIF) and mission studies, granting permission to sessions to form a PNC or APNC, appointing moderators to sessions of churches with no called pastor, and appointing Stated Supply Pastors.

Actions taken at Team meetings that go to the COM for *approval* include: the selection of and terms of employment for Interim Pastors, the selection of and terms of employment of a Temporary Supply, and examining and recommending for certification CLPs within the Cluster.

All other COM Book of Order responsibilities will be acted upon by the larger COM. When doubt exists about a Team's authority or appropriateness to act, the matter shall be referred to the COM.

\*Timely but routine matters as determined by the COM Moderator(s) can be voted on by an electronic ballot.

### **Committee on Ministry Subcommittees**

#### ***Transfers and Certification***

- Oversees Pastor Nominating Committees and the call process.
- Conducts examinations of all candidates for call as Pastor, Associate Pastor, or Minister at Large.
- Provides information to candidates/pastors regarding Ordination/Installation Commissions.
- Provides certification of credentials of ordained pastors entering the Presbytery of Charlotte from other denominations.
- Maintains contact and receives annual reports of activities from members of presbytery who are laboring outside the bounds of presbytery.
- Reports annually on all at-large ministers.

#### ***Peacemaking***

- Provides mediation services to churches experiencing conflict and acts as the Presbytery's "first responders".

### **Presbytery Staff as Resources for Clusters**

***Staff Resource Assignments:*** The General Presbyter will serve as primary resource for the Anson/Montgomery/Richmond County Cluster as well as for both the Mecklenburg County Clusters. The COM

*Adopted by Presbytery of Charlotte: July 21, 2009*

Coordinator and the Associate Presbyter for Pastoral Care will serve as primary resource persons for the Cabarrus/Stanly County Cluster and the Union County Cluster.

***Regular Updates from Presbytery Staff to COM and Clusters:*** As appropriate, the General Presbyter, both Associate Presbyters, the Coordinator for Latino Ministries and Coordinator for the Committee on Ministry will provide updates and information regarding specific churches and pastors to the COM Moderator(s) as well as to the Team Co-Moderators.

**Implementation**

Information regarding the implementation of Clusters will be provided to the Presbytery of Charlotte during the May and July Presbytery meetings. Clusters are expected to be operational by September 1, 2009.

**Confidentiality**

Confidentiality shall be a high priority for all COM and Team work.

**Conflict of Interest**

COM and Team members shall recuse themselves in all matters where there is a conflict of interest.

**Church Assignments to Clusters**

**Anson, Montgomery and Richmond Counties**

Camden, Wadesboro  
Ebenezer, Morven  
Hawley Memorial, Polkton  
Morven, Morven  
Wadesboro, First  
Biscoe, Biscoe  
Candor, Candor  
Macedonia, Candor  
Mt. Gilead, First  
Star, Star  
Troy, Troy

Cameronian, Rockingham  
Hamlet, First  
Marks Creek, Rockingham  
Marston, Marston  
McLean, Ellerbe  
Park Avenue, Rockingham  
Pee Dee, Pee Dee  
Rockingham, First  
Rourk, Ellerbe

Norwood, Norwood (from Stanly Co.)

**Cabarrus and Stanly Counties**

Bellefonte, Harrisburg  
Bethpage, Concord  
Bethpage, Kannapolis  
Cedar Grove, Concord  
Concord, First  
Concord, First United  
Cornerstone, Concord  
Covenant, Concord  
Covenant, Kannapolis  
Flow-Harris, Concord  
Gilwood, Concord  
Harrisburg, Harrisburg

Kannapolis, First  
Kirkwood, Kannapolis  
Poplar Tent, Concord  
Rocky River, Concord  
Second, Kannapolis  
Albemarle, First  
Badin, Badin  
Indian Hill, Stanfield  
Locust, Locust  
Ridgecrest, Stanfield  
(Norwood will be in the Anson, Montgomery,  
Richmond cluster.)

**North Mecklenburg County**

Bethel, Cornelius  
C. N. Jenkins, Charlotte  
Calvary, Davidson  
Catawba, Huntersville  
Charlotte, First  
Charlotte, First United  
Christ, Charlotte  
Cooks Memorial, Charlotte  
Cornelius, Cornelius  
Covenant, Charlotte  
Davidson, Davidson  
Davidson College, Davidson  
Derita, Charlotte  
Garden Memorial, Charlotte  
Hickory Grove, Charlotte  
Hopewell, Huntersville  
Huntersville, Huntersville  
Johnston Memorial, Charlotte

Mallard Creek, Charlotte  
Meadowlake, Huntersville  
Memorial, Charlotte  
Mulberry, Charlotte  
New Friendship, Huntersville  
New Hampton, Charlotte  
Newell, Newell  
Paw Creek, Paw Creek  
Plaza, Charlotte  
Pleasant Grove, Charlotte  
Ramah, Huntersville  
Robinson, Charlotte  
Saint Paul, Charlotte  
Smallwood, Charlotte  
Statesville Avenue, Charlotte  
Sugaw Creek, Charlotte  
Williams Memorial, Charlotte  
Woodland, Paw Creek

**South Mecklenburg County**

Albemarle Road, Charlotte  
Amity, Charlotte  
Avondale, Charlotte  
Ben Salem, Charlotte  
Bread of Life, Charlotte (for now)  
Caldwell Memorial, Charlotte  
Carmel, Charlotte  
Central Steele Creek, Charlotte  
Clanton, Charlotte  
Good Shepherd, Charlotte  
Grier Heights, Charlotte  
H. O. Graham Metropolitan, Charlotte  
Henderson Grove, Charlotte  
Korean, First, Charlotte  
Matthews, Matthews  
Matthews-Murkland, Charlotte  
McClintock, Charlotte  
Morningstar, Matthews

Mt. Olive, Charlotte  
Myers Park, Charlotte  
Philadelphia, Charlotte  
Pleasant Hill, Charlotte  
Providence, Charlotte  
Quail Hollow, Charlotte  
Saint Andrews, Charlotte  
Sardis, Charlotte  
Seigle Avenue, Charlotte  
Selwyn Avenue, Charlotte  
Sharon, Charlotte  
South Mecklenburg, Charlotte  
Steele Creek, Charlotte  
Third, Charlotte  
Trinity, Charlotte  
True Light, Charlotte  
Westminster, Charlotte

**Union County**

Altan, Monroe  
Banks, Waxhaw  
Benton Heights, Monroe  
Bethany, Monroe  
Bethlehem, Monroe  
Beulah, Monroe  
Black's Memorial, Monroe  
Indian Trail, Indian Trail  
Marshville, Marshville

Monroe, First  
Siler, Wesley Chapel  
Stephenson, Monroe  
Turner, Monroe  
Walkersville, Waxhaw  
Waxhaw, First  
Waxhaw, Waxhaw  
  
Pageland, First, Pageland, SC

## Responsibilities of Liaisons

**Purpose:** Liaisons shall work with Churches and Pastors to establish and maintain positive relationships and assist them with their needs in areas listed below.

### Assist Churches in Transition including:

- Approve Moderators of Sessions
- Develop Severance Agreements when Pastors Leave a Church
- Conduct Exit Interview with Installed Pastor when they Leave a Church
- Staff considerations during Transition
- Work with Church without a Pastor to conduct a Mission Study
- Work with Church Seeking Interim Pastor and Process
- Work with Church seeking a Designated Pastor

**Note:** See Index of Documents relating to topics for guidelines/policies

### Triennial Visits:

- Follow Process Outlined in Flow Chart
- Form for Pastor
- Questionnaire for Session
- Report following Visit
- Visitation Policy Procedure

**Note:** Contact Church Development and Leadership Development when scheduling Triennial Visits. See Index of Documents relating to topics for guidelines/policies

### Work with Pastor Nominating Committee (PNC) and Associate Pastor Nominating Committee (APNC):

- Refer to Process Flow Chart

**Note:** See Index of Documents relating to topics for guidelines/policies

### Link with Transfers Committee when Calling a New Pastor:

- Refer to "Calling a Pastor" Flow chart for Timing of Involvement

**Note:** See Index of Documents relating to topics for guidelines/policies

**Assign Mentors to New Pastors:**

- Refer to Newly Ordained Minister Advisor Guidelines

**Note:** See Index of Documents relating to topics for guidelines/policies

**Assist with Churches in need of various categories of Pastors/Commissioned Lay Pastors (CLP):**

- Preaching Assignments
- Parish Associates
  - Annually, verify all continuing Parish Associates
- Stated Supplies
  - Maintain Current Renewals for Stated Supply Pastors
- Temporary Stated Supply

**Note:** See Index of Documents relating to topics for guidelines/policies

**Work with Churches to ensure Compliance with Minimum Terms of Call:**

- Salaries and Board of Pensions

**Note:** See Index of Documents relating to topics for guidelines/policies

**Make Referrals to Peacemaking Subcommittee:**

- Process for Referrals

**Note:** See Index of Documents relating to topics for guidelines/policies

**Coordinate with Church Development Committee and Leadership Development Committee:**

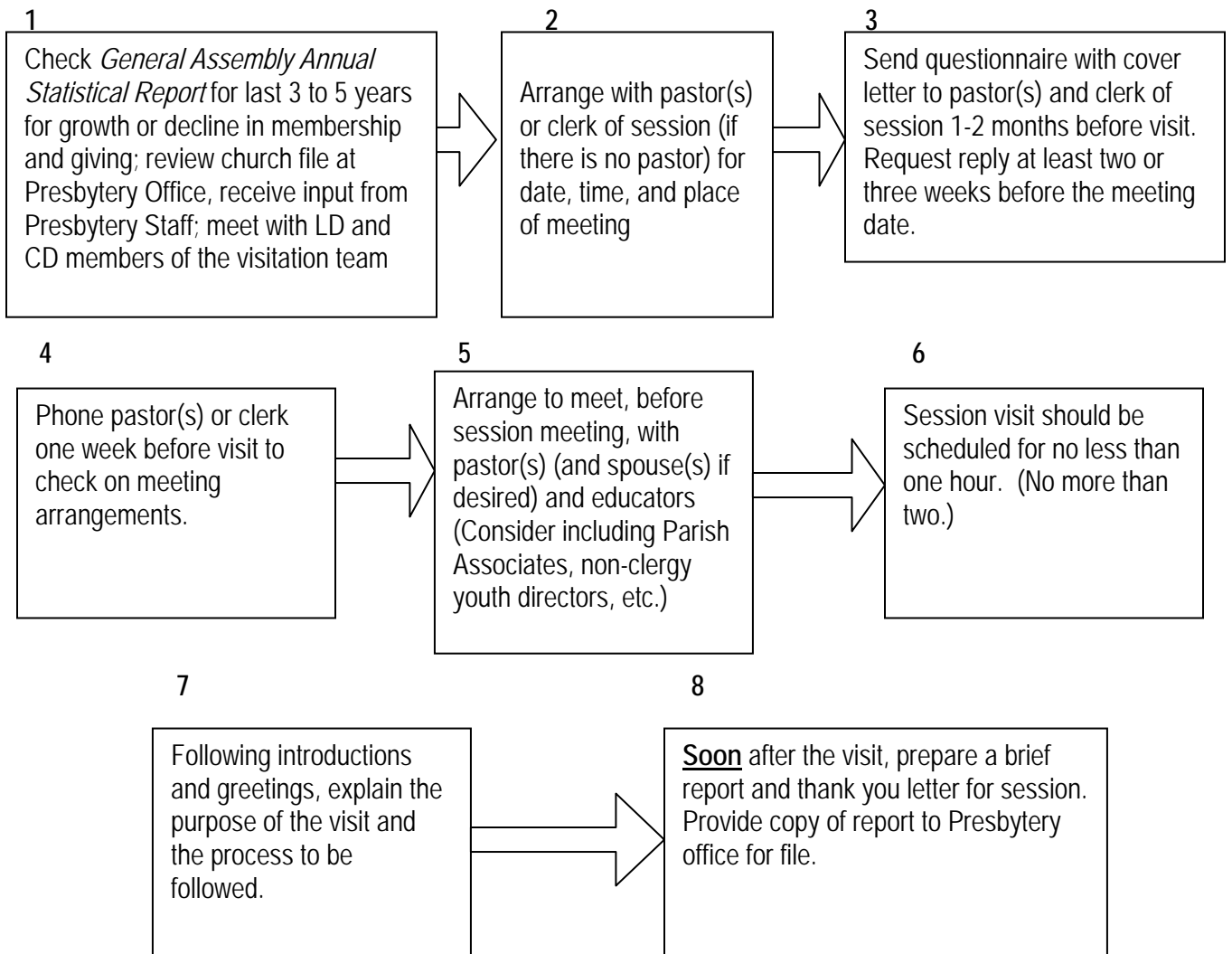
- Purpose/Process for Involvement

**Note:** See Index of Documents relating to topics for guidelines/policies

## Triennial Visit Process

### Purpose of Visit

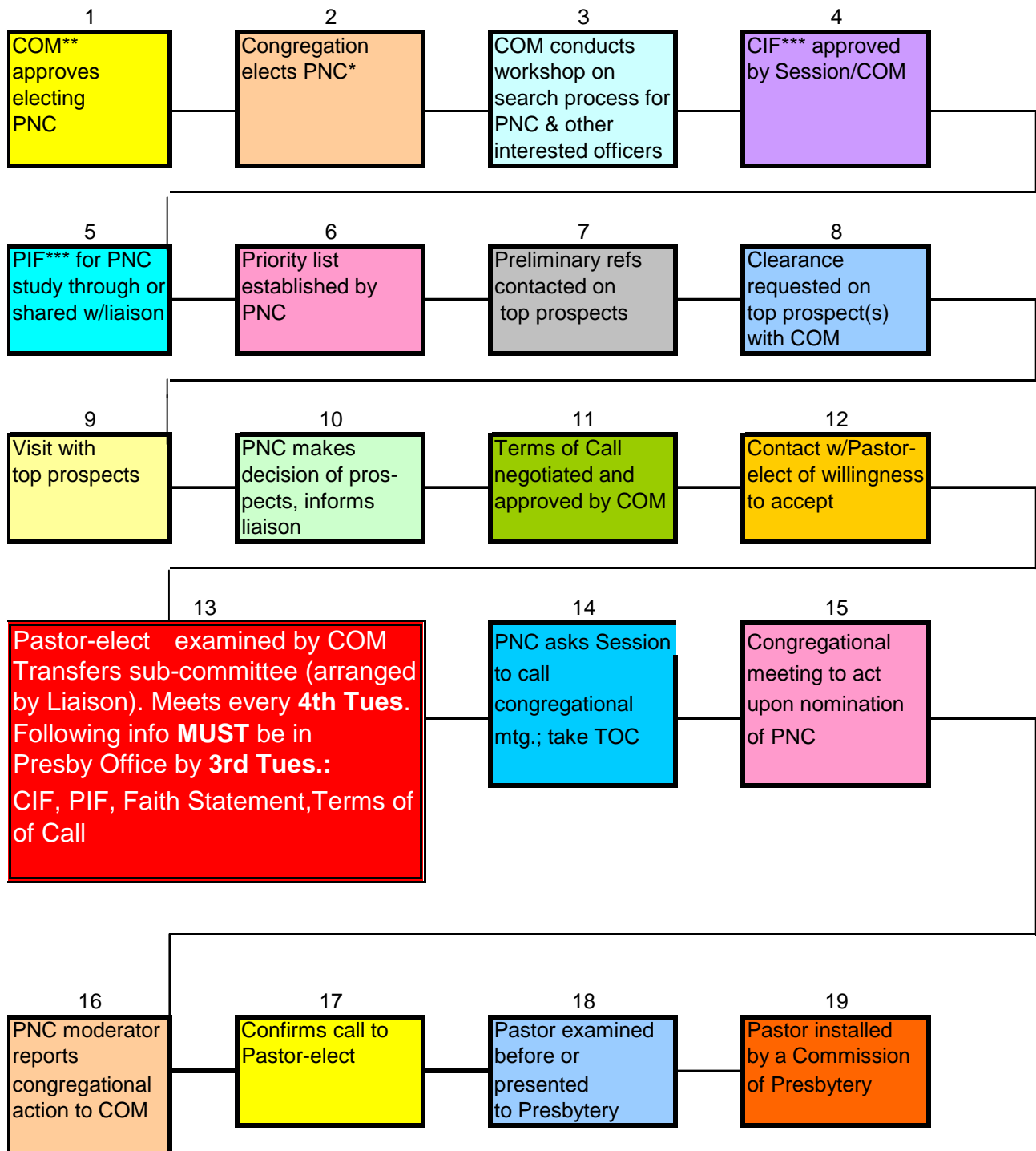
- Strengthen relationship with church
- Discuss with pastor(s) and session the mission and ministry
  - Objectives and results
  - Strengths and weaknesses of congregation's life and work
  - Other issues and questions
- Discuss church's participation in life of Presbytery, Synod and General Assembly
- Provide counsel and guidance for possible avenues for growth and development



**Note:** More specific details, forms and format for report are available electronically.

## STEP BY STEP PROCEDURE FOR CALLING A PASTOR

### FLOW CHART



\*PNC - Pastor Nominating Committee (Congregational Committee - not a Session Committee)

\*\*COM - Committee on Ministry

\*\*\*CIF - Church Information Form

\*\*\*\*PIF - Personal Information Form

April '05

Index of Documents Available on the Presbytery Website

- ❖ Appointed Moderators Authority and Responsibility
- ❖ COM Responsibilities and Flow Chart
- ❖ Concerning Former Pastorates and Parishioners
- ❖ Designated Pastor
- ❖ Establishing PNCs
- ❖ Exit Interview
- ❖ Interim Ministry Guidelines Update
- ❖ Newly Ordained Minister Advisor
- ❖ Parish Associates
- ❖ Permission to Elect PNC
- ❖ Permission to Establish and Elect a PNC Flow Chart
- ❖ PNC Flow Chart
- ❖ Preaching Assignments
- ❖ Process for Calling a Pastor
- ❖ Processing the Call
- ❖ Pulpit Supply List
- ❖ Retirement Recognition
- ❖ Role of PNC Liaison
- ❖ Staff Considerations During Transition
- ❖ Stated Supplies
- ❖ Temporary Supply Contract
- ❖ Tentmaking

- ❖ Terms of Dissolution
- ❖ Terms of Call for Tentmakers and Stated Supplies
- ❖ Triennial Report Form
- ❖ Triennial Visit Form for Pastor
- ❖ Triennial Visit Process
- ❖ Triennial Visit Questionnaire
- ❖ Visitation Policy Procedure 1
- ❖ When Your Church Loses Its Pastor

NOTE: All of the above files are available electronically and can be sent in a file.