

COMMISSION ON MINISTRY MANUAL 2016



Part II: Policies

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TERMS OF CALL CONSIDERATIONS

MINIMUM CASH SALARY AND HOUSING -:

The minimum cash salary and housing is set annually by the Commission on Ministry (COM) and is based on full time ministry of 40 hours per week. The guidelines apply to all pastoral staff including temporary pastors (interims, stated supplies, temporary supplies). Part-time pastors should receive at least a proportionate amount of the recommended full time minimum cash/housing amount. Beyond the minimum cash/housing amount, the COM makes no recommendations based on experience or size of congregations. However, the COM strongly encourages the Session to consider the experience, competencies, and expectations of the congregation related to role and size of the congregation.

HOUSING and UTILITY COSTS (Please see www.pensions.org for "Tax Guide for Ministers and Churches") **Housing allowances MUST BE DESIGNATED BY VOTE** of the Session or the congregation by December 31 of the year previous to the year in which the housing allowance will be used. The housing allowance CANNOT be declared retroactively. Federal law allows housing costs to be declared non-taxable as far as income tax is concerned for clergy. Social Security tax is levied on the amount, however. If a housing allowance is offered, it should be based on the actual cost of housing for the pastor. It is the pastor's responsibility to determine what portion of the total cash plus housing amount is to be designated as housing and to justify that amount to the IRS. Amounts spent for mortgage payments, homeowners' insurance, taxes, upkeep may be included. The Board of Pensions may be helpful in determining other allowable costs.

If a manse is provided, the value of the manse may be declared as greater than or equal to 30% of the cash plus deferred compensation salary. The housing amount declared may include the cost of furnishings, upkeep and utilities. The Board of Pensions may be helpful in determining other allowable costs. Another option for declaring manse value is to determine the fair rental value of the manse. To do this, ask two independent realtors to appraise the dwelling. The monthly fair rental value is one percent of the appraised value of the dwelling. Housing allowance would be equal to 12 months fair rental value.

NOTE: If the manse value falls below 30% of the total cash and deferred compensation amount, the Board of Pensions will determine a pension/medical dues base by including an amount that increases the housing figure to 30% of the cash plus deferred compensation amount. This results in an increase in pension/medical plan dues, but not an increase in compensation to the pastor. See also Item D, below, definition of Effective Salary.

Utility costs may or may not be included as part of the cash/housing or effective salary. The Board of Pensions may be helpful in determining what would best benefit pastor and church.

SOCIAL SECURITY SUPPLEMENT

Ordained clergy are considered self-employed and must file tax reports accordingly. Under self-employed regulations, clergy must pay the full Social Security tax (15.3% for 2016). Congregations may choose to pay all or part of the Social Security tax as an additional benefit to the pastor. The COM recommends that churches consider paying one half of the Social Security tax, which will result in an additional payment to the pastor of 7.65% of Item 1 and 2 (cash/housing).

*****It is important to note that paying a Social Security supplement has the effect of an increase in cash salary. Therefore the amount is subject to federal and state taxes, and any amount in excess of 7.65% is subject to pension and benefits dues. Churches and pastors may want to contact the Board of Pensions or a tax professional for additional information.**

EFFECTIVE SALARY - DEFINITION FROM BOARD OF PENSIONS MANUAL

"Effective salary is the total of cash salary, manse or housing allowance and deferred compensation (such as a tax-deferred annuity or IRA contributions). A utility allowance, if provided, does not have to be included but may be added to the manse or housing allowance. Other allowances may be included at the employer's discretion (such as car allowance or education allowance) as part of cash salary. The value of a church-owned manse, if provided, should equal at least 30% of the total cash salary plus deferred compensation. If a housing allowance is provided, the actual amount should be used."

NOTE 1: Any bonus or gifts from the employer must be included in the effective salary, as well.

NOTE 2: Allowances (for example mileage, continuing education) should be treated as reimbursable expenses, vouchered on a monthly basis, and as such, they would not be included as part of the effective salary. They may not be included in the minimum salary approved by the Presbytery of Tampa Bay.

PENSION, DEATH, DISABILITY AND MAJOR MEDICAL BENEFITS DUES

Pension/medical benefits dues are required to be paid monthly for all clergy members of PC(USA) at a percentage of the effective salary that is set each year by the Board of Pensions. Percentages are set annually by the Board of Pensions for Pension Dues, Death and Disability Benefits and Major Medical Benefits. Dues are calculated on the member's total effective salary OR on the minimum participation basis, whichever is larger.

REIMBURSABLE EXPENSES

Because circumstances vary from church to church, the Commission on Ministry makes no recommendation of specific amounts for professional expenses such as auto or other allowances, except for the minimum Continuing Education allowance. In its annual review of terms of call, each particular church should discuss these matters with its pastor(s). It is expected that automobile expenses will be reimbursed at the rate approved each year by the IRS.

As stated above, the COM strongly recommends that professional expenses incurred by a pastor be compensated on a reimbursable basis. Records of all professional expenses should be kept and submitted to the church treasurer for reimbursement on a regular basis. Unless such a method is employed, the pastor either may not recover total expenses incurred, or may be required to pay taxes on additional income. It is important to check with a tax consultant for the current year's tax rulings.

The minimum Continuing Education allowance is \$1200 per year. This may be accumulated (*See Continuing Education Policy p. 17*) with the concurrence of the Session and pastor. A church may have good reason to increase the education allowance for its pastor(s) if there are identified needs of the

congregation that require more education than the minimum provides.

OTHER TERMS OF CALL

Minimum vacation is four weeks. At least four full weeks, including Sundays, must be allowed for all calls, part-time, as well as full-time. It is acceptable for churches to include additional days to complete a full month or more of vacation for the pastor. However, for terms of call, vacation will be expressed in weeks or days.

The minimum leave for Continuing Education is two full weeks per year for all calls, part-time, as well as full-time. This leave time may be accumulated (*See Continuing Education Policy, p. 17*) with the concurrence of the Session and pastor.

It is recommended that a provision for SABBATICAL LEAVE be considered after several years of continuing service by a pastor. Information is available from the Presbytery Office.

SALARY CHANGES

The COM notes that in reviewing the Board of Pensions Payment Report for plan members, there appears to be a lag in reporting some salary changes. Such a situation could impact negatively on members' or survivors' benefits. All members should review their annual statement of benefits to determine if their effective salary as recorded on the statement is correct. If the information needs to be reconciled, the member should contact the Board's toll free number, 1-800-773-7752 and request a Member Confirmation Form. The Plan member and persons authorized to make financial commitments must complete, sign and send the Member Confirmation Form back to the Board. The Board then makes changes to the member's records and sends an adjusted invoice at the beginning of the next billing cycle.

The COM will be glad to discuss any of the above items with pastors or appropriate church officers. A recommended guide for clergy and church treasurers is: *Church and Clergy Tax Guide*, by Richard R. Hammer, Christian Ministry Resources, PO Box 2301, Matthews, NC 28106. This guide is updated annually.

CLERGY SEXUAL MISCONDUCT POLICY

INTRODUCTION

In an effort to further the peace, unity and purity of the church through the prevention and remediation of sexual misconduct within the church, Tampa Bay Presbytery has the following policy. In preparing the document, attention was given to setting and providing for enforcement of standards of ethical behavior consistent with Reformed tradition and secular law. Requirements and protections guaranteed under the Form of Government and the Rules of Discipline were particularly noted. This policy document should help in assuring consistency of practice and action within the Presbytery, provide an information base for educating both minister members of Presbytery lay persons, and serve as a model for local congregations in their development of personnel policies.

PART I

PURPOSE: To define ministerial sexual misconduct and to outline procedures for reporting such misconduct to the Presbytery.

A. Definition of Sexual Misconduct

Sexual misconduct is the comprehensive term used in this policy to include sexual abuse of children or adults, rape or sexual assault, and sexual harassment. Sexual misconduct is an abuse of authority and power. It breaches Christian ethical principles by misusing a trust relationship to gain advantage over another for personal gratification in an abusive, exploitative, and unjust manner. Categories of sexual misconduct are described below.

1. Sexual abuse occurs whenever a person in a position of trust engages in a sexual act or sexual contact with another person to whom he or she owes a professional responsibility. Such abuse includes, but is not limited to, the following:

- a) Sexual acts or sexual contact with a minor.
- b) Sexual acts or sexual contact involving inducement, threat, coercion, force, violence, or intimidation of another person.
- c) Sexual acts or sexual contact between ministers, laity, or staff to whom they are not married and with whom they have a professional relationship. Such relationships are not acceptable even when consensual, and regardless of whether pastoral care is involved. The inherent imbalance of power between ministers and lay people or staff undermines the validity of such consent.
- d) Sexual acts outside the bounds of marriage.
- e) Sexual acts or sexual contact with a person who is incapable of appraising the nature of the conduct or is physically incapable of declining such activity.
- f) Sexual acts or sexual contact arising from the administration of a drug or intoxicant which substantially impairs the reasoning or judgment of another.
- g) Ministers are always responsible for considering the impact of their words and actions, and refrain from actions that create the appearance of an inappropriate relationship.

2. Child sexual abuse includes, but is not limited to, any contact or interaction between a child

and an adult when the child is being used for the sexual stimulation of the adult or of a third person. The behavior may or may not involve touching and includes the display or use of sexually suggestive materials, objects, or pictures. Child sexual abuse between an adult and a child is always considered forced whether or not consented to by the child. Child sexual abuse is a crime in all states and must be reported to civil authorities and to the Stated Clerk of the Presbytery.

3. Rape or sexual assault is a crime in every state and should be reported to civil authorities and to the Stated Clerk of the Presbytery.

4. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually offensive nature when any of the following circumstances prevail:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or their continued status in an institution.
- b) Submission to or rejection of such conduct by an individual is the basis for employment decisions affecting that individual.
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment.

Sexual harassment can consist of a single intense or severe act or multiple persistent or pervasive acts. Sexual harassment may include, but is not limited to the following:

- sexually oriented jokes or humor;
- sexually demeaning comments;
- verbal suggestions of sexual involvement or sexual activity;
- questions or comments about sexual behavior;
- unwelcome or inappropriate physical contact;
- graphic or degrading comments about an individual's physical appearance;
- expressed or implied sexual advances or propositions;
- display or use of sexually suggestive materials, objects or pictures;
- repeated requests for social engagements after an individual refuses.

B. Policy on Sexual Misconduct

1. Sexual misconduct is never permissible. It is a violation of the principles set forth in Scripture as well as of ministerial, pastoral, employment, and professional relationships. Sexual misconduct by a minister violates the ordination vows of the Presbyterian Church (USA).

2. All ministers, those serving in pastoral capacities in the Presbytery, and Certified Church Educators shall be required to attend a seminar offered by the Presbytery on the issues of sexual misconduct biennially and to sign a statement agreeing to comply with the policy. Failure to comply may result in investigation and discipline.

3. Whereas this policy addresses sexual misconduct by ministers, each congregation and organization in the Presbytery is responsible for developing a policy for church professionals, officers, members, non-member employees, and volunteers that is consistent with this document.

PART II

RESPONSIBILITIES AND ROLES OF THE PRESBYTERY IN POLICY IMPLEMENTATION

A. Availability of Policy and Procedures

1. All ministers shall be given copies of the policy and are required to sign an acknowledgment of receipt and agreement to comply.
2. Those being examined for membership in Presbytery shall be furnished with a copy of this policy prior to the Commission on Ministry (COM) examination. They must sign the policy and be required to sign an acknowledgement of receipt and agreement to comply prior to being received.
3. This document shall also be available to all Sessions and church members and to the public.
4. Presbytery employees shall receive this document as a supplement to the employee handbook.

B. Management of Allegations of Sexual Misconduct by Ministers

Resource Documents

The *Book of Order* requires all councils to adopt and implement a sexual misconduct policy (see G-3.0106).

The responsibilities, structures, and procedures for responding to allegations of sexual misconduct are mandated in part by the *Book of Order*, such as the role of an Investigating Commission (see G-3.0307 and D-10.0200).

Liability and Insurance

The Presbytery and its congregations shall periodically obtain from their insurance agents, confirmation that their liability insurance policy covers sexual misconduct liability for their programs and activities.

Record Keeping

Presbytery of Tampa Bay will include in every employee's personnel file, including files for ministers, the application for employment, any employment questionnaires, reference responses, and other documents related to this policy including a signed receipt for receiving the sexual misconduct policy and agreement to comply.

C. Pre-Employment Screening for Prospective Incoming Clergy

1. Reference Checks

Pre-employment screening includes specific questions related to previous complaints of sexual misconduct. The Presbytery reviews Sexual Misconduct Information of the Presbyterian Church (USA) Personal information Form when interviewing persons seeking ministerial calls.

The Presbytery Coach and Coordinator is responsible for making reference checks through the appropriate Presbytery Executive, or other authorized persons to ascertain whether incoming clergy have any history of sexual misconduct. The Presbytery Coach and Coordinator reports to the COM either that there was no reported sexual misconduct, or that the Commission should inquire into reported sexual misconduct. A written record of conversations and correspondence with references will be kept in the minister's/employee's personnel file.

The person within the Presbytery authorized to give a reference is obligated to give truthful information regarding complaints, inquiries, and administrative or disciplinary action related to sexual misconduct by the applicant.

Applicants shall be given an opportunity to correct or respond to information regarding sexual misconduct obtained from a reference check.

2. Background Checks

Pre-employment screening for prospective incoming clergy also includes a mandatory National Criminal History Background Check, requested and paid for by Presbytery. This should take place prior to the candidate being examined by the COM.

D. Maintenance of a Sexual Misconduct Response Team

The Response Team is responsible for providing ongoing education and resources, and for coordinating professional care for all involved. The Response Team will not investigate an allegation or in any way usurp the role of the Investigating Commission appointed by the Stated Clerk in consultation with the Presbytery Moderator and Chair of the Coordinating Team. .

PART III

POLICY ON RESPONSE TO ALLEGATIONS OF SEXUAL MISCONDUCT BY MINISTERS

1. Known or suspected sexual misconduct by a minister shall be reported to the Presbytery of Tampa Bay Stated Clerk per D-10.0103.
2. In addition to the above, known or suspected sexual misconduct involving children shall be reported to civil authorities.
3. A written complaint to the Stated Clerk alleging sexual misconduct by a minister member of the Presbytery subjects that minister to the provisions of D-10.0106:

When a written statement of an alleged offense of sexual abuse toward any person has been received against a teaching elder, the stated clerk receiving the allegation shall immediately communicate the allegation to the permanent judicial commission. The moderator of the permanent judicial commission shall within three days designate two members, who may be from the roster of former members of the permanent judicial commission, to determine whether the accused shall be placed on a paid administrative leave during the resolution of the matter. The cost of such shall be borne by the employing entity whenever possible or be shared by the presbytery as necessary. While administrative leave is in effect, a teaching elder may not perform any pastoral, administrative, educational, or supervisory duties, and may not officiate at any functions such as Baptism, funerals, or weddings.

APPENDIX – GLOSSARY OF TERMS

ACCUSED - The person against whom a claim of sexual misconduct is being made.

ACCUSER - The person claiming knowledge of sexual misconduct by a person covered by this policy or a person claiming to have been the subject of sexual misconduct by a person covered under this policy.

ADMINISTRATIVE LEAVE - The temporary removal from office of an accused individual, during which period the person is entitled to personal compensation but not Continuing Education or professional benefits.

ADVOCATE - A person trained by the Response Team in the issues of sexual misconduct and qualified to provide support and emotional and physical presence, to the alleged victim(s) and their family, the accused, family members of the accused, or the congregation involved in a sexual misconduct case. The advocate also provides clarification of the investigative process of the church and the judicial process of the church to the person(s) with whom he or she works. The role of an advocate is not to speak for the party for whom he or she is advocating but to inform that party of his or her rights within the investigative process. The advocate shall not give advice regarding civil remedies. When requested by the party for whom she or he is advocating, the advocate may accompany that person to meetings of Presbytery entities when that party is testifying.

CHILD SEXUAL ABUSE - Includes but is not limited to any contact or interaction between a person under 18 years of age (a minor) and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. Such behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child.

CONFIDENTIALITY - The withholding of information from all those except those who need to know as determined by the Sexual Misconduct Response Team.

MANDATED REPORTER- A person who is required to report any and all suspected incidents of child abuse, including child sexual abuse, that come to their attention. State laws vary from defining mandated reporters as "all persons having knowledge" to specifying a very limited list of professions whose members are required to report child abuse.

RESPONSE - The action taken by the governing body or entity when an accusation of sexual misconduct is received. The intent of this policy is to assure a swift and pastoral response for all persons affected by accusations of sexual misconduct.

SEXUAL MISCONDUCT - A misuse of authority and power which breaches Christian ethical principles by misusing a trust relationship to gain advantage of another for sexual pleasure in an abusive, exploitative and unjust manner. Even if someone else initiates or invites sexual content in the relationship, it is always the responsibility of the member or officer of the Presbytery to maintain the professional role.

SEXUAL MISCONDUCT RESPONSE TEAM- The body constituted by Presbytery to facilitate and oversee the process of providing guidance, support, and pastoral care to individuals and groups affected by allegations of sexual misconduct.

CONFLICT OF INTEREST FOR MINISTER MEMBERS OF THE PRESBYTERY

Personal Representative, Executor or Trustee: While serving a congregation, and for a period of five years following the termination of service, no minister shall serve as the personal representative of the estate, executor of a will, or trustee of any trust established by any person (or guardian of a person or property of ward) who has ever been a member or friend of the congregation. This prohibition does not apply to the extended family of the minister.

Bequests: While serving a congregation, and for a period of five years following the termination of service, no minister shall accept any bequest of money or property from the estate or trust of any person who has ever been a member or friend of a congregation served by the minister. This prohibition does not apply to the extended family of the minister.

Attorney-in-fact: While serving a congregation, and for a period of five years following the termination of service, no minister shall serve in the capacity of being the attorney-in-fact for any person who has ever been a member or friend of a congregation served by the minister. This prohibition does not apply to the extended family of the minister.

Business Relationship: While serving a congregation, and for a period of five years following the termination of service, no minister shall enter into a business relationship (other than as a client, patient or customer) with any person who has ever been a member or friend of the congregation. This prohibition does not apply to the extended family of the minister.

Bank Accounts: While serving a congregation, no minister shall be a signatory on any bank account or other type of investment in which the underlying funds or investment is the property of a church. Ministers shall provide quarterly reports to the church treasurer accounting for all discretionary funds expended by the minister while preserving the confidentiality of the recipient.

Conflict of Interest: Ministers shall avoid the appearance of a conflict of interest or other inappropriate conduct. If a minister finds himself or herself in a situation where a decision is under consideration in which the interest of the church conflict with his or her personal interests, the minister shall abstain from participating in the decision. This includes, but is not limited to, moderating the portion of a Session or congregational meeting considering the establishment of his or her call to a pastoral relationship, changing the terms of the call, or dissolving the call.

Contracts: While serving a congregation, no minister shall sign a contract on behalf of the church without specific authorization from Session.

Exceptions: Ministers may be exempted from any provision of this policy in extraordinary circumstances with the prior approval of the COM.

REFERENCE CHECKS FOR MINISTERS ENTERING THE PRESBYTERY

The Presbytery of Tampa Bay has the responsibility to examine ministers and candidates seeking membership in the Presbytery (G-3.0306) including their Christian faith and view in theology, the sacraments, and the government of the Presbyterian Church (USA). The Presbytery of Tampa Bay has delegated this examination to the Commission on Ministry (COM). In order to facilitate the employment of ministers and to protect the Presbytery, its churches and its officers from the charge of negligent hiring, personnel inquiries have become an unfortunate but necessary policy.

Prior to an interview with the COM, ministers and candidates seeking membership in this Presbytery **shall** have had an executive reference check done by the appropriate Presbytery staff (or designee), prior to a call being considered by either a PNC or the Commission on Ministry. A National Criminal History Background Check must also be completed prior to interview (see Form F-4).

INTERVIEWS

The Commission on Ministry (COM) is authorized by the Presbytery of Tampa Bay to find in order calls issued by churches, to approve and present calls for service of ministers, to approve the examination of ministers transferring from other presbyteries, to dissolve the pastoral relationship in cases where the congregation and pastor concur, and to dismiss ministers to other presbyteries, with the provision that all such actions be reported to the next stated meeting of the Presbytery, in accordance with G-3.0109b.

The COM (or a Regional COM Team) shall examine all persons seeking membership in the Presbytery as to their suitability for a pastoral call to a church or for other work within the Presbytery. For pastoral calls, the COM ordinarily meets with the PNC final candidate at the time of a neutral pulpit visit of the minister to Presbytery of Tampa Bay. The executive reference check and criminal background check must have been completed prior to the COM interview

At least one week prior to meeting with COM, the following documents must be emailed to the Regional COM chairperson and Presbytery staff person.

- his/her PIF,
- a one-page statement of faith,
- a one-page biographical statement, and
- terms of call.

In addition to fulfilling the requirements of **G-2.0504**, the interview team shall examine the following:

- the applicant's suitability for the position,
- the "match" between applicant and position,
- the talents and interest of the applicant,
- the needs of the church or employing body,
- the applicant's knowledge of the position.

Also, interviews for all applicants seeking membership into Presbytery of Tampa Bay will include all the appropriate criteria in the COM Manual and the *Book of Order*.

Ministers from other denominations shall fulfill all of the aforementioned and also the special provisions of G-2.0505.

Ministers seeking reinstatement should first seek counsel of the COM chair according to the provisions of the *Book of Order*, G-2.0507.

Sample Presbytery Membership Interview Questions

1. Tell us about your faith journey.
2. What are the things you feel best about in your present ministry?
3. What have been the challenges there?
4. What makes you think you may be called to leave there now?
5. What interests you about this position?
6. What gifts or demonstrated skills do you bring in your ministry?
7. What are your greatest strengths in ministry?
8. What area of your ministry do you most wish to strengthen or expand?
9. Describe a typical week in your ministry.
10. Share your perspective on the Presbyterian Church (USA).
11. One of the issues our-Presbytery has debated in the past few years is _____.
Tell us how you might address that topic.
12. How do you balance your personal/family life with your ministry?
13. What will you need from the members of this Presbytery-in order to be effective?
14. What questions or concerns do you have?

CONTINUING EDUCATION POLICY

Education has traditionally been stressed by Presbyterians. An educated clergy is the hallmark of our church. Education does not stop with graduation exercises and the conferring of a degree. Rather it is a continuing process in the life of the minister. A part of the call to ministers serving in the Presbytery of Tampa Bay is the provision for a minimum of two (2) weeks study leave each year, along with financial support for the study time. The minister shall report to COM during the biennial congregational care visit whether the Continuing Education was taken and the nature of the event. Continuing Education should be designed to enhance ministerial skills and the understanding of the Christian faith.

I. INTRODUCTION

These guidelines for clergy Continuing Education planning are based on several assumptions:

1. That the ministry is both a vocation and a profession. As a vocation, it is a response to God's call for an individual to use his/her gifts in service to God's people. As church professionals, ministers have a specialized body of knowledge that they apply in specific ways to address particular human needs.
2. That this body of knowledge and its application are not static but continue to grow and develop.
3. That seminary is simply the beginning of professional training. Its purpose is to equip ministers with the tools for a lifetime of continuing professional development.
4. That it is the responsibility of a professional to continually update his/her professional expertise that s/he might service his/her constituents better.
5. That ministerial Continuing Education is to enhance ministerial skills and the understanding of the Christian faith.

It is for these reasons that ministerial calls in Presbytery of Tampa Bay include minimums of both time and money for professional continuing education (see latest Presbytery minimum terms of call). These guidelines are intended to assist both ministers and governing bodies in using these resources wisely.

Sessions are encouraged to providing similar provisions for Certified Christian Educators and other program staff.

II. GUIDELINES FOR CONTINUING EDUCATION

A. GENERAL GUIDELINES

Ministers are encouraged to consult their Session, personnel committees, or other governing authority in discerning the general areas in which their continuing education resources might best be spent as knowing the needs of those they serve will help in selecting the particular events, classes, books, etc. to be pursued.

Pastors are reminded that time away for Continuing Education must be approved by the Session. The request should include the specifics as to the event, where it is to be held, for how long, at what cost, and the subject matter to be studied. Non-parish clergy should have the approval of the

appropriate body or supervisor.

Both clergy and churches are encouraged to respect time away. Calls back to the church to see how things are going or consulting with the pastor who is away are discouraged. Pastors and Sessions are encouraged to review their administrative procedures so as to ensure the church is able to continue to function smoothly with the pastor away. Similarly, provisions for providing normal pastoral care should be made during the pastor's absence for Continuing Education so that she or he need not have to be called.

B. TYPES OF APPROVED CONTINUING EDUCATION

Types of approved Continuing Education include the following:

1. Formal workshops, seminars, and other events sponsored by:
 - a. accredited bodies of higher learning (college, seminary, etc.)
 - b. governing bodies of the denomination (Synod School, Montreat, Ghost Ranch)
 - c. other recognized and approved institutions (hospitals, American Association of Pastoral Counselors, etc.).
2. Courses of study leading to further professional degrees (M.A., D. Min., Ph.D., etc.)
3. Travel that is specifically study oriented (see below).
4. A disciplined, systematic, self-directed reading program developed in conjunction with the Session, personnel committee, or other governing body.

Planning is helpful and positive to a minister. It is, however, something that is a part of the ministry and should not be substituted for continuing education.

C. EXPECTED OUTCOMES

The goal of professional continuing education is to equip the individual to serve his/her constituents more effectively. Ministers and their governing bodies are encouraged to discover ways in which new knowledge gained through Continuing Education might be put to use in the life of the church or organization.

Some examples of the ways professional Continuing Education might benefit the church include:

1. Improvement of specific ministerial skills such as preaching, administration, counseling, conflict mediation, spiritual guidance, etc. so as to be a better overall leader.
2. Increased spiritual maturity and commitment to Christ so as to better lead the congregation in following God's call.
3. Increased understanding of the Scriptures, Christian history and practice, theology, etc. so as to be a better preacher and teacher.
4. Development of some new, innovative program, mission, outreach, service, or other form of new mission/ministry direction.
5. First hand interpretation of foreign or national mission programs so as to better interpret these programs and encourage greater commitment to mission in general.
6. Improvement of skills in cultivating diversity, inclusiveness, tolerance and openness within the church or organization.

D. USES OF RESOURCES

While all ministers are encouraged to make maximum use of their Continuing Education resources, time away in excess of that agreed upon in the call must be approved by the Session or other governing body. Clergy anticipating the need for additional Continuing Education money in any given year will want to have this reflected at the time the call is approved for the year so as to avoid having to pay tax on this amount.

Continuing Education expenses may not be paid except as actually used for an approved event.

E. TRAVEL

While travel can be enlightening, educational and culturally satisfying, travel with, or conducting an organized tour should normally be considered vacation time and not Continuing Education. Exceptions might be considered for tours to such places as the Holy Land, if clear goals and benefits related to one's ministry are reviewed and approved by the Session. Travel that is part of one's ministry or which clearly enhances one's work is acceptable.

F. ACCUMULATED STUDY LEAVE

Continuing Education time and funding may be accrued up to six (6) weeks over a three (3) year period when it has been contracted in advance between the minister and the Session. They are encouraged to plan this time away carefully in terms of 1) the minister's study plans, and 2) the continuing well-being of the church (i.e., pulpit supply, pastoral care, program supervision, etc.).

While Continuing Education leave may be accrued for up to six weeks, time not used at the end of a pastoral dissolution will not be compensated.

PARISH ASSOCIATE POLICY

Parish Associate Relationship

A Parish Associate is a minister who serves in some validated ministry other than the local parish, or is a member-at-large or is retired, but who wishes to maintain a relationship with a particular church or churches in keeping with ordination to the ministry of the Word and Sacrament. Such persons, already qualified as continuing members of Presbytery may serve as parish associates. The relation shall be established, upon nomination by the pastor, between the parish associate, the Session and the Commission on Ministry (COM). The Parish Associate shall be responsible to the pastor, as head of staff, on an "as needed, as available" basis and with or without remuneration.

May Not Be Next Installed Pastor

A Parish Associate may not be called to be the next installed pastor or associate pastor of a church served as parish associate, unless at least six months have elapsed since the end of the parish associate relationship.

Presbytery Oversight (G-2.0504b)

COM will have the oversight on:

- The time and energy required so a parish associate will not interfere unduly with the work of the person in his or her principal function;
- that installed leadership of the particular church be protected in its effective functioning;
- that the parish associate continue to meet the criteria for continuing membership in the Presbytery based on other than this relationship to a particular church;
- when a Parish Associate is in a paid position, the COM will require a Form F-1 and will review the position consistent with existing rules governing stated supply relationships, with the exception of the minimum salary requirements, which may be different than existing minimums.

Termination of the Relationship

The agreement between the Session, the Parish Associate, and the COM shall terminate when the call to the installed pastor is dissolved, or at the discretion of the Session and Parish Associate. The COM may dissolve the relationship with the Parish Associate. Form F-3 shall be completed upon dissolution of the relationship.

**POLICY REGARDING ORDAINED MINISTERS FROM OTHER
DENOMINATIONS SERVING CHURCHES IN A PASTORAL ROLE**

In accordance with the *Book of Order* (G-2.0506) it is the responsibility of the Commission on Ministry (COM) to oversee the pastoral care provided by ministers to the churches of Presbytery of Tampa Bay. If there are ordained clergy that are functioning in the churches of Presbytery of Tampa Bay in pastoral roles (preaching, teaching, pastoral care, training of new members), whether they are Presbyterian (USA) ministers or not, they are to be under the care and oversight of the COM.

The churches of Presbytery of Tampa Bay should seek the clearance of the COM before employing people in pastoral roles. If there are churches currently employing such persons in pastoral roles, they should seek the clearance of the appropriate Regional COM Team.

Ministers from other denominations serving in pastoral roles should have a working knowledge of the *Book of Order* and the *Book of Confessions*. They shall undergo a background check (Form F-4) and shall sign the Presbytery's Sexual Misconduct Policy (Form F-9) and participate in Boundary Training provided by the Presbytery. These ministers shall receive an annual review by the pastor and Session, and a copy of this report shall be sent to the appropriate Regional COM Team.

FORMER PRESBYTERY EXECUTIVE STAFF (ordained ministers)

Former executive staff of Presbytery who are ordained ministers shall be considered members at large of Presbytery with all rights, privileges and responsibilities of other members. Former ordained staff shall abide by the same policies that apply when a pastoral relationship is dissolved and within the following guidelines and exceptions:

1. **Conducting Classes, Leading Seminars** – A former member of Presbytery’s executive staff may not conduct classes or lead workshops within Presbytery until one year after an installed successor begins work within presbytery and then only with approval of the current executive presbyter.
2. **Preaching** - Former executive staff may not preach at any church within the Presbytery more than twice consecutively without approval of COM until one year after an installed successor begins work in the Presbytery.
3. **Participation In Weddings And Funerals** – Former executive staff may participate in weddings, funerals or memorial services as invited by church pastors or sessions.
4. **Positions Within Presbytery** - May apply for consideration for vacant ministry positions within Presbytery.
5. **Participation In Presbytery Meetings** – Former Presbytery executive staff should participate in the life, work and meetings of Presbytery as is expected of all members.

Exceptions may be considered and granted with joint agreement between the current Presbytery head of staff, the COM chairperson and the chairperson of the Presbytery Council.