



Validated Ministry Team Handbook

Presbytery of Western North Carolina

INTRODUCTION

Members of the Presbytery of Western North Carolina who are engaged in a Validated Ministry outside of a congregation shall maintain communication with the Validated Ministry Team.

According to the Book of Order G-2.0503a:

“A validated ministry shall:

- 1) demonstrate conformity with the mission of God’s people in the world as set forth in Holy Scripture, the *Book of Confessions*, and the *Book of Order* of this church;
- 2) serve and aid others, and enable the ministry of others;
- 3) Give evidence of theologically informed fidelity to God’s Word;
- 4) be carried on in accountability for its character and conduct to the presbytery in addition to any organizations, agencies, and institutions served; and
- 5) include responsible participation in the deliberations, worship, and work of the presbytery and in the life of a congregation of a PCUSA church or a church in correspondence with the Presbyterian Church (U.S.A.) (G.5.0201).....

When ministers of the Word and Sacrament are called to validated ministry beyond the jurisdiction of the church, they shall give evidence of a quality of life that helps to share the ministry of the good news. They shall participate in a congregation, in their presbytery, and in ecumenical relationships and shall be

eligible for election to the higher councils of the church and to the boards and agencies of those councils.

The presbytery shall review annually the work of all ministers of the Word and Sacrament engaged in validated ministries outside the congregation.”

The Validated Ministry Team considers and makes recommendations to the Commission on Ministry to validate or not validate such ministries.

This handbook provides a brief description of this process and a description of the criteria approved by the Presbytery for those seeking this type of validation.

Also included are the questions for annual review and the initial application forms for the minister and for the agency/organization.

All completed applications and any additional information should be sent to the current Chair of the Validated Ministry Team.

PROCESS FOR VALIDATION AND REVALIDATION OF MINISTRIES BEYOND THE CONGREGATION

Members of the Validated Ministry Team shall be appointed by the Commission on Ministry.

The team reviews all applications for new validated ministries face to face, (by Zoom or in person).

The team reviews validated ministries for renewal annually, and ministers have a face to face interview at least every three years.

Every validated ministry is assigned a liaison who facilitates the annual review process and reports to the Validated Ministry Team.

When the Team sees satisfactory evidence that the ministry meets the criteria for validation, it shall recommend validation or re-validation to the Commission on Ministry (COM).

When the Team identifies concerns, it shall invite either the minister, a member of the employing agency, or both, to respond.

If the Team decides not to recommend validation or revalidation of the ministry, the Team shall inform the minister, the employing agency, and the COM of this recommendation with a concise, written statement of its concerns and reasons.

Applicants, ministers, or agencies/organizations may appeal this decision to the COM.

CRITERIA FOR VALIDATING MINISTRIES

In determining which ministries shall be validated, the Validated Ministry Team shall be guided by these criteria:

- A. A validated ministry shall demonstrate conformity with the mission of God's people in the world as set forth in Holy Scripture, the *Book of Confessions* and the *Book of Order* of the Presbyterian Church (USA). [G-2.0503.a (1).]
- B. In particular, this ministry shall help the Presbytery fulfill its mission.

THE MISSION OF WESTERN NORTH CAROLINA PRESBYTERY

By God's Spirit, the churches, pastors, elders, deacons, and congregation members of the Presbytery of Western North Carolina are the Body of Christ. We covenant to: strengthen congregations, equip disciples, and engage in mission

Questions for Annual Review by the Minister

1. How are you doing, in body, mind and soul?
2. What successes have you had in your ministry this past year?
3. What challenges have you faced in the past year?
4. What has helped you through those challenges?
5. How might the Presbytery support you in this work?
6. How are you connecting with a local congregation?
7. What do you wish we had asked, but have not?

Questions for Annual Review by an Agency or Colleague

1. Have there been changes to the job description in the past year?
2. How would you assess the employee's performance? Where does this employee excel?
3. Is this employee meeting expectations of the organization?
4. Where could improvements be made?
5. What do you wish we had asked but did not?

**APPLICATION FOR VALIDATED MINISTRY
FOR THE PRESBYTERY OF WESTERN NORTH CAROLINA**

*PLEASE RETURN THE COMPLETED APPLICATION
TO THE VALIDATED MINISTRY TEAM*

Date of completed application_____

Name_____ Email: _____

Address_____ City_____

State/ZIP_____

Phone numbers: Home _____ Work_____ Other _____

Agency/Organization _____

Job Title_____

Contact Person _____

Does the Compensation package meet Presbytery minimum? Yes _____ No _____

1.) Describe how this ministry conforms to the mission of God's people in the world as set forth in Scripture, the Book of Confessions and the Book of Order of the PC(USA).

2.) Describe how this ministry serves and aids others, and enables the ministries of others.

3.) What is your theological understanding of this work?

4.) Describe how this ministry supports the mission of the Presbytery of Western North Carolina. (To strengthen congregations, equip disciples and engage in mission).

5.) The Validated Ministry Team reviews validated ministries annually as a part of accountability to Presbytery. Will you participate fully in this process?

6.) Indicate the ways you responsibly participate in the deliberations and work of the Presbytery of Western North Carolina.

7.) Indicate the ways you responsibly participate in the worship and service of a PC (USA)congregation.

8.) If applicable, give your work history outside the church: (Indicate starting/ending dates, employer, city, state, title or type of work beginning with most recent)

9.) Give your service to the PC(USA): (Indicate starting/ending dates, governing body, agency, etc. and type of service beginning with the most recent.)

10.) List your formal education: (Indicate starting/ending dates, institution, city state and degree beginning with the most recent.)

Date of interview_____

Date ministry validated by Presbytery_____

APPLICATION FORM FOR AGENCIES/ORGANIZATIONS

Please return this completed application to the Validated Ministry Team

Date of application _____

Name of Organization _____

Name and title of person completing this form

Address _____ City _____ State/ZIP _____

Phone number _____

Email _____

Attach additional pages as necessary.

- 1.) Describe the goals of this agency/organization.
- 2.) Describe the goals of this particular position.
- 3.) Provide a brief job description of the minister you will employ.
- 4.) Presbyterian ministers are required to be active in local congregations and in the life of Presbytery. Do you foresee any impediment in this position that would limit or curtail such involvement?

Ministers in the Presbyterian Church (USA) are required to be accountable to the Presbytery and to the organization or agency which employs the minister.

- 5.) What formal supervisory structures does your organization use to encourage and monitor professional development of this position?
- 6.) What methods does the organization use to evaluate this employee?
- 7.) After receiving written authorization from the minister, will you share performance reviews, disciplinary actions and formal complaints with the Presbytery of Western North Carolina?
- 8.) Please provide the name, address, email address, and phone number of the person in your organization who can answer questions about this position.