

**PRESBYTERY OF MIDDLE TENNESSEE**  
**Policies and Procedures for Validated Ministry**

- I. Active membership status in presbytery shall be recommended for those teaching elders who meet the requirements of G-2.0503. The membership categories are validated ministry, member-at-large, and honorably retired. For any validated ministry or request to validate a ministry beyond the jurisdiction of the church, the following criteria shall be met:
- A. Meet the criteria of G-2.0503a without exception. Basic guidelines for teaching elders and the presbytery as to the appropriate validated ministries are outlined as follows:
1. The Reformed understanding of ordination is a functional understanding. Teaching elders are called and set apart for specific functions - ministry of the Word and Sacrament - and no change in status or hierarchical standing is implied. (G-2.0501)
  2. Ordination should not be confused with the doctrine of vocation - that all Christians are to serve God and serve others through their vocation, and that God calls and guides people into vocations. We do not ordain, or sustain ordination, on the basis of the doctrine of vocation, except as God's guidance leads to the function of ministry of the Word and Sacrament.
  3. The Presbyterian understanding of calling to church vocations is never just an individual calling; the call to the individual is and must also be a call through the Church. Hence individual conviction must always be affirmed by mid-council action. (Calvin, *Institutes* 4.3.13-15; *Book of Order*, G-2.0102)
  4. Ordination is an office of the Church. Persons are set apart by ordination for ministry in, to, for, and in the name of, the Presbyterian Church (U.S.A.)
  5. A teaching elder is a member of the presbytery, and primary responsibility and accountability for the function of ministry of the Word and Sacrament is to the presbytery through the Committee on Ministry.
- and
- B. Are serving in validated ministries as defined in G-2.0503a, *or*
- C. Have been granted honorably retired status according to G-2.0503c, *or*
- D. Qualify, in the opinion of the Committee on Ministry, under G-2.0503a. In making this determination, the Committee on Ministry shall be guided by the following criteria:
1. The stated responsibilities of the ministry are directly related to fulfilling the Great Ends of the Church (F-1.0304).
  2. The stated responsibilities of the ministry are directly related to achieving specific mission goals of the Presbytery of Middle Tennessee.
  3. There is evidence of agreement with G-2.0503a on the part of all parties concerned.
  4. Following the date of the adoption of this policy, prior permission of the presbytery must be requested before entering this ministry.
  5. Those entering specialized ministries must present evidence of having completed, or being in the process of completing additional training appropriate to the ministry as required by the employing agency, and to be seeking or having received certification by the appropriate certifying body.

- II. Upon application of the teaching elder, member-at-large status (G-2.0503b) will be considered according to the following criteria:
  - A. persons in transition for family or medical reasons
  - B. persons involuntarily without a validated position
  - C. persons engaged in further training for valid ministries of the church
  - D. persons who in their current vocation and church involvement can demonstrate conformity to G-2.0503a, so that the Committee on Ministry is satisfied that the work responsibilities and church involvement of the individual are functionally different from that of a committed Christian layperson, thereby supporting continuing status as a member-at-large in the presbytery.
  
- III. Teaching elders who do not qualify according to the Book of Order G-2.0503, and the criteria of the Presbytery of Middle Tennessee as specified in these policies and procedures and adopted on October 19, 2006, who voluntarily continue in their chosen role, shall be notified of the intention of the Committee on Ministry to recommend to the presbytery that they be released from the exercise of ordained office (G-2.0507).
  
- IV. Additional Policies
  - A. Teaching elders qualified for active status according to G-2.0503a, and presbytery policies and procedures, or granted member-at-large status, are to give particular attention to congregational and presbytery involvement. The teaching elder is expected to seek a church of this presbytery in which to worship and serve, and where her or his presence, work, skills, or gifts can strengthen the life and ministry of the congregation. The goal of this expectation is to strengthen the ministries of as many congregations in the presbytery as possible. The forming of parish associate relationships is strongly encouraged. Ordinarily, the Committee on Ministry will not recommend approval for more than two parish associates in any one church.
  - B. The Committee on Ministry requires an annual report from every teaching elder performing work which is not under the jurisdiction of the presbytery or a higher council of the church. Failure to maintain accountability to the presbytery may result in the recommendation for release as a teaching elder (G-2.0507).
  - C. The Committee on Ministry will approve the granting of honorably retired status for teaching elders because of age or physical or mental disability (G-2.0503c).

**PRESBYTERY OF MIDDLE TENNESSEE**  
**Committee on Ministry**  
**Report and Request for Renewal of Validation**  
**and Housing or Manse Allowance**

**For Calendar Year 2017**

Please complete and return this form to the presbytery office no later than **April 3, 2017**. Either complete the report and mail to the presbytery office or FAX it to the presbytery office, 615-332-3337, attention Therese Howell.

**Residency and / or work requirement:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Employment: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Date of last review by employer: \_\_\_\_\_

**Ecclesiastical Designation (Please check)**

- |  |   |
|--|---|
| <input type="checkbox"/> Service at General Assembly Level | <input type="checkbox"/> Pastoral Counselor |
| <input type="checkbox"/> Service at the Synod Level        | <input type="checkbox"/> Campus Minister    |
| <input type="checkbox"/> Service at the Presbytery Level   | <input type="checkbox"/> Missionary         |
| <input type="checkbox"/> Parish Associate                  | <input type="checkbox"/> Partner in Mission |
| <input type="checkbox"/> Teacher                           | <input type="checkbox"/> Evangelist         |
| <input type="checkbox"/> Chaplain                          | <input type="checkbox"/> Administrator      |
| <input type="checkbox"/> Social Worker                     | <input type="checkbox"/> Consultant         |
| <input type="checkbox"/> Other _____                       |   |

**Participation** - Within which PCUSA congregation(s) are you active? \_\_\_\_\_

In what ways do you participate in the life of the congregation(s)?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In what ways do you participate in the life of the Presbytery of Middle Tennessee? Include the presbytery meetings that you attended this past year. If you have not attended any meetings, please state why.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How has your validated ministry enhanced/supported/furthered the mission of the Presbytery of Middle Tennessee? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Other Participation**

What other ecumenical/ecclesiastical/religious activities did you engage in? i.e., weddings, funerals, ecumenical worship, etc. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Validated Ministry**

Describe your work as a clergy person: (List all positions held, whether secular or religious, including self-employment). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe your ministry or pastoral care for which you are responsible:

\_\_\_\_\_  
\_\_\_\_\_

What professional development have you completed in the last 12 months?

\_\_\_\_\_  
\_\_\_\_\_

Concerns or suggestions for the Committee on Ministry

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the contents of this application for renewal of validated ministry report, and the statements in the report, are a true and correct representation of my ministry activities for the past year. I make the following request: ***that my report is accepted, and that my ministry be validated and renewed for the year.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_



**HOUSING OR MANSE ALLOWANCE**

I state that I have / do not have (circle one) an allowance paid to me in order to rent or provide a home; and my employer has properly established the account.

I state that the amount that I am requesting for approval does NOT exceed the fair rental value for the home, including furnishings and related structures, such as garages, plus utility costs.

Therefore I make the following request: ***that my housing or manse allowance in the amount of \$\_\_\_\_\_ for this calendar year (year 2017) be approved.***

Signature of employee: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_

**PRESBYTERY OF MIDDLE TENNESSEE  
Committee on Ministry**

**Sexual Misconduct Self Certification**

The following information related to sexual misconduct was mandated by the Sexual Misconduct Policy and Its Procedures adopted by the 203rd General Assembly (1991), and revised by the 205th General Assembly (1993).

**Please check one of the following:**

***\_\_\_ I certify below that no civil, criminal, ecclesiastical complaint has ever been sustained\* or is pending\* against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.***

***\_\_\_ I am unable to make the above certification. I offer, instead, the following description of the complaint, termination, or the outcome of the situation with explanatory comments.***