

# **Guidelines for the Commissioned Lay Pastor (CLP) New Castle Presbytery**



**Developed by the  
Commissioned Lay Pastor  
Steering Committee**

**March, 2006**

The commissioned lay pastor is an elder of the Presbyterian Church (U.S.A.), who is granted a local commission by the presbytery to lead worship and preach the gospel, watch over the people, and provide for their future and service. **G-14.0801**

## **Table of Contents**

	<b><u>Page</u></b>
<b>Strategy for the Ministry of the Commissioned Lay Pastor</b>	<b>1</b>
<b>Opportunities for Service</b>	<b>3</b>
<b>Policy for Commissioned Lay Pastors (CLPs)</b>	<b>4</b>
<b>Guidelines for Annual Review of CLP's &amp; Suggested Questions (Appendix A)</b>	<b>9</b>
<b>Guidelines for CLP Training Program (Appendix B)</b>	<b>12</b>
<b>Guidelines for CLP's Student Supply Exception (Appendix C)</b>	<b>13</b>
<b>Guidelines for Continuing Education (Appendix D)</b>	<b>14</b>
<b>Sexual Misconduct Self Certification (Appendix E)</b>	<b>15</b>
<b>The Responsibilities of the Commission Lay Pastor Steering Committee (Appendix F)</b>	<b>16</b>

## Strategy for the Ministry of the Commissioned Lay Pastor (CLP)

### **Mission of New Castle Presbytery Supported by Commissioned Lay Pastors:**

The mission of New Castle Presbytery, in partnership with Sessions, is to foster vital and faithful congregations to be effective witnesses for Jesus Christ. The CLP will support the mission to strengthen members and congregations so they will be transformed in Christ and grow in faith.

As a strategy, the Presbytery will actively train and use CLPs to support its mission. According to the *Book of Order*, CLPs can serve as pastors to support the Presbytery's mission in three ways: to one or more churches, to a new church development, to a validated ministry (G-14.0801a).

- A. The Training and Use of CLPs Will Follow These Guiding Principals
  1. CLPs will be actively used to help meet the Presbytery's goal to strengthen congregations.
  2. CLPs serve within the framework of the provisions of the *Book of Order* (G-14.0801).
  3. The Presbytery helps CLPs maximize their skills by providing training and ongoing support.
  4. The primary CLP training will be for the up-building of churches and their respective ministries.
  5. Sometimes, CLPs with unique gifts and skills that can provide outreach to those outside the church in ministries of Evangelism, Health, Chaplaincy, and other specialized work.
  6. Not everyone completing the CLP program should seek commissioning. Many are needed in their home churches to strengthen them and some do not have the gifts needed for pastoral ministry. Some will provide occasional supply preaching.
  
- B. CLPs Support the Mission of the Presbytery by Providing Quality, Consistent Pastoral Leadership and Care
  1. for small congregations, who could not otherwise have needed pastoral leadership and care, so those congregations may be transformed and grow
  2. for larger congregations, who need additional pastoral staff in order to grow or to continue to grow.
  3. for validated ministries promoting the mission of New Castle Presbytery
  4. for new church development (G-14.0801a)
  
- C. CLPs Give Leadership and Care to Small Churches
  1. The CLP program was designed to provide pastoral support for small churches, unable to attract Ministers of the Word and Sacrament, due to their church's size, location and financial status.
  2. CLPs provide small churches with the opportunity to grow and change and be transformed for Christ's ministry
  3. As solo pastors, CLPs provide worship leadership and preaching, pastoral care, study and education opportunities, encourage outreach opportunities and help a church grow.

- D. CLPs Serve Larger Churches That Need, but Could Not Obtain, Ordained Ministers to Help the Church Grow or Continue to Grow
1. Often a growing church is in need of an additional part-time or full-time staff person in order to continue that growth and not plateau because of lack of staffing.
  2. Often when that church cannot afford or find an ordained minister, a CLP is an ideal alternative while the church grows.
  3. A CLP may also be needed for a church to expand its ministry.

E. CLPs Can Serve as a New Church Development Pastor (G-14.0801a)

Although this is not a model currently being used in this Presbytery, it is a possible future model, particularly with immigrant populations.

F. CLPs Can Serve in a Validated Ministry (G-14.0801a)

1. CLPs will need to have the ministry validated by presbytery.
2. A CLP evangelist/pastor must have accountability and support from a particular church's Session.
3. The CLP's ministry should be a part of the ministry of the church and the CLP will report quarterly to the Session concerning his/her ministry.
4. There are tremendous opportunities for CLPs to serve as evangelists, home missionaries, chaplains and pastors to people that are not being reached by our churches and where the services of a Minister of the Word and Sacrament cannot be obtained. This is perhaps one of our greatest opportunities and challenges.

For the purposes of study and discussion, the term CLP "Commissioned Lay Pastor" refers to all persons enrolled in presbytery's CLP Program. This would include first and second year students, graduates, those serving in positions with and without "commissioned" status. Language in Presbytery's Manual will be specific to students, graduates, Lay Pastors serving without Commissioned status and Commissioned Lay Pastors who have been commissioned by presbytery.

**Opportunities for the Service of  
Commissioned Lay Pastors in  
New Castle Presbytery**

1. In small, rural churches unable to attract and fairly compensate ordained clergy.
2. In specialized ministries such as prison chaplaincy, homeless shelters, juvenile facilities, higher education, etc.
3. As support staff to churches undergoing redevelopment/renewal.
4. As organizing pastors for house church and storefront mission congregations.
5. As short-term pulpit supply to clergy from smaller churches negotiating sabbatical leave.
6. As Evangelist in Preaching/Teaching ministries across the presbytery.
7. To immigrant populations where language and culture skills are needed.

## **NEW CASTLE PRESBSYTERY POLICY FOR COMMISSIONED LAY PASTORS**

The purpose of these policies and guidelines is to establish minimum requirements for Commissioned Lay Pastors (CLPs) and for supervision of Commissioned Lay Pastors serving in the bounds of New Castle Presbytery.

### **I BOOK OF CHURCH ORDER REQUIREMENTS**

The Book of Church Order (G-14.0801) establishes criteria for the equipping of Commissioned Lay Pastors and their ongoing accountability to the Presbytery.

- A. A Presbytery may authorize a Commissioned Lay Pastor to perform any or all of the following functions described in (1) - (6) below.
  - 1. Administer the Lord's Supper.
  - 2. Administer the Sacrament of Baptism.
  - 3. Moderate the session of the congregation under the supervision of a mentor and when invited by the moderator of the session appointed by the Presbytery.
  - 4. Have a voice in meetings of Presbytery.
  - 5. Have a vote in meetings of the Presbytery (such vote to be counted as an elder commissioner for purposes of parity).
  - 6. Perform a service of Christian marriage when invited by the session or other responsible committee, and when allowed by the State.
  
- B. CLPs are trained and equipped by the Presbytery (G-14.0801a). Preparation shall include:
  - 1. Biblical Studies,
  - 2. Reformed Theology,
  - 3. Presbyterian Polity,
  - 4. Worship Leadership and Sacraments,
  - 5. Preaching,
  - 6. Teaching, and
  - 7. Pastoral Care.
  
- C. Candidates for commissioning are examined by the Examinations Committee and the Committee on Ministry regarding:
  - 1. Their personal faith
  - 2. Their motives for seeking the commission
  - 3. The areas of instruction referred to above

- D. The Commission is valid for a period up to three (3) years. Permission to service shall be renewed annually. The CLP may be re-commissioned after three years.
- E. The Commission can be terminated at the discretion of the Presbytery through its COM.
- F. The Commissioned Lay Pastor, serving in an on-going capacity in a church, shall be supervised by the Presbytery through its COM. A Presbytery, when it deems it to be in the best interest of the Presbytery and the church involved, and when it deems that the lay pastor commissioned to that church is sufficiently trained in and loyal to the Presbyterian polity, may appoint a lay pastor as moderator of the session to the church to which she or he is commissioned. The person assigned to the commissioned lay pastor as mentor and supervisor shall also supervise his or her work as moderator (G-14.0801e).

The Commissioned Lay Pastor, who is commissioned for new church development or a validated ministry, shall be supervised by the Presbytery or by a local church session depending on where the oversight function is placed by the Committee on Ministry.

- G. The Commissioned Lay Pastor Program shall be administered and supervised by the CLP Steering Committee, under the guidance of the COM.

The CLP Steering Committee will assume a mentor/supervisor role for annual reviews and work with the CLPs to communicate concerns that arise. (See Guidelines for Annual Review, Appendix A.)

- H. In the exercise of pastoral care, commissioned lay pastors shall maintain a relationship of trust and confidentiality, and shall hold in confidence all information revealed to them in the course of providing such care and all information relating to the exercise of such care. When the person whose confidences are at issue gives express consent to reveal confidential information, then a Commissioned Lay Pastor may, but cannot be compelled, to reveal confidential information. A Commissioned Lay Pastor may reveal confidential information when she or he reasonably believes that there is a risk of imminent bodily harm to any person. (G-14.0801f)

## **II PROCESS FOR COMMISSIONING**

### **A. TRAINING - PREPARATION REQUIREMENTS**

Each candidate for CLP shall be expected to attain understanding and proficiency in Bible, Reformed Theology, Sacraments, Presbyterian Polity, Worship, Preaching, Teaching and Pastoral Care. All participants will be expected to complete an NCP recognized training program. (See Appendix B)

### **B. APPLYING FOR COMMISSIONING**

A person desiring to become a Commissioned Lay Pastor shall be an ordained Elder and shall have completed the New Castle Presbytery CLP training program. The person must have a call from a church, new church development project or validated ministry before the commission can be granted. In the case of a validated ministry, the ministry would have to be approved before it would be considered a validated called position. The person must have the recommendation of the CLP Steering Committee. Where appropriate and recommended by the CLP Steering Committee or COM, the prospective CLP may be asked to participate in psychological tests in a COM approved counseling process. The church or validated ministry will request that the COM and Presbytery commission the person to the described ministry. The person to be commissioned will appear before the Examinations Committee to be examined and then will meet with the COM.

C. EXAMINATION

The final examination of CLP candidates shall be the responsibility of the Presbytery's Examination Committee. They will examine the applicant as to their personal faith, motives for seeking the commission, knowledge of required subject matter and usefulness to serve the church as CLP. Upon successful completion of the examination, the COM, in consultation with the CLP applicant and the session(s) of specific church(es), will make a recommendation for the commissioning of the CLP candidate.

D. SEXUAL MISCONDUCT SELF CERTIFICATION

All CLPs and graduates from the CLP Program that are in the "Supply Directory" must sign the PC(USA) "Sexual Misconduct Self Certification." (See Appendix E)

E. COMMISSIONING

1. The commissioning of lay pastors shall be done by the Presbytery upon the recommendation of the COM. Ordinarily, this commissioning shall take place at a regular meeting of the Presbytery. If other circumstances warrant, and if Presbytery approves, the commissioning may take place at another time and place, under the authority of the Committee on Ministry. Questions for commissioning shall be taken from the *Book of Order* (G-14.0801e).
2. It is recommended that the church, in which the CLP is to serve, conduct a service of celebration and recognition at the inauguration of this ministry. Any time a CLP begins to serve a new congregation, a service of recognition shall be held in the calling church.

**F. REMUNERATION**

1. Remuneration for the services of a Commissioned Lay Pastor shall be approved by the Committee on Ministry and by Presbytery. The terms shall take into account responsibilities, time involved, travel expenses and the need for continuing education.
2. The terms of remuneration shall be reviewed annually, with changes reported to the Presbytery. The Presbytery recommends that CLPs receive four weeks vacation, two weeks study leave, and financial support for continuing education.

**G. STUDENT LAY PASTOR EXCEPTION**

Exceptional CLP candidates may be allowed to serve as student pastors before completion of the training by recommendation by the CLP Steering Committee and by special permission of the COM. However, they are expected to complete their CLP training. (See Appendix C for exception guidelines for student pastors.)

**III COMMISSIONED LAY PASTORS**

**A. EXPIRATION, REVOCATION, RE-COMMISSIONING**

1. A commission will end at the conclusion of the specific period of time agreed to for the assignment, or whenever the need for such a ministry no longer exists, but always at the end of a three year period, at which time the Commission may be renewed. (G14.0801b).
2. For an active CLP to be re-commissioned to the same ministry, the re-commissioning process will include a "Third Year Review." The review will be supervised by the CLP Steering Committee, who will make a recommendation to the CDOM concerning the re-commissioning of the CLP. Re-commissioning may take place upon the recommendation of the Committee on Ministry and approval by the Presbytery.
3. A commission may be revoked at any time by the Presbytery in consultation with the CLP, the COM and the session(s) of the church(es) being served. This revocation may take place for non-compliance with this policy statement or for a violation of the vows of commissioning.

**B. ACCOUNTABILITY**

The CLP Steering Committee will conduct the annual reviews of CLPs with the mentor/supervisor. The CLP Steering Committee will set guidelines for the reviews. A summary report of all CLP activity will be made annually to COM.

C. **CONTINUING EDUCATION**

All CLPs are responsible for scheduling continuing education. The CLP Steering Committee will monitor the continuing education activities of CLPs on an annual basis.

- D. All active CLPs are required to participate in ongoing supervised support groups organized by the CLP Steering Committee. Fees incurred are the responsibility of the CLP.

**IV NEW CASTLE PRESBYTERY SUPPLY DIRECTORY**

1. Program graduates (non-commissioned) may be listed in the Supply Directory.
2. To be eligible to be listed, the person must meet the following requirements:
  - have completed the CLP training program
  - be an elder
  - sign the PC(USA) “Sexual Misconduct Self Certification”
  - be recommended by the CLP Steering Committee
  - be approved by COM
  - be involved in continuing education opportunities

**V COMMISSIONED LAY PASTOR STEERING COMMITTEE**

The responsibilities of the CLP Steering Committee are set forth in Appendix G. The Committee is to provide leadership to the program so that it strengthens the churches, Sessions, validated ministries and CLPs in conjunction with the Presbytery Goals.

## Appendix A

### Guidelines for the Annual Review of Commissioned Lay Pastors

The *Book of Order* requires that Commissioned Lay Pastors (CLPs) be reviewed on an annual basis (G 14.0801b). This process was developed to fulfill those requirements, but more importantly, to strengthen the ways the CLP and the Session are together accomplishing the ministry and mission of the church.

The purpose of the process and guidelines are to:

1. review how the CLP and Session/Board are working together
2. help the CLP and Session/Board assess their level of progress toward church growth in faith and vitality
3. strengthen the congregation's relationships to presbytery and the larger church
4. encourage the CLP and Session/Board to regularly evaluate their work with measurable results.

#### A. The Process for the First Annual Reviews

The CLP Steering Committee will conduct annual reviews of all CLPs. Potential questions are attached, but the evaluators may adapt the questions to be more application to the church or validated ministry. On the day of review the evaluators will:

1. meet with the CLP (In the case of multi-staff churches, also meet with the pastor separately.)
2. meet with the Session/Board
3. meet with the CLP and Session/Board together
4. review the results with the CLP and Session
5. meet further with the CLP to discuss how to use and respond to the feedback received

The CLP Steering Committee will evaluate written/recorded sermons and assignments and may request additional information, if needed. The committee will also discuss any major concerns with the CLP, or if action is needed, with the COM or other appropriate persons.

#### B. The Third Year Review for Re-commissioning

The review that is required for recommending that a CLP be re-commissioned and may include additional references and interview as needed.

The Steering Committee shall make a recommendation to the COM concerning re-commissioning. The committee will also send to the COM written results from the reviews and any other information considered

relevant. The final decision belongs to the COM and Presbytery. The CLP to be re-commissioned will generally meet with the COM.

If the CLP Steering Committee does not recommend re-commissioning, it will communicate that recommendation to COM and send the review and any other pertinent information to COM. COM will then make its own determination and recommendation.

#### **C. Process for the Re-commissioned CLPs**

The request to be re-commissioned to the same ministry must originate in the local church or validated ministry group with a formal request forwarded to COM.

#### **D. CLPs in Multi-Staff Churches**

If the CLP is in a multi-staff church and the pastor leaves, The CLP shall tender their resignation. The option to re-hire is initiated by the incoming pastor.

### **Review of Commissioned Lay Pastor - Session Joint Ministry** (Each review is to begin and end with prayer)

These questions were designed for a CLP working in a small church where the CLP was providing the pastoral leadership. The questions will need to be changed for CLPs working in a multiple staff situation or validated ministry. They were designed to review how the CLP and Session work together to accomplish God's ministry.

#### **A. Suggested Questions For Commissioned Lay Pastor Alone**

1. How has the ministry changed since you began serving this congregation?
2. How have you seen God at work in your life, the lives of the congregation and the church?
3. What are your relationships with key members of the congregation? (Healthy/Unhealthy)
4. How has the spiritual climate of the congregation changed since your arrival?
5. What are your joys in serving this congregation? Your frustrations?
6. How do you feel supported/unsupported in serving this congregation?
7. What changes do you feel are important for the spiritual and physical growth of this church?
8. Where do you see God's hand today in your call to continue with this church?
9. How can Presbytery be of more help in your efforts with this congregation?

#### **B. Suggested Questions For Session Alone**

1. How has the ministry of your church changed since your current Pastor began serving your congregation? (Grown in what areas? Decreased? Progressed?)
2. What are your relationship joys and concerns:
  - Within the Session?

- With the Pastor?
  - With congregational members?
3. How has the Pastor assisted/hindered you in obtaining your ministry goals?
  4. How do you support the Pastor and his/her leadership in the ministries of your church?
  5. What changes would you like to see your church make to become a better church in the future?
  6. Do you wish to continue your relationship with your Pastor?
  7. What changes, if any, are needed in your current agreement with the Pastor?
  8. How can Presbytery be of more help in your efforts with this congregation?

**C. Suggested Questions For Session And Pastor Together**

1. How have you seen God working in your lives and in this church?
2. How healthy is the current relationship between the Session and your Pastor?
3. What ministries characterize the spiritual climate of your church?
4. How does the Session support these ministries? The Pastor?
5. What are the strengths/weaknesses in your physical/fiscal management responsibilities for your church?
6. What are the strengths/weaknesses in your spiritual leadership responsibilities for your church?
7. Where do you see God speaking to your Pastor/Session/Congregation relationship today?
8. What continuing education events did the pastor do? The Session do?

## Appendix B

### Guidelines for CLP Training Program

The CLP training program shall ordinarily be conducted in a two-year program. Each year, a retreat will be held with an additional 10-12 meetings on Saturdays or other appropriate times each year. The training program will be supplemented by outside readings and assignments. All participants will be expected to attend all classes. Costs of the program are to be borne by the participants. It is hoped that the home church of each participant will help with part of the cost of the program.

Ordinarily, the classes will be taught by members of the Presbytery. The program is designed for the purpose of providing training for CLPs and to provide lay leadership training by persons who will use their learning to serve and strengthen their local church. The program will be open to interested lay people who are not seeking status in presbytery as CLPs. The cost in dollars and hours by volunteers, as well as staff, would thus serve a greater number of churches and lay participants.

The CLP Steering Committee will oversee the training design and curricula for the CLP program. The Guidelines for the courses will be recommended by the CLP Steering Committee for the approval of the COM.

#### Minimum Class Hours

Approximate number of class hours by subject:

Presbyterian Polity/Ministry	8 - 10 hours
Worship and Sacraments	10 - 15 hours
Teaching and Spiritual Formation	5 - 10 hours
Reformed Theology and Ethics	15 - 20 hours
Bible	20 - 30 hours
Preaching	15 - 30 hours
Pastoral Care	10 - 20 hours
Other Subjects	<u>10 - 20 hours</u>
<u>Total Hours</u>	<u>88 - 165 hours</u>

Other subjects may include: stewardship, church history, administration, conflict management, small church systems, Myers-Briggs personality inventory and faith sharing.

**Guidelines for  
CLP Student Supply Exception**

Ordinarily, a CLP student will not serve a congregation before being commissioned as a Commissioned Lay Pastor. However, a CLP student may preach, lead a Bible study and do pastoral care as a part of field education or as a responsibility in their own congregation. They may also do occasional preaching. In extraordinary cases, exceptions to this guideline may be granted.

**A. THE CLP STEERING COMMITTEE MAY RECOMMEND STUDENTS BE GRANTED EXCEPTIONS TO SERVE**

The Commissioned Lay Pastor Steering Committee may recommend that on a limited and exceptional basis a CLP student, with permission from the Committee on Ministry, be allowed to serve a church or validated ministry while continuing studies in the program. The exception would be two-fold: 1) the CLP student would be deemed to have exceptional experience and/or training; and 2) a suitable supervisor could be found

**Guidelines for  
Continuing Education**

- A. Continuing education is required of CLPs serving in churches or in validated ministries; therefore, the time and expense of continuing education shall be specified in all compensation agreements.
  - 1. The cost of attending and travel should be reimbursed by the church or the sponsoring agency in the event of a validated ministry.
  - 2. It is recommended that the CLP have two weeks of continuing education study time per year.
  
- B. The responsibility of arranging continuing education rests with the CLP, whether serving in a validated ministry or within the church.
  - 1. Continuing education can be obtained by:
    - a. attending conferences and seminars (i.e., VESSEL Institute, “Wee Kirk”)
    - b. attending non-church related seminars, such as a “Pastoral Care” seminar presented by a hospital
    - c. self studies with structured reflection by peer group or mentor
    - d. online learning options (i.e., Dubuque Seminary CLP courses)
  - 2. The Presbytery may arrange for seminars not provided elsewhere as the needs are brought to their attention by the CLP.
  - 3. The Presbytery should keep the CLP fully informed of seminars available.
  - 4. The CLP Steering Committee will have an annual, overnight retreat for the CLPs for continuing education. It is highly recommended that all CLP graduates attend. The CLPs may, on their own, get together for a time of fellowship, renewal and continuing education.
  
- C. It is the CLPs responsibility to report on continuing education as part of the annual review process.

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 was 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.

The information contained in my Personal Information Form on file with Call Referral Services is accurate to the best of my knowledge and may be verified by the calling and employing entity. I hereby authorize the entity to which my Personal Information Form is being sent to inquire concerning any civil or criminal records, or any judicial or proceeding involving me as a defendant, related to sexual misconduct. By means of this release I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information related to sexual misconduct to the entity to which my Personal Information Form is being sent.

I have read this certification and release form and fully understand that the information obtained may be used to deny my employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

- \* Sustained • In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain. • In a civil court, "sustained" means that there has been a judgement against the defendant. • In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, or an Alternative Form of Resolution Agreement approved by a permanent judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.
\* Pending • In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case which there is not yet a verdict. • In a civil court, "pending" means a case in which there has not been a decision or judgement. • In an ecclesiastical case, "pending" means an investigating committee is inquiring into an allegation or charges have been filed but have not been decided by a permanent judicial commission; or an allegation or charges are in an equivalent state or process in a church other than the PC (USA).

(The following is taken from definitions in the General Assembly Sexual Misconduct Policy and its Procedures, Pg.13)

"Sexual Misconduct is the comprehensive term used in this policy and its procedures to include: 1) Child sexual abuse, as defined above [refers to Policy]; 2) Sexual harassment, as defined above [refers to Policy]; 3) Rape or sexual contact by force, threat, or intimidation; 4) Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another; 5) Sexual Malfeasance defined as sexual conduct within a ministerial (e.g. clergy with a member of the congregation) or professional relationship (e.g. counselor with a client, lay employee with a church member, presbytery executive with a committee member who may be a layperson, a minister, or an elder). Sexual conduct includes unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, social, intimate, or marital relationships; 6) Sexual Abuse as found in Book of Order D-10.0401b (see Accuser/Victim)

### **The Responsibilities of the Commissioned Lay Pastor Steering Committee**

- A. The steering committee will have the following responsibilities:
1. Develop and recommend updates for the policies, processes and guidelines for the Commissioned Lay Pastor Program.
  2. Work with curriculum design to insure that the CLP conform to the policies and guidelines and are providing quality training.
  3. Manage the Annual Review Process reviewing the initial annual reviews, bringing any potential problems to the COM chair, etc.
  4. Meet with any student who is wishing an exception to any guidelines or policies and make appropriate recommendations to COM or other committee.
  5. Manage the renewal of commissioning process and send recommendations to COM
  6. Establish continuing Education Criteria and Review annually communicating with any CLP not complying.
  7. Report annually to the COM on the status of the program, the annual reviews, continuing education and any other relevant information.
- B. The steering committee will be composed of up to six persons and supported by Presbytery staff.
1. A person appointed by COM who shall convene the committee
  2. A person appointed by the Committee on Preparation for Ministry (CPM)
  3. Four Members at Large
  4. The Dean of the CLP Program will be ex-officio