

# COMMISSION ON MINISTRY

## MANUAL

### PART IV: FORMS



<u>No.</u>	<u>Title</u>	<u>Page</u>
F-1	2014 Compensation and Call Form.....	2
F-2	Ordination and/or Installation Commission.....	3
F-3	Dissolution of a Call or Appointment.....	4
F-4	Authorization for Release of Information and Background Report.....	5
F-5	Interim Pastor Covenant.....	7
F-6	Non-Parish Validated Ministry Questionnaire.....	8
F-7	Attestation and Affirmation of Constitutional Questions.....	9
F-8	Abbreviated PIF for Interim Pastor within Presbytery of Tampa Bay.....	11

**Form F-1: 2014 Compensation and Call Form  
Commission on Ministry – Presbytery of Tampa Bay**

The \_\_\_\_\_ Presbyterian Church, located in \_\_\_\_\_, Florida, recommends that these terms be  approved (or)  changed for Rev./Mr./Mrs./Ms. \_\_\_\_\_. The date of the congregation/session meeting making this request is \_\_\_\_\_. The beginning date is \_\_\_\_\_. If this is a Pastor with a Designated Term, Temporary Supply, Interim Pastor, Parish Associate, it is a temporary position, and is approved until \_\_\_\_\_.

**Check all that apply:**  Pastor  Co-Pastor  Associate Pastor  Certified Christian Educator  
 Stated Supply  Interim Pastor  Interim Associate Pastor  Parish Associate  Commissioned Ruling Elder  Other: \_\_\_\_\_.

Full-time (50 hours/week)  Part-time \_\_\_\_% of full-time (or) \_\_\_\_ number of hours/week.

Designated Term  Indefinite Term

The church will pay  all moving expenses (or) expenses up to \$\_\_\_\_\_.

- Line 1: \$\_\_\_\_\_ **Annual Cash Salary** (regular payroll, salary supplements)
- Line 2: \$\_\_\_\_\_ **Housing Allowance** (utilities, mortgage payments, real estate taxes)
- Line 3: \$\_\_\_\_\_ **Deferred Income** (IRS 403b Plan, Retirement Savings Plan)
- Line 4: \$\_\_\_\_\_ **Special** (dental or life insurance, unvouchered allowances, loans\*)
- Line 5: \$\_\_\_\_\_ **Medical/Misc.** (IRS 125 Plan contributions only)
- Line 6: \$\_\_\_\_\_ **Fair Rental Value of Manse** (must be at least 30% of Lines 1-5)
- Line 7: \$\_\_\_\_\_ **Total Effective Salary** (Lines 1-6) **Minimum is \$41,819**
- Line 8: \$\_\_\_\_\_ **Pension Dues/Full-time Positions:** (35% of Line 7)  
*(Note Well: 23% Medical Plan Dues and 11% Pension Dues and 1% Disability)*
- Line 8: \$\_\_\_\_\_ **Pension Dues/Part-time Positions:** (see COM Policy 17)
- Line 8: \$\_\_\_\_\_ **Pension Dues/Post-Retirement Service less than 20 hrs/wk:** (\$0)
- Line 8: \$\_\_\_\_\_ **Pension Dues/Post-Retirement Service 20 hrs/wk or more:** (12% of Line 7)
- Line 9: \$\_\_\_\_\_ **Continuing Education** (study leave expenses) **Minimum is \$1,200**
- Line 10: \$\_\_\_\_\_ **Auto/Professional** (business expenses, auto vouchers at IRS mileage rate)
- Line 11: \$\_\_\_\_\_ **Social Security** (7.65 % of Lines 1+2+4+5+6)
- Line 12: \$\_\_\_\_\_ **Medical** (IRS 105 Plan reimbursements only)
- Line 13: \$\_\_\_\_\_ **Total Cost to Church** (Lines 7-13)
  
- Line 14: **Study Leave:** \_\_\_\_\_ weeks per year **Minimum is 2 weeks**
- Line 15: **Vacation Leave:** \_\_\_\_\_ weeks per year **Minimum is 4 weeks**
- Line 16: **Sabbatical Leave:** \_\_\_\_\_ weeks after \_\_\_\_\_ years

**\*NOTE:** The terms of call are listed above. All other financial agreements (loans, etc.) must be attached to this form and approved by the minister, congregation and Commission on Ministry.

<b>Signature</b>	<b>Cell Phone</b>
_____	Minister/Educator/Candidate..... ( ) _____
_____	Search/Personnel Commission Chair ( ) _____
_____	Clerk of Session..... ( ) _____
_____	Commission on Ministry Chair ..... ( ) _____
_____	Stated Clerk..... ( ) _____

**Form F-2: Ordination and/or Installation Commission  
Commission on Ministry – Presbytery of Tampa Bay**

**Instructions:** There must be at least five elders and clergy from the Presbytery of Tampa Bay in as balanced a ratio as possible. No more than one elder may come from any single church. The commission shall include both men and women. During the service an offering will be taken to support candidates under care of the Presbytery.

**Procedures:**

1. The minister to be ordained or installed should first contact the Presbytery Moderator and Presbytery Presbyter to set a date. If the Moderator is unavailable, the Moderator may designate someone to moderate the Commission in his/her absence (a former Moderator of the Presbytery or the current Vice-Moderator.)
2. Since members throughout the Presbytery attend Ordination/Installation services, the service should not be scheduled on a Sunday morning.
3. The Commission on Ministry (COM) liaison will be a help to the minister in creating an Administrative Commission for Installation, and forwarding the members of that Administration Commission for election/approval of the COM.
3. All members of the commission will take a leadership role in the worship service.
4. The Presbytery will send an invitation to all the other churches in the Presbytery since the Ordination/Installation service is a worship service of the Presbytery.

**Information:**

Name of minister being ordained/installed: \_\_\_\_\_

Minister's daytime telephone: \_\_\_\_\_ cell phone: \_\_\_\_\_

The people indicated below will constitute a commission to  ordain  install  commission as  Pastor  Co-Pastor  Associate Pastor of \_\_\_\_\_ Presbyterian Church located in \_\_\_\_\_, Florida on the \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_ at \_\_\_\_\_ o'clock.

**Members of the Commission:**

Moderator of Presbytery (or Moderator's designee): \_\_\_\_\_

- Ministers from Tampa Bay:
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_

- Elders from Tampa Bay:
1. \_\_\_\_\_  
Church: \_\_\_\_\_
  2. \_\_\_\_\_  
Church: \_\_\_\_\_
  3. \_\_\_\_\_  
Church: \_\_\_\_\_
  4. \_\_\_\_\_  
Church: \_\_\_\_\_

Ministers and elders from other presbyteries or denominations may be invited to participate in the service, however, they are not included in the official commission. Please list:

1. \_\_\_\_\_  Minister or  Elder  
Church: \_\_\_\_\_
2. \_\_\_\_\_  Minister or  Elder  
Church: \_\_\_\_\_

**Please complete this form and forward to COM liaison at least one week in advance of the COM meeting.**

*As Moderator of the Presbytery, I attest that the Ordination/Installation took place on the date and time indicated with Commission members stated.*

\_\_\_\_\_  
**Moderator**

**Form F-3: Dissolution of a Call or Appointment**  
**Commission on Ministry – Presbytery of Tampa Bay**

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 \_\_\_\_.

1. The minister 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 Minister (salary, annuities, house equity, etc.) or the repayment of any loan made by the church to the minister shall be made by the effective date of the dissolution unless herewith stipulated by both parties in writing.

2. The departing minister will inform the congregation that future pastoral services (funerals, weddings, counseling, hospital visits, etc.) cannot be provided by the former pastor. Unusual circumstances may create an exception to this policy but will require written authorization and permission of the Moderator or, in the case of the inability to contact the moderator, the Clerk of Session.

3. 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.
- Severance will be paid until \_\_\_\_\_ (if applicable).
- The minister will have free use of the manse until \_\_\_\_\_.
- Other terms: \_\_\_\_\_

**Signatures**

**Telephone**

_____	Minister/Educator/Candidate .....	(_____)_____
_____	Clerk of Session .....	(_____)_____
_____	Commission on Ministry Chair .....	(_____)_____
_____	Stated Clerk.....	(_____)_____

**Form F-4: Authorization for Release of Information and Background Report**  
**Commission on Ministry – Presbytery of Tampa Bay**

In order to facilitate the employment and to protect the Presbytery, and its churches from the charge of negligent hiring, personnel inquiries have become a necessary policy. Please return this form to: Presbytery of Tampa Bay, 4704 Kelly Road, Tampa, Florida 33615-5019. FAX: (813) 200-1054.

Your name: \_\_\_\_\_ (Maiden Name) \_\_\_\_\_

Your current address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current home telephone: \_\_\_\_\_ Current cell \_\_\_\_\_

Previous address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous home telephone: \_\_\_\_\_ Previous cell \_\_\_\_\_

How long at current address? \_\_\_\_\_ How long at previous address? \_\_\_\_\_

Birth date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

I consent to have a consumer report made as to my employment history, motor vehicle driving record, social security information, criminal record, civil court records, bankruptcy, credit history, and other pertinent information for employment purposes, including initial hiring decisions, promotions, reassignments, and/or retention. I hereby authorize the Presbytery of Tampa Bay to obtain a background report containing the foregoing information from any commercial firm.

I am aware that the background report I consent to have prepared may include information obtained from a variety of sources, including but not limited to presbyteries, churches, government agencies, national credit reporting agencies, and others. I am aware that if I choose, I may obtain a complete disclosure of the nature and scope of any report prepared about me if I make a written request to the Presbytery of Tampa Bay and/or to the commercial firm used by the Presbytery of Tampa Bay within a reasonable time after I execute this authorization. I also authorize and request every person, firm, company, corporation, governmental agency, law enforcement office, and any other entity having control or possession of any information pertaining to me or my background (including presbyteries where I have been a member or candidate under care, churches where I have been employed, and educational institutions where I have studied) to furnish same to any requesting party.

By this Authorization for Release of Information and Procurement of a Background Report, I hereby forever release, discharge, exonerate, hold harmless and indemnify the Presbytery of Tampa Bay, its officers, employees, representatives, agents, and subcontractors, and any other person, entity, organization or institution furnishing information to them from any and all

liabilities of every nature and kind, including but not limited to claims for libel, slander, invasion of privacy, related tort claims, misuse of information obtained from the Presbytery of Tampa Bay, and any other claim or cause of action arising out of the furnishing, inspecting or copying of any documents, files, records, and other information, or the investigation made by or on behalf of the Presbytery of Tampa Bay, unless such release is determined to violate the public policy of the state or federal district in which this contract is executed, and in that event this release will be permitted to the maximum extent allowed by the governing law.

I understand that a photocopy or facsimile of this signed document shall be considered as valid as an original. I understand that an additional authorization for release of information and for the procurement of a background check may be required by the commercial firm employed by the Presbytery of Tampa Bay to conduct a background check. I give permission to contact my present employer, Clerk of Session, Presbytery Commission on Ministry or Commission on Preparation for Ministry, Executive Presbyter, Associate Executive and Stated Clerk. I have read this release and understand fully that the information obtained may be used to deny me employment or any other type of position from the Presbytery of Tampa Bay, a church or employing entity within the bounds of the Presbytery of Tampa Bay.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Form F-5: Interim Pastor Covenant**  
**Commission on Ministry - Presbytery of Tampa Bay**

This contract is by and between the session of the \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_, Florida and Rev. \_\_\_\_\_ beginning the \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

**General Provisions:** The Interim Pastor will lead worship and preach a minimum of 10 times per quarter, adjusted to provide preaching opportunities for other pastoral staff, and fulfill all other expectations listed. This agreement is for a period of 12 months. It may be extended and/or modified in consultation with the session and with the approval of the COM. The financial compensation terms of this agreement are as stated on COM Form F-1, a copy of which is attached. No agreement between the church and the interim pastor is valid other than this contract and Form F-1 unless specifically approved by COM.

**Termination Provisions During the Interim Contract:** The agreement between the church and the Interim Pastor may be terminated with the approval of the COM prior to the end of the interim contract. Termination may be initiated by either the session or the Interim Pastor with 30 days written notice. All unused study leave allowance, study leave and vacation leave will be paid on a prorated basis to the Interim Pastor at termination.

**Termination Provisions at the End of the Pastoral Search:** After the Pastor Nominating Commission selects a finalist, the Session will give 60\* days notice in writing to the Interim Pastor. (\*This 60-day notice may in certain unusual circumstances be adjusted to a period of not less than 30 days or more than 90 days. This adjustment must be made at the inception of this contract and must be with full knowledge of financial implications by the Session, Church Treasurer, Chair of Finance Commission, COM Liaison, and Interim Pastor.)

**Personal, Continuing Education, and Vacation Leave:** During the notice period, the Interim Pastor is given whatever personal leave is needed to interview for a new position. At the end of the notice period, all unused continuing education leave and allowance is paid to the Interim Pastor. Unless other arrangements are agreed upon by the Interim Pastor, session and COM, vacation must be taken during the contract period and not accrued until the end. Unless the session and COM approve otherwise, all unused vacation leave is lost and cannot be given to the Interim Pastor. With the approval of the COM, the session may choose to keep the Interim Pastor employed until the new pastor arrives. In this case, all unused vacation, study leave, and study leave allowance plus two months of severance will be paid to the Interim Pastor at the end of employment.

**Compensation:** Compensation is ordinarily equal to the Terms of Call of the previous Pastor and would be prorated for less than a full time position.

**Signatures**

**Telephone**

_____	Minister .....	(____)	_____
_____	Search Commission Chair .....	(____)	_____
_____	Clerk of Session .....	(____)	_____
_____	Commission on Ministry Chair .....	(____)	_____
_____	Stated Clerk.....	(____)	_____

**Form F-6: Non-Parish Validated Ministry Questionnaire**  
**Commission on Ministry – Presbytery of Tampa Bay**

According to the *Book of Order*, the Presbytery shall develop and maintain mechanisms and processes to serve as pastor and counselor to teaching elders which will include members-at-large. The Presbytery must approve and annually receive reports from ministers who are unemployed or performing work which is not under the jurisdiction of the Presbytery or a higher governing body of the church.

**Questions for Unemployed Ministers**

1. State your name, home address, home telephone, cell phone, and email address.
2. Describe your current involvement in a congregation. Which congregation?
3. Describe your current service in a Presbytery.
4. Describe your current service in your community.
5. If you are seeking employment:
  - a. List the positions to which you have applied in the past three months.
  - b. List churches or organizations who have received your PIF or résumé in the past three months.
  - c. List all other efforts you have undertaken to seek a position.

**Questions for Non-Parish Ministers**

1. State your name, home address, home telephone, cell phone, and email address.
2. Describe your current involvement in a congregation. Which congregation?
3. Describe your current service in presbytery.
4. Describe your current service in your community.
5. If you work for an organization, describe the organization and the position which you are asking to be validated as a ministry by the Commission on Ministry.
6. State your work address, work telephone number, and work email address.
7. What is the nature of your work? Please attach the following:
  - a. A job description
  - b. A statement from your employer verifying your position
8. What is your compensation (salary and benefits)?
9. How many hours do you work in this position each week?
10. What continuing education did you take during the past year?
11. How does your job fulfill the mission of God's people in the world?
12. How does your job fulfill the requirement in service to others in enabling the ministry of others.
13. How does your job fulfill the need for accountability in character and conduct to the Presbytery?
14. How does your job fulfill the ministry that includes responsible participation in deliberations and work of the Presbytery and in the worship and service of a congregation.

***Please email this form to the Presbytery of Tampa Bay at [office@pbty.com](mailto:office@pbty.com) and also provide to the Chair of the Commission on Ministry. Thank you!***



**Form F-7: Attestation and Affirmation of Constitutional Questions****Commission on Ministry – Presbytery of Tampa Bay**

This form must be completed by all candidates and ministers seeking membership, a call or a validated ministry within the Presbytery of Tampa Bay.

I attest that I can answer all of the Ordination and Installation Questions found in the *Book of Order* (W-4.4003) in the affirmative:

1. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?
2. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to you?
3. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?
4. Will you fulfill your office in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?
5. Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?
6. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
7. Do you promise to further the peace, unity, and purity of the church?
8. Will you seek to serve the people with energy, intelligence, imagination, and love?
9. Will you be a faithful minister, proclaiming the good news in Word and Sacrament, teaching faith and caring for people? Will you be active in government and discipline, serving in the governing bodies of the church; and in your ministry will you try to show the love and justice of Jesus Christ?

An affirmative response to Question 5 means (in part) that I may disagree with portions of the *Book of Order*, and I may work to change portions of it; however, I must abide by it while a member of the Presbytery of Tampa Bay.

An affirmative response to Question 7 means (in part) that I will not lead a congregation out of the Presbyterian Church (USA).

Or (continue to next page)

I, Rev. \_\_\_\_\_, declare a scruple. (Please describe)

---

---

---

---

---

\_\_\_\_\_  
Pastors Signature

\_\_\_\_\_  
Date

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Revised 2/2012

**Presbytery of Tampa Bay  
Presbytery PIF Form for Interims Only  
4704 Kelly Road  
Tampa, Florida 33615-5019  
Ph.: 813-868-4800  
Fax: 813-200-1054**

Personal Information Form (Part I)  
General Information  
**Step 1 of 9**

Name \_\_\_\_\_  
*(Last Name) (First Name) (Middle Name)*

Preferred Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_  
E-mail \_\_\_\_\_ Fax \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Step 2 of 9**

**Ecclesiastical Status** (select one):

- PC (USA) Teaching Elder (*Minister of Word and Sacrament*)
- PC (USA) Honorably Retired Teaching Elder
- Minister of other Denomination transferring membership to PC(USA)
- PC (USA) Candidate
- Christian Educator
- Ruling Elder
- Deacon
- Other PC (USA)

**Presbytery membership or Presbytery of care:** Tampa Bay

Ordination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_/ (*Month/Day/Year*)  
Candidacy Date: \_\_\_\_/\_\_\_\_/\_\_\_\_/ (*Month/Day/Year*)

**Step 3 of 9**

**Formal Education:**

**Continuing Education:**

**Step 4 of 9**

**Positions you would consider**

*(Check **only** those positions with which you want this PIF matched. If you already have some experience for the position(s), check the “**Yes**” column. If you do not have experience in that position(s), but would like to be matched to that position(s), check the “**No**” column.)*

Experience		<u>Position Type</u>	Experience		<u>Position Type</u>
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Interim Pastor	<input type="checkbox"/>	<input type="checkbox"/>	Presbytery/Synod Executive/Leader
<input type="checkbox"/>	<input type="checkbox"/>	Interim Associate Pastor	<input type="checkbox"/>	<input type="checkbox"/>	Presbytery/Synod Exec/Leader & SC (combined)
<input type="checkbox"/>	<input type="checkbox"/>	Interim Ministry (Governing Body)	<input type="checkbox"/>	<input type="checkbox"/>	Other

**Employment type you would consider:**

- Full Time
- Part Time
- Open to Either

**Community type you would consider:**

- Any Community Type
- OR—**
- Only suggest my name in the community type(s) checked below:
- Rural       Village       Town       Small City       Suburban
- Urban       Inner City       College       Recreation       Retirement

**Church size you would consider:**

- Any Church Size
- OR—**
- Only suggest my name in the churches with membership size(s) **checked** below:
- Under 100 members       101-250 members       251-400 members
- 401-650 members       651-1000 members       1001-1500 members
- More than 1500 members

Step 5 of 9

Primary Skill Choices:

(Select up to ten skills in which you have experience or training that you would like to use in your next position)

- |  |  |
|--|--|
| <input type="checkbox"/> Administration of Programs                  | <input type="checkbox"/> Project Management                                |
| <input type="checkbox"/> Adult Ministry                              | <input type="checkbox"/> Rural Ministry                                    |
| <input type="checkbox"/> Building Renovation/Property Development    | <input type="checkbox"/> Small Membership Church Ministry                  |
| <input type="checkbox"/> Choir Directing                             | <input type="checkbox"/> Staffing/Human Resources                          |
| <input type="checkbox"/> Community Ministries                        | <input type="checkbox"/> Strategic Planning                                |
| <input type="checkbox"/> Conflict Management/Mediation Skills        | <input type="checkbox"/> Training Volunteers                               |
| <input type="checkbox"/> Congregational Fellowship                   | <input type="checkbox"/> Urban Ministry                                    |
| <input type="checkbox"/> Congregational Redevelopment/Revitalization | <input type="checkbox"/> Youth Ministry                                    |
| <input type="checkbox"/> Counseling                                  | <input type="checkbox"/> Administrative Leadership                         |
| <input type="checkbox"/> Curriculum Building                         | <input type="checkbox"/> Budget Preparation                                |
| <input type="checkbox"/> Development of New Educational Experiences  | <input type="checkbox"/> Children's Ministry                               |
| <input type="checkbox"/> Evaluation of Program and Staff             | <input type="checkbox"/> Communication (Written/Oral)                      |
| <input type="checkbox"/> Facility Management                         | <input type="checkbox"/> Community Service and Leadership                  |
| <input type="checkbox"/> Financial Management                        | <input type="checkbox"/> Congregational Communication                      |
| <input type="checkbox"/> Governing Body Ministry                     | <input type="checkbox"/> Congregational Home Visitation                    |
| <input type="checkbox"/> Hospital and Emergency Visitation           | <input type="checkbox"/> Corporate Worship/Sacraments                      |
| <input type="checkbox"/> Instrumental Music                          | <input type="checkbox"/> Cross Cultural Collaboration/Cultural Proficiency |
| <input type="checkbox"/> Leadership Development                      | <input type="checkbox"/> Defining Program Needs                            |
| <input type="checkbox"/> Leading Music Ministry                      | <input type="checkbox"/> Ecumenical and Interfaith Activities              |
| <input type="checkbox"/> Management of Building Usage                | <input type="checkbox"/> Evangelism  |
| <input type="checkbox"/> New Church Development                      | <input type="checkbox"/> Family Ministry                                   |
| <input type="checkbox"/> Older Adult Ministry                        | <input type="checkbox"/> Fund Raising                                      |
| <input type="checkbox"/> Organizational Leadership and Development   | <input type="checkbox"/> Group Process Facilitation                        |
| <input type="checkbox"/> Pastoral Care                               | <input type="checkbox"/> Information Technology                            |
| <input type="checkbox"/> Preaching                                   | <input type="checkbox"/> Involvement in Mission Beyond Local Church        |

- Leadership of Staff/Volunteers
- Legal/Tax Matters
- Management of Equipment Resources
- Office Management
- Organization /Administration
- Parliamentary Expertise
- PCUSA Polity/Constitutional Knowledge
- Problem Solving/Decision Making
- Public Relations
- Scholarship/Publishing
- Spiritual Development
- Stewardship and Commitment Program
- Teaching
- Transitional/Interim Ministry
- Young Adult Ministry

**Training/Certification:**

- Interim Ministry Training Week 1 (Introductory) by \_\_\_\_\_ at \_\_\_\_\_  
(City/State)
- Interim Ministry Training Week 2 (Advanced) by \_\_\_\_\_ at \_\_\_\_\_  
(City/State)
- Certified Christian Educator
- Certified Associate Educator

**Work Experience (Please select only one):**

**Candidate and Teaching Elder** ordained ministry experience you have:

- First Ordained Call       0 to 2 years       2 to 4 years
- 4 to 6 years       6 to 8 years       8 years or more

**Christian Educator, Deacon, Ruling Elder or Other PC (USA) Church/Denominational work experience** you have:

- 0 to 2 years       2 to 4 years       4 to 6 years
- 6 to 8 years       8 years or more

**Languages in which you are fluent (Please select all that apply):**

- English       Spanish       Korean
- Mandarin Chinese       Japanese       Cantonese
- Taiwanese       Other: \_\_\_\_\_

**Step 6 of 9**

**Clergy Couples:**

Are you seeking a call with your spouse as part of a clergy couple: Yes \_\_\_ No \_\_\_

If yes, please enter your spouse's full name and PIF ID# \_\_\_\_\_

**Compensation and Housing:**

Minimum total salary and housing compensation you would consider: \$\_\_\_\_\_/Year

Housing Options you would consider (check only one):

- Housing Allowance
- Manse
- Open to Either

**Equal Opportunity Employment:**

Are you willing to serve in a church or institution composed mainly of persons of another race/ethnicity other than your own? Yes \_\_\_ No \_\_\_

Are you willing to have your PIF matched to positions in order to broaden representation and help meet the church's commitment to Equal Opportunity Employment? Yes \_\_\_ No \_\_\_

**Step 7 of 9**

***Sexual Misconduct Self Certification***

The following information related to sexual misconduct was mandated by the Sexual Misconduct Policy and Its Procedures adopted by the 203rd General Assembly (1991), and was revised by the 205th General Assembly(1993).

**Please check one of the following:**

***\_\_\_ I certify below that no civil, criminal, ecclesiastical complaint has ever been sustained\* or is pending\* against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.***

***\_\_\_ I am unable to make the above certification. I offer, instead, the following description of the complaint, termination, or the outcome of the situation with explanatory comments.***

The information contained in my Personal Information Form on file with Church Leadership Connection is accurate to the best of my knowledge and may be verified by the calling and employing entity. I hereby authorize the entity to which my Personal Information Form is being sent to inquire concerning any civil or criminal records, or any judicial or proceeding involving me as a defendant, related to sexual misconduct. By means of this release I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information related to sexual misconduct to the entity to which my Personal Information Form is being sent.

***\_\_\_\_\_ I have read this certification and release form and fully understand that the information obtained may be used to***

*deny my employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.*

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

- \* **Sustained**
  - In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain.
  - In a civil court, "sustained" means that there has been a judgment against the defendant.
  - In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, **or an Alternative Form of Resolution Agreement approved by a permanent judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.**
- \* **Pending**
  - In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case which there is not yet a verdict.
  - In a civil court, "pending" means a case in which there has not been a decision or judgment,
  - In an ecclesiastical case, "pending" means an **investigating committee is inquiring into an allegation or charges have been filed but have not been decided by a permanent judicial commission; or an allegation or charges are in an equivalent state or process in a church other than the PC (USA).**

(The following is taken from definitions in the General Assembly Sexual Misconduct Policy and its Procedures, Pg.13)

"Sexual Misconduct is the comprehensive term used in this policy and its procedures to include: 1) Child sexual abuse, as defined above [refers to Policy]; 2) Sexual harassment, as defined above [refers to Policy]; 3) Rape or sexual contact by force, threat, or intimidation; 4) Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another; 5) Sexual Malfeasance defined as sexual conduct within a ministerial (e.g. clergy with a member of the congregation) or professional relationship (e.g. counselor with a client, lay employee with a church member, presbytery executive with a committee member who may be a layperson, a minister, or an elder). Sexual conduct includes unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, social, intimate, or marital relationships; 6) Sexual Abuse as found in Book of Order D-10.0401b (see Accuser/Victim)



**Step 8 of 9**

**Please list your work experience: (Please include position title, city, state, church size, community type, and dates from/to or number of years.)**

**Please explain how you engage a session and a congregation in addressing the five developmental tasks of interim ministry.**

**Please describe the characteristics of the church or organization you would like to serve, and the unique gifts, skills and experiences you would bring to the position:**

**Please describe your present call and accomplishments:**

**One-Page Statement of Faith**

*(For this section please limit your responses to no more than 3000 characters including spaces and punctuation. You may include an additional page if desired.)*

**Step 9 of 9**

*Please enter up to six references here:*

	<u>Name</u>	<u>Relation to you</u>	<u>Phone</u>	<u>Address</u>	<u>E-Mail</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____

I hereby authorize those inquiring into my suitability to contact my references.

*Signature* \_\_\_\_\_ *Print Name* \_\_\_\_\_ *Date* \_\_\_\_\_

Revised 2/2012

**This Personal Information Form (PIF) is intended for use ONLY by current Ministry Members of Presbytery of Tampa Bay in good standing who seek a call to interim ministry within the bounds of Presbytery of Tampa Bay.**

## Five Developmental Tasks of Interim Ministry

The major agenda of an interim ministry period centers on five developmental tasks first spelled out by Loren Mead in a monograph entitled *The Developmental Tasks of the Congregation in Search of a Pastor* and then elaborated on in his book *Critical Moment of Ministry: A Change of Pastors*.

### **1. Coming to Terms with History**

It is important for congregations to know their history so that they can appreciate their heritage and at the same time be aware of the issues and concerns that need to be resolved in order to move freely into the future.

### **2. Discovering a New Identity**

Identity is the task of understanding "who we are now in our present context and what it is we understand God is calling us to be." It is the task of developing the vision to which a congregation is being called.

### **3. Shifts of Power/Leadership Changes**

In most congregations over a period of time the leadership begins to take on much of the style and values of the previous pastor. When that pastor leaves, there is often a time when persons who have been in leadership rethink their commitment and determine whether or not they want to continue in leadership positions. Other persons often find the interim time an opportunity to take leadership roles. This is an opportune time to empower those who are out of power and to welcome leadership gifts from all parts of the congregation.

### **4. Rethinking Denominational Linkages**

Congregations often are not aware of the support and resources they receive from their middle judicatory and national denominational structures. That relationship is normally more visible while the structures of the church beyond the congregation are engaged in working with the congregation in moving through the interim period and seeking to find the right pastor to call. The transition time helps raise the awareness of a congregation to its denominational heritage, ministries and resources.

### **5. Commitment to New Leadership and to a New Future**

When a congregation has developed a shared vision of its future and has sought to call a pastor to help lead it in moving into that future, there will probably be a new commitment both to that new leader and to that new future.