

**Covenant of Ministry
Commissioned Lay Pastor**

The Presbytery of Prospect Hill, the _____ Church of _____ and _____, Commissioned Lay Pastor (CLP), agree to the following terms and conditions for a period of _____ years beginning _____ and ending _____.

The Presbytery of Prospect Hill

1. The Presbytery of Prospect Hill will, at its discretion, commission the CLP to administer the sacraments of Baptism and The Lord's Supper, and to officiate at weddings, only in the congregation(s) currently being served.
2. The Presbytery of Prospect Hill will provide a moderator for the session, who will normally preside at all meetings of the session(s) and congregation(s) or at its discretion, commission the CLP to moderate the session.
3. The Presbytery of Prospect Hill will provide a mentor for the CLP who will consult at least bimonthly with the CLP to provide guidance, counsel and supervision. The mentor shall also meet with the personnel committee(s) of the congregation(s) at least every six (6) months to hear the congregation's assessment of the relationship.
4. The Presbytery of Prospect Hill's Committee on Ministry will receive regular quarterly reports from the mentor and the CLP regarding the ministry of the CLP and the congregation(s).
5. The Presbytery of Prospect Hill's Committee on Ministry will review the effectiveness of the relationship between the CLP and the congregation prior to the end of the commission and recommend to the Presbytery of Prospect Hill the renewal or termination of the commission.
6. The Presbytery of Prospect Hill will grant voice and vote on the floor of Presbytery of Prospect Hill to the CLP for the duration of this covenant.
7. The Presbytery of Prospect Hill may rescind this covenant prior to the ending date at its discretion.

The Commissioned Lay Pastor (CLP)

1. The CLP will provide _____ hours of service per week/month, including/excluding time for:
 - a) preparation of sermons. (Include, Exclude)
 - b) preparation for classes/training led by CLP. (Include, Exclude)
 - c) travel to and from the congregation's(s') area of worship and ministry. (Include, Exclude)
2. The CLP will attend all meetings of the session(s) and congregation(s). No meeting of the session(s) or the congregation(s) shall take place without the CLP's knowledge.
3. The CLP may be excused from all or part of meetings for administrative purposes at the discretion of the moderator.
4. The CLP will provide emergency pastoral care either personally, or through other members of the Presbytery of Prospect Hill.

5. Duties of the CLP shall include: (Check all that apply)

- Leading Worship
- Nursing Home Visitation
- Administrative duties

- a) Correspondence
- b) Oversight of and resource to committees.
- c) Attend committee meetings as needed.

- Program planning
- Call on shut-ins and hospitalized
- Funerals and grief visitation
- Weddings
- Other visitation
- Counseling
- Other _____
- _____

6. The CLP will participate in one Continuing education event in consultation with the mentor.

7. The CLP will not be involved in the work of the Pastor Nomination Committee.

The Congregation(s)

In recognition of the above duties and responsibilities, the members of the session(s) agree to accept the CLP as an elder commissioned to the office of Lay Pastor, to follow where the lay pastor leads, under the guidance of the Holy Spirit, and to pray for the ministry of the Lay pastor and the congregation(s).

The congregation(s) will continue an active search for an ordained pastor. (Yes/No)
The congregation(s) will compensate the mentor at the same rate as the moderator.

The congregation(s) agree(s) to the following financial terms

Salary _____
 Housing _____
 Utilities _____
 SECA _____
 Pension/Annuity _____
 Travel _____
 Education _____

Books _____
 Other Terms:

 Total _____

Endorsements

Commissioned Lay Pastor _____
(Signature) (Date)

Clerk of Session _____
(Signature) (Date)

Committee on Ministry _____
(Signature) (Date)

Presbytery State Clerk _____
(Signature) (Date)

Presbytery of Prospect Hill
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 Call Referral Services 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 judgement 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 judgement,
 - 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)

