

COMMISSION ON MINISTRY MANUAL 2016



PART IV: FORMS

<u>No.</u>	<u>Title</u>	<u>Required for:</u>
F-1	Annual Compensation and Call Form	All ministers, Parish Associate, Commissioned Ruling Elders or Certified Christian Educators serving a PTB congregation with compensation
F-2	Ordination and/or Installation Commission	All Ordination or Installation services
F-3	Dissolution of a Call or Appointment	Pastor, associate pastor, interim pastor, stated supply, or parish associate ending service with a congregation.
F-4	Authorization for Release of Information and Background Report	Ministers transferring to PTB, ministers interviewing for a position in PTB
F-5	Interim Pastor Covenant	All Interim pastors
F-6a	Non-Parish Validated Ministry Annual Questionnaire	Ministers in Non-Parish Validated Ministry
F-6b	Member at Large Annual Questionnaire	Members at Large
F-7	Attestation and Affirmation of Constitutional Questions	All candidates and ministers seeking membership, a call or a validated ministry in PTB
F-8	Abbreviated PIF for Interim Pastor within Presbytery of Tampa Bay	Those ministers seeking interim position within PTB.
F-9	Sexual Misconduct Policy Acknowledgement	Ministers joining or transferring to PTB; Commissioned Ruling Elders serving congregations in PTB
F-10	Confidentiality Agreement for COM Members	COM Members

Form F-1: 2017 Compensation and Call Form
Commission on Ministry – Presbytery of Tampa Bay

The _____ Presbyterian Church, located in _____, Florida, recommends that these terms be approved (or) changed for Rev./Mr./Mrs./Ms. _____.

The date of the congregation/session meeting making this request is _____.

The beginning date is _____. The position is for Indefinite Term or Designated Term.

The position is: Full-time (40 hours/week) or Part-time _____% of full-time (or) _____ hours/week.

For Indefinite Term, check one of the following:

Pastor Co-Pastor Associate Pastor Certified Christian Educator Other: _____

For Designated Term, check one of the following:

Pastor Stated Supply (max 1 year) Interim Pastor Interim Associate Pastor Parish Associate
 Commissioned Ruling Elder (max 3 years)

This designated position is approved until: _____

All figures should be based on 12 months, even for a partial year term.

1	Annual Cash Salary (regular payroll, salary supplements)	
2	Housing Allowance (utilities, mortgage payments, real estate taxes)	
3	Deferred Income (IRS 403b Plan, Retirement Savings Plan)	
4	Other* (list here and attach) _____	
5	Medical/Misc. (IRS 125 Plan contributions only)	
6	Fair Rental Value of Manse (must be at least 30% of Lines 1-5)	
7	Total Effective Salary (Total of Lines 1-6) - Minimum is \$43,083:	

Benefits - Choose Lines 8(a-c), Line 9 or Line 10 below. [More Info Here and Here](#)

8a	Board of Pensions Medical (24.5% of greater of Line 7 or \$44,000)	
8b	Board of Pensions Pension, Disability (12% of Line 7)	
8c	Optional Board of Pensions Programs (Dental, Long Term Care, etc.)	
9	Post-Retirement Service 20 hrs/wk or more: (12% of Line 7) <i>(No Dues for Post Retirement <20 hrs/wk, but 12% vacancy dues applies for first year of vacancy.)</i>	
10	Other Benefits Plans (only available for non-installed positions)	
11	Continuing Education (study leave expenses) Minimum is \$1,200	
12	Auto/Professional (business expenses, auto vouchers at IRS mileage rate)	
13	Social Security (7.65 % of Lines 1+2+4+5+6.Excludes Deferred Income)(<input type="checkbox"/> exempt)	
14	Medical (IRS 105 Plan reimbursements only)	
15	Total Annual Cost to Church (Total of Lines 7-14):	

16 **Study Leave** _____ weeks per year **Minimum is 2 weeks**

17 **Vacation Leave** _____ weeks per year **Minimum is 4 weeks**

18 **Sabbatical Leave** _____ weeks after _____ years

The church will pay all moving expenses (or) expenses up to \$ _____.

***NOTE:** All other financial agreements (loans, etc.) must be attached to this form and approved by the minister, congregation, and Commission on Ministry. This usually includes any Optional Board Programs if the pastor is not the only full time employee.

Signature

Cell Phone

_____	Minister/Educator/Candidate	_____
_____	Search/Personnel Chair	_____
_____	Clerk of Session	_____
_____	Commission on Ministry Chair	_____
_____	Stated Clerk	_____

Form F-2: Ordination and/or Installation Commission
Presbytery of Tampa Bay

Instructions: There must be at least five elders and clergy from the Presbytery of Tampa Bay in as balanced a ratio as possible. No more than one elder may come from any single church. The commission shall include both men and women. During the service an offering will be taken to support candidates under care of the Presbytery.

Procedures:

1. The minister to be ordained or installed should first contact the Presbytery Moderator to set a date. If the Moderator is unavailable, the Moderator may designate someone to moderate the Commission in his/her absence (a former Moderator of the Presbytery or the current Vice-Moderator.)
2. Since members throughout the Presbytery attend Ordination/Installation services, the service should not be scheduled on a Sunday morning.
3. The Commission on Ministry (COM) liaison will be a help to the minister in creating the Administrative Commission.
4. The completed F-2 shall be forwarded to the COM Liaison one month prior to the date of the service for approval by the Regional COM.
5. All members of the commission will take a leadership role in the worship service.
6. The Presbytery will send an invitation to all other churches in the Presbytery since the Ordination/Installation service is a worship service of the Presbytery.

Information:

Name of minister being ordained/installed: _____

Minister's daytime telephone: _____ cell phone: _____

The people indicated below will constitute a commission to ordain install commission as Pastor Co-Pastor
 Associate Pastor of _____ Presbyterian Church located in _____, Florida on the
_____ day of _____, year _____ at _____ o'clock.

Members of the Commission:

Moderator of Presbytery (or Moderator's designee): _____

Ministers from Tampa Bay:

1. _____
2. _____
3. _____
4. _____

Elders from Tampa Bay:

1. _____
Church: _____
2. _____
Church: _____
3. _____
Church: _____
4. _____
Church: _____

Ministers and elders from other presbyteries or denominations may be invited to participate in the service, however, they are not included in the official commission. Please list:

_____ Minister or Elder
Church: _____

_____ Minister or Elder
Church: _____

As Moderator of this Commission, I attest that the Ordination/Installation took place on the date and time indicated with Commission members stated.

Moderator

Form F-3: Dissolution of a Call or Appointment
Presbytery of Tampa Bay

On the ___ day of _____ year _____, at a properly called meeting of the congregation (or) session of the _____ Presbyterian Church of _____ Florida, it was voted to request the Presbytery to dissolve the pastor associate pastor interim pastor stated supply parish associate relationship between the church and Rev. _____ effective the _____ day of _____ year _____. The last day of work will be the _____ day of _____ year _____.

1. The minister will remove all personal items from church property by the effective date of the dissolution. All property belonging to the church, including keys to the church, will be returned to the Clerk of Session or person designated by the Session. Arrangements for payment of any monies due to the Minister (salary, annuities, house equity, etc.) or the repayment of any loan made by the church to the minister shall be made by the effective date of the dissolution unless herewith stipulated by both parties in writing.

2. The departing minister will inform the congregation that future pastoral services (funerals, weddings, counseling, hospital visits, etc.) cannot be provided by the former pastor. Unusual circumstances may create an exception to this policy but will require written authorization and permission of the Moderator of Session or, in the case of the inability to contact the Moderator, the Clerk of Session.

3. Complete all of the items below that apply:

- Rev. _____ requests designation as "Honorably Retired" effective _____.
- The congregation voted to request that Rev. _____ be designated Pastor Emeritus.
- Severance will be paid until _____ (if applicable).
- The minister will have free use of the manse until _____.
- Other terms: _____

Signatures

Telephone

_____ Minister	(_____) _____
_____ Clerk of Session	(_____) _____
_____ Commission on Ministry Chair	(_____) _____
_____ Stated Clerk	(_____) _____

Form F-4: Authorization for Release of Information and Background Report

Presbytery of Tampa Bay

In order to facilitate the employment and to protect the Presbytery, and its churches from the charge of negligent hiring, personnel inquiries have become a necessary policy. Please email this form to patrice@pbt.com or fax to 813-200-1054.

Your name: _____ (Maiden Name) _____

Your current address: _____

City/State: _____ Zip: _____

Current home telephone: _____ Current cell _____

Previous address: _____

City/State: _____ Zip: _____

Previous home telephone: _____ Previous cell _____

How long at current address? _____ How long at previous address? _____

Birth date: _____ Social Security Number: _____

I consent to have a consumer report made as to my employment history, motor vehicle driving record, social security information, criminal record, civil court records, bankruptcy, credit history, and other pertinent information for employment purposes, including initial hiring decisions, promotions, reassignments, and/or retention. I hereby authorize the Presbytery of Tampa Bay to obtain a background report containing the foregoing information from any commercial firm.

I am aware that the background report I consent to have prepared may include information obtained from a variety of sources, including but not limited to presbyteries, churches, government agencies, national credit reporting agencies, and others. I am aware that if I choose, I may obtain a complete disclosure of the nature and scope of any report prepared about me if I make a written request to the Presbytery of Tampa Bay and/or to the commercial firm used by the Presbytery of Tampa Bay within a reasonable time after I execute this authorization. I also authorize and request every person, firm, company, corporation, governmental agency, law enforcement office, and any other entity having control or possession of any information pertaining to me or my background (including presbyteries where I have been a member or candidate under care, churches where I have been employed, and educational institutions where I have studied) to furnish same to any requesting party.

By this Authorization for Release of Information and Procurement of a Background Report, I hereby forever release, discharge, exonerate, hold harmless and indemnify the Presbytery of Tampa Bay, its officers, employees, representatives, agents, and subcontractors, and any other person, entity, organization or institution furnishing information to them from any and all liabilities of every nature and kind, including but not limited to claims for libel, slander, invasion of privacy, related tort claims, misuse of information obtained from the Presbytery of Tampa Bay, and any other claim or cause of action arising out of the furnishing, inspecting or copying of any documents, files, records, and other information, or the investigation made by or on behalf of the Presbytery of Tampa Bay, unless such release is determined to violate the public policy of the state or federal district in which this contract is executed, and in that event this release will be permitted to the maximum extent allowed by the governing law.

I understand that a photocopy or facsimile of this signed document shall be considered as valid as an original. I understand that an additional authorization for release of information and for the procurement of a background check may be required by the commercial firm employed by the Presbytery of Tampa Bay to conduct a background check. I give permission to contact my present employer, Clerk of Session, Presbytery Commission on Ministry or Commission on Preparation for Ministry, Executive Presbyter, Associate Executive and Stated Clerk. I have read this release and understand fully that the information obtained may be used to deny me employment or any other type of position from the Presbytery of Tampa Bay, a church or employing entity within the bounds of the Presbytery of Tampa Bay.

Printed Name: _____

Signature: _____ Date: _____

Form F-5: Interim Pastor Covenant

Presbytery of Tampa Bay

This contract is by and between the session of the _____ Presbyterian Church of _____, Florida and Rev. _____ beginning the ____ day of _____, year _____.

Introduction: The purpose of this position is to fulfill the ongoing work of the previous pastor and to work with the session and congregation on the Five Developmental Tasks of Interim Ministry, a mission study, and development of a ministry plan.

General Provisions: The Interim Pastor will lead worship and preach a minimum of 10 times per quarter, adjusted to provide preaching opportunities for other pastoral staff, and fulfill all other expectations listed. **This agreement is for a period of 12 months.** It may be extended and/or modified in consultation with the session and with the approval of the COM. The financial compensation terms of this agreement are as stated on COM Form F-1, a copy of which is attached. No agreement between the church and the interim pastor is valid other than this contract and Form F-1 unless specifically approved by COM.

Reports: Once each quarter the Interim Pastor shall submit a report on the progress of the transitional work to the COM Liaison. The reports are intended as a tool by which the interim is held accountable, and the liaison and Regional COM are kept informed of the status of the congregation's progress toward being ready to call an Installed Pastor.

Compensation: Compensation is ordinarily within range of the Terms of Call of the previous Pastor and would be prorated for a less than a full time position. Compensation is to include Continuing Education expenses, Study Leave and Vacation time.

Termination Provisions During the Interim Contract: The agreement between the church and the Interim Pastor may be terminated with the approval of the COM prior to the end of the interim contract. Termination may be initiated by either the session or the Interim Pastor with 30 days written notice. All unused study leave allowance, study leave and vacation leave will be paid on a prorated basis to the Interim Pastor at termination.

Termination Provisions at the End of the Pastoral Search: After the Pastor Nominating Commission selects a finalist, the Session will give 60* days notice in writing to the Interim Pastor. (*This 60-day notice may in certain unusual circumstances be adjusted to a period of not less than 30 days or more than 90 days. This adjustment must be made at the inception of this contract and must be with full knowledge of financial implications by the Session, Church Treasurer, Chair of Finance, COM Liaison, and Interim Pastor.)

Personal, Continuing Education, and Vacation Leave upon Termination of Contract: During the notice period, the Interim Pastor is given whatever personal leave is needed to interview for a new position. At the end of the notice period, all unused continuing education leave and allowance is paid to the Interim Pastor. Unless other arrangements are agreed upon by the Interim Pastor, session and COM, vacation must be taken during the contract period and not accrued until the end. Unless the session and COM approve otherwise, all unused vacation leave is lost and cannot be given to the Interim Pastor. With the approval of the COM, the session may choose to keep the Interim Pastor employed until the new pastor arrives. In this case, all unused vacation, study leave, and study leave allowance plus two months of severance will be paid to the Interim Pastor at the end of employment.

Five Developmental Tasks of Interim Ministry

The major agenda of an interim ministry period centers on five developmental tasks first spelled out by Loren Mead in a monograph entitled *The Developmental Tasks of the Congregation in Search of a Pastor* and then elaborated on in his book *Critical Moment of Ministry: A Change of Pastors*.

1. Coming to Terms with History

It is important for congregations to know their history so that they can appreciate their heritage and at the same time be aware of the issues and concerns that need to be resolved in order to move freely into the future.

2. Discovering a New Identity

Identity is the task of understanding "who we are now in our present context and what it is we understand God is calling us to be." It is the task of developing the vision to which a congregation is being called.

3. Shifts of Power/Leadership Changes

In most congregations over a period of time the leadership begins to take on much of the style and values of the previous pastor. When that pastor leaves, there is often a time when persons who have been in leadership rethink their commitment and determine whether or not they want to continue in leadership positions. Other persons often find the interim time an opportunity to take leadership roles. This is an opportune time to empower those who are out of power and to welcome leadership gifts from all parts of the congregation.

4. Rethinking Denominational Linkages

Congregations often are not aware of the support and resources they receive from their middle judicatory and national denominational structures. That relationship is normally more visible while the structures of the church beyond the congregation are engaged in working with the congregation in moving through the interim period and seeking to find the right pastor to call. The transition time helps raise the awareness of a congregation to its denominational heritage, ministries and resources.

5. Commitment to New Leadership and to a New Future

When a congregation has developed a shared vision of its future and has sought to call a pastor to help lead it in moving into that future, there will probably be a new commitment both to that new leader and to that new future.

Signatures

Telephone

_____ Interim Minister	(_____) _____
_____ Search Chair	(_____) _____
_____ Clerk of Session	(_____) _____
_____ Commission on Ministry Chair	(_____) _____
_____ Stated Clerk	(_____) _____

Form F-6a: Non-Parish Validated Ministry Questionnaire
Presbytery of Tampa Bay

According to the *Book of Order*, the Presbytery shall develop and maintain mechanisms and processes to serve as pastor and counselor to teaching elders which will include those serving in Validated Ministries. Also, the Presbytery must approve and annually receive reports from ministers who are performing work which is not under the jurisdiction of the Presbytery or a higher governing body of the church (G-02.0305a). While required by the *Book of Order*, the intent of the following form is to invite our Validated Ministers not serving in PC(USA) churches further into the work of Presbytery, and make sure that their pastoral needs are being addressed. Please think of this not as a duty, but as participation in a holy community of fellow believers.

Questions for Validated Ministers

1. State your name, home address, home telephone, cell phone, and email address.
2. Describe your current involvement in a Presbyterian congregation. Which congregation?
3. Describe your current service in Presbytery of Tampa Bay, if any.
4. Describe your current service in your community.
5. If you work for an organization, describe the organization and the position which you are serving as a Validated Minister.
6. State your work address, work telephone number, and work email address.
7. How many hours do you work in this position each week?
8. What continuing education did you engage in during the past year?
9. How does your job fulfill the mission of God's people in the world?
10. How does your job fulfill the requirement in service to others in enabling the ministry of others?
11. Are your pastoral needs being addressed? What can the Presbytery do for you pastorally?

Please email your report to the Presbytery of Tampa Bay at office@pbty.com and also provide to the Chair of the Regional Commission on Ministry. Thank you!

Form F-6b: Member-at-Large Questionnaire
Presbytery of Tampa Bay

According to the *Book of Order*, the Presbytery shall develop and maintain mechanisms and processes to serve as pastor and counselor to teaching elders which will include Members-at-Large. The *Book of Order* defines Members-at-Large in G-02.0305b:

A member-at-large is a teaching elder who has previously been engaged in a validated ministry, and who now, without intentional abandonment of the exercise of ministry, is no longer engaged in a ministry that complies with all the criteria in G-2.0503a. A teaching elder may be designated a member-at-large because he or she is limited in his or her ability to engage in a ministry fulfilling all of the criteria for a validated ministry due to family responsibilities or other individual circumstances recognized by the presbytery. A member-at-large shall comply with as many of the criteria in G-2.0503a as possible and shall actively participate in the life of a congregation. A member-at-large is entitled to take part in the meetings of the presbytery and to speak, vote, and hold office. The status of member-at-large shall be reviewed annually.

As above, the Presbytery must approve and annually receive reports from these minister members (G-02.0305b). While required by the Book of Order, the intent of the following questions is to invite our Members-at-Large further into the work of Presbytery, and to make sure that their pastoral needs are being addressed. Please think of this not as a duty, but as participation in a holy community of fellow believers. Please also be aware that after 3 years, failure to meet the criteria for a Member-at-Large may result in your removal from the Presbytery rolls (G-02.0308).

Questions for Members-at-Large

1. State your name, home address, home telephone, cell phone, and email address.
2. Describe your current involvement in a Presbyterian congregation. Which congregation?
3. Describe your current service in a Presbytery.
4. Describe your current service in your community.
5. If you are seeking employment:
 - a. List the positions to which you have applied in the past three months.
 - b. List all other efforts you have undertaken to seek a position.
6. What continuing education did you engage in during the past year?
7. How are you fulfilling the mission of God's people in the world?
8. How are you fulfilling the requirement in service to others in enabling the ministry of others?
9. How are you fulfilling the need for accountability in character and conduct to the Presbytery?
10. How are you fulfilling the ministry that includes responsible participation in deliberations and work of the Presbytery and in the worship and service of a congregation?
11. Are your pastoral needs being addressed? What can the Presbytery do for you pastorally?

Please email your report to the Presbytery of Tampa Bay at office@ppty.com and also provide to the Chair of the Regional Commission on Ministry. Thank you!

Form F-7: Attestation and Affirmation of Constitutional Questions

Presbytery of Tampa Bay

This form must be completed by all candidates and ministers seeking membership, a call or a validated ministry within the Presbytery of Tampa Bay.

I attest that I can answer all of the Ordination and Installation Questions found in the *Book of Order* (W-4.4003) in the affirmative:

1. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?
2. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to you?
3. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?
4. Will you fulfill your office in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?
5. Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?
6. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
7. Do you promise to further the peace, unity, and purity of the church?
8. Will you seek to serve the people with energy, intelligence, imagination, and love?
9. Will you be a faithful minister, proclaiming the good news in Word and Sacrament, teaching faith and caring for people? Will you be active in government and discipline, serving in the governing bodies of the church; and in your ministry will you try to show the love and justice of Jesus Christ?

An affirmative response to Question 5 means (in part) that I may disagree with portions of the Book of Order, and I may work to change portions of it; however, I must abide by it while a member of the Presbytery of Tampa Bay.

An affirmative response to Question 7 means (in part) that I will not lead a congregation out of the Presbyterian Church (USA).

I, Rev. _____ (print name), agree with the above affirmations and
 have no scruples to declare or declare a scruple (Please describe below).

Signature: _____ **Date:** _____

Form F-8: Presbytery PIF Form for Interims Only

Presbytery of Tampa Bay

This Personal Information Form (PIF) is intended for use ONLY by current Ministry Members of Presbytery of Tampa Bay in good standing who seek a call to interim ministry within the bounds of Presbytery of Tampa Bay.

General Information

Step 1 of 9

Name _____
(Last Name) (First Name) (Middle Name)

Preferred Phone _____ Alternate Phone _____

E-mail _____ Fax _____

Street Address _____

City _____ State _____ Zip Code _____

Step 2 of 9

Ecclesiastical Status (select one):

- ___ PC (USA) Teaching Elder (*Minister of Word and Sacrament*)
- ___ PC (USA) Honorably Retired Teaching Elder
- ___ Minister of other Denomination transferring membership to PC(USA)
- ___ PC (USA) Candidate
- ___ Christian Educator
- ___ Ruling Elder
- ___ Deacon
- ___ Other PC (USA)

Presbytery membership or Presbytery of care: Tampa Bay

Ordination Date: ____/____/____/ (*Month/Day/Year*)

Candidacy Date: ____/____/____/ (*Month/Day/Year*)

Step 3 of 9

Formal Education:

Continuing Education:

Step 4 of 9

Positions you would consider

(Check **only** those positions with which you want this PIF matched. If you already have some experience for the position(s), check the "Yes" column. If you do not have experience in that position(s), but would like to be matched to that position(s), check the "No" column.)

Experience		Position Type	Experience		Position Type
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Interim Pastor	<input type="checkbox"/>	<input type="checkbox"/>	Presbytery/Synod Executive/Leader
<input type="checkbox"/>	<input type="checkbox"/>	Interim Associate Pastor	<input type="checkbox"/>	<input type="checkbox"/>	Presbytery/Synod Exec/Leader & SC (combined)
<input type="checkbox"/>	<input type="checkbox"/>	Interim Ministry (Governing Body)	<input type="checkbox"/>	<input type="checkbox"/>	Other

Employment type you would consider:

- Full Time
 Part Time
 Open to Either

Community type you would consider:

- Any Community Type
—OR—
 Only suggest my name in the community type(s) checked below:
 Rural Village Town Small City Suburban
 Urban Inner City College Recreation Retirement

Church size you would consider:

- Any Church Size
—OR—
 Only suggest my name in the churches with membership size(s) **checked** below:
 Under 100 members 101-250 members 251-400 members
 401-650 members 651-1000 members 1001-1500 members
 More than 1500 members

Step 5 of 9

Primary Skill Choices:

(Select up to ten skills in which you have experience or training that you would like to use in your next position)

- | | |
|--|--|
| <input type="checkbox"/> Administration of Programs | <input type="checkbox"/> Administrative Leadership |
| <input type="checkbox"/> Adult Ministry | <input type="checkbox"/> Budget Preparation |
| <input type="checkbox"/> Building Renovation/Property Development | <input type="checkbox"/> Children's Ministry |
| <input type="checkbox"/> Choir Directing | <input type="checkbox"/> Communication (Written/Oral) |
| <input type="checkbox"/> Community Ministries | <input type="checkbox"/> Community Service and Leadership |
| <input type="checkbox"/> Conflict Management/Mediation Skills | <input type="checkbox"/> Congregational Communication |
| <input type="checkbox"/> Congregational Fellowship | <input type="checkbox"/> Congregational Home Visitation |
| <input type="checkbox"/> Congregational Redevelopment/Revitalization | <input type="checkbox"/> Corporate Worship/Sacraments |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Cross Cultural Collaboration/Cultural Proficiency |
| <input type="checkbox"/> Curriculum Building | <input type="checkbox"/> Defining Program Needs |
| <input type="checkbox"/> Development of New Educational Experiences | <input type="checkbox"/> Ecumenical and Interfaith Activities |
| <input type="checkbox"/> Evaluation of Program and Staff | <input type="checkbox"/> Evangelism |
| <input type="checkbox"/> Facility Management | <input type="checkbox"/> Family Ministry |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Fund Raising |
| <input type="checkbox"/> Governing Body Ministry | <input type="checkbox"/> Group Process Facilitation |
| <input type="checkbox"/> Hospital and Emergency Visitation | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Instrumental Music | <input type="checkbox"/> Involvement in Mission Beyond Local Church |
| <input type="checkbox"/> Leadership Development | <input type="checkbox"/> Leadership of Staff/Volunteers |
| <input type="checkbox"/> Leading Music Ministry | <input type="checkbox"/> Legal/Tax Matters |
| <input type="checkbox"/> Management of Building Usage | <input type="checkbox"/> Management of Equipment Resources |
| <input type="checkbox"/> New Church Development | <input type="checkbox"/> Office Management |
| <input type="checkbox"/> Older Adult Ministry | <input type="checkbox"/> Organization /Administration |
| <input type="checkbox"/> Organizational Leadership and Development | <input type="checkbox"/> Parliamentary Expertise |
| <input type="checkbox"/> Pastoral Care | <input type="checkbox"/> PCUSA Polity/Constitutional Knowledge |
| <input type="checkbox"/> Preaching | <input type="checkbox"/> Problem Solving/Decision Making |
| <input type="checkbox"/> Project Management | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Rural Ministry | <input type="checkbox"/> Scholarship/Publishing |
| <input type="checkbox"/> Small Membership Church Ministry | <input type="checkbox"/> Spiritual Development |
| <input type="checkbox"/> Staffing/Human Resources | <input type="checkbox"/> Stewardship and Commitment Program |
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Training Volunteers | <input type="checkbox"/> Transitional/Interim Ministry |
| <input type="checkbox"/> Urban Ministry | <input type="checkbox"/> Young Adult Ministry |
| <input type="checkbox"/> Youth Ministry | |

Training/Certification:

___ Interim Ministry Training Week 1 (Introductory) by _____ at _____
(City/State)

___ Interim Ministry Training Week 2 (Advanced) by _____ at _____
(City/State)

___ Certified Christian Educator

___ Certified Associate Educator

Work Experience (Please select only one):

Candidate and Teaching Elder ordained ministry experience you have:

- ___ First Ordained Call ___ 0 to 2 years ___ 2 to 4 years
- ___ 4 to 6 years ___ 6 to 8 years ___ 8 years or more

Christian Educator, Deacon, Ruling Elder or Other PC (USA) Church/Denominational work experience you have:

- ___ 0 to 2 years ___ 2 to 4 years ___ 4 to 6 years
- ___ 6 to 8 years ___ 8 years or more

Languages in which you are fluent (Please select all that apply):

- ___ English ___ Spanish ___ Korean
- ___ Mandarin Chinese ___ Japanese ___ Cantonese
- ___ Taiwanese ___ Other: _____

Step 6 of 9

Clergy Couples:

Are you seeking a call with your spouse as part of a clergy couple: Yes ___ No ___

If yes, please enter your spouse's full name and PIF ID# _____

Compensation and Housing:

Minimum total salary and housing compensation you would consider: \$ _____/Year

Housing Options you would consider (check only one):

- ___ Housing Allowance
- ___ Manse
- ___ Open to Either

Equal Opportunity Employment:

Are you willing to serve in a church or institution composed mainly of persons of another race/ethnicity other than your own? Yes ___ No ___

Are you willing to have your PIF matched to positions in order to broaden representation and help meet the church's commitment to Equal Opportunity Employment? Yes ___ No ___

Step 7 of 9

Sexual Misconduct Self Certification

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

Please check one of the following:

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

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

The information contained in my Personal Information Form is accurate to the best of my knowledge and may be verified by the calling and employing entity. I hereby authorize the entity to which my Personal Information Form is being sent to inquire concerning any civil or criminal records, or any judicial or proceeding involving me as a defendant, related to sexual misconduct. By means of this release I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information related to sexual misconduct to the entity to which my Personal Information Form is being sent.

___ I have read this certification and release form and fully understand that the information obtained may be used to deny my employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.

Signature _____ Print Name _____ Date _____

- * Sustained**
 - In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain.
 - In a civil court, "sustained" means that there has been a judgment against the defendant.
 - In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, **or an Alternative Form of Resolution Agreement approved by a permanent judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.**
- * Pending**
 - In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case which there is not yet a verdict.
 - In a civil court, "pending" means a case in which there has not been a decision or judgment,
 - In an ecclesiastical case, "pending" means an **investigating committee is inquiring into an allegation or charges have been filed but have not been decided by a permanent judicial commission; or an allegation or charges are in an equivalent state or process in a church other than the PC (USA).**

(The following is taken from definitions in the General Assembly Sexual Misconduct Policy and its Procedures, Pg.13)

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

Step 8 of 9

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

Please explain how you engage a session and a congregation in addressing the five developmental tasks of interim ministry.

Please describe the characteristics of the church or organization you would like to serve, and the unique gifts, skills and experiences you would bring to the position:

Please describe your present call and accomplishments:

One-Page Statement of Faith

(For this section please limit your responses to no more than 3000 characters including spaces and punctuation. You may include an additional page if desired.)

Step 9 of 9

Please enter up to six references here:

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

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

Signature _____ **Print Name** _____ **Date** _____

Form F-9: Sexual Misconduct Policy Acknowledgement
Presbytery of Tampa Bay

I, _____ (print name), acknowledge that I have received a copy of the Presbytery of Tampa Bay's Sexual Misconduct Policy and that I have read and understand the policy, and agree to abide by it.

Please check one of the following:

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

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

Signature: _____ **Date:** _____

- * **Sustained**
 - In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain.
 - In a civil court, "sustained" means that there has been a judgment against the defendant.
 - In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, **or an Alternative Form of Resolution Agreement approved by a permanent judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.**
- * **Pending**
 - In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case which there is not yet a verdict.
 - In a civil court, "pending" means a case in which there has not been a decision or judgment,
 - In an ecclesiastical case, "pending" means an **investigating committee is inquiring into an allegation or charges have been filed but have not been decided by a permanent judicial commission; or an allegation or charges are in an equivalent state or process in a church other than the PC (USA).**

(The following is taken from definitions in the General Assembly Sexual Misconduct Policy and its Procedures, Pg.13)

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

Form F-10: Covenant of Confidentiality for Commission on Ministry Members
Presbytery of Tampa Bay

Myth #1: Confidentiality means secrecy.

Myth #2: If you receive confidential information, you cannot use it.

Fact #1: The deliberations of COM should be considered confidential. The *actions* of COM will be reported to the Presbytery, but the *deliberations* should be treated as confidential and any background or supporting information shared during the reporting should be considered carefully.

Fact #2: Once you report information, it is open information, unless it occurs in the context of an executive or private Session of the group to whom you are reporting. Any files which you keep should be secured, maintained carefully, and accessible only to qualified persons (those approved by COM).

Definition of Confidentiality

Confidentiality may best be understood as the careful stewardship and wise management of the information with which COM members are entrusted as they conduct business on behalf of the Presbytery.

By proper definition the word “confidential” refers to information released to a second person, with the assurance or professional requirement that it will not be shared with others without expressed or written permission.

Content of Confidential/Limited Access Information

All information obtained and discussed by the members of the Commission on Ministry of the Presbytery of Tampa Bay **shall** be respected as confidential/limited access information. All information and documentation is to be considered for *internal use only* and is not to be shared with any person who does not have the need to know.

The majority of information shared within the context of COM is more appropriately defined as “limited access information” or “qualified confidential information.”

This information may or may not have been confidential in nature but is released for the purpose of relevant, responsible commission work prior to the information becoming general knowledge. “Limited access information” **usually** reveals specific but limited details (and even may be anonymous) and is protected for a specified period of time. There is always a question about anything or anyone anonymous.

Specified Period of Time

Most COM information becomes “open information” once it is reported/received by the Presbytery and therefore is no longer considered “confidential/limited access information.” Even when such information becomes open information, COM members need to be mindful that they often possess more details than others in the Presbytery. As “information stewards” COM members **shall not** reveal details beyond the information shared as open information.

Wise Use of Information

Discernment is crucial in determining *who* needs to receive the information as well as *what* needs to be shared. A good rule of thumb in evaluating sensitive information is that only the essential details should be shared. There are occasions when there is a need for the name(s) of the person(s) involved to remain anonymous until it is appropriate to release the name(s).

Electronic Communication

Discipline is necessary with the relative ease of electronic communication. E-mail transmission of COM business **shall not** be forwarded or copied to those inside or outside COM who are not participating in the particular matter/situation. Email communications regarding the business of COM should be deleted from member’s computers upon completion of service on COM, including attachments/documents related to COM.

Limitations of Confidentiality

The COM recognizes that there may be times during the course of consulting with clergy and congregations that certain things cannot be kept confidential, such as incidents involving illegal discrimination or abuse, sexual harassment, acts of workplace violence or felony activity, where the laws of the State of Florida dictate certain action(s). Information will be disclosed according to applicable legal mandates for reporting and according to the ethical standards of the leadership in the PC (USA). In those cases, however, confidentiality will be maintained about any and all information not directly related to the concern for safety.

Defamation, Slander and Libel

Nothing is defamation if it is true and not spread with malice or “careless disregard of the facts.” The same is true for slander and libel (oral or written testimony, respectively). It is very important that the information shared during the search process and during any commission deliberations or work with congregations, pastors and inquirers/candidates to be true to the best of your knowledge and investigations. If you are unsure of the veracity of any information, it is best not to share or act upon it. Rumors should never be spread. Even if what is shared is not technically illegal, remember that perception is often more powerful than truth.

Violation of Confidentiality

Violation of this Covenant of Confidentiality shall be considered highly detrimental to the member ministers and churches of the Presbytery and may result in removal from the Commission on Ministry, as well as disciplinary action as per the Rules of Discipline of the *Book of Order* of the PC (USA).

+++++++

I have read and agree to the terms of this Covenant of Confidentiality.

COM Member Printed name

COM Member Signature

Date