

3. The Clerk of Session shall complete and forward to Presbytery the annual report on pastoral compensation.

4.800 COMMITTEES OF PRESBYTERY: COMMITTEE ON MINISTRY, INSTALLATION/ORDINATION

4.801 Service of Installation

- A. On the day designated for the ordination and/or installation, the Presbytery or Commission appointed for this purpose shall convene and shall call the congregation gathered to worship. (G-14.0405 and G-14.0510)
- B. "This service shall focus upon Christ and the joy and responsibility of the mission and ministry of the church, and shall include a sermon appropriate to the occasion." (G-14.0405)
- C. "The installation of a minister of more than one church may take place in a joint service, provided each church is present and answers for itself the constitutional questions set forth in G-14.0510." (G-14.0512)
- D. The members of the administrative commission shall be recommended by the minister to be ordained and/or installed in consultation with the church and the area representative of the Committee on Ministry. These names should be given to the Committee on Ministry as soon as possible after the candidate has been elected by the congregation and preferably at the time of candidating so that presbytery will have sufficient time to appoint the administrative commission.
- E. On the appointed day, the administrative commission shall be convened by the chairperson at least thirty (30) minutes prior to the service of installation. The commission should be convened with prayer, seat any corresponding members who have been invited to share in the service, and agree that the concluding benediction of the service of installation shall also conclude the work of the installing administrative commission. It shall be the responsibility of the chair of the commission to review with the administrative commission the Book of Order sections G-14.0405 and G-14.0510.
- F. In order that the service of installation be conducted with dignity and in keeping with our Reformed heritage and the Directory of Worship, the order of service listed in this policy is recommended.
 1. It is further recommended that the proper constitutional questions be printed in the order of worship or as a bulletin insert. These questions shall be copies of the current edition of the Book of Order G-14.0405.
 2. Free bulletin covers with the logo of the Presbyterian Church (U.S.A.) shall be provided by the Presbytery for each service of installation. It shall be the responsibility of the local congregation to print the bulletin.

3. The names of the administrative commission shall be printed in the bulletin as well as the names of all persons taking part in the service of worship.
 4. The actual order of service and the roles of worship leaders shall be recommended by the person to be ordained and/or installed and be approved by the chairperson of the administrative commission prior to the printing of the bulletins.
 5. If the sacrament of the Lord's Supper is administered, the newly installed minister shall be the celebrant and the members of the commission shall be the servers.
- G. An offering shall be taken at all such services and be given to the seminary scholarship fund of the Presbytery.
- H. The chairperson of the administrative commission shall compile the minutes of the commission and submit them to the Stated Clerk of the Presbytery within a week of completing its work.
- I. The recommended service of installation includes:
- Prelude
 - Responsive Call to Worship
 - Hymn of Adoration
 - Prayer of Confession
 - Assurance of Pardon
 - Gloria Patri
 - Anthem or Special Music
 - Old Testament Lesson
 - Hymn
 - New Testament Lesson
 - Sermon
 - Dedication of Life and Substance
 - Doxology
 - Affirmation of Faith or Apostle's Creed
 - Propounding of the Constitutional Questions
 - Charge to the Minister
 - Charge to the People
 - Service of Communion (if celebrated)
 - Hymn of Praise
 - Benediction

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4.802 Administrative Commission Report Form for Ordinations and Installations

The Administrative Commission met at _____ a.m./p.m. on _____,

20_____, at the _____ Church for the ordination and/or installation service of _____.

Chairperson, _____, of the Commission, called the meeting to order and led in prayer.

1. The following members of the commission were present:

Ministers	Elders
_____	_____
_____	_____
_____	_____
_____	_____

2. The following were absent:

3. The following were seated as corresponding members:

Name	Denominational Jurisdiction
_____	_____
_____	_____

4. Other actions taken by the commission prior to the service:

5. During the service The Reverend _____ was duly installed as _____ of the _____ Church of _____.

6. The sacrament of Holy Communion was was not served.

7. The commission adjourned with the benediction at the close of the service.

8. A copy of the service of worship has been attached.

Signed _____

Administrative Commission Moderator

4.900 COMMITTEES OF PRESBYTERY: COM, AREA REPRESENTATIVES

4.901 Expectation for Area Representatives

It is expected that Area Representatives will do the following:

- A. Serve as the ongoing liaison between Presbytery and the churches and their ministers within his or her area.
 - 1. Visit or telephone each minister once a year;
 - 2. Visit or telephone each clerk of session;
 - 3. When possible, the elder Area Representative should attend worship annually;
 - 4. Maintain a file for each church in the area.
- B. Serve as the Presbytery's liaison with each Pastor Nominating Committee (PNC)
 - 1. Meet with session as soon as a resignation is announced;
 - 2. Meet with the PNC at its first meeting;
 - 3. Meet with the PNC when it is ready to interview; visit with finalists for initial Committee on Ministry (COM) clearance;
 - 4. Insure the congregational meeting is conducted correctly. Complete form for Call and Installation Commission;
 - 5. Call minister upon arrival and attend Installation Service.
- C. Serve as facilitator for Working Agreements with non-called positions
 - 1. In the fall, contact supply minister and clerk to determine if Working Agreement needs to be changed;
 - 2. Facilitate Working Agreement's development and present to COM by December of each year. Working Agreements may be for no more than a one-year period;
 - 3. Insure that there is a moderator assigned by Presbytery.
- D. Insure that the Session Minutes and Register are reviewed annually
 - 1. Cooperate in conducting annual Session Books Review sessions;
 - 2. Read books from churches not involved in above.
- E. Conduct Triennial Visits

4.902 Policy and Procedures on Triennial Visits

- A. Statement of Purpose/Mission: The Committee on Ministry (COM) feels it is extremely important to understand that Triennial visits, while mandated, are to be pastoral and not deal with conflict. The intention is to foster a closer relationship between the churches, the Presbytery, and the Presbyterian Church (U.S.A.).
- B. The basis for our mandate is: The Book of Order reference is G-11.0502c as well as W-1.4002 in the Directory of Worship.
- C. The two key points in the Book of Order are:
 - 1. A discussion of the mission and ministry of the particular church; and
 - 2. Encouraging full participation in the life and work of the Presbytery.
- D. The Directory of Worship adds this element: A discussion of the quality of worship, the standards governing it and the fruit it is bearing in the life of God's people.
- E. Who makes the visits? The two area representatives with the option of other persons should the need arise.
- F. Meetings to be held, the concept is three meetings, normally these are held on the same day (the order is left to the discretion of the visitors):
 - 1. With the session without the minister;
 - 2. The minister with the session; and
 - 3. The minister alone.
- G. Preparation for the visit/meetings: Obtain a copy of the annual report, newsletters, and bulletins. Through the COM, there is certainly a "feel" for the extent of involvement with the Presbytery. Also, the most recent report of the church minutes can be helpful. The area reps might wish to take turns being the team leader for visits.

4.903 Triennial Ministry Questions

Questions the Triennial Visit Team will ask the Session during its visit:

- A. What are the BEST things going on at your church?
- B. What is one of your church's biggest challenges?
- C. How does your session communicate its work to the congregation?
- D. Describe a typical service of worship in your church.

- E. How do you teach the work of the Presbytery, Synod, and the General Assembly?
- F. Do you have a stewardship program? Is it effective? How do you feel about it?
- G. WHAT can the Presbytery do for YOU?
- H. Is there anything else you would like to add?
- I. Does your church have a written sexual misconduct policy?

4.904 Triennial Visit Introduction Letter Sample (on Presbytery Letterhead)

To Moderator of Session

Dear _____:

The Committee on Ministry (COM of the Presbytery of Northern Waters) has the responsibility of visiting with each session of the Presbytery at least once every three years. The Book of Order states the purpose as "discussing the mission and ministry of the particular church and encouraging full participation in the life and work of the Presbytery and the larger church." The Committee on Ministry stresses that these visits are to be pastoral and not normally deal with conflict.

In preparation for the meeting, I will be calling you regarding possible dates. Experience has shown that meetings called specifically for the visit have been most productive. For that reason, we urge you to consider a meeting separate from the regular session meeting be scheduled. We will be meeting with the session alone, the minister alone, and with the session and its moderator. We recommend setting aside an hour of time for the session meeting. The order and timing of these meetings is flexible.

Session members are asked to individually consider the enclosed Ministry Questions. Please see that copies are made available for each session member. If we have such, we will enclose for your review a copy of a previous triennial visit. So that they might better know your church, the Triennial Visit Team would like to receive, as soon as possible, the following materials, IF you have them:

- Copy of the most recent annual report of the congregation;
- Job description of the Pastor;
- Mission statement of the church;
- List of church members who have served during the last two years on committees of the Presbytery, Synod, and General Assembly;
- Church personnel and sexual misconduct policies;
- Other information the session considers important and helpful for the visit;
- A copy of the bulleting and newsletter.

The Policy on Triennial Visits may be helpful in explaining the details of the visit. I'll be happy to answer any other questions. My fellow team member and I look forward to our visit.

Sincerely,

Visitation Team Leader for the Committee on Ministry

cc: Clerk of Session
enc: Policy on Triennial Visits
Ministry Questions
Previous Visit Report, if made

Date

To Moderator of Session
Church
Address

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Presbytery of Northern Waters Manual of Operations

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Sincerely,

Visitation Team Leader for the Committee on Ministry

cc: Clerk of Session

enc: Policy on Triennial Visits
 Ministry Questions
 Previous Visit Report, if made

4.910 COMMITTEES OF PRESBYTERY: COMMITTEE ON MINISTRY, MEETING MINUTES

4.911 Form for Reviewing Minutes

1. Review Information

Review of the Minutes of the _____ Presbyterian Church.

Name of Reviewer: _____

Date: _____

No Exceptions: _____ Exceptions as Noted Below: _____

Directions for use of this form: Use the following pages for reviewing the Minute Books, Rolls and Registers. On this page, check off whether or not there were exceptions; when there are exceptions use this page to summarize those exceptions. Enclose a full copy of this form with the Session Minutes when you return it to the Clerk. Forward copies of this first page to COM's Secretary, Churches and Their Work Committee Chair, and the Presbytery Office.

No.	Section	Letter	Notation