

APPENDIX E, Committee on Ministry Forms

6.1201a Validated Ministry Annual Report.

I. Name: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone Number: () _____ E-Mail Address: _____

II. Ecclesiastical Status

_____ Ministry Validated by Presbytery: part-time _____ full-time _____

* _____ Ministry directly related to PC(U.S.A.) part-time _____ full-time _____

_____ Ministry in ecumenical work accountable to a governing body of the PC(U.S.A.):

Part-time _____ full-time _____

_____ Ministry in interdenominational work, but not directly accountable for your ministry to governing body of the PC(U.S.A.):

Currently worshipping at: _____

* Fill in items I and II only

III. Report on Employment during the current year.

List all full or part-time positions held, whether secular or religious (including self-employment) from which income was earned. Describe positions, give name and address of employing body or write "not so employed".

I certify that I am in compliance with the Validated Ministry criteria according to the Book of Order G-2.0503a and adopted by Peace River Presbytery:

Signature

Date

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6.1415 TEMPORARY or DESIGNATED PASTOR CONTRACT

Between _____
(Church)

and _____
Interim Pastor/Stated Supply/Designated – CIRCLE ONE

We, the Session of _____
(Church)

and _____ intend to enter into a relationship,
with the following characteristics, effective _____
(Month, Day, Year)

1. _____ will be _____ for a period of
(Teaching Elder) (pastoral classification)

_____ with the following remuneration:

Salary \$ _____ Housing Allowance \$ _____

*Auto Allowance \$ _____ Board of Pensions \$ _____

SECA \$ _____ *Continuing Education \$ _____

*Professional Expenses \$ _____ Medical Supplement \$ _____

Pastoral Relations \$ _____ Other \$ _____

TOTAL PACKAGE \$ _____

*These items are paid through an accountable reimbursement plan.

- The duties will include those functions ordinarily filled by the teaching elder, such as a regular schedule of worship services and preaching, pastoral calling on the sick and shut-ins, serving as resource and/or consultant to church program groups and committees; and also to oversee the normal administrative functions. The teaching elder may serve as Moderator of the Session if so approved by the Committee on Ministry.
- This agreement can be terminated by either party upon 30-day notice, pending consultation with the Committee on Ministry.

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4. The attached Statement of Faith and Personal Information Form or biography have been reviewed by the Session.

Items 5-7 are required to be included on Interim Pastor contracts.

5. The Interim Pastor will also submit a written report to the Committee on Ministry on the **First** day of every other month.
6. The Rev. _____ is not a candidate for called pastor.
7. Goals for the Interim Ministry: Implement a process to address all five Focus Points of Interim Ministry.

Signature _____

Clerk of Session

Teaching Elder

Date: _____

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6.1450 PASTORAL TERMS OF CALL (refer to section 6.1350 for detailed explanation of compensation guidelines)

The _____ Presbyterian Church of _____, (City) Florida, being well satisfied with your qualifications for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you,

to undertake the office of _____ (Pastor, Associate Pastor) of this congregation, beginning _____ promising you in the discharge of your duty all proper support, encouragement and allegiance in the Lord.

That you may be free to devote full time/part time to the ministry of the Word and Sacrament among us, we promise and obligate ourselves to provide you the following annually:

If part time, indicate what percentage of time devoted to this call _____

SALARY		
1.	Salary	\$
2.	Housing Allowance	\$
3.	SECA Allowance	\$
4.	Deferred Income	\$
5.	Special Income	\$
6.	Other Income	\$
7.	TOTAL CASH COMPENSATION	\$

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BENEFITS			
	8.	Board of Pensions Dues	\$
	9.	*Auto Allowance	\$
	10.	*Continuing Education	\$
	11.	*Book Allowance	\$
	12.	*Professional Expenses (Optional)	\$
	13.	TOTAL PACKAGE	\$
		\$	
*These items are paid through an Accountable Reimbursement Plan.			

ALSO PROVIDED

- ▶ One (1) Month Vacation
- ▶ Two (2) Weeks of Study Leave
- ▶ Moving Expenses
- ▶ Housing Assistance or Equity Sharing Plan (Optional)

We promise and obligate ourselves to review with you annually the adequacy of this compensation.

Signed this _____ day of _____ 20_____

(Chair, PNC)

(Church Treasurer)

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6.1461 Ordination and/or Installation Commission

Instructions: There must be a total of at least five (5) ruling elders and ministers from Peace River Presbytery in as balanced a ratio as possible. No more than one (1) ruling elder may come from any single church. The commission shall include both men and women. An offering will be taken for the theological education fund (candidates' fund) of the Presbytery. Please return this form to the Presbytery office.

On behalf of Peace River Presbytery, the following people constituted the commission for

ordination installation of _____ as

Teaching Elder or Associate Teaching Elder of _____ Presbyterian Church located in _____, Florida on the ____ day of _____, year ____ at _____ o'clock.

Name of teaching elder being ordained/installed: _____

Daytime telephone: (____) _____ Evening telephone: (____) _____

Members of the Commission

1. _____ Moderator of Presbytery (or Moderator's designee.)

Ministers from Peace River Presbytery:

1. _____

2. _____

3. _____

4. _____

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Ruling Elders from Peace River Presbytery:

1. _____ Church: _____

2. _____ Church: _____

3. _____ Church: _____

4. _____ Church: _____

Note: Ministers and Ruling Elders from other Presbyteries or denominations may be invited to participate in the service; however, they are not included in the official commission.

Please complete this form and return it to the Presbytery office at 5600 Peace River Road, North Port, Florida 34287.

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6.1462 Minutes of the Administrative Commission to Ordain and/or Install

The Reverend _____

as the Pastor _____ Associate Pastor _____ (check one)

Name of Church _____

Address _____ City _____

Date: _____ Time _____

Ministers Present:

Ruling Elders Present:

Others Participating:

Who opened Commission meeting with prayer? _____

Who was elected Secretary? _____

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Moderator or Designee _____

Elder who propounded questions to congregation _____ (Book of Order W-4.4004)

Motion: to dissolve commission with the benediction of the Service of Ordination/Installation

Motion made by _____, seconded by _____, action _____.

Closing Prayer and Benediction _____

If guest ministers or elders who are *not* members of Peace River Presbytery; please indicate Presbytery to which they belong or church in which they serve as ruling elders (in spaces above.)

A commission shall keep a full record of its proceedings and shall submit that record to the council or councils for incorporation into its record. Actions of a commission shall be regarded as actions of the council or councils that created it. (Book of Order G-3.0109b(6))

Please attach a copy of the printed program and mail it to: Stated Clerk, Peace River Presbytery, 5600 Peace River Road, North Port, FL 34287.

Signature of Secretary of Commission _____

Signature of Moderator _____

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Dissolution of a Call or Appointment

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 _____.

- A. The pastor 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 pastor (salary, annuities, house equity, etc.) or the repayment of any loan made by the church to the pastor shall be made by the effective date of the dissolution unless herewith stipulated by both parties in writing.
- B. The pastor will inform the congregation that all future pastoral services (funerals, weddings, counseling, hospital visits, etc.) cannot be provided by a former pastor without prior written authorization and permission of the session.
- C. Complete all the items below that apply:
- Rev. _____ requests designation as "Honorably Retired" effective _____.
 - The congregation voted to request that Rev. _____ be designated Pastor Emeritus.
 - Cash salary will be paid until _____.
 - Housing Allowance will be paid until _____.
 - The pastor will have free use of the manse until _____.
 - Deferred Income will be paid until _____.
 - Board of Pension Dues will be paid until _____.
 - Other compensation will be paid until _____.

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Itemize: _____

Other terms. Itemize: _____

Confirmation Signatures

Telephone

_____ Pastor/Educator/Candidate (____) _____

_____ Clerk of Session (____) _____

_____ Committee on Ministry Chair (____) _____

_____ Stated Clerk (____) _____