

VALIDATED MINISTRY

Charleston Atlantic Presbytery

I. Criteria for Validating Ministries Beyond the Jurisdiction of the Church

The standards of the *Book of Order* G-2.0503a(1-5) shall serve as a broad criterion for the validation of ministry beyond the jurisdiction of the church. In considering an application for validation of such a ministry, the COM shall determine whether or not these standards have been met. Applicants for validation shall demonstrate the validity of proposed ministries in the following specific ways:

A. *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*

This criterion shall be satisfied by the submission of a brief essay describing the ways in which the minister has been called to the ministry proposed for validation and how that ministry is consistent with and/or embodies the mission and values of Charleston Atlantic Presbytery as outlined in the Mission and Values Statements of the Manual of Operations. In addition, the ministry so described shall be assessed by the Committee on Ministry as to its consistency with Scripture and the Constitution of the Presbyterian Church (U.S.A).

B. *Service and/or aid to others, or enables the ministry of other*

“The primary thrust of the work being validated is toward serving people. Conversely, it implies that its primary thrust is not toward profit-making activities. This does not suggest that a person in a profit-making position cannot perform ministry; many lay persons do. Nor does it imply that the minister cannot be employed in a profit-making enterprise. The primary functions of one's work, however, should relate to the service of people rather than to the production of goods or of profits” (*PCUSA COM Handbook*).

This criterion shall be satisfied by the submission of a brief essay describing the nature of the ministry for which validation is sought (or by the submission of a job description in which the responsibilities of the ministry are detailed.) The essay shall make clear the specific aspects of the ministry through which others are served and/or encouraged to serve others.

C. *Theologically informed fidelity to God's Word*

“The work to which the continuing member is called (shall make) active and effective use of the biblical and theological training that is required for ordination. Normally, this means that such works should provide opportunities to articulate the Christian Faith” (*PCUSA COM Handbook*).

This criterion shall be satisfied by the submission of a brief essay indicating the specific ways in which theological education supports and nurtures the work of the ministry and/or the types of anticipated opportunities for articulating the Christian faith presented by the ministry. It is understood that not all articulation of the faith is verbal; Christian faith may be articulated in acts of compassion and self-sacrifice as well as through verbal proclamation.

D. *Accountability for its character and conduct*

This criterion shall be satisfied in both of the following ways:

1. Submission of a brief written statement (or attachment of separate documentation) indicating

- a. The persons, entities, or agencies to whom the minister is accountable for the character and conduct of the ministry, whether or not the ministry is compensated, and/or
 - b. The independent supervisory structure with oversight and direction responsibilities related to ministry, and/or
 - c. The ethical standards of any professional organizations or associations of which the minister is a member in connection with the exercise of this ministry; and
2. Regular review by the Committee on Ministry (COM) through
 - a. Annual written reports on the minister's place of residence and performance of the ministry, submitted to the stated clerk of the presbytery, and
 - b. At least one in-person interview with COM or its designees every three years, unless an exception is granted by the committee.

E. *Responsible participation in the deliberations and work of presbytery, and worship and service in a local congregation*

This criterion shall be satisfied by both the following:

1. By attestation by the stated clerk of the presbytery that the minister has been in attendance at presbytery at least once in the year previous to application for review of validation, has participated actively in the work of the presbytery, and that the annual report of residence and work has been received for that same year. If the minister seeking validation comes from another presbytery, the stated clerk shall request attestation from the stated clerk of the transferring presbytery. If the person seeking validation is a candidate, the stated clerk shall request evidence of certification of readiness for ministry from the Committee on Preparation for Ministry of the presbytery of care, and
2. By written affirmation from the applicant that he or she is a regular participant in the worship and service of a congregation of God's people and is available to lead worship and discharge other responsibilities of a Minister of Word and Sacrament within the presbytery.

II. Process for Approval and Review

A. Approval of Application for Validation of Ministry

1. The minister or candidate seeking validation for a particular ministry shall complete the Application for Validation of a ministry and submit the application to the stated clerk or moderator of the COM no later than two weeks before the date of the COM meeting at which the application is to be considered.
2. The COM moderator shall place the application on the agenda of the committee, and if deemed appropriate, schedule an interview for the minister with all or part of the COM.
3. The COM shall consider the application and in the discharge of its function as an administrative commission may approve the application.
4. If the COM elects not to approve the proposed ministry, it shall follow the process set forth in section II.B.
5. The COM shall report its actions and/or recommendations to the minister and to the stated clerk of presbytery.
6. If the ministry is validated, the minister or candidate shall be commissioned by action of the presbytery. A commissioning liturgy may be celebrated by the presbytery to mark the beginning of the ministry.

B. Disapproval of Application for Validated Ministry

1. If COM elects not to approve an application for a proposed ministry, the chair shall notify the minister in writing of the decision and afford the minister an opportunity to present her/his case to the COM.
2. The minister shall have the right to present her/his position in writing or oral format to the COM, which shall then reconsider the application.
3. If the COM elects to approve the application, it shall follow the provision of section II.A.3 and 5.
4. If the COM elects to not approve the application, it shall notify the minister and the stated clerk that it will recommend to the presbytery that the application be denied.
5. After written notice to the minister of the meeting, presbytery shall consider the application. The minister shall have the right to speak on the floor of presbytery in support of the application.
6. The stated clerk shall notify the minister or candidate in writing of the decision of the presbytery.

C. Review of Validation

1. Annual Review

The minister engaged in a ministry validated by the presbytery shall report annually concerning the following:

- Current mailing address, telephone number, and (if available) email address.
- Character and conduct of the ministry accomplished in the time since validation or previous review.
- Any changes in the character and conduct of the ministry anticipated for the coming year.

The report shall be submitted to the Stated Clerk no later than 30 April of each year, and shall be reviewed by the COM and reported to the presbytery, ordinarily at its stated summer meeting. The COM may, and in the case of recommendation to rescind validation shall, interview the minister concerning the report and the character and conduct of the ministry.

- If the COM recommends continuing validation of the ministry, this action may be included in the consent agenda for the presbytery meeting.
- If the COM recommends rescinding validation of the ministry, it shall report its findings and reasons for so recommending to the presbytery and the minister shall be offered opportunity to respond.

2. Major Review

At least once every three years after the validation of a ministry, the COM shall conduct an in-person interview with the minister to inquire into the ongoing character and conduct of the minister. This triennial review shall replace the annual review for that year. The content of the interview shall include, but may not be limited to

- Conduct and activity of the ministry.
- Goals for the ministry.
- Long-range plans for the minister for continuing education or other personal and professional growth.
- Ways in which the presbytery can be of greater support to the minister.

On the basis of this interview, the COM shall recommend to the presbytery whether or

not to continue the validation of the ministry, under the same terms as the annual review.

If being present in person for the triennial interview poses a significant hardship for the minister, the COM may, at its discretion, choose some other means by which to conduct a conversation about the character and accomplishments of the ministry (e.g., on-line electronic discussion, telephone interview, etc.).

APPLICATION FOR VALIDATION OF MINISTRY

Charleston Atlantic Presbytery

Name: _____

Home Address: _____

Telephone #: _____ E-mail Address: _____

Business Address (if different): _____

Telephone #: _____ E-mail Address: _____

Current Presbytery Membership: _____

Effective Start Date of Ministry: _____

For the Applicant:

- A. Please describe in a brief essay the ways in which the ministry proposed for validation is consistent with and/or embodies the mission and values of Charleston Atlantic Presbytery as outlined in the Mission and Values Statements of the *Manual of Administrative Operations*.
- B. Please describe the character of this ministry in terms of its regular requirements and responsibilities (*if you have a job description for the ministry that may be attached as an answer to this question*).
- C. Please describe in a brief essay indicating the specific ways in which theological education supports and nurtures the work of the ministry and/or the types of anticipated opportunities for articulating the Christian faith presented by the ministry.
- D. Please indicate (or attach in a separate document):
 1. The persons, entities, or agencies to whom the minister is accountable for the character and conduct of the ministry, whether or not the ministry is compensated, and
 2. The ethical standards of any professional organizations or associations of which the minister is a member in connection with the exercise of this ministry.
- E. Please indicate the congregation in which you are a regular participant and the nature of your participation in its worship and service.

APPLICATION FOR VALIDATION OF MINISTRY (cont'd)

For the Stated Clerk:

_____ I hereby attest that the above-named minister is a member in good standing of Charleston Atlantic Presbytery and has been in attendance at presbytery at least once in the year previous to application for or review of validation, and that the annual report of residence and work has been received for that same year.

OR

_____ I hereby certify that I have received confirmation that the above-named minister is a member in good standing of _____ (presbytery) against whom no disciplinary charges are standing or pending.

OR

_____ I hereby certify that I have received confirmation that the above-named candidate for ministry of Word and Sacrament has been certified ready to receive a call by the Committee on Preparation for Ministry of this or another presbytery.

Stated Clerk

Date

Adopted October 2010