

APPENDIX C

COMMITTEE ON MINISTRY The Presbytery of Philadelphia Presbyterian Church PC (USA) Approved March 2008

The Presbytery of Philadelphia is committed to moving toward a more relational model of serving Christ, through partnering with Ministers of Word and Sacrament and with the congregations they serve as they seek to nurture faith, envision God's call, and work toward strengthening healthy relationships. The Committee on Ministry, in support of this commitment, seeks to build more supportive partnerships with local congregations and their leadership, and to that end proposes the following restructuring.

The regional model for the Committee on Ministry is characterized by:

- shared leadership,
- geographically localized ongoing relationships with congregations and ministers,
- extensive regular training of all COM members,
- the development and deployment of specialist resource persons to meet specific needs,
- regularly drawing on a larger pool of human resources to help the COM do its wide-ranging work, and
- a commitment to active, positive, care and crisis-prevention, to strengthen the ministries of Ministers of Word and Sacrament and the congregations in its care.

The COM consists of an elected body of 36 members, who work both as a committee of the whole and also in teams for some work-specific tasks. The make-up of the COM is:

- 2 Co-Chairpersons of the Committee on Ministry
- 4 Regional Teams, with 1 Regional Moderator for each team and 7 additional team members each (ideally one of whom will be a specialist in Examinations & Credentials processing) – a total of 8 persons in each Regional Team
- 2 Specialist Resource persons, serving as members of COM, to facilitate specific functions presbytery-wide
- 3 Specialist Resource persons, serving as affiliate members of COM, to facilitate specific functions presbytery-wide
- Co-opted members drawn in to help the COM in specific tasks

Final COM decision-making remains with the elected committee members. However, in order to put at the disposal of the COM the best possible information, wisdom, and counsel, affiliate and co-opted members will be welcome in committee meetings, with voice but without vote.

Commentary:

COM works to actively build continuing relationships with all its congregations and ministers, so that problems can be avoided as much as possible and dealt with in a timely and genuinely helpful way when problems do arise. This makes possible more proactive strengthening of ministries rather than merely reactive responses to crises in ministerial relations. This provides a structure which is responsive to the presbytery's missional plan in that it supports the shift from "an emphasis on governance to a primary focus on leadership in a missional encounter"; and from "reactive to proactive leadership." (Missional plan p.5)

COM consists of Regional Teams that are trained in specific areas of ministry support so that congregations are able to:

- receive resources that will enhance their ability to discern leadership;
- support their staff;
- deal with the challenges and joys of congregational relationships;
- and strategize about the future in times of transition.

A goal of the Regional Teams is to be a catalyst for timely conversation and enhanced trust within the congregational life and with the Presbytery of Philadelphia.

Trained Specialists/Resource persons are part of COM, and serve as either elected or affiliate members, working in specific areas such as conflict management, misconduct and ethics, and pastoral care. The Specialist/Resource persons support the regional teams.

The Committee on Ministry is committed to work in partnership with the Committee on Representation and the Committee on Nominations to insure that the membership of COM is inclusive of age, race, and theological diversity and contains a balance of laity and clergy, so that it may provide the most helpful, culturally sensitive, and appropriate resources to the congregations and pastors.

A goal of COM is to provide the presbytery and its congregations a streamlined strategy and decision-making process for COM matters, using a broad spectrum of people with specialized skills or tasks to provide basic care and rich counsel.

Advantages of the structure of COM include:

- Regional structure allows for closer ties to congregations and pastors,
- Regular ongoing contact with every church and pastor (at least quarterly) in normal times (more frequent in times of special need) allows for building up better relationships, establishing trust from which more effective intervention can be helpful when needed, enabling COM to more pro-actively support a church and pastor's strengths and avoid unhealthy and disabling conflict

- Emphasis on training of the committee, by the Associate Executive for Pastoral Ministry and other specialists, will improve the quality of COM's work in the presbytery
- Bringing in specialized help from outside the committee expands the pool of resources to bear on our congregations and pastors' needs
- Shared leadership spreads the work and the responsibility, and creates a more manageable task for volunteer leaders

Structure of COM

COM consists of thirty six members, led by two Co-Chairpersons, and four Regional Team Moderators, with "resource/specialists" (two as members of COM and three as affiliate members of COM) to serve presbytery-wide, and twenty eight committee members divided among four regional teams. The regional teams' primary responsibility is to connect on a regular basis with the congregations and ministers in each area, providing ongoing support. Co-chairpersons of the Committee will share leadership, each connecting primarily with two of the four regional teams. Resource/Specialist persons serve all four regional teams; they also gather and train additional members from the presbytery to serve on their team to work with them in their special functions. The Resource/Specialist areas described on pages 14 and 15, include:

- Conflict Response Facilitator (member of COM)
- Ministerial Support and Mentoring Facilitator (member of COM)
- Clergy Care Facilitator (affiliate member of COM)
- Commissioned Lay Pastor Facilitator (affiliate member of COM)
- Professional Conduct Facilitator (affiliate member of COM)

Training of COM Members

In addition to the structure, ongoing training of all COM members is key to the effective functioning of the Committee, and a commitment to being trained will be expected of all members. The responsibility for training is that of the Associate Executive for Pastoral Ministry, and will be conducted by this Associate Executive or other specialists that this person designates. Training sessions are part of every COM meeting, focused on specific areas or issues. Training covers such topics as the Vacancy Process and Procedures (to insure consistency of approach and care), basic Conflict Management (including knowing when to refer to specialist helpers), COM policies and procedures, and other subjects with which COM members need to be equipped.

Membership

Another key element in the effective functioning of COM is to insure not only a representative committee, but also one that is balanced geographically and has members with well-chosen skill sets. The COM has such an important and lasting impact on the lives of our minister-members and our congregations that it requires the very best and skilled

presbyters to be committed to its service. Therefore, there is a subcommittee consisting of the Executive Presbyter, the Associate for Pastoral Ministry, the Stated Clerk, the co-Chairpersons of COM, the four Regional Team Moderators of COM, and a member of the Representation Committee that is assigned the responsibility to recommend to the Nominating Committee (a) specific roles and skill sets needed to fill those roles that are needed to fill vacancies on the committee, and (b) the names of people who possess those skill sets, for their consideration in the nominating process.

Co-Opted Persons

From time to time the work of COM may require co-opting people with special skills from beyond the elected committee. This is done for very specific purposes and on a temporary basis as needed.

In order to insure that the choices for members of the Resource/Specialist teams are fair, open, and owned by the presbytery the following will be practiced:

- Resource/Specialist persons relating to COM will recommend to the COM names of people to serve on their teams;
- COM will recommend from those and/or others they deem appropriate additional persons to be co-opted;
- COM will alert the Nominating Committee of their wish to co-opt these persons (so as not to interfere with the Nominating Committee's work on behalf of other entities);
- COM, after consultation with the Nominating Committee, will recruit and recommend them to the Nominating Committee for their approval, who will in turn submit the names to the presbytery for its approval.

Functions of COM

- Interview incoming candidates for pastoral positions, and to process and approve calls for new members of Presbytery, under the training and facilitation of the Calls & Credentials specialists, and acting when necessary in *ad hoc* subcommittees;
- Validate the credentials and transfers of memberships;
- Approve ordination/installation plans;
- Strategize, set policies, recommend or refer matters for presbytery decisions;
- Train its members (elected, affiliate and co-opted) to enhance the regional teams in their work;
- Approve clergy sabbatical requests, on recommendation of the regional teams;
- Consider and act upon any proposals, requests, or mandates coming from an Administrative Commission or from decisions of the PJC;
- Conduct all other business not delegated to the regional teams.

Regional Teams

Each of the 4 Regional Teams have responsibility for approximately 35 churches and 35 pastors.¹ Each Regional team has 8 COM members (1 moderator and 7 team members). COM may need to co-opt persons for very specific situations, as, from time to time, congregations will need special attention.

The Teams meet face-to-face at the call of the Regional Moderator as needed, to review the status of the churches and clergy within their bounds.

The work of each team falls into two general categories: Congregational Care and Pastoral Care.

On behalf of congregations the Regional Teams relate to all congregations in the region (5-7 per team member) in order to:

- Develop a relationship of support with local churches as the first contact for challenges and joys, making contact with each congregation at least quarterly.
- Refer congregations to various committees of Presbytery for networking and for providing resources and information.
- Work through the vacancy process from the announcement of change through installation
- Consult with congregations and with the appropriate Presbytery mission groups to recommend to the full COM strategies for congregational leadership and staffing;
- To conduct Triennial visits and to follow up on needs discovered in that process.

On behalf of pastors the Regional Teams relate to all working pastors in the region (5-7 per member)² in order to:

- Develop relationships of nurture and support with area clergy, making personal contact at least quarterly;
- Review and recommend sabbatical requests to the full committee;
- Encourage and resource opportunities for continuing education/development;
- Conduct exit interviews as clergy move from positions;
- Recognize all retiring pastors;
- Welcome all new pastors to the Presbytery;
- Acknowledge ordination anniversaries and maintain a monthly prayer letter program

¹ The Presbytery of Philadelphia has 138 congregations and 385 continuing members. These numbers include only those Ministers who are Solo or Senior Pastors. Support of other Minister will be through the work of the “Specialist Resource Persons.”

Additionally, Regional Teams

- Keep the COM co-chairpersons informed of the status and situation of its ministers and congregations, and bring concerns to the full committee when appropriate and necessary;
- Respond to all initial calls for help from clergy and/or congregations, unless they are of such crisis level that immediate referral to a specialist is needed;
- Call in specialist/resource persons where needed;
- Conduct preliminary COM interviews/credentialing at the time of face-to-face PNC interviews;
- Approve congregational mission studies, CIFs and all other contracts and calls related to pastoral leadership and congregational health.

Committee Member Responsibilities

All members of COM will be expected to sign both a Covenant of Confidentiality and a Covenant of Expectations. Both covenants will be shared with potential members of COM by the Presbytery Nominating Committee before their names are placed into nomination.

The Moderators Team of the Presbytery of Philadelphia's Committee on Ministry will include
2 Co-Chairpersons
4 Regional Team Moderators
Associate Executive for Pastoral Ministry

The Moderators Team

- Ideally be made up of an equal number of elders and ministers, and be representative of the presbytery
- Meet monthly
- Make decisions and recommendations collegially to the full committee
- Propose candidates to serve as Co-Chairpersons to the Presbytery Nominating Committee
- Propose candidates to serve as Regional Moderators for the approval by the full committee
- Propose candidates to serve as members of Committee on Ministry to the Presbytery's Nominating Committee
- Monitor members of the Committee on Ministry as to their compliance with the Committee on Ministry's Covenant of Expectation
- Refer situations to appropriate specialists
- Agree that decisions should be made with consultation

Specific Responsibilities of the *Co-Chairpersons*

- Moderate the meetings of Committee on Ministry
- Set the agenda for meetings of the Committee on Ministry
- Moderate the meetings of key leadership
- Report to Presbytery
- Each have oversight responsibility for two of the four Committee on Ministry regions of the presbytery

- Be an initial contact person for the Committee on Ministry
- Respond to all initial calls for help from clergy and congregations when received and inform others as appropriate
- Serve as members on the Coordinating Team of the Presbytery
- Serve as resource persons for Regional Moderators, sharing information regarding congregations of a region, referring work to a region, consulting with regional moderators and providing assistance as needed
- Serve as resource persons for Specialists relating to the Committee on Ministry, sharing information and assistance as needed
- Communicate on behalf of the Moderators' Team and/or Committee on Ministry, as necessary, to ministers, congregations and other presbytery committees and organizations
- Promote timely communication among the Moderators' Team members and the members of Committee on Ministry

Specific Responsibilities of the *Regional Team Moderators*

- Moderate the Regional Team meetings
- Report to the Committee on Ministry regarding the work of the Regional Team
- Oversee the work of and serve as a resource to Regional Team members, sharing information regarding congregations, referring work to a member, consulting with regional team members and providing assistance as needed
- Promote timely communication with Moderators' Team, Regional Team, and the Office of the Associate Executive for Pastoral Ministry, keeping all informed on the status and situation of the region's ministers and congregations
- Respond to all initial calls for help from clergy and congregations when received and inform others as appropriate
- Refer situations to appropriate specialists and inform others as appropriate
- Annually assign Regional Team members as liaisons to each congregation of the region
- Coordinate the process of Triennial Visits for the congregations of the region

Regional Team Members: (7 elected COM members)

Each team cares for congregations and pastors and CLPs serving within a particular geographic region.

Each member of a Regional Team is responsible for being in contact with assigned churches (pastors and congregations) on a quarterly basis by personal interview, phone, or e-mail. They are then to submit a written report to the Regional Team Moderators for review. Regional Teams meet prior to the full committee meeting each month, and more if needed.

Resource/Specialist Persons: (2 elected members of COM and 3 affiliate members of COM)

Resource/Specialist persons are available presbytery-wide to provide specialized skills/information for specific needs.

Members who are specialists or resource persons are trained (through resources provided by regional, Synod and General Assembly connections) and available to work with the Regional Teams, ministers and congregations in their area of expertise. In order to assist and support the teams as they create consistent response mechanisms and problem-solve issues the Resource/Specialist persons will meet, as needed, with the Regional Teams during their monthly meeting prior to the full COM committee meeting. They may also be called upon to attend an occasional Regional Team meeting to provide face-to-face information pertaining to a specific regional issue.

Resource/Specialist Persons (serving as elected COM members)

Conflict Response Facilitator

Forms a team which provides a resource for the individual congregations of the Presbytery of Philadelphia for the good of all parties, assisting with the difficulties that arise in congregational life or in issues that arise with an individual pastor that inhibit healthy functioning and community. The team offers a variety of resources including consultation, education, training opportunities, and limited negotiation and mediation services in the midst of and/or the aftermath of conflicted situations.

Ministerial Support & Mentoring Facilitator

Forms a team which works on behalf of Associate Pastors, Church Educators, Members-at-Large, Honorably Retired Members, Interim Ministers, Stated Supply Pastors, Temporary Supply Pastors and Certified Lay Pastors: This person is responsible to develop a team of people to provide coach/mentors or support groups within the Presbytery, including quarterly gatherings for these and other groups of ministers to provide support and educational events. This person is also responsible for assuring that all interim ministry contracts include provision for the Interim Collegium, and working with staff to provide professional growth opportunities and support networks. This also includes the distribution, collection and review of twice-yearly updates from the pastors and the sessions. This person is responsible, along with the Associate Executive for Pastoral Ministry, for creating a team of 3 people who will review the work of all Interims, Stated Supplies and Temporary Supplies. This Facilitator will be available to meet with the regional teams and support their work as needed. Facilitator and co-opted persons must be trained for and have previous experience in the areas of responsibility.

Resource/Specialist Persons (serving as affiliate members of COM)

Clergy Care Facilitator

Leads a team to carry on the work of the former Care of Pastors Subcommittee, including recognition of retirements, supervising the planning team for the clergy/educators retreat, recognitions and prayer support, etc.

Commissioned Lay Pastor (CLP) Facilitator

Leads a team to serve as the Supervision and Training Facilitators of the CLP Training Program.

Professional Conduct Facilitator

Leads a team which will respond to specific allegations and work with both congregations and any staff involved (*to be deployed in judicial cases*).

Resource/Specialist Persons form a team of persons who will be trained for the specific responsibilities of that specialized ministry area. The Resource/Specialist Persons will submit/present a report at each COM meeting.

Staff Support: (2)

The Associate Executive for Pastoral Ministry (AEP) is the first resource for advice and support of the work of COM and will be the primary link for communication within the COM and with the full Presbytery staff. As a call comes in with a joy (“we have a new pastor/I have taken a new call”) or a challenge (“the pastor is ill, we need an interim, we cannot meet the budget”), the Associate Executive for Pastoral Ministry will contact the Co-Moderators by phone, e-mail or letter (with a copy to the people involved) to begin the response process. The AEP and each Co-Chair and their regional Co-Moderators will consult regularly together on strategies, policies, referrals, processes and concerns that need to be addressed in the Presbytery, and may attend regional team meetings as available.

Any paperwork or items for consideration by the full committee are channeled through the Office of the Associate Executive for Pastoral Ministry.

The Pastoral Ministry Administrative Assistant is available to answer routine requests for forms and contracts and similar paperwork, as needed.