

COMMITTEE ON MINISTRY
MANUAL OF PROCEDURES
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1.0000 AUTHORITY OF THE COMMITTEE ON MINISTRY (COM)

1.0100 Book of Order Requirement

Each presbytery shall elect a committee on ministry (COM) to serve as pastor and counselor to the ministers of the presbytery, to facilitate the relations between congregations, ministers, and the presbytery, and to settle difficulties on behalf of presbytery when possible and expedient (Book of Order G-11.0501). Tasks and Approval Requirements are attached as **Appendix O**.

1.0200 Membership and Quorum

1.0201 Membership

The Committee on Ministry (COM) of The Presbytery of the James shall consist of equal numbers of elders and ministers, elected from at-large and from the nine Districts of the presbytery. The specific composition shall be as follows: Twenty persons with an elder and minister from each district plus a moderator and vice-moderator. Membership shall be for a term of three years and replacement of a member whose term has not expired shall be for the remainder of that term. Members shall be eligible to serve an aggregate of six years (G-11.05016)

POJ Meeting, October 12, 2004, Page 13

1.0202 Maximum Service on COM

Any person serving on COM, either as a co-opt or regular member should serve no more than six years, aggregate. After the sixth consecutive year, the person will be required to take a year off before being eligible to serve again.

COM Meeting, February 11, 1999, Page 3

1.0203 Quorum

A quorum for a meeting of the Committee on Ministry (COM) shall be at least a majority of the current membership of the committee.

1.0300 Powers Granted by Presbytery

1.0301 To expedite examination of candidates for ordination being called to serve within the Presbytery of the James:

Candidates for ordination being extended a call within the Presbytery of the James must be examined and received by Presbytery prior to laboring within the bounds of the POJ. Therefore, in order to expedite the ordination examination and reception, COM is encouraged to request a called meeting of Presbytery, as necessary.

POJ Stated Meeting #19, February 26, 1994, page 8

1.0302 To act on behalf of Presbytery, in particular matters:

That Presbytery, consistent with the Book of Order G-9.0403 (“A governing body may delegate particular aspects of its tasks to councils, boards, agencies, commissions, and committees, but always on the basis of accountability to the governing body,”) delegate to and authorize the Committee on Ministry to act on Presbytery’s behalf in those matters allowed in the Book of Order G-11.0502h: “It (Committee on Ministry) may be given authority by the presbytery to find in order calls issues by churches, to approve and present calls for services of

ministers, to approve the examination of ministers transferring from other presbyteries required by G-11.0402, to dissolve the pastoral relationship in cases where the congregation and pastor concur, to grant permission to labor within or outside the bounds of the presbytery, and to dismiss ministers to other presbyteries, with the provision that all such actions be reported to the next stated meeting of the presbytery.” (G-9.0403, G-14.0507)

POJ Stated Meeting #25, August 29, 1995, page 10

1.0303 To appoint moderators of sessions.

POJ Stated Meeting #40, May 25, 1999, page 12

1.0304 To examine Candidates for ordination.

POJ Stated Meeting #35, February 28, 1998, page 16

1.0305 To approve and name the Commission of Ordination and/or Installation of ministers in the Presbytery of the James.

POJ Stated Meeting #31, February 22, 1997, Page 11

1.0306 To appoint Co-op Members of COM to the various subcommittees of COM. Guidelines for co-op member service on COM were adopted, and are attached as **Appendix A.**

COM Meeting, June 10, 1999, page 1

2.0000 PERMANENT PASTOR RELATIONS SUBCOMMITTEE

2.0100 Purpose of Subcommittee

The Permanent Pastor Relations Subcommittee of COM is responsible for overseeing the work of all permanent pastoral relations between minister-members and congregations of the Presbytery of the James.

2.0200 Pastor Nominating Committees

Sessions of congregations desiring to begin the search for a pastor or associate pastor, must request to COM, in writing, permission to elect a Pastor Nominating Committee (PNC), or an Associate Pastor Nominating Committee (APNC). A request for permission to elect an APNC for a newly created (that is, other than a replacement) associate pastor position must include at least (a) the expected initial primary assignment of the associate pastor, (b) the time frame when the APNC expects to begin its work and (c) assurance that sufficient funds are currently available or reasonably expected for the associate pastor's terms of call. This request is reviewed by the Permanent Pastor Relations Subcommittee (PPR) and a recommendation made to the Committee on Ministry which grants final approval. The Committee on Ministry will fulfill all responsibilities regarding calls for permanent pastoral relations, as mandated in the Book of Order G-11.0502.

2.0300 Pastor Nominating Committee Liaisons

A liaison from the Committee on Ministry will be appointed by the Permanent Pastor Relations Subcommittee to all PNC's or APNC's. This person will serve as a resource to the PNC, particularly in interpreting the process for calling a pastor.

2.0400 Training of PNC's and Interim Search Committees

A team from the Committee on Ministry, assigned by PPR, will meet with any newly elected PNC or Interim Search Committee to instruct them in the process of calling a pastor/interim/associate pastor.

2.0500 Appointment of Session Moderators

The Permanent Pastor Relations Subcommittee recommends to COM, and COM appoints moderators of sessions in churches not being served by installed pastors.

2.0600 Terms of Call for New Pastors

The Permanent Pastor Relations Subcommittee of COM will review all Terms of Call for new permanent pastoral positions within the presbytery. If Terms of Call are found to be in order, the subcommittee recommends approval to COM.

2.0700 Approval of Church Information Forms (CIF)

Liaisons from the Permanent Pastor Relations Subcommittee of COM to PNC's will review and approve the final form of all Church Information Forms before they are circulated.

2.0800 Designated Pastors and Associate Pastors

The Permanent Pastor Relations Subcommittee of COM will work with congregations desiring a Designated Pastor and Associates. A process to facilitate establishing this position was adopted by COM and is attached as **Appendix B**.

2.0900 Shared Pastoral Leadership

The Permanent Pastor Relations Subcommittee of COM will work with congregations desiring Shared Pastoral Leadership. COM approved guidelines for shared pastoral leadership between congregations are attached as **Appendix C**.

COM Meeting, February 12, 1998, page 3

2.1000 Dissolution of Pastoral Relations**2.1001 Must be approved by COM**

The requests for dissolution of any pastoral relation must be reported to the Committee on Ministry, which will refer it to the Permanent Pastor Relations Subcommittee for review. If deemed to be in order, PPR will recommend concurrence with the minister and congregation to dissolve the Call.

2.1002 Relation of former pastors to congregations

“Guidelines for the Relation of Ministers to Their Former Congregations,” were revised by COM. This document is attached as **Appendix D**.

COM Meeting, June 13, 2002, page 2

2.1100 Seminary Intern Policy

Committee on Ministry adopted a policy concerning seminary students working in our congregations. This document is attached as **Appendix E**.

COM Meeting, September 14, 2000, page 2

2.1200 Sabbatical Leave Guidelines

COM adopted Sabbatical Leave Guidelines which are attached as **Appendix Q**.

POJ Stated Meeting #50, February, 2002, page 15

3.0000 EXAMINATIONS SUBCOMMITTEE

3.0100 Purpose of the Subcommittee

The purpose of the Examinations Subcommittee is to examine all women and men who have been called by congregations and other entities of the Presbytery of the James to the Ministry of Word and Sacrament. Examinations are to occur prior to their ordination and/or installation into these positions. The decisions of said examinations are to be recommended by the Subcommittee to the Committee on Ministry for action.

3.0200 Suitability for Calls and Appointed Positions

Examinations of the candidate for suitability are to be made for all installed, designated, stated supply, interim, honorably retired and validated positions. In all cases, recommendations must be made to COM, which has final approval of installed positions, approves interim positions, appoints stated supply pastors, and welcomes retired ministers. The term “suitability” refers to an appropriate match between the minister’s commitments, abilities and skills and the calling congregation’s/ other entity’s needs. The minister shall be examined on his/her Christian faith and views in theology, sacraments and the governance of the church. (G-11.0402).

3.0300 Ministers Transferring into the Presbytery

3.0301 Examination

The Examinations Subcommittee of COM will conduct an examination of all ministers (PCUSA) who wish to transfer into the presbytery on “his or her Christian faith and views in theology, the sacraments, and the government of this church” (G-11.0402). This procedure is attached as **Appendix F**.

3.0302 Required Orientation

COM requires a one-day orientation for all ministers entering the presbytery. The Leadership Ministries Board will provide this orientation. The Examinations Subcommittee will make each minister entering the presbytery aware of this requirement.

3.0400 Ministers Transferring from Other Denominations

In conformance with the Book of Order, G-11.0404 and G-14.0508, the Committee on Ministry adopted a process for facilitating the orderly transfer of ministers to the Presbytery of the James from other denominations. This document is attached as **Appendix G**.

3.0401 Full Communion Policy

For pastors serving in congregations of The Presbytery of the James, who are members of denominations with whom we are in full communion. This document is attached as **Appendix U**.

COM Meeting, August 11, 2005, page 2

3.0500 Candidates for Ordination

The Presbytery authorizes the Committee on Ministry to examine Candidates for ordination. This examination will be conducted by the Examinations Subcommittee and its recommendations shall be sent to the COM for consideration.

POJ Stated Meeting # 35, February 28, 1998, page 16

3.0600 Examination Process at Presbytery Meetings

COM approves a procedure for examining candidates for ordination on the floor of presbytery. This procedure is attached as **Appendix H**.

COM Meeting, November 12, 1998, page 1

3.0700 Ordination and Installation Commissions**3.0701 Will review Commissions**

The Examinations Subcommittee will review all commissions for installation and/or ordination and make appropriate recommendation to COM.

POJ Stated Meeting #31, February 22, 1997, Page 11

3.0702 Guidelines Approved

COM approved “Ordination and Installation Commission Guidelines” and they are attached as **Appendix I**.

COM Meeting, November 13, 2003, page 2

3.703 COM Vice-Moderator to Coordinate Commission Membership

Vice-Moderator of COM to work with pastors in establishing Ordination and Installation Commissions

COM Meeting, June 10, 2004, page 1

4.000 TEMPORARY PASTOR RELATIONS SUBCOMMITTEE

4.0100 Purpose of Subcommittee

The Temporary Pastor Relations Subcommittee oversees the work of all temporary pastoral relations, as defined in the Book of Order, G-14.0513, to include Interim Pastor, Temporary Supply, Stated Supply, Parish Associate, Student Supply and Pulpit Supply List.

4.0200 Interim Pastor Relationships

4.0201 Members of Presbytery, ordinarily

Ordinarily, Interim Pastors will become members of the Presbytery of the James while they are serving churches in the Presbytery.

POJ Stated Meeting #24, May 30, 1995, page 14

4.0202 Not an ordainable position

The Presbytery of the James does not ordain persons to interim positions.

POJ Stated Meeting #15, February 27, 1993, page 19

4.0203 Required Training

Interim Pastors will be required to have at least 12 hours of interim training before assuming an interim position in the Presbytery of the James after December 31, 1995.

(announced at) Stated Meeting #24, May 30, 1995, page 17

4.0204 Exception to Required Training

An exception may be made, if a candidate has experience or other training which, in the opinion of COM, provides some of the skills needed for a particular congregation and the candidate agrees to complete the basic interim training within the next twelve months.

COM, April 15, 1999, page 2

4.0205 Examination Required

Candidates for interim positions will be examined for suitability by the Examinations Subcommittee, prior to final concurrence by COM of any interim position.

4.0300 Temporary Supply Pastor

The Temporary Pastor Relations Subcommittee of COM reviews all Temporary Supply Covenants and recommends to COM whether concurrence is appropriate. Ordinarily, a Temporary Supply Covenant is for four (4) months and is renewable.

4.0400 Stated Supply Pastor

4.0401 Recommendation for appointment by COM

The Temporary Pastor Relations Subcommittee of COM reviews all Stated Supply Covenants and recommends to COM whether the appointment of a particular minister to be Stated Supply Pastor of a particular congregation is appropriate.

4.0402 Annual Review

The Stated Supply Covenant relationship is reviewed annually by the Temporary Pastor Relations Subcommittee. After this review, TPR will make a recommendation to COM regarding reappointment of the Stated Supply Pastor.

- 4.0403 Triennial Visit to Session**
A visit to the Session of Stated Supply Churches will be made every three years, as required by the Book of Order, G.11.0502-c in advance of the expiration of the Stated Supply Covenant.
COM Meeting, Sept. 11, 2003, page 2
- 4.0404 Examination for suitability**
Persons with new Stated Supply Covenants will be examined for suitability by the Examination Subcommittee. All Stated Supply pastors will be interviewed for continued suitability every three years as part of the Triennial Visit by COM.
COM Meeting, Sept. 11 2003, page 2
- 4.0405 Ordination for Stated Supply Pastoral Relationships**
POJ adopted this policy and it is attached as **Appendix X**
POJ Stated Meeting #63, June 10, 2006, page 17
- 4.0500 Parish Associates**
COM approved a policy for Parish Associates and it is attached as **Appendix T**.
COM Meeting, December 13, 2001
- 4.0600 Pulpit Supply List**
The subcommittee will maintain a list of minister-members available for pulpit supply in churches in the presbytery. Any person not a member of the presbytery who wishes to be placed on this list must meet with the subcommittee before a recommendation is made to COM.
- 4.0700 Student Supply Pastors**
The subcommittee will be made aware of any students supplying pulpits/congregations in the presbytery, and will provide any necessary oversight. Consent from a candidate's CPM shall be required prior to being added to the pulpit supply list.
- 4.0800 Evangelist in Presbytery of The James**
COM adopted this policy and it is attached as **Appendix S**
COM Meeting December 11, 2003, page 2

5.0000 CHURCH AND PASTOR RELATIONS SUBCOMMITTEE

5.0100 Purpose of Subcommittee

The Church and Pastor Relations Subcommittee of COM has the responsibility to work with churches and pastors who are in some degree of conflict. This informal involvement is for the purpose of assisting in the resolution of such conflict. In cases where the degree of conflict may involve the appointment of an Administrative Commission, the sub-committee may recommend this action as provided in Section 5.0200 below.

5.0200 Distressed Church Situations

When presbytery is advised of a distressed situation within a church, a team of specialists will be dispatched by the Committee on Ministry (COM) and the Congregational Ministries Board (CMB) to develop an objective picture of the situation. The team could be composed of

- (a) A professional counselor to interview all staff, the Session, the leadership of all organizations, and the principles in dispute.
- (b) A CPA to analyze all of the financial dimensions of the church, including the level of financial sophistication of the decision makers.
- (c) A lawyer knowledgeable in the legal aspects of the not-for-profits and well-versed in the Book of Order. All legal paper should be reviewed, Session minutes examined, and the trustees debriefed.

In addition, the team should weigh carefully the ability of the pastor and the Session to manage the church. The team report and recommendations are to be presented to both COM and CMB for consideration and action.

POJ Stated Meeting #35, February 28, 1998

5.0201 Listening Teams for Conflicted Churches

COM approved a procedure for Listening Teams for Conflicted Churches. This document is attached as **Appendix V**.

COM Meeting December 8, 2005

5.0300 Ethical and Moral Commitments

5.0301 Expectations for Faithfulness in Ministry

The "Expectations for Faithfulness in Ministry" paper for Ministers of Word and Sacrament and Certified Christian Educators serving within the bounds of the presbytery was approved. This document is attached as **Appendix J**.

POJ Stated Meeting #19, February 26, 1994, Pages 18-19

5.0302 Pastoral Care Response Team Procedures

COM approved a procedure for responding to sexual misconduct.

COM Meeting, October 11, 2001, page 2

6.0000 ADMINISTRATION AND PASTORAL CARE SUBCOMMITTEE**6.0100 Purpose of the Subcommittee**

The purpose of the Administration and Pastoral Care Subcommittee of COM is to review and make recommendations concerning various administrative functions (i.e., the triennial visits of sessions, review of annual changes in terms of call, reports from validated ministries, changes in minimum compensation, and Board of Pension matters). It is also responsible for providing pastoral care for all active and retired ministers, educators, and their families, within the Presbytery of the James.

6.0200 Triennial Session Visits

In accordance with the Book of Order, G-11.0502, the Administration Subcommittee will establish a procedure for visits with each session of the presbytery at least once every three years, discussing with them the mission and ministry of the particular church and encouraging the full participation of each session and congregation in the life and work of presbytery and of the larger church. (W-1.4002)

6.0300 Retirement of Ministers**6.0301 Review of requests for retirement**

Requests from ministers to be granted the status of Honorably Retired will be reviewed by the Administration Subcommittee of COM and a recommendation made to COM and then to the presbytery.

6.0302 Retirement Resolutions

The Administration Subcommittee of COM will provide for an appropriate retirement resolution for each retiring minister and will invite someone to speak on his/her behalf at a meeting of the presbytery.

6.0303 Excused Absences from Presbytery Meetings

Presbytery will grant excused absences for all minister members who are Honorably Retired.

POJ Stated Meeting #15, February 27, 1993, Page 5

6.0400 Memorials**6.0500 Changes in Terms of Call**

The Administration Subcommittee will review all changes in Terms of Call for ministers in the presbytery and will recommend appropriate action to COM for final action by the presbytery.

6.0600 Annual Reports of Ministers

The Administration Subcommittee will secure and review annual reports of validated ministries and any other reports required from ministers.

6.0601 Annual Reports and Terms of Call

Requests for Annual Reports and changes in Terms of Call will be distributed in December of the preceding year, with a deadline of February 15, for submission to the

Administration Subcommittee for review.

COM Meeting, January 14, 1999, Page 2

6.0700 Minimum Compensation Package

6.0701 Annual Revision

The Minimum Compensation Criteria will be reviewed annually by the Administration Subcommittee which will recommend action for revision to COM for final action by the presbytery.

6.0702 Required minimum salary

All pastoral positions (with the exception of Temporary Supply and Student Intern) are required to meet presbytery minimum compensation criteria requirements. Part-time pastoral positions will be the appropriate percentage of the minimum compensation criteria requirement.

POJ Stated Meeting #40, May 25, 1999, Page 11

6.0703 Minimum Compensation Criteria

The current year's Minimum Compensation Criteria is attached as **Appendix L**

6.0800 Board of Pensions

6.0801 Liaison to Board of Pensions

The Administration Subcommittee will inform COM of information from the Board of Pensions.

6.0802 Delinquency Dues

The Administration Subcommittee will determine the accuracy of information submitted by the Board of Pensions and see that delinquencies are satisfied.

6.0803 Vacancy Dues

Vacancy dues are used to offset Medicare Supplement costs for retirees. Vacancy dues are calculated at 12% of the total effective annual salary of the last minister who occupied the position that has become vacant. Vacancy dues are for a maximum period of 12 months.

6.0900 Validated Ministries

The Administration Subcommittee provides oversight to all ministers engaged in validated ministries. Presbytery approved a Validated Ministry Policy which is attached as **Appendix N**.

POJ Stated Meeting #41, August 24, 1999, Page 11

6.1000 Ministers Laboring Within the Bounds of the Presbytery

The Administration Subcommittee reviews all requests from minister members of other presbyteries who wish to labor in the bounds of The Presbytery of the James, and makes recommendation to COM.

6.1100 Ministers Laboring Outside the Bounds of the Presbytery

The Administration Subcommittee reviews all requests from minister members of POJ who wish to labor outside the bounds of The Presbytery of the James and makes recommendation to COM.

6.1200 Inactive Ministers

The Administration Subcommittee recommends to COM, for approval by the presbytery, inactive status for any minister who has previously been admitted to the presbytery as an active member, but then voluntarily engages in an occupation that does not comply with all of the criteria in G-11.0403. This recommendation may come at the minister's request or at the subcommittee's initiative, after notifying the minister in person or by certified mail at the last known address (G-11.0406).

6.1300 Pastor Emeritus, Emerita

The Administration Subcommittee will consult with representatives of any congregation that is "...moved by affection and gratitude to continue an association in an honorary relationship..." with a pastor or associate pastor who retires. The subcommittee will provide counsel as to the wisdom of this action, and if the COM concurs that the way be clear, and the congregation votes approval, COM will without further consideration recommend to the presbytery that the minister be granted Pastor Emeritus or Pastor Emerita status (G-14.0605).

COM Meeting, June 14, 2001, page 2

6.1400 Study Leave

The Presbytery approved a policy for annual study leave for ministers and certified Christian educators. This policy is attached as **Appendix P**.

POJ Stated Meeting #43, February 26, 2000, page 12

6.1500 Members-at-Large

The Administration Subcommittee recommends to COM, for approval by the presbytery, the status of "member-at-large" for any minister previously admitted to the presbytery as an active member, who, without intentional abandonment of the exercise of ministry, is no longer engaged in a ministry that complies with all the criteria in G-11.0403. This policy is attached as **Appendix Y**.

POJ Stated Meeting #67, October 9, 2007, Appendix XVI

6.1600 Minister Member Policy

The Committee on Ministry adopted a policy defining minister members within our presbytery. This document is attached as **Appendix M**.

COM Meeting, January 13, 2000, page 2

6.1700 Honoraria**6.1701 Supply Preaching Guidelines**

COM encourages churches to pay a minimum of \$150 to lead worship, plus \$50 for each additional service plus expenses and mileage for supply preaching.

Announced at Presbytery Stated Meeting #64, October 10, 2006, page 6

6.1702 Moderating Session Guidelines

COM encourages churches to pay a minimum of \$50 to moderate Session meetings plus

expenses and mileage; \$50 to moderate Congregational Meetings plus expenses and mileage for moderating session meetings.

Announced at Presbytery Stated Meeting #64, October 10, 2006, page 6

6.1800 Educational Indebtedness for first call pastors

The following policy was adopted by COM: (1) match the Board of Pensions dollar for dollar; (2) use the same guidelines as the Board of Pensions; (3) allow no more than two Presbytery of the James persons to enter the program per year based on need; (4) use dollars from the general funds of Presbytery of the James.

COM Meeting, June 14, 2001, page 1

6.1900 Pastoral Care Fund

The Pastoral Care Fund Policy was adopted by the presbytery and is attached as **Appendix K**.

POJ Stated Meeting #37, August 25, 1998, Page 12
(Revised, May 13, 1999)

6.2000 Mentoring Program for First Call Pastors

.....COM adopted this policy and it is attached as **Appendix R**
COM Meeting, September 12, 2002, page 3

6.2100 Parental Leave Recommendations for Terms of Call in the Presbytery of the James

COM adopted this policy and it is attached as **Appendix V**
COM Meeting, October 13, 2005, page 1
POJ Stated Meeting #62, March 18, 2006, Page10