

**EMPLOYMENT OF MINISTERS (non-installed) AND VOLUNTEER
RELATIONSHIPS WITH CHURCHES
POLICIES AND GUIDELINES FOR
The Presbytery of Denver
Adopted January 23, 2007; Revised 2012**

Prologue

In Denver Presbytery, we celebrate the rich diversity of ways in which our churches, teaching elders, and members serve our Lord Jesus Christ. We lift up grateful praises for the wondrous ways God works in our midst. As a presbytery, we share a commitment and a responsibility to provide care and support for all our teaching elders and to stand with our churches as a beacon of justice and fairness in our society. The policies and guidelines in this document clarify the roles and responsibilities of teaching elders in non-installed relationships with churches, allow the Committee on Ministry to provide more consistent support to ministers in those relationships, and guide our churches in fair and equal opportunity employment practices; at the same time, these policies and guidelines continue to recognize and affirm that God often works in new and creative ways in our churches and in our presbytery to spread the Good News of the Gospel.

Presbytery Membership

Teaching elders must become members of Denver Presbytery if they are serving a church of the Denver Presbytery in an installed or temporary position.

Ministers in Parish Associate Relationships

Relationship Defined

The parish associate relationship is intended to provide a means by which a teaching elder who serves in some validated ministry other than the local parish or who is a member at large or is retired may maintain a relationship with a particular church in keeping with ordination to the ministry of teaching elder. The parish associate is responsible to the pastor on an 'as needed, as available' basis with or without remuneration.

Relationship to Congregation

The relationships with a parish associate are multiple parties including: 1) parish associate, 2) installed pastor, 3) session, and 4) the presbytery. The focus of the parish associate relationship is to allow a non-parish minister to connect in a meaningful way to a local congregation, which is desired by the non-parish minister, installed minister, and the session. It assumes the minister is not seeking full-time employment and should not be considered a permanent staff position or a means of engaging full time ministerial services by a session. The COM considers a more than half-time compensated position an inappropriate use of the parish associate position.

Relationship to Pastor/Session

A parish associate is not subject to church personnel evaluation or review, but is accountable only to the pastor, although COM recommends that the personnel committee be involved in the discussions regarding tasks and role of the parish associate as they relate to other positions in the church staff. It is also recommended that sessions should re-affirm the pastor's request on the parish associate's continuance each year. COM shall review the relationship annually to ensure that the time required of the parish associate is not interfering with his or her principal function and that the parish associate is not interfering with the effectiveness of the pastoral leadership. The relationship shall terminate when the call to the installed pastor is dissolved upon recommendation by COM or upon request of the installed pastor or parish associate.

Relationship to Presbytery

A parish associate with a church in Denver presbytery must be a member in good standing of Denver Presbytery. Since parish associates participate in the life of the congregation, they must have received and attested to the sexual misconduct policy and have an approved background check.

Since there is no occupational code for parish associates in the denominational recordkeeping, it is important to recognize that this is a secondary official role in ministry. Eligibility of the parish associate for continuing membership in the Presbytery or participation in the Board of Pensions benefits plan cannot be based on this relationship to a particular church.

All parish associates must complete the required annual reporting and/ or validation with the Committee on Ministry.

Development of a Covenant

As a relationship is established between a pastor, session, and the parish associate, COM requires a covenant be established defining the nature of the relationship, which might include such pieces as: roles, expectations, ministry areas to serve/not to serve, communications, supervision, services provided by the parish associate and services and support (including space, office, etc) provided for the parish associate by the congregation, remuneration and annual review date. To aid in developing a covenant there are 2 sample covenants attached.

Ministers Employed in Non-Pastoral Positions

The Form of Government provides for permanent (installed) and temporary pastoral relationships between teaching elders and congregations. There is no constitutional provision for a teaching elder member of the presbytery to serve in an on-going validated ministry within a congregation in any capacity other than these two types of positions (G-2.0504). The one notable exception may be a parish-based pastoral counselor or spiritual director, if the church's program provides for such professional staff and services.

On occasion, it may become advantageous to a church to employ temporarily a teaching elder member of the presbytery to perform a particular service or function. Before entering upon such service, the teaching elder shall request and obtain approval of the presbytery through the Committee on Ministry. Such ministries, when approved, shall meet Presbytery's minimum compensation standards and shall be considered a validated ministry for a period of up to 12 months. Under extenuating circumstances, the Committee on Ministry may extend the employment agreement.

If the church has a teaching elder employed for more than half-time and for more than twelve months with full-time equivalent compensation, the Committee on Ministry shall consider that a *de facto* pastor or associate pastor position has been created. Accordingly, COM shall consult with the session and the employed teaching elder about the inappropriateness of the situation and seek to normalize it by moving to an open search process for an installed position under the oversight of the Committee on Ministry. Such process shall include the establishment of a pastor/associate pastor nominating committee, a Church Information Form submitted to Church Leadership Connection, a full and open search and congregational vote on the PNC's candidate.

If satisfied that there has been a full and good faith search by the PNC with consideration of all candidates, the COM may determine that the previously employed teaching elder is eligible to receive a call to fill the position. Following the constitutional process ensures the church's commitment to equal employment opportunity, avoids accusations of circumventing the call process, and guarantees Presbytery minimum compensation and Board of Pensions benefits for the teaching elder.

Ministers in Temporary Pastoral Relations

When a church does not have a pastor, while the pastor is unable to perform her or his duties, or when there is a vacancy in a pastor or associate pastor position, the session should obtain the services of a minister in a temporary pastoral relation. (G-2.0504b) Teaching elders in temporary positions must be appointed by the Committee on Ministry to moderate session.

Stated Supply

The Committee on Ministry, in consultation with the session, may appoint a stated supply pastor to serve a church that is not seeking an installed pastor. Circumstances suggesting the appropriateness of a stated supply may include

- a minimally part-time pastorate due to financial limitation of the church
- a failure or inability to secure an installed pastor through the call process.
- when engaging the pastoral services of an honorably retired teaching elder who is receiving pension benefits
- when the COM determines that an installed pastorate is not feasible, practical or wise
- when time is needed to determine the future direction of the church (relocation, merger, shared ministry, ecumenical union, closure, etc.)

A stated supply relationship shall extend for a period not to exceed 12 months at a time and shall not be reappointed until the COM has reviewed the pastor's effectiveness. The pastor may be granted permission by the COM to serve as moderator of the session. Ordinarily, a stated supply should not be reappointed if, in the judgment of the COM, the church is in a position to seek and call an installed pastor. Once the church enters into a search process, the stated supply position ends and the pastor in place becomes an interim pastor who is not eligible to become the called and installed pastor. A stated supply appointment should never be used as a means to circumvent a full and open search process for an installed pastor.

Interim Pastor (interim associate, interim co-pastor)

While a church is seeking a pastor, co-pastor or associate pastor to fill a vacant position, the session may invite a teaching elder to serve as an interim pastor for that position for a specified period of time not to exceed 12 months, renewable. The interim pastor relationship may not be established or dissolved without the concurrence of the Committee on Ministry. An interim pastor is not eligible to be called to be the next installed pastor of the church served as an interim.

It is the policy of the Committee on Ministry of the Presbytery of Denver that any interim pastor relationship must be with a pastor who has completed at least the first phase of the PC(USA)'s interim pastor training program or must include provisions for the completion of same during the first year of the relationship.

Temporary Supply

A temporary supply may be a teaching elder, a candidate, a commissioned ruling elder or a ruling elder secured by the session conduct pastoral services when there is no pastor or the pastor is unable to perform pastoral duties. A person who is secured to conduct worship services only on an occasional basis is referred to as a *pulpit supply pastor* and, for the purposes of this document, is not considered to be in a temporary supply relationship.

A temporary supply may be secured for situations when the pastor is unavailable due to:

- illness, medical leave
- sabbatical leave
- parental or family leave

- administrative leave
- military deployment
- or other circumstances that *temporarily* renders the pastor unable to perform pastoral duties.

A temporary supply may also be secured when the church is *temporarily* without a pastor, such as the time between the former pastor's departure and the securing of an interim pastor or the appointment of a stated supply or between the interim pastor's departure and the arrival of the newly called pastor. A temporary supply relationship should not be considered a substitute for an interim pastor relationship.

Ordinarily, a temporary supply relationship would not exceed twelve months, except in the case of a pastor's military deployment. Sessions should consult with the Committee on Ministry prior to securing the services of a temporary supply pastor. Before entering upon such service, the teaching elder shall request and obtain approval of the presbytery through the Committee on Ministry. A commissioned ruling elder must be approved by the Committee on Ministry for commissioning and have a supervisor assigned before beginning a temporary supply pastorate. A candidate must receive permission from his or her Preparation for Ministry Committee, in consultation with the Committee on Ministry, before entering a temporary supply relationship.

Ordinarily, a temporary supply pastor may not become the next installed pastor. Exceptions to this policy may be approved by a $\frac{3}{4}$ ballot vote of the presbytery.

APPENDIX 1

Parish Associate Covenant

The following covenant between the session of The Presbyterian Church is Anytown , USA and The Reverend John Calvin is for the purpose of pastoral services.

Position Description for the Parish Associate

Reports administratively to the Pastor.

Focus: Adult Education and Membership

Responsibilities

- Provide staff support and leadership to the Adult Education Committee.
- Develop in conjunction with Adult Education, Membership ,Program Planning and Development Committees increased small group ministries.
- Coordinate weekly visitation committee providing support and recommendations for change when necessary.
- Administer, with coordinators, church prayer chain.
- Plan, organize and publicize in church and community Wednesday noon services.
- Attend weekly staff meetings.
- Attend meetings of the Membership and Christian Educations committees, when requested.
- Preach as requested and available.

Accountability: The Parish Associate is accountable primarily to the pastor and ultimately to the Presbytery of Denver.

Relationships: The Parish Associate reports to the Pastor and to the Christian Education and Membership Committees.

Evaluation: The Management and Administrative Committees shall annually conduct a review and evaluation of the Parish Associate.

Covenant Provisions

This agreement is for the period of twelve (12) months beginning date, year. This agreement may be terminated by the session upon sixty (60) days written notice. The Parish Associate may terminate the agreement upon thirty (30) days written notice and forfeiture of any payment beyond the thirty (30) day period.

Support services, such as secretarial and office support will be provided for the Parish Associate in carrying out the responsibilities outlined above.

The Reverend John Calvin, Parish Associate

The Rev John Knox, Pastor, Head of staff

Clerk of Session

APPENDIX 2

Parish Associate Role and Expectations

As follows, Rev John Calvin will have the following limited role to serve in our congregation

The Parish Associate Relationship shall be for the purpose of implementing the Session's Goals for adult education. The following areas are a partial list of educational programs this particular Parish Associate might lead:

Biblical studies	Human sexuality
Church history	Worship
Presbyterian polity	Diversity
End of Life issues	Peacemaking
Teacher training	Spirituality
Theology	

The Parish Associate shall offer pastoral leadership in other areas of church life only as called upon by the pastor.

The Parish Associate shall not officiate at weddings, funerals, baptisms, or other services of worship involving church members, unless specifically requested by the Pastor.

Should the Parish Associate be requested by non-church members to officiate at a wedding in the sanctuary, the Parish Associate may place the request before the Pastor and the Session, requiring approval from both.

The Parish Associate shall have access to the material resources and office staff as may facilitate the educational program. No office space shall be designated for the Parish Associate use.

In accordance with Presbytery of Denver policy, the parish associate relationship will be reviewed annually by the Committee on Ministry. The contract with the Pastor and Session shall be subject to annual review as well.

Contract
Beginning date: January 1, 3000

Time expectations:

Four (4) evening adult educational classes per month or "as needed and as available" preparation for leadership. Participation in planning meetings as related to defined and limited responsibilities.

Remuneration:

Monthly payment of Pension and Death/disability costs to Board of Pensions, Presbyterian Church (USA)

\$332/month based on the annual salary of validated ministry that Parish Associate is coming from to serve our congregation

If the salary increases, costs to the Board of Pension's will be increased.

At that time a compensatory increase in the remunerations may be discussed by Session and the Presbytery.

Annual review will be held with the Parish Associate by Pastor, Session, and the Committee on Ministry.

The Rev John Calvin

Clerk of Session

The Rev. John Knox, Pastor/Head of Staff