COMMISSION ON MINISTRY AND MINISTRY PREPARATION
Meeting Minutes
January 22, 2025

The meeting of the Commission on Ministry and Ministry Preparation was held via Zoom and called to order by Al Hosler at 10:00 a.m. January 22, 2025, following prayer by Al Hosler.

Members present: Robbie Carnes, Linda Gibbs, Al Hosler, Brant Piper, and Kim Strunz.

Members excused: Jon Baker, Janette Gonzales, Christina Jensen, Rob Minard, Dawn Russell and Jane Young.

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

Ted McCulloch assumed the chair.

MOTION WAS SUSTAINED to elect Dawn Russell as Moderator and Al Hosler as Vice Moderator for 2025.

Ted McCulloch led devotions which included member introductions.

Al Hosler assumed the chair.

MOTION WAS SUSTAINED to approve the agenda as amended.

MOTION WAS SUSTAINED to approve the minutes of the November 20, 2024 stated meeting.

The **Stated Clerk** report was given by Ted McCulloch. Boundary Training was discussed. Members were encouraged to sign up for the Synod training but noted that due to the lack of spaces, training will be established in partnership with other Michigan presbyteries soon.

The discussion on SubTeam assignments was moved to the February agenda when more members may be able to attend the meeting.

It was noted that CPM only has one person currently on that SubTeam. Brant Piper volunteered to be moved from Transitions Team to Commission on Preparation for Ministry.

The **COMMISSION ON PREPARATION FOR MINISTRY** report was given by Robbie Carnes. Discussion was held regarding the educational background of a potential Candidate.

The **ADMINSTRATIVE TEAM** report was given by Al Hosler.

MOTION WAS SUSTAINED to approve the part-time Temporary Covenant between Croswell-First and the Rev. William Wright effective for a period of 12 months beginning January 1, 2025. Terms are as follows:

Cash Salary	$1825/month (18 hours per week)
Travel Reimbursement	At current IRS rate
Mission/Professional Expenses Reimbursement	$1,000
Book Allowance	$600
Vacation Time	4 weeks including 4 Sundays
Study Leave Time	2 weeks including 2 Sundays
Family Leave Time	Up to 12 weeks

MOTION WAS SUSTAINED to approve the full time Temporary Relationship covenant between Davison-St. Andrew's and Rev. Linda Graham effective January 1, 2025 for a period of one year. Terms are as follows:

Cash Salary	$25,000
Housing Allowance	$22,000
IRA Allowance	$4,000
Medical (estimate)	$3,500
Study Leave	$650
Professional Reimbursement	$1,350
Vacation Time	4 weeks including 4 Sundays
Study Leave Time	2 weeks including 2 Sundays
Family Leave Time	Up to 12 weeks

MOTION WAS SUSTAINED to approve the part-time CRE contract between Elder Mark Garavaglia and Sandusky and Yale-First congregations effective January 1, 2025 for a period of one year. Terms are as follows:

Salary	$837/week [split 60% (Sandusky)/40% (Yale)]
Medical	$650/month
Continuing Education	$1000/year
Travel Reimbursement	At current IRS Rate
Vacation Allowance	4 weeks including 4 Sundays
Study Leave	2 weeks including 2 Sundays
Family Leave Time	Up to 12 weeks

The Rev. Robbie Carnes continues to serve as his mentor.

MOTION WAS SUSTAINED to approve the Pulpit Supply Policy. [ATTACHMENT A]

MOTION WAS SUSTAINED to approve the Ministers of Other Denominations Form. [ATTACHMENT B]

OTHER BUSINESS

- Linda Gibbs will lead devotions in February

MOTION WAS SUSTAINED to adjourn at 10:55 am following closing prayer by Al Hosler. The next scheduled meeting of the Commission on Ministry and Ministry Preparation will be held Wednesday, February 26, 2025 at 10:00am via Zoom. Linda Gibbs will lead devotions.

Staci Percy
Communications Manager/Recording Clerk

ATTACHMENT A – Pulpit Supply Policy

Presbytery of Lake Huron
Pulpit Supply Policy

The Presbytery of Lake Huron is responsible for approving persons who preach in the pulpits of the Presbytery, including those who serve as "Pulpit Supply" preachers. Pulpit Supply is defined as very limited worship leadership and/or preaching, not to exceed serving a particular congregation more than one Sunday per month or for the duration of a pastor's vacation. Preaching and/or worship leadership may be in person or with the agreement of the supply preacher in an online or prerecorded form. (This policy does not address contracted Temporary Supply or Interim/Transition positions.)

The Commission on Ministry and Ministry Preparation shall make available a list of persons who have been approved and authorized to be called upon to serve as Pulpit Supply Preachers in the Presbytery of Lake Huron. This list may consist of ordained Ministers of Word and Sacrament (Teaching Elders), Ruling Elders, and Commissioned Elders.

Occasionally a congregation may wish to invite someone who is not on our approved list to fill the pulpit for a single event. For example: a community leader, a youth from the church, a member of Presbyterian Women, a missionary traveling in our area, etc. Single event pulpit preaching is allowable. However, if a church desires to have someone not on the Pulpit Supply List preach more than one Sunday per month, prior approval must be obtained from COMMP. (This does not apply to a member of the congregation who is serving as pulpit supply).

Ordinarily, recognized minister members of the Presbytery, Ruling Elders, Commissioned Elders, and Candidates under care of the Presbytery (who have been approved by the COMMP to preach) may, **upon request and consent of the Commission on Ministry and Ministry Preparation,** be added to the Presbytery's Pulpit Supply List.

However, anyone who is unable to affirm the terms of the "Sexual Misconduct Self Certification" found in the "Personal Discernment Profile" will not be eligible for placement on the Pulpit Supply list of the Presbytery of Lake Huron.

Also, there are reasons and situations for which persons may be temporarily suspended or removed from the Pulpit Supply List include but are not limited to the following:

- On medical leave, family leave or maternity/paternity leave.
- Under any type of disciplinary process.
- Those who deliberately fail to observe the COMMP limitations on the frequency of monthly preaching.
- Evidence of preaching purchased sermons, plagiarism, or sermons from others without acknowledgment.
- Continual interference with a previous congregation in violation of the departing pastor policy of the COMMP.

All persons desiring to serve as pulpit supply must:

- Have an interview through the Commission on Ministry and Ministry Preparation,
- Sign the Presbytery of Lake Huron Sexual Misconduct Policy Acknowledgment Form (attached),
- be subject to any background/reference checks that may be required of minister members of the Presbytery.
- And attend Boundary Training through the Presbytery or Synod.

Acknowledgment of Receipt

I hereby acknowledge that I have read the Presbytery of Lake Huron Sexual Misconduct Policy dated June 4, 2002, that I understand its meaning, and agree to conduct myself in accordance with the policy.

Signature _____

Date _____

ATTACHMENT B – Ministers of Other Denominations Form

Presbytery of Lake Huron

Covenant with Temporary Supply Pastor Application for MOADs

(Ministers of Another Denomination)

General Information

Name

Street Address

City State Zip Code

Preferred Phone Alternate Phone

Email Fax

Ecclesiastical Status:

Denomination of Membership:

Name and Phone Number of Contact in Denominational District:

Ordained. Licensed. Ordination Date:

Church Membership: (if applicable)

Name of church of Membership

Street Address

City and State

Formal Education (College and Seminary)

College/Seminary Dates Attended Degree Conferred

Work Experience you have: (Please select only one)

First Ordained Call 0 to 2 years 2 to 4 years

4 to 6 years 6-8 years 8 years or more

Please list your work experience (Please include position title, city, state, church size, community type, and dates from/to or number of years.)

Please enter up to three references here:

1. Name. Phone
   Address

   Relation to you email

2. Name. Phone
   Address

   Relation to you email

3. Name. Phone
   Address

   Relation to you email

I hereby authorize those inquiring into my suitability to contact my references.
Signature
Print Name. Date

Please answer on a separate sheet of paper and attach to this application.

1. Briefly describe your reasons/motivations for seeking this supply preaching/pastoring position in the Presbytery of Lake Huron.
2. A Statement of Faith
3. Explain any differences in the theology and conduct of corporate worship between the denomination to which you belong and that of the PCUSA in the Reformed Tradition.
4. Explain your understanding of the sacrament of baptism, including the role of the parents and congregation in the baptism of an infant. Please comment on any differences between your denomination's understanding and theology of baptism and that of the PCUSA in the Reformed Tradition.
5. Explain your understanding of the sacrament of the Lord's Supper. Please comment on any differences between your denomination's understanding and theology of the Lord's Supper and that of the PCUSA in the Reformed Tradition.

Presbyterian Church, _____, Michigan enters into an agreement with _____ to serve the above congregation.

The Session, being satisfied with your qualifications and trusting that your ministry in the Gospel will be to our spiritual benefit, is agreed upon the following covenant:

1. That _____ will begin service on _____ and will be accountable to the Session, and responsible to the Presbytery through the Commission on Ministry during the period of this covenant agreement. This agreement is for a period of _____ months, after which it may be extended on a recommendation of the Commission on Ministry and approval by the Presbytery. This agreement may be terminated by either party on 30 days written notice.

2. This covenant agreement is for **full / part-time** (circle one) pastoral leadership. Responsibilities will be as follows: (the Session shall provide a list of specific duties to be performed. If the position is part-time, the number of hours per week shall be specified.)

Responsibilities (Check those that apply to your situation)

_____ Lead worship and preach _____ times each month
_____ Session Meetings/Committee Meetings
_____ Administrative Tasks
_____ Pastoral Care
_____ Bible Study/Sunday School/Confirmation Class

Other Duties: _____

_____

Time Expectations (per week) _____

Specific Days in Ministry (if applicable) _____

3. The terms of this covenant agreement shall be:
Compensation* (as applicable)

Cash Salary: _____

Housing Allowance:_____

Benefits in Addition to Cash Salary

PCUSA Pension Dues _____

Medical Coverage _____

Social Security/Medicare (employer's share)
(Multiply Cash Salary by 0.0765)_ _____

Accountable Business Reimbursements

Telephone calls _____

Continuing Education _____

Book Allowance _____

Travel Reimbursement @ current IRS rate _____

Other: _____

Non-cash Benefits

Annual Vacation minimum is four (4) weeks including four (4) Sundays.

Annual Study Leave is two (2) weeks including two (2) Sundays.

**Important Effective July 9, 2023, all minister terms of call shall include, at a minimum, "provision for a minimum of twelve weeks paid family medical leave." Book of Order, G-2.0804.

4. A mutual evaluation of the relationship between the Session and the pastor will occur after three months of service. An appropriate committee of Session may represent the Session in the evaluation process.

5. At the termination of the agreement, the Session and the pastor agree to participate in an evaluation of the period of service by the pastor.

CERTIFICATIONS

A. This Covenant Agreement was approved by the Session on _____

_____
Clerk of Session

B. This Covenant Agreement was approved by the Commission on _____

_____
Chairperson, Commission on Ministry and Ministry Preparation

ACCEPTANCE

This is to certify that I accept this Covenant Agreement and agree to serve as **Temporary Supply Pastor**.

_____ _____
(Date) (Signature)