



PHASE 3 - THE PNC: GETTING ORGANIZED AND THE MINISTRY DISCERNMENT PROFILE

Phases 3 and 4 cover the process that is described in On Calling a Pastor. Phase 3 covers getting started and creating the MDP. Phase 4 describes the search process.

The PNC gets started

- COM liaison calls the first meeting and moderates at the PNC as PNC leadership is elected and meeting dates and times are selected. The COM liaison shares resources with the PNC. **Appendices 2-1, 3-1, 3-2**
- PNC and session meet to discuss in depth the vision for the future, using the results of the mission study.

PNC creates a Ministry Discernment Profile

- PNC creates draft of MDP in consultation with COM liaisons. In this process COM will seek to discern whether or not the PNC and the session share the same vision for the work of the minister and, if not, seek to reconcile the differences. **Appendices 3-3, 3-5**
- COM liaison discusses with the PNC how to ensure that they comply with the Equal Opportunity mandate. **Appendix 3-2**
- PNC and session agree on possible Terms of Call, with input from COM liaison on the factor system and range for effective salary. **Appendices 3-5, 3-6, and 3-7** and from the presbytery website, **Factoring FAQs and Factoring Guide**.
- PNC meets with session to review MDP, get their input, and gain session's approval.
- COM approves MDP
- PNC posts MDP on the PCUSA website. **Appendix 3-3**
- PNC decides where else to advertise the position. **Appendix 3-8**

Appendix 3-1
Topics to Cover in First Meeting of the PNC

At the first meeting or meetings of the PNC, the COM liaison should help the PNC to get organized and discuss pertinent topics.

- Discuss the theological background of a “CALL” p. 4-6, ON CALLING A PASTOR
- Discuss the need for worship, prayer, fellowship, and spiritual discernment in the life of the PNC.
- Answer questions of the committee and develops Presbytery partnership
- Assist in organizing the committee
- Elect officers – chair or co-chairs, corresponding and recording secretary (or secretaries), internet communicator (may be the chair or co-chair)
- Decide on a meeting day, time, and place
- Receive the PNC budget adopted by session
- Discuss confidentiality of the committee’s work
- Discuss books which PNC should have as references **Appendix 2-1**, resources for Sessions and PNCs
- Discusses Equal Employment, **Appendix 3-2**
- Arrange an opportunity for session and PNC to meet to discuss the Mission Study and Statement
- Give a copy of the Ministry Discernment Profile to each member, **Appendix 3-3**
- Explain pastoral compensation and factor system and share **Factoring FAQs** and **Factoring Guide for Pastors and Professional Positions.**

Appendix 3-2
Equal Opportunity

The Ministry Discernment Profile has the following section on Equal Employment Opportunity:

The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403). Each Pastor Nominating committee and Search committee is expected to undertake its search for a Teaching Elder in a manner consistent with the good news that in the church "...as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus."

Please accept the following:

The Pastor Nominating Committee and Search committee has affirmed its intention to follow the Form of Government in this regard.

The Pastor Nominating Committee should develop criteria for the selection of the pastor that are not discriminatory, that is, not based on racial ethnicity, age, sex, marital condition or disability. It may be helpful to explore feelings and perceptions about this, allowing folks to ask questions and to express concerns. Search committees often say things like, "we have nothing against a woman pastor, but our congregation just isn't ready for that yet." Assure the committee that many search committees begin their search with those kinds of opinions but soon discover that interviewing persons excluded by such opinions is exciting and creates new possibilities for their congregations. You should be able to sign the MDP with the knowledge that you have complied with this non-discriminatory directive.

Appendix 3-3
Ministry Discernment Profile (MDP)

- Download a copy of the instructions and a current version of a MDP (Part I and Part II) from the Church Leadership Connection website:
<https://oga.pcusa.org/section/clc/clc/clc-calling-organizations-churches/>
- There are several helpful documents on this website related to filling out the MDP.
- If you write the narrative parts of the MDP in MS Word, you will be able to use the word count feature of Word (under Tools) to be sure that you have not exceeded the allowable character count. You will also be able to copy and paste the narrative portions into the on-line form.
- When the PNC has filled in a working copy of the MDP to its satisfaction, the MDP will need to be taken to the session for their approval.
- COM will also need to approve the MDP before you may post it on the Church Leadership Connection website.
- Call or email the chair of the Commission on Ministry to obtain the necessary user IDs and passwords so that you can enter the MDP on the Church Leadership Connection website.
- The clerk of session and the chair of COM will both need to approve the MDP once it is on-line. CLC will notify both of them that this needs to be done and will tell them how to do it.
- Then, once CLC has approved the MDP, your MDP will be available for pastors who are seeking a call and for matches done by CLC.
- CLC consultants can be reached by phone at (888) 728-7228, x8550 or by email. Don't hesitate to call if you have questions about the MDP or about entering it on-line. These folks are extremely patient and helpful.
- Remember, Church Leadership Connection (CLC) is your per capita dollars at work.

Appendix 3-4
Detailed Check List for the PNC's work

1. Develop a plan for worship, prayer, spiritual discernment, and fellowship
2. Develop a means of communicating and educating the congregation
3. Complete the Ministry Discernment Profile using the results of the Mission Study and in consultation with COM liaisons. In this process COM will seek to discern whether or not the PNC and the session share the same vision for the work of the minister and, if not, seek to reconcile the differences.
4. Review with COM Liaison how to set factor for position and, in consultation with the session, develop a compensation range. **Appendix 3-6**
5. Meet with session to review MDP, get their input, and gain session's approval.
 - a. COM liaisons approve MDP for posting with the Church Leadership Connection, via the PCUSA website.
6. Posting Position
 - a. Presbytery (COM Chair) issues user IDs and passwords to clerk and PNC chair or internet communicator
 - b. PNC chair or Internet communicator puts Ministry Discernment Profile on the PCUSA Web site
 - c. PNC decides where else to advertise – in church publications, Presbytery web site **Appendix 3-8**
7. PNC meets with COM liaisons to discuss search process as well as the role of session, any Associate Pastors or other program staff, and members of the congregation.
8. Preparatory work includes
 - a. Developing a process for reviewing PDPs, (**Appendix 4-1**)
 - b. Developing packets on the church and community to send to candidates of interest,
 - c. Creating another list to ask references (**Appendix 4-2** and
 - d. Creating a standard list of questions to ask each candidate (**Appendix 4-3**)
9. PNC reviews potential candidates and determines those they wish to interview face to face. This review includes the following steps, with a narrowing of the field of candidates and a report to the congregation at each step.
 - a. Request a CLC matching and review of PDPs (Personal Discernment Profiles)
 - b. Review sermons, usually available as recorded church services on-line, from candidates of interest
 - c. Send packets of information about the church and community
 - d. Conduct reference checks. May include COM chair and GP.
 - e. Conduct Phone Interviews with candidates of interest - consider inviting the COM liaison to first phone interview to give feedback on process
 - f. Determine candidates to interview face to face.
 - g. Share these names with General Presbyter who will conduct a reference

- check prior to any face-to-face interviews on-site.
- h. Consider secondary reference checks after candidate grants permission.
 - i. Listen to sermons and observe the candidate leading worship. There are several possibilities for doing this – viewing live-streamed services, listening to recorded sermons, and visiting the candidate’s current church incognito. If none of these options are possible, consider arranging for the candidate to preach in a neutral pulpit somewhere in the presbytery. Remember that with any in-person visits to a candidate’s current church or with a neutral pulpit, it is essential that you maintain confidentiality.
 - j. Face-to-face meetings should include an opportunity for any Associate Pastors or other program staff to meet with the candidate and to offer feedback to the PNC, who should take seriously any concerns raised.

Appendix 3-5
The Presbyterian Board Of Pensions

A Supportive Resource to the Committees on Ministry

The Presbyterian Board of Pensions provides medical, disability, pension, and death benefits for Presbyterian ministers and lay church employees. They also offer additional optional benefits – dental insurance, additional death benefits, 403b investment opportunities, long term care, and more.

For Information about the Purpose, Eligibility, and Benefits of the Plan, dues calculation, etc., see Board Publications:

Benefits Administrative Handbook

Understanding Effective Salary

Assistance and Retirement Housing Programs

Shared Grant

Information for Members Planning to Retire

Social Security Basics for Ministers and Churches

The Board of Pensions regularly sends publications and other communications to three persons within each presbytery – The General Presbyter, the COM Moderator, and an appointed “presbytery pensions representative”. These persons are invited each year to attend informational gatherings at Board expense.

Other Board of Pensions services that may be of interest:

Educational Seminars –

The Board of Pensions offers a variety of seminars on financial and retirement planning and on health and wellness. Check the Board of Pensions website, www.pensions.org, for the current list.

Tax Information for Clergy and a toll-free number for tax assistance. – 1-800-455-5129

Personal and Crisis Counseling – *Response Program* – toll-free hotline – 1-800-455-5129

Shared Grant Program – funds for church workers with special needs or in emergency situations.

Emergency Assistance Grants – primarily for extraordinary medical expenses

Disability Assistance – monthly income equal to 60% of salary

Income Supplements – for eligible retired church workers and their spouses

CONTACT THE BOARD AT:

2000 Market Street

Philadelphia, PA 19103-3298

1-800-773-7752 (Monday through Friday from 8:30 a.m. to 5:00 p.m. ET) or at

www.pensions.org

Regional Pension Representatives work for the Board of Pensions and serve church professionals in a specific geographical area. These people are available and willing to meet with Committees on Ministry to provide information and discuss areas of shared

concern. It is recommended that the Board representatives be included in regional COM training events. Contact your representative at: 1-800-773-7752. Contact the Presbytery office for the name and number of the current representative.

Some Alerts –

An individual seeking ordination later in life (second career) may not be able to accrue sufficient years of service to acquire the pension credits necessary for an adequate pension. COM may require special inquiries and counseling for these persons.

Ministers coming from other denominations to installed positions in the PC(USA) will be required to join the Benefits Plan of the PC(U.S.A.). The minister and presbytery should be aware of the implications for this minister's retirement.

Since candidates for installed positions as ministers of the Word and Sacrament must be enrolled in the Benefits Plan, it is wise for the COM or CPM to be sure they have made application for membership.

Appendix 3-6 **Baltimore Presbytery's Factoring System**

The Book of Order requires that presbyteries establish a minimum salary for parish clergy. The Presbytery of Baltimore does not have a minimum salary; rather it has a minimum established for each pastoral position based on the factoring for that position. The Presbytery's *Factoring Guide*, available on the Commission on Ministry resources page, under *Compensation*, establishes the formula for minimum compensation for each position.

The purpose of Baltimore Presbytery's factoring system is to ensure that pastor compensation is in line with the expectations of the call. It is not intended to be a means of rewarding a pastor either for exceptional skills or for an exceptional performance. It is important to separate the factor for a called position from the individual filling that called position.

The COM liaison should lead you through a discussion of the factoring system to help you to arrive at a just factor for the pastoral position you are seeking to fill. The factor is based on the education and experience you require for the position and on the complexity or difficulty of the position. Most congregations are "normal" in complexity.

More information is on the Commission on Ministry Resources page in the Compensation section:

- *Policy: Factoring Guide*
- *Factoring FAQs*
- *[Current Year] Factors*

Appendix 3-7 *Theological Basis for Just Compensation*

***This document is reprinted from the Church Leadership Connection (CLC) website
for the convenience of PNCs and COM Liaisons***

A theological and polity reference framework

So our faith is robustly material, profoundly spiritual. It urges that enough of this world's goods be granted for the dignity of every human creature. It urges that we be weaned from the goods of this world to fix our life solely on the will of God. And however the Church settles the issue of "compensation," it must attend to those matters which must always be resolved in tension with each other. To glorify God is not a heavenly, spiritual or religious activity, as though the glory of God could be compartmentalized.

*Report of the General Assembly Advisory Committee on
Churchwide Compensation to the 213th General Assembly (2000),*

One of the questions asked of a congregation at the installation of a pastor is, "Do we promise to pay him (her) fairly and provide for his (her) welfare as he (she) works among us?" The expectation is that the congregation will answer with a whole-hearted, "Yes!" but there is often uncertainty, on both sides, about what is considered fair compensation. The link below has resources and tools for synods, presbyteries, congregations and church professions to analyze clergy terms of call and compensation offers for pay equity purposes:

<https://www.presbyterianmission.org/ministries/compensation-in-church-society-2/>

Compensation review

Each session is required to review the adequacy of a pastor's personal compensation and to establish full reimbursement of their professional business-related expenses each year.

Factors to consider in compensation:

- Presbyterian churches promise to pay their pastors fairly and to provide for their welfare as they work among the people of the congregation during the pastor's installation service. The amount of pay varies according to geographic location.
- A merit percentage increase should be added to the cost of living to reflect the increased level of competence demonstrated in the pastor's job performance, years of experience in the ministry, years in the current pastorate, advanced degrees, special skills, and exceptional service.
- A pastor's compensation should compare favorably to other professionals in the community and throughout the larger church.
- In parts of the country where housing costs are exceptionally high, it may be necessary for the congregation to enter into a shared equity agreement with the pastor to allow her or him to purchase a suitable home.

Previous compensation plans generally accepted by the Presbyterian Church suggest that pastors have similar qualifications and work expectations to that of a high school principal, most members of the legal profession and many middle management positions.

In its concern and advocacy for adequate compensation for ministers, the Commission on Ministry should also consider the adequacy of compensation for other staff as well. The ministry of Christ's Church is not well served when serious inequities exist. The Presbytery, through its Commission on Ministry, has the responsibility [G-3.0303c] to establish guidelines for

compensation and benefits for Certified Christian Educators employed by the churches of the presbytery. The session of a congregation has the responsibility to prepare and adopt a budget, including fair compensation for its teaching elders, as promised in the service of installation [W-4.4006b (3)].

Housing arrangements

Ministers of the Word and Sacrament are one of the few groups for whom the Internal Revenue Service (IRS) allows a housing exclusion. This means that the portion of the minister's income that is used for housing expenses and/or a manse is not taxable income, but it is not exempt from social security tax. The amount of money allocated as Housing Allowance may not exceed the fair rental value of the housing including furnishings and utilities.

Resources:

Tax Guide for Ministers and Churches, Richard R. Hammar

Federal Reporting Requirements for Churches, Richard R. Hammar

Benefits Administrative Handbook

Understanding Effective Salary

Available from: [Board of Pensions Web site](#) or 1-800-773-7752.

See <http://www.presbyterianmission.org/ministries/ministers/>

Compensation components

Compensation for pastors should ordinarily include:

- Cash salary
- Manse value, if provided
- Housing and/or utility allowance
- Full medical, pension, disability and death benefits through the Board of Pensions
- Professional reimbursable expenses
 - Travel expenses
 - Continuing Education expenses
 - Other expenses
 - Paid continuing education leave of 2 weeks annually, cumulative to 6 weeks
 - Moving expenses, if the pastor is newly called to a position

Compensation for pastors may also include:

- Deferred Compensation (403b, section 125 plan)
- Social Security Offset, if any
- Other benefits, if any

Appendix 3-8
Publications in Which to Advertise Vacancies

Denominational

The Presbyterian Outlook – <http://pres-outlook.org>

Phone: 1-800-446-6008
1-804-353-6369

Presbyterians Today - <https://www.presbyterianmission.org/ministries/today/>

Editorial and advertising offices:

100 Witherspoon St.

Louisville, KY 40202-1396

Tel. (888) 728-7228 x5637, or (502) 569-5637 Fax: (502) 569-8632

Other

The Christian Century - <http://www.christiancentury.org/advertising>

For information on rates or to reserve advertising space, contact
advert@christiancentury.org.

Check with your COM liaison or interim pastor for other possibilities for advertising your position.