COMMISSION ON MINISTRY AND MINISTRY PREPARATION
Meeting Minutes
November 15, 2023

The meeting of the Commission on Ministry and Ministry Preparation was held via Zoom and called to order by Linda Kennan at 10:00 a.m., November 15, 2023, following devotions and prayer by Robbie Carnes.

Members present: Jon Baker, Robbie Carnes, Lynn Franko, Janette Gonzales, Al Hosler, Christina Jensen, Linda Kennan, Scott Kroener, Rob Minard, Brant Piper, Cassie Todd, Jane Young and Paul Ytterock.

Members excused: Ed Savage and Kim Strunz.

Presbytery staff present: Ted McCulloch, Stated Clerk and Staci Percy, Communications Manager/Recording Clerk.

MOTION WAS SUSTAINED to approve the agenda as amended.

MOTION WAS SUSTAINED to approve the minutes of the October 25, 2023 stated meeting.

The **INTERVIEW TEAM** report was given by Scott Kroener.

The team recently interviewed the Rev. Sue Hand. The Interview Team found the Rev. Sue Hand acceptable for the role of part-time Temporary Supply of Tawas.

MOTION WAS SUSTAINED to approve the Rev. Sue Hand as Temporary Supply of Tawas.

The **STATED CLERK** report was given by Ted McCulloch.

It was reported that the Moderating Session Meeting Training held on November 4, 2023 was very well attended. Elders from various churches attended as well as the three non-Presbyterian clergy who have recently begun Temporary Supply positions.

It was reported that the Rev. Bill Emrich, brother of the Rev. Dr. Bob Emrich is living in the area and his health is declining. He has requested to have his membership transferred to Lake Huron.

MOTION WAS SUSTAINED to transfer the membership of the Honorably Retired, Rev. William (Bill) Emrich from Wabash Valley Presbytery to Lake Huron Presbytery effective immediately and except him from the traditional interview process due to his health.

The **ADMINSTRATIVE TEAM** report was given by Ted McCulloch.

MOTION WAS SUSTAINED to approve the part-time (25 hours/week) Temporary Supply Covenant between the Rev. Sue Hand and Tawas effective for a period of one year, effective January 1, 2024. Terms are as follows:

Cash Salary	$20,000
Housing Allowance	$15,000
Travel Reimbursement	At IRS rate
Vacation Time	4 weeks (non-consecutive) including 4 Sundays
Study Leave Time	3 weeks including Sundays
Family Leave Time	Up to 12 weeks

MOTION WAS SUSTAINED to appoint the following people as Moderator of the congregational meetings for the church listed:

- Brant Piper for Grand Blanc-Kirkridge (Robbie Carnes was appointed as an alternate if needed.)
- Linda Kennan for Flint-Trinity United
- Al Hosler for Harbor Beach-First
- Jon Baker for Breckenridge Emerson

MOTION WAS SUSTAINED to recommend the following people be elected by presbytery as Ordination Readers for 2024:

- Ed Savage, Ruling Elder, Birch Run-Taymouth
- Cassie Todd, Teaching Elder
- Robbie Carnes, Alternate

Discussion was held regarding the proposed pulpit supply arrangement between Caro-First and Fairgrove.

MOTION WAS SUSTAINED to approve the Pulpit Supply Covenant between Caro-First and Fairgrove with Tanya Steele and Nathaniel Asperger for a period of six months, effective January 1, 2024. Terms for each are as follows:

<u>Nathaniel Asperger:</u>

Cash Salary	$150/week from each church
Travel Reimbursement	At IRS rate

- Lead worship and preach three (3) times each month at each church, in conjunction with concurrent Covenant Agreement by Churches with Tanya Steele.
- Services in Fairgrove will occur on the second, third and fourth Sundays of a month, starting at 9:30 am.
- Services in Caro will occur on the second, third and fourth Sundays of a month, starting at 11:00 am.

Tanya Steele:

Cash Salary	$150/week from each church
Travel Reimbursement	At IRS rate

- Lead worship and preach one to two (1-2) times each month at each church, in conjunction with concurrent Covenant Agreement by Churches with Nathaniel Asperger.
- Services in Fairgrove will occur on the first and if applicable, fifth Sundays of a month, starting at 9:30 am.
- Services in Caro will occur on the first, and if applicable, fifth Sundays of a month, starting at 11:00 am.

The **TRANSITION TEAM** report was given by Linda Kennan. And update was given on:

- Flint churches partnership
- Vassar
- Twining
- Saginaw-Countryside Trinity

MOTION WAS SUSTAINED to approve the Church Partnership Proposal between Flint-Trinity United, Grand Blanc-Kirkridge and Holly-First. [ATTACHMENT A]

The **COMMITTEE ON PREPARATION** report was given by Robbie Carnes.

MOTION WAS SUSTAINED to approve that Wes Smith is ready for Examination for Ordination and to be presented at the December meeting of presbytery for examination.

Assessments on Inquirers and Candidates Under Care of the presbytery will take place soon.

Training for CREs is being worked on and recommendations will be made at a future meeting of COMMP.

GENERAL/NEW BUSINESS included:

- A thank you was given to those members who are rotating off of COMMP.
- Christina Jensen agreed to lead devotions for the January meeting.

MOTION WAS SUSTAINED to adjourn at 11:30am following closing prayer by Robbie Carnes. The next scheduled meeting of the Commission on Ministry and Ministry Preparation will be held Wednesday, January 24, 2024 at 10:00am via Zoom. Christina Jensen will lead devotions.

Staci Percy
Communications Manager/Recording Clerk

ATTACHMENT A – Church Partnership Proposal

Draft Covenant
Kirkridge/Trinity/Holly
November 6, 2023

Church Partnership Proposal
Trinity United Presbyterian Church; Kirkridge Presbyterian Church;
And Holly First Presbyterian Church

We are a diverse community of disciples of Jesus Christ growing together. With the always present power of the Holy Spirit, we share our lives, care for one another, worship, pray, study God's word, and serve both inside and outside the walls of the church. - Trinity United Presbyterian Church

We believe we are being called to WORSHIP GOD, to challenge each other to grow in faith, to spread His word and to support His works in the world. We believe we are being called to OUTREACH to those in need, to the youth, the elderly, to families and to the community in which we live. We believe through joyful prayer, dedication to hard work, open minds and working together that all things are possible. – Kirkridge

We are a joyful family of faith that nurtures knowing, growing, sharing, and serving as followers of Christ within our church, our community, and around the world through peaceful and loving relationships. - Holly

Psalm 133:1 "How very good and pleasant it is when kindred live together in unity!"

Our Shared Beliefs and History
As three individual churches united through actions of faith and love we believe we have been called and organized to proclaim the good news of Jesus Christ, to minister to the needs of members of the congregation, residents of the community, and to promote peace and justice in the world.

Our congregations recognize and celebrate the diversity of our worshiping communities and our shared desire to fulfill our unique missions. We strive to grow and broaden God's kingdom through and within our church communities. To this end, we believe that we are more impactful when we collaborate and partner with other congregations.

Proposal
Due to our shared desires to know, grow and serve Christ in the greater Flint community and the prospect of our shared finances, we propose a partnership as outlined in this proposal. Each congregation will retain their individual and unique identities within their congregations and communities while partnering for the agreed upon pastoral services.

Partnership Overview

Draft Covenant
Kirkridge/Trinity/Holly
November 6, 2023

Our three churches will operate as independent congregations within the Lake Huron Presbytery including, but not limited to: electing their own sessions; maintaining their physical properties and assets; and keeping separate financial books and membership records. The relationship between the three churches and the pastoral partnership between Kirkridge and Trinity United are detailed below.

Holly, Kirkridge and Trinity United: Our congregations desire to grow and serve Christ across our communities through shared worship times and community outreach. We will realize our vision through:

- A committee of representatives of each session shall meet a minimum of twice per year for the purpose of exchanging ideas and establishing a calendar of shared worship, mission and community events. The representatives and their sessions will communicate and advertise these events within their congregations.
- Quarterly 5th Sunday services will be combined and held at one of the 3 churches on a rotating schedule. The church and worship leader will be selected by the committee of representatives from each session.
- Sharing of special services, i.e. Christmas Eve, Maundy Thursday, etc. are envisioned. Details will be determined by the committee of representatives.
- Sharing of community outreach and service opportunities as proposed by one or more churches are encouraged.

Kirkridge and Trinity United: This proposal provides for a full-time shared pastoral position to serve Kirkridge and Trinity United churches. The duties, responsibilities and division of these across our churches is outlined below.

Pastor's Duties and Responsibilities for Kirkridge and Trinity United Churches
The shared pastor position is a full-time role (approximately up to 50 hrs / week). The pastor is expected to be present 46 Sundays per year. Sundays not in the pulpit include

- 4 weeks paid vacation including Sundays
- 2 weeks paid study leave, including Sundays

The pastor shall provide preaching, teaching, pastoral care and organizational leadership for each church and enable them to serve their congregations and communities to their full potential.

The core expectations outlined for the pastor are vital for the effective leadership and spiritual well-being of each church and its congregations. Here's a breakdown of these core expectations:

Draft Covenant
Kirkridge/Trinity/Holly
November 6, 2023

Develop a Lifestyle of Prayer:

- Foster a personal and community culture of prayer within each church.
- Lead by example in maintaining a regular and fervent prayer life.
- Encourage and support congregational members to develop their own prayer practices.

Be Diligent in the Study of Scripture:

- Dedicate time to in-depth study of the Bible.
- Prepare sermons, teachings, and guidance based on a solid understanding of Scripture.
- Promote the importance of biblical knowledge and interpretation within the congregations.

Practice Habits of Community and Relationship Cultivation:

- Build and nurture meaningful relationships within the church community.
- Encourage spiritual friendships, mentorship, and accountability among church members.
- Be a source of guidance, support, and accountability for others in the congregation.

Engage in Continuing Education:

- Continuously seek opportunities for personal and professional growth as a preacher and steward of the Gospel.
- Attend workshops, seminars, and courses to enhance preaching skills and deepen theological knowledge.
- Stay updated on current theological and pastoral trends and practices.

These core expectations are fundamental for the pastor to effectively fulfill their role of providing leadership and spiritual guidance to the churches and their communities. They emphasize the importance of personal spiritual development, deep understanding of Scripture, community building, and ongoing education to serve the congregations to their full potential.

The pastor shall provide preaching, teaching, pastoral care and organizational leadership for each church and enable them to serve their congregations and communities to their full potential.

Specific Duties/Responsibilities:

Preaching, teaching, prayer and worship (approximately 40% of time)

1. Preaching and Teaching:

- Deliver compelling, biblically based sermons that are relevant to the contemporary world.
- Ensure that the messages resonate with the lives and concerns of the congregation.

- Teach and share the message of the Bible in a way that inspires and educates the congregation.

2. Administration of the Sacrament:
   - Administer the Sacrament of the Lord's Supper during church services.
   - Provide home communion when necessary, with the support of ruling elders and deacons.
3. New Member and Confirmation Classes:
   - Lead or assist in classes for new members and those going through the confirmation process.
   - Help individuals understand the beliefs and practices of the church.
4. Spiritual Growth Initiatives:
   - Collaborate in planning initiatives to encourage spiritual growth and learning within the congregation.
   - Develop programs, events, or resources that nurture the spiritual development of members.
6. Utilizing Lay Leadership:
   - Encourage and involve lay leaders (members of the congregation who are not ordained ministers) in various aspects of church leadership and ministry.
   - Mentor and support lay leaders in their roles.
7. Worship Service Planning:
   - Collaborate with the worship ministry team in planning and organizing worship services.
   - Provide creative input to enhance the worship experience.
   - Involve lay leadership in leading parts of the worship service, such as music, prayers, or readings.
8. Public and Private Prayer:
   - Pray for the congregation publicly during worship services.
   - Engage in private prayer for the spiritual well-being and needs of the congregation, individuals, and the community.

These responsibilities reflect the core duties of a church leader or pastor in their role of nurturing the spiritual growth and well-being of the congregation. It's essential to approach these duties with sincerity, dedication, and a genuine commitment to the spiritual development of the community you serve.

Pastoral Care (approximately 30% of time)

1. Administration of the Sacrament of Baptism:
   - Conduct baptisms as part of welcoming new members into the faith community.
   - Provide spiritual guidance and support to those being baptized and their families.

2. Performing Marriages and Funerals:
    - Officiate at weddings, providing spiritual guidance to couples.
    - Lead funeral services, offering comfort and support to grieving families.
    - Offer counseling to couples preparing for marriage or individuals dealing with grief.
3. Visiting Shut-Ins and Hospital Patients:
    - Regularly visit and provide pastoral care to individuals who are unable to attend church services due to illness, disability, or age.
    - Visit and provide spiritual and emotional support to patients in hospitals or other healthcare facilities.
    - Work in coordination with deacons or session designated care person.
4. Support Confirmation Preparation:
    - Assist in the preparation of young members for confirmation.
    - Teach classes or provide guidance to ensure a meaningful confirmation experience.
5. Community Visibility:
    - Be visible and engaged within the local community.
    - Attend community events, meetings, and activities to build relationships and represent the church in the broader community.
6. Building Inter-Church Relationships: (See appendix for examples)
    - Foster relationships and collaboration with other church communities in the area.
    - Engage in ecumenical efforts and interfaith dialogue when appropriate.
7. Participation in Local Programs and Events: (See appendix)
    - Take an active role in local programs, social initiatives, and events that align with the church's mission and values.
    - Demonstrate the church's commitment to serving the broader community.

Administration (approximately 30% of time)

1. Moderating Session Meetings:
    - Preside over and lead the regular meetings of the church's Session (the governing body of the church).
    - Ensure that Session members are informed, engaged, and work together effectively to make decisions and set policies.
2. Moderating Congregational Meetings:
    - Lead and moderate congregational meetings, which are gatherings of the entire church membership for important decisions and discussions.
    - Ensure that these meetings are conducted in an orderly and respectful manner.
3. Office Hours:
    - Set aside dedicated office hours to be available to church members for pastoral counseling, meetings, and other needs.
    - Establish consistent days and times for office hours, and be available by appointment as necessary.
4. Act as staff resource in support of the personnel committee.

Draft Covenant
Kirkridge/Trinity/Holly
November 6, 2023

5. Participation in the Life of the Presbytery:
   - Engage with the broader governing body, the Presbytery, representing your church or churches.
   - Share news, initiatives, and concerns of your churches with the Presbytery.
   - Stay informed about the activities and decisions of the Presbytery and ensure that your congregations are well-informed.

These administrative responsibilities are crucial for the effective functioning and governance of the church. Moderating meetings, holding office hours, and participating in the larger denominational structures, such as the Presbytery, are ways to ensure transparent and accountable church leadership. These duties help maintain the cohesion and direction of the congregation while fostering communication and collaboration within the broader Presbyterian community.

Division of Responsibilities of Pastor and the Congregation

Pastor Duties		Congregation Duties
Preaching & prayer	Shared	Preaching & prayer
Pastoral Care	Shared	Pastoral Care
Administer Sacraments	Shared	Administer Sacraments
Moderate Sessions & Congregational Meetings		Lead worship
Community Outreach	Shared	Community Outreach
Bible Study, VBS, etc	Shared	Bible Study, VBS, etc
		Lead Committees/Teams

Compensation

Based on membership count, at this time, it has been established *as 50% Kirkridge and 50% Trinity United.* This will be reviewed and percentage established annually based on member size and finances.

Support, Supervision and Accountability

The pastor will be supported, prayed for and evaluated by the members of a Pastoral Care Committee (PCC). Members of the PCC will be comprised of 2 representatives from the two congregations as appointed by each session. The PCC will meet at least quarterly to evaluate the pastor's effectiveness, the effectiveness of the shared relationship; areas for improvement in the relationship; financial health of the relationship; establishing calendars; and any other issues, concerns or opportunities. The pastor shall be invited to attend the meetings and may be excused for discussions regarding performance and compensation.

Future Compensation

Draft Covenant
Kirkridge/Trinity/Holly
November 6, 2023

The PCM will annually, review and set pastoral goals for the coming year and agree to the recommended terms of call for the following year. The terms of call will be considered approved when all three congregations have voted in favor of the proposal at their annual congregational meetings as outlined in the Book of Order.

Dissolution of Partnership
If one of our churches wishes to dissolve the partnership, it shall be submitted in writing six (6) months prior to the dissolution date. This will allow sufficient time for all congregations to assess their pastoral staffing needs and seek suitable alternatives.

Future Hope
Our future hope is that our churches, together, will go forth growing and maintaining our spiritual life, healthy relationship with our church families, and our community. Through our relationships we will strive to live as Christ instructed us. To show love, hope and faith so that others may see examples of God's love through us.

Dated: XXXXXXXX

_____
Clerk of Session, Trinity United Presbyterian Church

_____
Clerk of Session, Kirkridge Presbyterian Church

_____
Clerk of Session, Holly First Presbyterian Church

APPENDIX A – Mission and Community Events

The following are examples of past current community and mission programs at Kirkridge and Trinity United. Pastoral participation is encouraged, but not expected or required, at future mission and community events, whether at a single church or shared between churches.

- Grand Blanc Pastor Community Worship
- Crim
- Flint Pride
- Community Good Friday & Thanksgiving services (Ecumenical)