

Commissioned Pastor's Handbook



Charleston Atlantic Presbytery Of the Presbyterian Church (USA)

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Change Log

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Commissioned Pastor's Handbook
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Introduction

A History Lesson: A preacher was sitting quietly at home and the phone rang. God and the Evangelism and Congregational Development Committee were calling: “We are in the process of beginning a Lay Academy for the training of Commissioned Lay Preachers for the presbytery and we are asking you to consider being the first director of this academy.” Well, the preacher was flattered and excited to be asked to help establish a new ministry opportunity, even if the preacher was not entirely clear on the concept of a Commissioned Lay Preacher. What was a Commissioned Lay Preacher and what did such a person do in a church? The committee explained as best they could, but in those long-ago days, not many had clarity on the concept—it was a developing idea.

The first thing the preacher learned was that there were no resources to help with the development of a Lay Academy for the training of Commissioned Lay Preachers. Every presbytery doing this work was inventing its own wheel.

The program flourished—there were more participants than anyone could have anticipated. Some of those participating were members of small churches and interested in being commissioned when they finished. Others were active in their churches or presbyteries and were seeking to fulfill a personal need for more in depth information, a more formal study course, a way to enhance what they were doing in the church and presbytery.

The ministry of Commissioned Pastors (CPs) has evolved over the past almost 40 years. As we consider the training and work of CPs in the church today, we are challenged to remember our calling. It is to be commissioned to perform a specific ministry in a specific place and time.

Let us remember our polity and our heritage, the “purpose and pattern of leadership in the church in all its forms of ministry shall be understood not in terms of power, but in service.” Presbyterians do not ordain people into a hierarchy but into a service. In our tradition, Ministers of the Word and Sacrament go through the entire inquirer and candidacy process and are ordained to serve with full authority to administer the sacraments and perform ministerial functions. They receive the honorific of “Reverend” upon ordination. Ruling elders are commissioned for limited periods and only with specific authority delegated to them by the presbytery. In accordance with the Book of Order they are titled as “*Commissioned Pastors*” once they receive a commission and while actively serving. Functional titles of address as identified in the covenant describing the role the Commissioned Pastor is serving in, may also be used, such as Chaplain or Parish Associate.

Presbyteries have commented on how one of the benefits of CP training has been an enlarged cadre of well-trained elders more willing to accept leadership positions in the presbytery, synod or general assembly, because of the training they have received.

We are training people to broaden the work we do—in small churches, in medium-sized churches, and in large churches. We are training people to serve in rural and urban areas, for prison ministry, for college and hospital chaplaincy programs, for new and creative leadership all through our denomination. As a result of Lay Academies, much creative ministry and mission led by elders is being done—on a congregational as well as a presbytery level.

As presbyteries train and commission ruling elders to serve in our churches, we are changing the face of the church; we are changing the ministry we are able to do; we are growing through the wisdom and the spirit of these elders called to serve—and by God's grace it can revitalize our congregations and our presbyteries in unexpected ways.

Commissioned Pastors reflect the presbytery's mission strategy: "A

Commissioned Pastor is an elder of the Presbyterian Church (U.S.A.), who is granted a local commission by the presbytery to lead worship and preach the gospel, watch over the people, and provide for their nurture and service."

"When the presbytery, in consultation with the session or other responsible committee, determines that its strategy for mission requires it, the presbytery may authorize a ruling elder to be commissioned to limited pastoral service as assigned by the presbytery. A ruling elder so designated may be commissioned to serve in a validated ministry of the presbytery. Presbytery, in its commission, may authorize the ruling elder to moderate the session of the congregation to which he or she is commissioned, to administer the Sacraments, and to officiate at marriages, where permitted by state law. This commission shall also specify the terms of service, which shall not exceed three years but shall be renewable. The presbytery shall review the commission at least annually. (*Book of Order* G-2.1001)"

In the Charleston Atlantic Presbytery, the mission strategy is reflected through commissioning Ruling Elders who have completed all training requirements and received Commission on Ministry (COM) approval to serve throughout the presbytery. Ruling Elders may be assigned to serve a specific congregation or in a validated ministry but are commissioned to serve at the presbytery level. This allows for greater flexibility in utilizing Commissioned Pastors across the presbytery to serve as needed or assigned.

Commissioned Pastors actively serving the presbytery are members of the presbytery with both voice and vote at presbytery meetings only during their commission. They are expected to attend stated meetings if possible. If a member of presbytery is unable to attend, that member should direct a request for excused absence to the stated clerk in advance of the meeting.

A ruling elder who has been commissioned and later ceases to serve in the specified ministry may continue to be listed as available to serve but is not authorized to perform the functions specified in G-2.1001 until commissioned again to a congregation or ministry by the presbytery.

The Process

The Seeking Phase: Ruling Elders seeking to become a Commissioned Pastor must first be endorsed by the Session of his/her own church. The *“Request for admission to the South Carolina 5 School of Theology”* form (page 10) is completed and forwarded to the Commission on Ministry (COM). The Ruling Elder is then scheduled to meet with the COM where he/she is evaluated and received by the COM. Once approved by the COM, the Ruling Elder is entered into the Learning Phase.

The Learning Phase: With the authorization, guidance and support of the COM, the Ruling Elder will engage in study and preparation for service as a Commissioned Pastor. The *“Request for admission to the South Carolina 5 School of Theology”* form (page 10) is forwarded to the registrar of the school, and the Ruling Elder is officially enrolled.

The South Carolina 5 School of Theology: The South Carolina 5 School of Theology (SC5 SOT) is for persons who wish to:

1. Participate in an in-depth study of the Bible, Theology, or Church History.
2. Be trained as a Commissioned Pastor.
3. Better prepare themselves to teach the Bible or Church School.
4. Serve as Directors of Christian Education.
5. Be certified by the Association of Presbyterian Administrators.

The SC5 SOT is a joint venture of the five South Carolina presbyteries and is offered twice yearly on weekends in the spring and fall at Presbyterian College, Clinton, South Carolina. General sessions, classes, and worship take place on campus. Sessions begin on Friday and conclude on Saturday evening. Participants stay in a local hotel and are served lunch and dinner in the dining hall at the college.

Participants are ordained elders who desire in-depth study of Bible, church history, and theology. Faculty members are ministers and Presbyterian educators, active or retired, with particular interest in this enterprise. Core courses and electives are offered at each session with each participant taking one 10-hour course over the two-day session.

Participants attend the required class and are assigned a take-home test or essay to be completed, submitted, and graded by the professor by a certain date. Students will have a deadline for submitting work to be graded. If the student does not submit the work by the deadline date, then the professor will report “no work submitted” for the record, and the student will have to re-take the course. February 1 is the deadline for receipt of work for the fall session; July 1 is the deadline for receipt of work for the spring session.

Participants receive a “diploma” upon completion of the cycle of core courses:

- Old Testament Survey (Spring)
- New Testament Survey (Fall)

- Polity (Spring)
- Reformed Theology (Fall)
- Church History (Spring)
- Pastoral Care (Fall)
- Worship and Sacraments (Spring)
- Preaching (Fall)

To complete the full cycle requires 8 sessions (4 years). To expedite graduation, a total of two courses may be taken outside of the SC5 SOT through an approved seminary or the Savannah School of the Laity.

To more faithfully support students engaged in the SC5 SOT Commissioned Pastor track, each student will be offered a peer mentor. A peer mentor is a Commissioned Pastor actively serving in the Charleston-Atlantic Presbytery—in other words, a person who knows something about what it means to follow God’s call on this particular path. Recognizing that there is both joy and challenge in ministry, the peer mentor’s role is to walk alongside the student—to pray, encourage, welcome questions, bear witness, and be a friend in Christ. More specifically, a peer mentor can support the student by reviewing student work, offering feedback, and guiding them through the decision-making process of how, when, and where to take classes. A peer mentor will regularly touch base with their student, in a rhythm of contact that works best for the pair and strives to meet in-person at least annually.

Additional benefits of the SC5 SOT include opportunities for fellowship and camaraderie with other participants and faculty in a relaxing weekend away from the distractions of the usual weekly routine. Many students return time after time for these reasons as much as for the course contents.

The Commissioning Phase: After having completed the program of training, preparation, and discernment, the Ruling Elder is designated as eligible and ready to receive a commission to a field of service or congregation. The Ruling Elder can be commissioned to a particular congregation or field of service for ministry as a Commissioned Pastor when a validated ministry need is identified. Receiving a diploma only certifies the ruling elder’s eligibility for commissioning if the presbytery issues a call. The ruling elder must be examined and approved by the COM in order to be commissioned to a specific call. This includes a background check in accordance with CAP policy.

When the presbytery determines that a commission is required to support a validated ministry, the COM collaborates with the Ruling Elder and the leadership of the church or organization to be supported. A covenant is created using the “*Charleston Atlantic Presbytery Covenant with Commissioned Pastor*” form (page 11). The covenant details the responsibilities and requirements for each party. The completed form is signed by the Commissioned Pastor and the Clerk of Session and is then forwarded to the COM for review and approval. The submission package will also include the Ruling Elder’s Statement of Faith and Faith Journey documents.

The Commission on Ministry Examination Sub-commission will schedule the ruling elder to be examined as to his/her personal faith, motives for seeking the commission, and the areas of instruction determined by presbytery. Questions will be asked in the areas of Theology, Worship and Sacraments, Polity, and Spiritual Health and Boundaries. Upon successful completion of the examination, the ruling elder is scheduled to meet with the COM in person to answer any final questions and discuss the requirements for a commissioning service.

A commissioning service is scheduled. The commissioning service is a service of the presbytery and as such, provides an opportunity for the presbytery to acknowledge the new ministry of the Commissioned Pastor within the bounds of the approved covenant. The COM will appoint a commissioning team which will be made up of both Teaching and Ruling Elders. The commissioning service may be celebrated within a complete service of worship or as a separate service. Templates for the two types of commissioning services are located on pages 13 and 15. These may be tailored for the specific occasion. Minutes of the proceedings will be recorded and reported to the COM using the Minutes of Commission form on page 19.

The Serving Phase: The COM provides support and oversight of the Commissioned Pastor's ministry throughout the term of the commission. This is accomplished through quarterly support meetings of the CPs, mentoring, reporting, and feedback. Commissioned Pastors are required to submit an annual report of their ministry activities to the COM using the *"Charleston Atlantic Presbytery Commissioned Pastor Annual Report Form"* (page 21). The COM approves a mentor for each CP. Annual evaluations are conducted by using the *"Charleston Atlantic Presbytery Mentor Annual Evaluation Form"* (page 23).

Compensation for Commissioned Pastors (CPs) is determined by mutual agreement between the Commissioned Pastor and the church/ministry they are serving in. This information is recorded on the Covenant for Commissioned Pastor form and approved by the COM. As a minimum CAP CPs shall be compensated for their service at the rates listed in the Commission on Ministry Honorarium Guidelines document. Mileage reimbursement is to be paid at the IRS approved rate.

Graduates of the SC5 SOT are required to continue taking courses through Continuing Education (CE) coursework. Students who receive a diploma will be required to take one refresher course per year in Continuing Education (CE) in order to keep the diploma validated. There are several methods to achieve this requirement:

Option 1: South Carolina 5 School of Theology

Option 2: Savannah Presbytery's School of the Laity

Option 3: Online or in-person courses through a PC USA approved theological seminary

The Commissioned Pastor is required to report evidence of all completed coursework to the COM and the COM has final approval authority over whether continuing education coursework meets requirements. At least one CE course is to be completed at the SC5 SOT every two years.

Guidelines for Mentors of Commissioned Pastors

The *Book of Order* (BOO), paragraph G-2.1004, states “*The ruling elder commissioned under the terms of G-2.1001 shall work under the supervision of the presbytery. The presbytery may at any time withdraw the commission for reasons it deems good and sufficient. A minister of the Word and Sacrament shall be assigned as a mentor and supervisor.*” (Emphasis added).

The Charleston Atlantic Presbytery (CAP) Commission on Ministry (COM), in implementation of the BOO requirements, establishes the following guidelines for mentors assigned to supervise Commissioned Pastors (CP) serving the presbytery:

1. The mentor shall be an ordained minister of the Word and Sacrament. If the CP is serving under the supervision of a senior pastor, that pastor shall serve as mentor and supervisor. If the CP is serving in a ministry without a senior pastor, such as a solo pastorate, the COM shall appoint a mentor to the CP.
2. The mentor should be a good role model for the CP. The mentor should demonstrate the openness and caring that the CP should develop.
3. The mentor should be approachable and non-judgmental, should listen before giving advice, and present negative comments in a positive way.
4. The mentor should encourage the CP to pursue his or her own personal growth.
5. The mentor should be accessible for meetings and phone conversations.
6. The CP should contact the mentor at least monthly. If the CP has not contacted the mentor in several months, the mentor should initiate contact. The COM should be contacted if this problem persists.
7. The mentor should report to the COM at least once a year. This report may be submitted in conjunction with the CP’s annual report to the COM.
8. The mentor is appointed for one year but may be reappointed for consecutive years.
9. The mentor should typically not have responsibility for more than one CP.

Forms

The following forms are used in the Charleston Atlantic Presbytery to administer the Commissioned Pastor’s program:

Request for admission to Commissioned Pastor Track South Carolina 5 School of Theology

Charleston Atlantic Presbytery Covenant with Commissioned Pastor

Commissioning service templates

Charleston Atlantic Presbytery Minutes of Commission Form

Charleston Atlantic Presbytery Commissioned Pastor Annual Report Form

Charleston Atlantic Presbytery Mentor Annual Evaluation Form

The forms are attached.



**SC5 School of Theology
Commissioned Ruling Elder/ Commissioned Pastor
Track Endorsement**

Elder's Name _____ Home Phone _____

Address _____ Cell Phone _____

E-mail _____

Church _____ Presbytery _____

Service to church, presbytery:

(You may use the back of the form if additional space is needed.)

.....
ENDORSEMENT of SESSION

Name of Elder _____

Church Name _____

Date of endorsement _____

Signature of Clerk of Session

Signature of Pastor

.....
ENDORSEMENT of COMMISSION/COMMITTEE ON MINISTRY

Name of Candidate _____

Church Name _____ Presbytery _____

Date of endorsement _____

Signature of COM Moderator

Signature of Executive Presbyter

Upon completion, send a copy to Robin Morris, registrar (rmorris@foothillspresbytery.org)
Or to **SC5 School of Theology, PO Box 1118, Simpsonville, SC 29681-1118**

Covenant for Commissioned Pastor (CP)

Charleston Atlantic Presbytery (CAP) Commission on Ministry (COM) (1-1-25)
To fit this particular call, please add or delete information.

At the end of each year, the mission of the congregation and the covenant of the CP shall be reviewed by the **Session (which includes the CP)**, a renewal decision made, then reported to COM; **COM will act on the 2nd Tuesday of January.**

This relationship may be terminated prior to expiration with 30 days' notice by either party and the concurrence of the Commission on Ministry:

Name of Church: _____

Name of CP: _____

Congregation of Membership of the CP: _____

Service from _____ to _____

RESPONSIBILITIES:

The Commissioned Pastor shall have the following responsibilities for the designated congregation and as needed in other congregations of the presbytery:

Lead worship and preach _____ times per month

Administer the Sacraments of the Lord's Supper and Baptism

Moderate the session and congregational meetings

Provide pastoral care

Officiate Services of Witness to the Resurrection and Weddings

Other _____

Other _____

Other _____

COMPENSATION:

Approximate Time Expectation (per week): _____

Cash salary: _____ Housing Allowance: _____

Medical coverage: _____ SECA/FICA: _____

Travel reimbursement shall be at IRS approved rate for that year not to exceed \$ _____

Continuing education, book allowance, other professional expenses: _____

Total Compensation: _____

Vacation time: _____

Continuing education time: _____

Commissioned Pastor

Date

Clerk of Session

Date of Session Action

COM Moderator

Date of COM Action

Revised August 2024

PASTOR COMMISSIONING – Name
A Service of Worship as part of Service for the Lord's Day Date

INTRODUCTION OF RULING ELDER NAME – Title and Name

SENTENCES OF SCRIPTURE (Responsive) – Title and Name

Though there are many of us, we are one body in Christ, **and individually we belong to each other.**

We have different gifts that are consistent with God's grace given to us. If your gift is prophecy, you should prophesy in proportion to your faith. If your gift is service, devote yourself to serving. If your gift is teaching, devote yourself to teaching. If your gift is encouragement, devote yourself to encouraging. The one giving should do it with no strings attached. The leader should lead with passion. The one showing mercy should be cheerful. *Romans 12:5-8*

Lead a life worthy of the call to which you have been called, making every effort to maintain the unity of the Spirit in the bond of peace. There is one body and one Spirit, just as we were called to the one hope of our calling, one Lord, one faith, one baptism, one God and Father of all, who is above all and through all and in all. *Ephesians 4:1-6*

The Presbytery of Charleston Atlantic is satisfied that **Ruling Elder Name** has met all requirements and completed all preparations prescribed in the Constitution of the Presbyterian Church (U.S.A.), and has approved his/her call to service.

We now commission him/her as **Title** to serve in and for **Church or Ministry**, with all the authority of a full commissioning.

CONSTITUTIONAL QUESTIONS – Title and Name

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? Do you? **I do.**

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? Do you? **I do.**

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? Do you and will you? **I do, and I will.**

Will you fulfill your commission in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions? Will you? **I will.**

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? Will you? **I will.**

Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world? Will you? **I will.**

Do you promise to further the peace, unity, and purity of the church? Do you? **I do.**

Will you seek to serve the people with energy, intelligence, imagination, and love? Will you? **I will.**

Will you be a faithful commissioned pastor, watching over the people, providing for their worship? In your ministry will you try to show the love and justice of Jesus Christ? Will you? **I will, with God's help.**

LAYING ON OF HANDS – Title and Name

Those who are to be commissioned kneel, facing the congregation. Ministers of the Word and Sacrament and elders are invited to come and stand behind the candidate. The following prayer is then said by the moderator or minister:

PRAYER (Responsive) – Title and Name

Almighty God, in every age You have chosen servants to speak your Word and lead your loyal people. We thank you for **Name** whom you have called to serve you as **Title** in and for **Church or Ministry**. Give him/her gifts to do his/her work. Fill him/her with your Holy Spirit, so that he/she may have the same mind that was in Christ Jesus and be a faithful disciple throughout life.

God of grace, in baptism you have called us to a common ministry as ambassadors of Christ, trusting us with the message of reconciliation. Give us courage and discipline to follow where your servants rightly lead us, that together we may declare your wonderful deeds and show your love to the world; through Jesus Christ the Lord of all. Amen.

CHARGE TO THE COMMISSIONED PASTOR AND THE CONGREGATION- Title and Name

DECLARATION AND WELCOME. PRESENTATION OF CERTIFICATE – Title and Name

On behalf of the Charleston Atlantic Presbytery and the Session of **ABC Church**, you are commissioned to serve the church in this particular way as **Title**. We welcome you to this ministry. May God's Holy Spirit empower you in the ministry of our Lord and Savior Jesus Christ. **Amen.**

(from Book of Occasional Services, copyright 1999 by the Presbyterian Church Corporation on behalf of the Office of Theology and Worship).

CHARLESTON ATLANTIC PRESBYTERY

TO COMMISSION

RULING ELDER NAME

(Picture Here)

Date and Time

Address

"Sermon Title"

Scripture(s) Reference

WE ASSEMBLE IN GOD'S NAME

***Processional Hymn:**

***Welcome and Pass the Peace**

***Call to Worship:**

Come, Now is the time to worship. Come, now is the time to praise our God. Hallelujah, Hallelujah, Hallelujah, Hallelujah

Leader: Those who love me, I will deliver.

People: I will protect those who know my name
Leader: When they call me, I will answer them.

People: With long life I will satisfy them and show them my salvation. **All:** Let us worship the living God!

***Opening Hymn:**

WE PROCLAIM GOD'S WORD

Prayer for Illumination

Scripture Lesson:

Homily:

WE RESPOND TO GOD'S WORD

Prayer of Thanksgiving and Lord's Prayer

INTRODUCTION OF RULING ELDER Name – Title and Name

SENTENCES OF SCRIPTURE (Responsive) – Title and Name

Though there are many of us, we are one body in Christ, **and individually we belong to each other.**

We have different gifts that are consistent with God's grace given to us. If your gift is prophecy, you should prophesy in proportion to your faith. If your gift is service, devote yourself to serving. If your gift is teaching, devote yourself to teaching. If your gift is encouragement, devote yourself to encouraging. The one giving should do it with no strings attached. The leader should lead with passion. The one showing mercy should be cheerful. *Romans 12:5-8*

Lead a life worthy of the call to which you have been called, making every effort to maintain the unity of the Spirit in the bond of peace. There is one body and one Spirit, just as we were called to the one hope of our calling, one Lord, one faith, one baptism, one God and

Father of all, who is above all and through all and in all.

Ephesians

4:1-6

The Presbytery of Charleston Atlantic is satisfied that **Ruling Elder Name** has met all requirements and completed all preparations prescribed in the Constitution of the Presbyterian Church (U.S.A.) and has approved his/her call to service.

We now commission him/her as **Title** to serve in and for **Church or Ministry**, with all the authority of a full commissioning.

CONSTITUTIONAL QUESTIONS – Title and Name

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? Do you? **I do.**

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? Do you? **I do.**

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? Do you and will you? **I do, and I will.**

Will you fulfill your commission in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions? Will you? **I will.**

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? Will you? **I will.**

Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world? Will you? **I will.**

Do you promise to further the peace, unity, and purity of the church? Do you? **I do.**

Will you seek to serve the people with energy, intelligence, imagination, and love? Will you? **I will.**

Will you be a faithful commissioned pastor, watching over the people, providing for their worship? In your ministry will you try to show the love and justice of Jesus Christ? Will you? **I will, with God's help.**

LAYING ON OF HANDS – Title and Name

Those who are to be commissioned kneel, facing the congregation. Ministers of the Word and Sacrament and elders are invited to come and stand behind the candidate. The following prayer is then said by the moderator or minister:

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God of grace, in baptism you have called us to a common ministry as ambassadors of Christ, trusting us with the message of reconciliation. Give us courage and discipline to follow where your servants rightly lead us, that together we may declare your wonderful deeds and show your love to the world; through Jesus Christ the Lord of all. Amen.

CHARGE TO THE COMMISSIONED PASTOR AND TO THE CONGREGATION- Title and Name

DECLARATION AND WELCOME. PRESENTATION OF CERTIFICATE – Title and Name

On behalf of the Charleston Atlantic Presbytery and the Session of **ABC Church**, you are commissioned to serve the church in this particular way as **Title**. We welcome you to this ministry. May God's Holy Spirit empower you in the ministry of our Lord and Savior Jesus Christ. **Amen.**

WE GO IN GOD'S NAME

***Closing Hymn:**

***Closing Remarks and Benediction:**

***Recessional**

***Please stand in body or spirit**

A reception to honor Commissioned Pastor **Name** will be held in the fellowship hall immediately following this service.

++++++

Participating in Today's Service:

Names of those participating in the service

Thank you for your participation in today's service!

Charleston Atlantic Presbytery Minutes of Commission Form

____ Ordination ____ Installation ____ Commissioning service for ____
(Check as appropriate) (Name)

as ____ of ____
(Pastor, Assoc. Pastor, Commissioned Pastor, or Designated) (Calling Organization)

Held on ____ at ____ at ____
(Date) (Location) (Time)

The Following Members of the Commission appointed by Charleston Atlantic Presbytery were present and met 30 minutes prior to the service.

Ministers

1. _____
2. _____
3. _____
4. _____
5. _____

Elders (Name and Church)

1. _____
2. _____
3. _____
4. _____
5. _____

Visiting Presbyters *sitting with the Commission*: _____

The Meeting was opened with prayer by _____ and
_____ was elected Clerk of the Commission. In
conformity with the *Book of Order*, the following was part of the service:

- a. Sermon was preached by _____ from the text
_____.
- b. The Moderator, _____, explained the proceedings of the presbytery.
- c. The Constitutional Questions to the minister were propounded by _____,
_____ and to the Congregation by _____.
- d. A charge to the Minister was delivered by _____, and to
the Congregation by _____.
- e. The Benediction was pronounced by _____.

- f. The minutes of the Commission were read and approved, and the meeting adjourned with prayer by _____.

(Moderator of Commission) or _____
(Clerk of Commission)

(Approved August 2024)

**Charleston Atlantic Presbytery
Commissioned Pastor
Annual Report**

Name:

Today's Date:

Church/Ministry Served:

Ministry Start Date:

MINISTRY INFORMATION:

What ministry are you serving in? (Provide a brief description of your work)

What has been your greatest joy in ministry in the last year?

What has been your greatest challenge in ministry in the last year?

What are the strengths of the congregation/ministry you serve?

What are your goals for the next year?

What continuing education courses have you taken this year?

Do you currently serve as a peer mentor to another SC5 SOT student? _____

PRESBYTERY INVOLVEMENT:

Which CAP Stated Meetings did you attend in the past 12 months (attendance required unless excused): Winter____ Spring____ Summer____ Fall____

Which CAP CP Quarterly Meetings did you attend in the past 12 months?
(2 of 4 required): January____ April____ July____ October____

If you serve on a CAP team or committee, which one(s):

If none of the above, what was/were the reason/s: _____

MENTOR INFORMATION:

Name of your "Mentor and Supervisor" (G-2.1004): _____

How often do you and your "Mentor and Supervisor" confer? _____

How do you ordinarily meet (in person, by phone, ZOOM, etc.)? _____

Is there any way that the COM can better support you in your ministry?

Commissioned Pastor Signature

Date

Please submit this form along with your current covenant to the chair of COM.

(Approved October 2026)

**Charleston Atlantic Presbytery
Commissioned Pastor
Mentor Annual Evaluation Form**

Mentor's Name: _____

Phone: _____ **Email:** _____

Commissioned Pastor's Name: _____

Phone: _____ **Email:** _____

1. How long have you been mentor to the above named CP? _____

2. How often since his/her commissioning have you been in contact? _____

3. What are the major strengths of your CP?

4. What are the major areas of growth for your CP?

5. Have you discussed worship leadership and sermons with your CP? Yes No
Have you provided constructive criticism? Yes No

6. Do you believe that your CP is successful at leading worship and preaching?
Yes No _____

7. Do you think your CP is growing spiritually in this experience? Yes No

8. What suggestions would you make in regard to your CP?

9. What suggestions do you have for the Mentor/CP relationship structure?

10. Do you have any thoughts to share about the entire CP program?

11. Any other suggestions?

Discuss this form with your commissioned pastor once it is complete, and then return the form to the chair of the Commission on Ministry at the presbytery.

Thank you again!

Your signature: _____ **Date:** _____

(Approved October 2026)