
Appendix 1C: Commission on Ministry Motions - Examples

Revised: July 2015

The following represent only the most common motions normally coming before presbytery. Please have specific motions prepared (hand or typewritten) in advance of the COM meeting when action will be taken. The COM Secretary will incorporate the motions in the minutes of the meeting and send the electronic file to the appropriate regional office, in either Word Perfect or Word format.

1. State the teaching elder's full name in every instance: "The Rev. John Quincy Brown".
2. Whenever terms of call are given, verify that presbytery minimums are met.
3. Even if a pastor serves less than full time, vacation and study leave are quoted as four weeks and two weeks, respectively. This is because all their terms are prorated; e.g., a half time pastor receives four weeks of vacation at half time and two weeks of study leave at half time.
4. Whenever a teaching elder transfers into Cascades Presbytery, a two page document is placed in the Commission on Ministry' Report for presbytery. this material includes:
 - a. one-page statement of faith - 575 words maximum
 - b. a one-page "history" including brief outline of pastoral experience, educational background, and ecclesiastical status, and may include additional information such as other experience and community service.
5. Wherever indicated, add the ecclesiastical occupational designation number (denoted by EOD #___).

Form for Motions

Call of Pastor

City, Name of Congregation

- A. Concur in the action of (church), (city), (state), taken at a congregational meeting held on (date), moderated by The Rev. (name), to call The Rev. (name) to serve as their (full time or part time _____ %) (associate, designated, or co-) pastor [EOD # _____] beginning (date), with annual terms as follows:

Salary		Housing	
Utilities		Social Security Allowance	
Professional Expense		Vacation	Four Weeks
Continuing Education		Study Leave	Two Weeks
Other		Other	
Full pension, medical, disability and death coverage under the Board of Pensions.			
Attendance at the ___ Spring ___ Fall presbytery Discovery Retreat			
Three months sabbatical at full pay after each seven years of service.			

- B. Request the transfer of The Rev. (name) from the Presbytery of (name) and enroll as a member of the Presbytery of the Cascades upon receipt of transfer (or enroll following ordination, or [rarely] contract until approval of ordination and/or call). History and Statement of Faith attached.
- C. Grant The Rev. (name) permission to moderate the session until his/her installation.
- D. Affirmative Action/Equal Employment Opportunity requirements have been met.
- E. Sexual Misconduct Policy sign-off has been received.
- F. Express appreciation to The Rev. (name) for his/her services as moderator of session (or as Interim Pastor) of the (name) Presbyterian Church.
- G. **[If applicable]** From the date of _____, until the time of his/her installation as (associate) pastor, (name) be granted permission to serve as a non-ordained employee of (church), (city), (state), at the same terms as for her/his employment as (associate) pastor.
 Concur in the action of (church), (city), (state), taken at a congregational meeting held on (date) moderated by The Rev. (name), to employ (name) as _____ beginning (date), pending satisfactory completion of the requirements for ordination, his/her examination and ordination in (month and year), and call to serve as (associate) pastor.
- H. Appoint the following Administrative Commission to install The Rev. (name) as (associate, designated, co-) pastor of (church), (city), (state), on (date), at (hour):
 1. Vice Moderator or his/her designee
 2. Ruling Elder _____, name of congregation
 3. Ruling Elder _____, name of congregation
 4. Teaching Elder _____
 5. Teaching Elder _____

Designated Pastor (to convert call from designated to called)

City, Name of Congregation

- A. Concur in action taken by (church), (city), (state), taken at a congregational meeting held on (date), moderated by The Rev. (name), to convert the call of The Rev. (name) from designated pastor in order to serve as their (full time or part time %) (associate, co-) pastor [EOD #] beginning (date), with annual terms as follows:

Salary		Housing	
Utilities		Social Security Allowance	
Professional Expense		Vacation	Four Weeks
Continuing Education		Study Leave	Two Weeks
Other		Other	
Full pension, medical, disability and death coverage under the Board of Pensions.			
Three months sabbatical at full pay after each seven years of service.			

- B. Appoint the following Administrative Commission to install The Rev. (name) as (associate, co-) pastor of (church), (city), (state), on (date), at (hour):
1. Vice Moderator or his/her designee
 2. Ruling Elder _____, name of congregation
 3. Ruling Elder _____, name of congregation
 4. Teaching Elder _____
 5. Teaching Elder _____

Dissolution

City, Name of Congregation

- A. Concur in the request of (teaching elder’s name) and (church), (city), (state), taken at a (session or congregational) meeting held (date), moderated by The Rev. (full name), to dissolve the (pastoral, associate pastoral, temporary, designated pastoral, interim pastoral) relationship between them effective (date). Prior to this effective date, (amount) days/weeks of accrued unused vacation time will be paid.
- B. Grant permission to the session to fill the pulpit.
- C. Appoint The Rev. (name) as moderator of session
- D. **[If applicable]** Concur in the request taken at a congregational meeting held (date), to grant The Rev. (name) status of Pastor Emeritus without remuneration.
- E. **[If applicable]** A severance package has been arranged retaining his/her compensation, pension, medical, death and disability for a period of up to six months. If he/she secures full employment before six months have elapsed, this compensation will cease. If he/she secures partial employment during the six-month period, the church will make up the difference until (last day of six-month period).
- F. **[If applicable]** The parish associate relationship with The Rev. (name) concluded on (date).

Enroll

The Rev. (full name)

Request the transfer of The Rev. (name) [EOD # _____] from the Presbytery of (name) and enroll as a member of the Presbytery of the Cascades upon receipt of transfer. History and Statement of Faith attached.

Enroll Following Ordination

The Rev. (full name)

Request the transfer of The Rev. (name) [EOD # _____] from the Presbytery of (name) and enroll as a member of Presbytery of the Cascades following his/her ordination and receipt of transfer. History and Statement of Faith attached.

Honorably Retired

The Rev. (full name)

Grant the status of Honorably Retired to The Rev. (name) effective (date). Information Form for Retirees attached.

Increase (or Decrease) Pastor’s Time

City, Name of Congregation

Concur in the action of (church), (city), (state), taken at a congregational meeting held (date), moderated by The Rev. (name), to increase/decrease from _____% time to _____% percent time the pastoral relationship with The Rev. (name), beginning (date), with annual terms as follows:

Salary		Housing	
Utilities		Social Security Allowance	
Professional Expense		Vacation	Four Weeks
Continuing Education		Study Leave	Two Weeks
Other		Other	
Full pension, medical, disability and death coverage under the Board of Pensions.			

Interim Pastor

City, Name of Congregation

- A. Concur in the action of (name) Presbyterian Church, (city), (state), taken at a session meeting held (date), moderated by The Rev. (name), to invite The Rev. (name), [EOD # _____] to serve as their (full time or part time _____ %) interim pastor beginning (date) and ending (date), with annual terms as follows:

Salary		Housing	
Utilities		Social Security Allowance	
Professional Expense		Vacation	Four Weeks
Continuing Education		Study Leave	Two Weeks
Other		Other	
Full pension, medical, disability and death coverage under the Board of Pensions.			
Attendance at the _____ Spring _____ Fall presbytery Discovery Retreat			

- B. Request the transfer of The Rev. (name) from the Presbytery of (name) and enroll as a member of the Presbytery of the Cascades upon receipt of transfer (or enroll following ordination, or [rarely] contract until approval of ordination and/or call). History and Statement of Faith attached.
- C. Grant The Rev. (name) permission to moderate the session.
- D. Affirmative Action/Equal Employment Opportunity requirements have been met.
- E. Sexual Misconduct Policy sign-off has been received.

Labor Inside the Bounds of Presbytery

The Rev. (full name)

Grant permission to The Rev. (name), to labor within the bounds of the Presbytery of the Cascades, contingent upon receipt of permission for The Rev. (name) to labor outside the bounds of the Presbytery (name) and grant corresponding member status to The Rev. (name) for the term of service in the Presbytery of the Cascades.

Labor Outside the Bounds of Presbytery - Geographical

The Rev. (full name)

Grant permission to The Rev. (name) to labor outside the geographical bounds of the Presbytery of the Cascades, in (name) Presbytery upon consent of that Presbytery, effective (date), while doing (specify) [EOD # _____]. [To be reviewed for renewal annually.]

Labor Outside the Bounds of Presbytery - Ecclesiastical

The Rev. (full name)

Grant permission to The Rev. (name) to labor outside the ecclesiastical bounds of the Presbytery of the Cascades, in (name) [denomination/governing body] upon consent of that governing body, effective (date), while doing (specify) [EOD # _____]. [To be reviewed for renewal annually.]

Member-at-Large

The Rev. (full name)

Place the name of The Rev. (name) on the roll of Members at Large [EOD #797].

Parish Associate

City, Name of Congregation

Concur in the action of (church), (city), (state), taken at a session meeting held (date), moderated by The Rev. (name), to (establish/renew) a parish associate relationship (with/without) remuneration with The Rev. (name). [To be reviewed for renewal annually.]

Release from Exercise of Ordained Office

The Rev. (full name)

Concur in the request of The Rev. (name) to be released from the exercise of ordained office in accord with G-2.0507. [Possible addition: and to grant a certificate of membership to (church)]

Removal from Roll

The Rev. (full name)

Remove the name of The Rev. (name) from the roll of the Presbytery of the Cascades for the following reason: (Book of Order citation).

Sabbatical

The Rev. (full name)

Concur in the action of (church), (city), (state), taken at a congregational meeting held (date), moderated by The Rev. (name) to approve a (period of time) sabbatical leave for The Rev. (name) with full pay, to be taken (dates).

Sexual Misconduct Exemption Waiver

The Rev. (name)

Grant The Rev. (name) a waiver of exemption from the Sexual Misconduct Prevention Refresher Course required by the Presbytery of the Cascades due to the fact that he/she is no longer involved in active ministry.

Temporary Pastoral Relationship

City, Name of Congregation

- A. Appoint The Rev. (name), as their (full time or part time ___%) temporary pastor [EOD #_____] beginning (date), with annual terms as follows. This action in accord with action taken by the session on (date) with The Rev. (name) serving as moderator.

Cont. Next Page.

Salary		Housing	
Utilities		Social Security Allowance	
Professional Expense		Vacation	Four Weeks
Continuing Education		Study Leave	Two Weeks
Other		Other	
Full pension, medical, disability and death coverage under the Board of Pensions.			
Attendance at the ___ Spring ___ Fall presbytery Discovery Retreat			

- B. Request the transfer of The Rev. (name) from the Presbytery of (name) and enroll as a member of the Presbytery of the Cascades upon receipt of transfer (or enroll following ordination, or [rarely] contract until approval of ordination and/or call). History and Statement of Faith attached.
- C. Grant The Rev. (name) permission to moderate the session.
- D. Affirmative Action/Equal Employment Opportunity requirements have been met.
- E. Sexual Misconduct Policy sign-off has been received.

Transfer Out

The Rev. (full name)

Transfer The Rev. (name) to (name) Presbytery upon its request so that s/he may accept a call to serve as (state the position and location).

Validation

The Rev. (full name)

Validate the ministry of The Rev. (name) as (describe the position and location [EOD # _____]).
 [To be reviewed for renewal annually.]