



## **Validated Ministries Handbook**

### **Presbytery of New Hope**

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## INTRODUCTION

There are seven categories of minister-membership within the Presbytery. The first four are considered, “Active Members.” (G-11.0406a).

**Category 1.** – A member “engaged in a validated ministry within the congregations of the church.” (G-11.0409)

**Category 2.** – A member engaged, “in a validated ministry in other service of this church.” (G-11.0410)

**Category 3.** – A member engaged, “in a validated ministry in service beyond the jurisdiction of this church.” (G-11.0411)

**Category 4.** – A member who is honorably retired. (G-11.0412)

**Category 5.** – “Members-At-Large” (G-11.0406b.) are entitled to all the privileges of service of active members.

**Category 6.** – “Inactive Members” (G-11.0404) are engaged in an occupation that does not comply with .....criteria in (G-11.0403).

**Category 7.** – “Laboring within Bounds” (G-11.0406b) Minister members of another Presbytery or another denomination may labor within the bounds, to perform a specific task. (G-11.0401b)

**Committee on Ministry** (COM) responsibility (G-11.0502a) includes reporting “to the Presbytery annually, the type of work in which each minister is engaged.

**For minister-members in Cat. 1 and Cat. 2** - no special effort is ordinarily required to accomplish this.

**For minister-members in Cat. 3** – COM “shall require an annual report” (G-11092) and “shall determine and report (to Presbytery) whether such service complies “with the relevant criteria, and Presbytery’s approval is “subject to review and renewal annually.” (G-11.0411)

**For minister-members in Category 4** - (H.R.) COM has no specified responsibilities, but regular contact, including annual reports, may be helpful and appreciated.

**For minister-members in Category 5** – (Members at large) COM is mandated to review their status annually. This is accomplished by requesting an annual report.

**For minister-members in Category 6** - Inactive members, COM is mandated to do an annual review for up to 3 years, after which the member would either be restored to active or at-large membership, or deleted from the rolls.

**For minister-members in Category 7** – They shall be dropped if not on an active role at the presbytery.

Presbyteries are required to establish written criteria for validating ministries in Category 3 (service beyond jurisdiction of this church), and Category 5 (Members-at-large). This handbook provides an explanation of this process and a description of the criteria adopted by the Presbytery for those seeking this type of validation. Also included are the initial application for the minister and for the agency/organization, as well as the annual review forms for both the minister and agency/organization.

## ***2007-2009 BOOK OF ORDER REFERENCES TO VALIDATED MINISTRY***

### **G-6.0104 Variety of Forms**

While the ministry is one, specific forms of ministry may emphasize special tasks and skills and the ordering of the offices of ministry shall reflect this variety. There may be forms of ministry in which primary emphasis is given to proclamation of the Word and the celebration of the Sacraments, forms that stress deeds of love and mercy, forms that are primarily educational, administrative, legislative, or judicial, and forms that are primarily prophetic.

### **G-6.0201 Ministers and Presbytery**

As the Lord has set aside through calling and training certain members to perform a special ministry of the Word and Sacrament and has committed to them a variety of work to do, the church through the presbytery calls them to the responsibility and office of ministers of the Word and Sacrament. Such ministers shall be members of presbytery which shall designate them to such work as may be helpful to the church in mission, in the performance of which they shall be accountable to the presbytery. They shall be responsible for participation in the larger ministry of the church in addition to the duties to which they are called and designated by the presbytery. Ministers of the Word and Sacrament have membership in presbytery by action of the presbytery itself, and maintain their membership in accordance with G-11.0000. The permanent pastoral offices of Ministers of the Word and Sacrament are Pastors and Associate pastors G-6.0202b, (Category 1.)

### **G-6.0203 Teachers, Chaplains, and Others (Category 2.)**

When ministers are designated as educators, chaplains, pastoral counselors, campus ministers, missionaries, partners in mission, evangelists, administrators, social workers, consultants, or in other specific tasks appropriate to the ministry of the church, they shall evidence a quality of life which helps to share the ministry of the good news. They shall exercise pastoral care of those for whom they are responsible and shall seek to fulfill their ministry by serving Christ and their fellow men and women, strengthening the church and equipping it for concern and service to the life of the human community. In addition to fulfilling the particular responsibilities to which they are called, they shall participate in a congregation, in their presbytery, and in ecumenical relationships, and shall be eligible for election to the higher governing bodies of the church and to the boards and agencies of those governing bodies.

## **G-11.0403 Criteria for Ministry of Continuing Members**

A presbytery shall determine the ministers of the Word and Sacrament who shall be its continuing members. In making this determination the presbytery shall be guided by written criteria developed by the presbytery for validation of ministries within its bounds. These criteria shall be based upon the description of the nature of ordained office found in G-6.0100 and G-6.0200 and the following standards:

- a. The ministry of continuing members shall be in demonstrable conformity with the mission of God's people in the world as set forth in Holy Scripture, *The Book of Confessions*, and the *Book of Order* of this church.
- b. The ministry shall be one that serves others, aids others, and enables the ministries of others.
- c. The ministry shall give evidence of theologically informed fidelity to God's Word. This will normally require the Master of Divinity degree or its equivalent and the completion of the requirements for ordination set forth in G-14.0402.
- d. The ministry shall be carried on in accountability for its character and conduct to the presbytery and to organizations, agencies, and institutions.
- e. The ministry shall include responsible participation in the deliberations and work of the presbytery and in the worship and service of a congregation.

### **G-11.0406a Active Member (Category 1-4)**

An active member is a minister of the Word and Sacrament who has been admitted to the presbytery in accordance with G-11.0401, and is now engaged in ministry that complies with all of the criteria in G-11.0403 without exception. An active member may be engaged in a validated ministry within congregations of the church (G-11.0409) (Category 1), in a validated ministry in other service of this church (G-11.0410) (Category 2), in a validated ministry in service beyond the jurisdiction of this church (G-11.0411) (Category 3), or may be honorably retired (G-11.0412) (Category 4). An active member is entitled to take part in the meetings of the presbytery and to speak, vote, and hold office. A member-at-large (Category 5) is a minister of the Word and Sacrament who has previously been admitted to the presbytery as an active member, and who now, is no longer engaged in a ministry that complies with all the criteria in (G-11.0403). A member-at-large shall comply with as many of the criteria in (G-11.0403) as possible and shall be encouraged to become a parish associate in 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 each member-at-large may be granted by the presbytery upon the minister's application and shall be reviewed annually (G-11.0403b).

#### **G-11.0410 In Other Service of This Church (Category 2)**

An active member engaged in a validated ministry in other service of this church shall serve as a staff member of a presbytery, a synod, or the General Assembly of this church or of an organization related to one of these governing bodies; as a minister serving an organization sponsored by two or more denominations, one of which is this church, such as a federated church, a specialized ministry, an administrative office, or an interdenominational agency; as a partner in mission in connection with a church outside the United States of America. Before entering upon such service, the minister shall request and obtain the approval of the presbytery of membership. Changes in the terms of the call or dissolution of the relationship shall be reported to the presbytery.

#### **G-11.0411 In Service Beyond the Jurisdiction of The Church (Category 3)**

An active member engaged in a validated ministry in service beyond the jurisdiction of the church may be engaged in a ministerial calling consonant with the mission of the presbytery in an organization, agency, or institution in which this church has no official participation or may serve temporarily as pastor or in some other capacity in another denomination, and may, with the approval of presbytery, accept ministerial membership in that church for the period of such service without forfeiting his or her membership in the Presbyterian Church (U.S.A.) presbytery in which he or she holds membership. Before entering upon such service the minister shall request permission of the presbytery of membership. The Committee on Ministry of the presbytery shall make a thorough review of the proposed ministerial function and report its recommendations to the presbytery. COM shall determine and report whether the service complies with all of the criteria enumerated in (G-11.0403), without exception. If the presbytery grants the permission requested, such permission shall be subject to review and renewal annually.

## **G.14.0517a Validated Ministry: Call, Installation, Recognition of Call**

A call to a validated ministry in other service of this church (G-11.0410) or in service beyond the jurisdiction of the church (G-11.0411) shall ordinarily be in a form which includes a description of the goals and working relationships, financial terms, and the signatures of the minister, a representative of the presbytery, and where possible, a representative of the employing agency.

### **Notes Attached to Validated Ministries Handbook**

1. Presbytery is mandated to conduct an annual review of the status of all Minister members in Category 3 – “ministers in service beyond the jurisdiction of this church;” Category 5 – “members at large;” and Category 6- “inactive member.”

In New Hope Presbytery, this mandate will be fulfilled by COM, through an appropriate sub-committee, obtaining an annual report from each minister-member in these three categories, and recommending appropriate action to Presbytery.

2. Presbytery is not mandated, but may choose, to request an annual report from minister-members in Category 2 – “ministers in other service to this church;” and Category 4 – “honorably retired.” The COM of New Hope Presbytery will, through an appropriate subcommittee, request annual reports from these members, as a way of staying in touch and exercising pastoral concerns for them.
3. **With regards to specific forms of services beyond the jurisdiction of the church, the presbytery may designate service within a denomination in correspondence with the Presbyterian Church (U.S.A.) as validated ministry; it ordinarily shall not designate service within an independent congregation or in a denomination that is not in correspondence with the PCUSA as validated ministry. A self-employed minister in private practice cannot be considered as being engaged in a validated ministry unless he or she is accountable to an organization, agency, or institution in addition to the presbytery (Annotated *Book of Order* G-11.0403e.)**
4. **When a minister is engaged in service beyond the jurisdiction of the church as a chaplain, pastoral counselor, or campus minister, he or she shall ordinarily be considered as being engaged in a validated ministry, provided the requirements for accountability, mentioned above, are met. Ministers engaged in work as educators, administrators, social workers, consultants, or other specific tasks appropriate to the ministry of the church, may be required to provide additional evidence that a substantial proportion of their work is devoted to exercising pastoral care of those for whom they are responsible. This evidence may be requested by COM in addition to the requirement to show accountability to the sponsoring organization, agency, or institution.**

***PROCESS FOR VALIDATION FOR MINISTERS IN  
SERVICE BEYOND THE JURISDICTION OF THE  
PC (USA) – (G.11.0403)***

The Committee on Ministry will review all applications for new validated ministry positions and annually review all previously validated ministry positions beyond the jurisdiction of the PC (USA). **Additionally, the Committee on Ministry on its own initiative may review any prior decision validating or declining to validate a ministry position.**

Several times a year, the Committee on Ministry will review written requests for validation or renewal of validation. Though each minister must have his or her ministry validated annually, the Committee on Ministry will, in addition, meet annually with 1/3 of the ministers in approved validated ministry positions, each such minister meeting with the Committee on Ministry at least once every three years; and are required to attend at least one presbytery meeting every year. If possible, the COM should meet with each applicant at the time of his/her initial request for validation.

If, during a review, the Committee on Ministry sees satisfactory evidence that the criteria for validated ministry are being met, the Committee on Ministry shall recommend that the ministry be validated, or that its validation be renewed.

If the COM review finds reasons to be concerned, COM shall:

1. Request additional information in writing from the minister and /or the employing agency.
2. Invite the minister and/or a representative, of the employing agency to appear in person before a COM meeting.

The COM decision, to or not validate, must be recommended to the Presbytery for action.

If the COM decision is not to validate, reasons must be communicated in writing to the Presbytery and to the minister.

## ***CRITERIA FOR VALIDATING MINISTRIES (Category 3)***

In determining which ministers of the Word and Sacrament shall be its continuing members, the Presbytery of New Hope shall be guided by these criteria: [All references are to the *Book of Order*, part II of the Constitution of the Presbyterian Church (USA)]

A. The ministry of continuing members shall be in demonstrable conformity with the mission of God's people in the world as set forth in Holy Scripture, the *Book of Confessions* and the *Book of Order* of the Presbyterian Church (USA). [G-11.0403a.]

1. In particular, this ministry shall help the Presbytery foster vital and faithful congregations to be effective witnesses for Jesus Christ.[Presbytery Mission]
2. This ministry shall assist others to see changes in their lives, share what they have seen, and be signs of the grace of the Triune God at work in the world.[Presbytery Vision]
3. This ministry shall equip and enable the people of God for their tasks within the Church and their mission in the world.[G-6.0202b]
4. This ministry shall strengthen the Church and equip it for service to the life of the human community.[G-6.0203]

B. The ministry shall be one that serves others, aids others, and enables the ministries of others. [G-11.0403b]

1. In particular, this ministry shall show the pattern of one who came not to be served, but to serve.” [Matthew 20:28][G-6.0101]
2. **Such ministries shall be such work as may be helpful to the church in mission, accountable to the presbytery. [G-6.0201] As it is his or her duty to be grave and prudent, and an example to the flock. [G-6.0202a]**

**This ministry shall demonstrate a quality of life and relationships that commend the gospel to all persons and that communicate its joy and its justice; to equip and enable them for their tasks within the church and their mission in the world; devoting special attention to the poor, the sick, and the troubled, and dying; its task of reaching out in concern and service to the life of the human community as a whole, in ecumenical relationships. [G-6.0202b]**

3. **This ministry shall be designated as educators, chaplains, pastoral counselors, campus ministers, missionaries, partners in mission, evangelists, administrators, social workers, consultants, or in other specific tasks appropriate to the ministry of the church,**

**they shall evidence a quality of life which helps to share the ministry of the good news. They shall exercise pastoral care of those whom they are responsible and shall seek to fulfill their ministry by serving Christ and their fellow men and women, strengthening the church and equipping it for concern and service to the life of the human community. In addition to fulfilling the particular responsibilities to which they are called, they shall participate in a congregation, in their presbytery, and in ecumenical relationships, and shall be eligible for election to the higher governing bodies of the church and to the boards and agencies of those governing bodies. [G-6.0203]**

C. The ministry shall give evidence of theologically informed fidelity to God's Word. This will normally require the Master of Divinity degree or its equivalent and the completion of the requirements for ordination set forth in the *Book of Order*. [G-11.0403c]

1. The ministry should require and make use of the minister's special training and vocation, and his or her status as an ordained minister.
2. This ministry shall be entrusted to persons of strong faith, dedicated discipleship, and love of Jesus Christ as Savior and Lord. [G-6.0106]

D. The ministry shall be carried on in accountability for its character and conduct to the Presbytery, and to organizations, agencies and institutions. [G-11.0403d]

1. The members shall cooperate with COM by submitting regular reports and supplying all requested information annually.
2. This ministry shall be carried out by speaking the truth in love, and building up the Body of Christ. [Ephesians 4:14-15]
3. This ministry shall be sensitive to the judgments and needs of others. [G-6.0105]
4. This ministry shall demonstrate the Christian Gospel in the Church and in the world. [G-6.0106]
- \*5. This ministry shall have an independent supervisory structure, with oversight and direction responsibilities: (Attach the roles and responsibilities of the board to the application.)

E. The ministry shall include responsible participation in the deliberations and work of the Presbytery and in the worship and service of a congregation. [G-11.0403e]

1. The member shall participate in the life of the presbytery by attending meetings and serving on committees as possible, and by actively participating in the life of the local congregation or congregations. (e.g. – Parish Associate, Supply Preacher, Session Moderator, etc.)
2. This ministry shall also participate in ecumenical relationships. [G-6.0202b]

***APPLICATION FOR VALIDATED MINISTRY  
PRESBYTERY OF NEW HOPE***

Date of completed application: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/ZIP: \_\_\_\_\_

Phone numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Other: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Job Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Ministers, please answer on separate sheets of paper.

1.) Describe how this ministry conforms to the mission of God's people in the world as set forth in Scripture, the *Book of Confessions* and the *Book of Order* of the PC (USA). Please refer to section A of the criteria and give examples of how this ministry conforms in particular to items 1-4.

2.) Describe how this ministry serves and aids others, and enables the ministries of others. Please refer to section B of the criteria and give specific examples of how this ministry conforms to items 1-4.

3.) Describe how your work requires or makes use of your ordained status.

4.) Describe how this ministry is consonant with the mission and vision of the NHP.

5.) How shall this ministry be carried on in accountability for its character and conduct to the NHP, and to organizations, agencies and institutions? Please refer to section D of the criteria and address numbers 1-4.

6.) Indicate the ways you responsibly participate in the deliberations and work of the NHP.

7.) Indicate the ways you responsibly participate in the worship and service of a PC (USA) congregation.

8.) If applicable, give your work history outside the church: (Indicate starting/ending dates, employer, city, state, title or type of work beginning with most recent)

9.) Give your service to the PC (USA): (Indicate starting/ending dates, governing body, agency, etc. and type of service beginning with the most recent.)

10.) List your formal education: (Indicate starting/ending dates, institution, city state and degree beginning with the most recent.)

Date of interview \_\_\_\_\_

Date ministry validated by Presbytery \_\_\_\_\_

**\*\*\*\*Note: All minister members of New Hope Presbytery are strongly encouraged to attend at least one Presbytery meeting per year. [G-6.0201]**

# APPLICATION FORM FOR AGENCIES/ORGANIZATIONS

Date of application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name and title of person completing this form  
\_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/ZIP: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

*Attach additional pages as necessary.*

1.) Does this organization have officers & director insurance?  Yes   
No

2.) Describe the goals of this agency/organization.

3.) Describe the goals of this particular position.

4.) Provide a brief job description of the minister you will employ.

5.) In what ways can the work of the minister you are employing be considered “ministry” service to the community, response to human need, etc.?

6.) Presbyterian ministers are required to be active in local congregations and in the life of Presbytery. Do you foresee any impediment in this position that would limit or curtail such involvement?

Ministers in the Presbyterian Church are required to be accountable to the Presbytery and to the organization or agency which employs the minister. This accountability of ministers to your organization and to the Presbytery is for both work and personal conduct and character.

7.) What formal supervisory structures does your organization use to encourage and monitor the professional development and oversight of this ministry?

8.) What tools or methods will be used to conduct work and character evaluations in your organization?

9.) After receiving written authorization from the minister, will you share performance reviews, disciplinary actions and formal complaints with the Presbytery? How will you do this?

10.) Please provide the name, address and phone number of the person in your organization who can answer correspondence about the salary, compensation and other information about this minister.

*Validated Ministry Annual Report*

Date submitted: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/ZIP: \_\_\_\_\_

Phone numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Other: \_\_\_\_\_

Agency/Organization \_\_\_\_\_

Job Title \_\_\_\_\_

Contact Person \_\_\_\_\_

Identify two persons who can best describe the ministry in which you are engaged.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1.) Describe any changes which have taken place in your ministry since your application or your last report. Point out specific ways in which changes have taken place; note additions or deletions in goals, organizations, etc.

(If no changes, skip to question 3)

2.) In light of changes discussed above, describe how your ministry still: Is in demonstrable conformity with the mission of God's people in the world as set forth in Holy Scripture, the *Book of Confessions* and the *Book of Order* of the Presbyterian Church (USA).

- A. Serves others, aids others, and enables the ministries of others.
- B. Gives evidence of theologically informed fidelity to God's Word.
- C. Is carried on in accountability for its character and conduct to the Presbytery.
- D. Includes responsible participation in the deliberations and work of the Presbytery and in the worship and service of a congregation.

3.) Evaluate your experience in reaching the goals set for your ministry (as stated in the original agency/organization application). What successes have there been? What disappointments? Be specific.

4.) How have you participated in the deliberations and work of the Presbytery of New Hope? Be specific.

5.) How have you participated in the worship and service of a local PC(USA) congregation? Please be specific and identify the congregation.

6.) What suggestions can you make to the Committee on Ministry that will enable the Committee to better facilitate and support your validated ministry?

**\*\*Note:** All minister members of New Hope Presbytery are strongly encouraged to attend at least one Presbytery meeting per year. [G-6.0201]

For office use:

Date Presbytery extended validation of ministry \_\_\_\_\_

Date of attendance at Presbytery \_\_\_\_\_

***Validated Ministry Annual Report  
Agency/Organization Form***

Date of application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name and title of person completing this form:  
\_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/ZIP: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

On \_\_\_\_\_ (date), the Presbytery of New Hope approved the work of \_\_\_\_\_ in your organization for one year, meeting the requirements of validated ministry within the Presbyterian Church (USA). Because this minister continues to be accountable for his/her work to the Presbytery of New Hope, we ask that you complete this form and send it to the Presbytery office by \_\_\_\_\_(date). You may use additional paper as necessary.

1.) Have the goals of your organization changed, and if so, in what ways? Please be specific.

2.) In what ways has the job description of the minister changed? Please be specific.

3.) How does your organization provide direct oversight of the work of this minister?

4.) In what way, and to what degree, has the minister met the expectations of your organization for his/her work? In what ways has the minister failed to meet those expectations?

5.) Please comment on the character and conduct of the minister in carrying out the ministry.