



Chapter 16

MINISTRY

Introductory note

The priesthood of all baptised believers is an important biblical and Reformation principle. Within that priesthood the Church has from its very early days recognised the need for Ministers who are called, trained, equipped and ordained to preach the Word, to administer the Sacraments, to care for all those in their charge, and, together with the Elders, to rule. Ministers form a key leadership group in the Church, with special responsibility for its life

- *at the local level, in Congregations;*
- *at the regional level, in Presbyteries and Synods, on which all Ministers in pastoral charges and others, such as Ministers Emeriti and Emeritae, have seats; and*
- *in the Church as a whole, in the General Assembly, when appointed as commissioners to it and/or to serve on its commissions and/or committees.*

The Church has in recent years increasingly recognised that other baptised believers can and do contribute significantly to the life and work of local Congregations as well. Indeed much of their service in the areas of administration, pastoral care, youth work, music and leadership has become specialised. These "lay ministries" do not replace the need for the ordained Ministry, but play a vital supporting role. The Assembly has for this reason established the Order of Lay Ministries, which recognises, commissions, supports and supervises those who offer themselves for service in this way. The final section of this chapter deals with the Order.

Section 1 – Ministers' primary duties

16.1 Ministers are obliged to be faithful in the study of Scripture and prayer, to live holy lives, to preach the Word, to administer the Sacraments, to care for the people entrusted to them, to participate in the work and the fellowship of the ruling Councils of the Church, to be subject to the authority and discipline of the Church and to seek its unity and peace.

Section 2 – Ministers in pastoral charges

PRESBYTERY'S ROLE

16.2 The Presbytery controls all ministerial appointments and transfers within its boundaries. A higher Council or a committee of a higher Council may negotiate such appointments or transfers with the Presbytery, but may not make the appointments or transfers without the Presbytery's approval.

THE RIGHT TO CALL A MINISTER

16.3 A constituted Congregation (previously referred to as a full status Congregation) has the right to call a Minister, unless it receives a stipend subsidy or is in arrears with the payment of assessments to the Councils of the Church. (This provision does not refer to a stipend subsidy

received in respect of a Probationer. For the rules on stipend subsidies see paras 16.61ff below.)

Nuclear Congregations and Transitional Congregations do not have the right to call a Minister. (See paras 6.29, 6.34, 6.36.)

A Congregation with no right of call that becomes financially able fully to support the full costs of a Minister applies to the Presbytery for the Presbytery to grant it that right. The application to the Presbytery must

- (a) show that the Congregation has enough ongoing financial support to meet all its expenses, including the full support of the Minister; and
- (b) include an audited full financial statement for the past year, together with a detailed estimate of income and expenditure for the year to come. If there is no audited Financial Statement for the past year, the application must explain all the circumstances and be accompanied by
 - (i) a full unaudited Financial Statement for the past year and
 - (ii) an audited Financial Statement for the year before that.

A Congregation with the right to call a Minister may waive that right and request the Presbytery to appoint a Minister to it. (See para 16.59 below.)

CIRCUMSTANCES IN WHICH CONGREGATIONS HAVE THE RIGHT TO CALL

Introduction

16.4 A Congregation has a right to call when Presbytery first recognises it as a constituted Congregation (see para 16.3) or when its Minister accepts a Call from another Congregation or resigns or retires or dies or because of mental illness is unable to discharge ministerial duties or when Presbytery allows it to call a Colleague or Colleague and Successor to its Minister.

Acceptance of a Call elsewhere

16.5 When a Minister accepts a call from another Congregation, the Presbytery fixes the date for the dissolution of the existing pastoral tie. (See paras 16.49 and 16.51.)

Retirement

16.6 A Minister who wishes to retire prematurely from the active Ministry of this Church on the ground of infirmity, physical disability, ill-health or any other reason applies to the Presbytery for permission to retire early. The Presbytery reports the facts and submits its recommendations to the Board of Trustees of the UPCS Pension Fund, which may or may not approve the application. If the Presbytery and the Board approve the application, the Minister tenders his/her resignation from the pastoral charge to the Presbytery or, in the case of a Minister occupying an administrative post in the Central Office, to the Church Office Committee.

Age of retirement

16.7 A Minister retires at the end of the month in which he/she reaches the normal retirement age of 65 years, unless the rules of the UPCS Pension Fund provide otherwise.

Note: The rules of the Fund provide for a Minister who was a member of the PCSA Pension Fund on 31 December 1999 to retire at the end of the month in which he/she reaches the age of 68 years. The rules provide for a Minister who was a member of the RPCSA Pension Fund on 31 December 1999 to retire at the end of the month in which he/she reaches the age of 70 years.

- 16.8.1 A Minister or a person occupying a post designated a pensionable post by the General Assembly retires in accordance with the rules of the UPCSA Pension Fund. On a Minister's retirement the General Assembly may declare him/her to be a Minister *Emeritus/Emerita* of this Church with a seat in the Presbytery within whose boundaries he/she resides. A Minister *Emeritus/Emerita* may not retain any ministerial connection with the Congregation which he/she last served, except that the Interim Moderator or the subsequent Minister may invite him/her to take part in matters that involve no decision-making or executive action.
- 16.8.2 On retirement in terms of these rules the Minister receives the benefits of the UPCSA Pension Fund that apply in his/her case in terms of the relevant rule of the Fund in force at the time of the retirement.

Retirement Procedure

- 16.9 a) At least six months prior to reaching the date of normal retirement age a Minister informs the Session of the Congregation in which he/she is serving of his/her impending retirement. The Session in turn informs the Presbytery.
- b) A Minister in an administrative post in the Central Office of the Church informs the Church Office Committee of his/her impending retirement. The Committee in turn informs the Presbytery in which the Minister has a seat. (See para 10.27(s).)
- c) A Minister in a seconded post or without charge informs the Presbytery Clerk of his/her impending retirement.

In every case the Presbytery informs the Ministry Committee of General Assembly and the Board of Trustees of the UPCSA Pension Fund and may apply to the General Assembly or its Executive Commission for the Minister to be declared a Minister *Emeritus/Emerita*.

- 16.10 The Presbytery arranges for a Valedictory Service to take place close to the date on which the retirement is to take effect. (See the *Service Book and Ordinal*.) After that date the Presbytery in which the retired minister has been granted a seat exercises pastoral care of him/her. It also observes the provisions concerning Stated Supply in paras 16.147-161 below.

Death

- 16.11 (a) If a Minister in sole charge dies, the Session Clerk convenes a meeting of the Session for the purpose of recording the Minister's death in its Minutes and reports the death to the Clerk of Presbytery. The Session Clerk presides at the meeting or else invites another Minister of this Church to preside.
- (b) In normal circumstances the funeral of a Minister or a Minister *Emeritus/Emerita* is a Presbytery service. The Moderator of General

Assembly should also be informed and invited to take part in the Service. The wishes of the deceased and his/her family are to be taken into account.

Resignation

- 16.12 A Minister who wishes to resign his/her charge but to remain a Minister of the Church notifies first the Session and then the Congregation and then tenders the resignation to the Clerk of Presbytery.
- 16.13 On receiving a Minister's resignation from a charge, the Clerk of Presbytery informs the Moderator of Presbytery. If the Moderator (or his/her deputy) has not done so already, he/she visits the Minister as *pastor pastorum*.
- 16.14 If the Moderator and the Clerk are of the opinion that a Special Meeting of the Congregation and/or a visit by a commission or committee is unnecessary (eg because the resignation is on account of illness or was anticipated on account of the charge's decline), the Clerk merely notifies the Congregation of the time and place of the meeting at which Presbytery will deal with the resignation. Para 16.15 then does not apply.
- 16.15 If the circumstances are not those in paras 16.14 or 10.36-61, the Presbytery convenes a Special Meeting of the Congregation as soon as possible and in terms of para 6.62 appoints who is to preside and who is to take minutes. (For the relevant Form of Notice see Appendix C(3)2(b).) Alternatively, in order not to delay, the Moderator of Presbytery requests the Session to convene the meeting of the Congregation and to invite him/her or his/her deputy to attend and preside. (For the relevant Form of Notice see Appendix C(3)2(a).) The purpose of the meeting is to ascertain the mind of the Congregation, to deal pastorally with any confusion or disarray in it and to discuss any other aspects of the situation resulting from the resignation. At the meeting the Moderator of Presbytery or the person he/she has designated to preside informs the Congregation of the time and place of the Presbytery meeting that will consider the resignation and the reasons for it and invites the members of the Session and the Congregation who so wish to attend and contribute to the discussion. If it will be a special Presbytery meeting, the Moderator of Presbytery previously arranges the time and place.
- 16.16 At the Presbytery meeting the Moderator or his/her deputy reports on his/her meetings with the Minister and the Congregation. Presbytery ascertains the reasons for the resignation and discusses the whole situation.
- 16.17 Presbytery may
- (a) seek to persuade the Minister to withdraw his/her resignation; or
 - (b) let the resignation run its course and specify a date, reasonable in the circumstances, on which the pastoral tie between the Minister and Congregation will be severed; or
 - (c) find that the reasons for the resignation include a change of opinion on the Church's doctrine or form of government that disqualifies the Minister from the ministry and so declare him/her to be no longer a Minister of this Church; or

- (d) initiate (or continue with) a judicial process if there is a report of a scandalous offence that it suspects may be true or if there is any other reason to do so.
- 16.18 A Minister who resigns from the ministry of this Church thereby ceases to be a Minister in it. The Presbytery dissolves the pastoral tie from the date of resignation, or such other date as it sets, and issues no Certificate of Credentials.
- 16.19 If a Minister's resignation is found to be owing to any reason other than those in para 16.17(c) above, the Presbytery dissolves the pastoral tie, and he/she then becomes a Minister-without-charge. He/she remains subject to the authority of the Presbytery, unless and until transferred to another Presbytery, but has no seat in the Presbytery.
- 16.20 Ministers are authorised to administer the Sacraments only if they
- (a) are in a pastoral charge to which they have been called or appointed; or
 - (b) are serving in a position to which the Church has seconded them or for which it has accredited them; or
 - (c) are in the process of being called or appointed to a pastoral charge or position in this Church or being seconded by it to a position in or outside this Church; or
 - (d) are Ministers-without-charge in terms of para 16.19; or
 - (e) have been admitted to the Ministry of another recognised Church in terms of para 16.32.1 or 16.32.2; or
 - (f) are Ministers-in-Association in terms of para 16.162; or
 - (g) are Ministers *Emeriti/Emeritae*.
- (See para 4.12.)

Mental illness

- 16.21 If a Presbytery is satisfied by evidence laid before it, which must include independent certificates signed by not less than two qualified medical practitioners, that because of mental illness the Minister of any Congregation within its boundaries is unable to discharge ministerial duties, it appoints an Interim Moderator. If it has reasonable grounds to believe that the illness may be only temporary, it grants the Minister leave of absence for such time as it may consider necessary and instructs the Interim Moderator to assume responsibility for that period.
- 16.22 If the Minister's condition is not expected to improve or if after six months' leave of absence there is no prospect of early recovery, the Presbytery takes steps for a Colleague and Successor to be called or to sever the pastoral tie, whichever it considers better in the circumstances. If it releases the Minister from his/her charge, it refers the case to the General Assembly or, if it is urgent, to the Executive Commission of the General Assembly, so that suitable financial provision may be made for him/her.

Collegiate ministry

A Colleague

- 16.23 With the permission of the Presbytery a Congregation may call a Colleague Minister who is not necessarily to be a successor. In any such case the procedure is the same as that for calling a Minister. If the

Congregation wishes to do this, the Session petitions the Presbytery on its behalf for permission to make a Call. The procedure is the same as that in a vacant charge.

A Colleague and Successor

- 16.24 If because of advancing age or other infirmity a Minister desires to be relieved of part of his/her pastoral duties and to have a Colleague and Successor appointed, he/she informs the Session. The Session may also raise the question of such appointment independently. At the request, or with the agreement, of the Minister the Session consults the Congregation. If the Congregation approves the proposal, the Session ascertains the terms upon which a Colleague and Successor may be appointed. It then submits the matter to the Presbytery for its decision. (See paras 16.2 and 16.45ff.) A Colleague and Successor automatically succeeds the senior Minister on his/her retirement, removal or death. The procedure for calling a Colleague and Successor is the same as that in a vacant charge.

CALL PROCEDURES

Preliminary Steps

- 16.25 When a pastoral charge becomes vacant or a specific date on which it will become vacant is set, the following steps are taken:
- (a) the Presbytery appoints an Interim Moderator/Assessor¹ (see para 16.29);
 - (b) the Interim Moderator, on the first convenient Sunday, notifies the Congregation of the vacancy or impending vacancy and instructs the Congregation to fill the vacancy as soon as possible (see Appendix C(1)1);
 - (c) whenever possible, the Interim Moderator interviews the outgoing Minister;
 - (d) with the outgoing Minister and Assistant Minister, if there is one, not present, the Interim Moderator meets with the Session and then with the Congregation.
- An Interim Moderator may delegate any task except any to do with the filling of a vacancy.
- 16.26 If the charge falling vacant receives a stipend subsidy from the General Assembly's Maintenance of the Ministry Committee, the Clerk of Presbytery notifies that Committee of the date on which the vacancy will begin.
- 16.27 The Session Clerk submits the Baptismal Register and the Roll of members to the Interim Moderator for inspection. The Interim Moderator

¹ All references below to an Interim Moderator include any Assessor, satisfies him/herself that they are properly kept and readily available for transmission to the new Minister at the time of induction. If the Baptismal Register or Roll of Members are not in order, the Interim Moderator instructs the Session Clerk to produce an updated Baptismal Register or Roll of Members to be attested as soon as is possible.

- 16.28 (a) The Session convenes a meeting of the Congregation, over which the Interim Moderator presides, to elect a Call Committee. Only enrolled members are eligible for election to the Call Committee.
- (b) The Call Committee in due course submits its recommendations to the Congregation.
- 16.29 When a Presbytery has appointed a specific future date for the severance of a pastoral tie, it may appoint from among its ministerial members an Assessor, who in due course becomes Interim Moderator. The Assessor presides over all meetings of Session in matters with regard to the vacancy, over the Congregational Meeting to elect a Call Committee, and over the Call Committee when it is elected. All procedures with regard to filling the vacancy may now be followed. The Presbytery at this point or later sets the date on which the new Minister is to take up his/her duties.
- 16.30 Before any meeting of the Congregation to elect a Minister, the Session makes up and attests the Roll of members of the Congregation and then notifies the Clerk of Presbytery that it has done this. At any meeting of the Congregation for the election of a Minister the Roll is tabled.

Ministers and Probationers eligible to receive a Call

- 16.31 A Minister of the Church, a Probationer who has been awarded a Ministry Certificate (see para 17.39) or a Minister of another Church with which there is an agreement on mutual eligibility of Ministers is free to accept a Call to a pastoral charge. However, a vacant Congregation may not call a Minister who has been appointed Interim Moderator in it, until one full year after he/she has resigned from that appointment, unless the Presbytery gives special permission. Such special permission must be reported to the General Assembly or its Executive Commission with reasons.

Mutual eligibility

16.32.1 UPCSA/UCCSA

The following are the rules for the mutual eligibility of Ministers of the UPCSA and the UCCSA. These rules were agreed upon by the two Churches in 1971 and may be changed only with the consent of both Churches.

- (a) (i) Accredited Ministers of the UCCSA and the UPCSA are eligible, after five years' service in their own Church, to receive Calls to Congregations of either Church without loss of status in their own Church.
- (ii) Appointments, (eg as Assistant Ministers, Church Extension Agents or Probationers) may be made at any time, but only by agreement between the appropriate authorities in each Church.
- (b) On accepting such Call or appointment, a Minister shall be transferred by the appropriate Council of his/her Church to the care and discipline of the appropriate Council of the Church he/she is to serve, for as long as he/she is so serving.
- (c) Coming under the care and discipline of the other Church, the Minister shall be inducted or introduced to his/her charge in terms of that Church's polity and practice, thus accepting to be subject to its government, to take part in the administration of its affairs and to administer the Sacraments and Ordinances in terms of generally accepted practice.

- (d) A Minister serving in the other Church shall be a fully accredited Minister of that Church for as long as he/she serves in it. He/she shall continue as an associate of the Presbytery/Regional Council of his/her own Church.
- (e) A Minister serving in the other Church shall remain a member of his/her own Church's Pension Fund, continuing to pay his/her own contributions to it, and the Congregation he/she serves will contribute to the same fund at its rate. (When a Congregation is considering a Call/appointment, it shall be informed of the terms of this provision by the appropriate body.)
- (f) Service in the other Church by any Minister shall be regarded as service in his/her own Church and shall count towards seniority in it.
- (g) Each Church shall dispose of Calls and appointments of Ministers of the other Church in terms of its own practice and procedure.

Guidelines for the Member Churches of the CUC

16.32.2 The following guidelines were agreed upon by the member Churches of the CUC in 1996. (Where the Presbyterian Church of SA is mentioned read now "The Uniting Presbyterian Church in Southern Africa", and where functions are said to belong to bodies within any of the Churches and those functions now belong to other bodies or the names of the bodies have changed, read the up-to-date terminology.)

Appointments to Parishes or Congregations

1. An ordained Minister who is appointed to serve in another denomination is responsible to the appointing denomination for the work to which he/she is appointed and accountable to the denomination to which he/she belongs for personal conduct and character.

Church of the Province

2. A Bishop may issue a Licence as Rector or Assistant Minister to an ordained Minister of any CUC member Church, provided that the relevant authority in the Church to which that Minister belongs has approved the arrangement.

Presbyterian Church of SA

3. A Minister of another Church who applies to serve within the PCSA as a Minister seconded by his/her Church, and a Presbytery that applies to receive such a seconded Minister, do so through the Clerk of the Assembly to the Consultative Committee on Admissions and Vacancies which will correspond with the Church concerned. The appointment is made by the Maintenance of the Ministry Committee and the Presbytery concerned and is for a period of three years renewable.

Methodist Church

4. There are at present no regulations regarding the appointment of Ministers from other Churches. Such appointments have been made in the past by arrangement within the District and with the knowledge and approval of the Connexional Stationing Committee.

Ministers of other CUC Churches are, therefore, eligible for invitation to Methodist circuits provided that the Bishop of the District is consulted before any approach is made, and the appropriate authority within the Church to which the Minister belongs is consulted and agrees. Such appointments are also within the competence of the District or Connexional Stationing Committees, provided again that the appropriate authority within the Minister's own Church has been consulted and has given approval.

United Congregational Church

5. Ministers of the Presbyterian Church of SA are eligible for Call to Congregations in terms of the Agreement on Mutual Eligibility between the two Churches. Ministers of other CUC Churches are eligible for Call, provided the Minister concerned has been approved by the Executive Committee of the denomination, and the Secretariat of the UCCSA has consulted and received the approval of the appropriate authority within the Minister's own Church.

Responsibilities of the Interim Moderator, the Call Committee, and the Session

- 16.33 (a) The Call Committee takes steps to find a candidate or candidates for a Call and may arrange for a candidate to be heard by the Congregation. It considers all the documents received in response to notification of the vacancy (including the CVs, the names of referees and any responses on other matters requested in the notification of the vacancy) and makes a short list of those whom it wishes to consider. It may not reject any applicant for a call on the basis of gender or race. It then sends for the referees' reports on all those on the short list.
 - (b) After further consideration of all the information and any own knowledge of its own of those under consideration, the Call Committee may arrange for the Congregation to hear one of the candidates. It is not permitted to ask several candidates to preach with a view to a Call and then choose between them; only one candidate at a time may be asked. The Call Committee then decides whether or not to nominate him/her for a call.
 - (c) Only if, having heard one candidate, the Call Committee decides against nominating him/her or he/she declines to be nominated or the Congregation votes down the nomination, may the Call Committee repeat the process and invite another candidate from its list to preach with a view to a Call, if it so chooses.
 - (d) Whenever a candidate is asked to preach with a view to a Call, the Interim Moderator briefs him/her about the needs of the Congregation.
 - (e) When the Call Committee has reason to believe that the Congregation is ready to proceed with a Call, it reports diligence to the Session. The Session then calls a meeting of the Congregation to that end.
- 16.34 The Interim Moderator presides over any meeting of the Congregation convened for the purpose of proceeding with a Call. He/she addresses

- the Congregation on its duties and responsibilities and ascertains whether the meeting is prepared to proceed with a Call. If it is, he/she explains the procedure to be followed.
- 16.35 The Interim Moderator then reads the Form of Call (see Appendix A(1)) and invites the meeting to propose a name to be inserted in it. The Call Committee submits its recommendation. Any enrolled member of the Congregation is then entitled to make a further nomination.
 - 16.36 The proposed stipend and other emoluments are submitted to the Congregation for its approval.
 - 16.37 If two or more nominations are moved and seconded, the meeting votes on them in alphabetical order. The name that receives the fewest votes is then dropped, and the meeting votes on the remaining names and so on, until only one name remains. If at any stage more votes are given for one nominee than for all the rest combined, the names of the others are dropped. The name of that nominee is then put to the vote in order to ascertain the level of support for him/her.
 - 16.38 Only enrolled members are entitled to vote. The vote may be taken by a show of hands or by ballot, as the meeting decides. When voting is by a show of hands, the Interim Moderator and the Session Clerk count the votes. When it is by ballot, the meeting appoints two persons to count the votes and announce the result.
 - 16.39 The name of the nominee receiving the majority of votes is then inserted in the Form of Call (see Appendix A(1) or (2)). If practical, the meeting commissions one, two or three members to appear before the Presbytery in support of the Call.
 - 16.40 The Interim Moderator then invites members to sign the Form of Call, and urges any who voted against the person elected to unite with the majority in signing it and make the Call unanimous. The Interim Moderator attests the signatures made at the meeting.
 - 16.41 The Interim Moderator at that meeting and by announcement in his/her name at all services on the following Sunday calls for any objections to the doctrine, character or conduct of the candidate to be lodged with the Interim Moderator in writing within two weeks from the date of that meeting. If the Interim Moderator does receive any objections, he/she forwards them to the Clerk of the Presbytery without delay.
 - 16.42 The Interim Moderator informs the candidate of the Congregation's decision and the terms of the Call and asks him/her to respond within three weeks of the date of the meeting of the Congregation that resolved to call him/her. If any objections are offered within the two-week period referred to in para 16.41, however, the Interim Moderator informs the candidate and extends the time for responding to the Call to five weeks from the date of the meeting.
 - 16.43 The Interim Moderator orders the Call to be left in the hands of the Session for a specified time for additional signatures, each of which must be made in the presence of a member of the Session and attested by him/her.

- 16.44 The Session Clerk transmits to the Presbytery the completed Form of Call, with a statement specifying the number on the roll as revised by the Session and a statement detailing the proposed emoluments.

Responsibilities of the Presbytery

- 16.45 In the notice calling the Presbytery meeting that is to consider the Call the Presbytery Clerk also calls for any objections to the doctrine, character or conduct of the candidate to be made before the Presbytery at that meeting. Before it considers the Call, the Presbytery deals with any objections, including any that any member of the Congregation involved makes to its Interim Moderator in terms of para 16.41.
- 16.46 The Presbytery Clerk invites the candidate being called, the members of the Congregation to which he/she is ministering, and the members of the vacant Congregation making the Call to attend the meeting at which it is to consider the Call. If the candidate being called cannot be present, he/she must submit a letter of acceptance, which also assures the Presbytery that he/she has used no undue influence in obtaining the Call. This must be tabled. Members who are unable to attend the meeting may make written submissions.
- 16.47 Before considering the Call the Presbytery must
- (a) approve the emoluments offered;
 - (b) satisfy itself that the Congregation is not in arrears in the payment of the previous Minister's stipend or of the assessments of the Councils of the Church; and
 - (c) ascertain whether the incoming Minister has any outstanding loans, either from the Church Development Loans Fund (or its successor, if any) or from any Presbytery and, if such loans exist, decide how they are to be handled.
- 16.48 The Presbytery considers the Call and supporting documents and satisfies itself that the election has been regularly conducted and that the Call is signed by a majority of the members. It hears the parties, if they wish to speak. After prayer has been offered for divine guidance the Presbytery may approve the Call.

Calls to Ministers who are already members of the Presbytery within whose boundaries the vacant Congregation is

- 16.49 When a Call is addressed to a Minister within its boundaries, the Presbytery, on approving the Call, places it in the Minister's hands. It fixes the dates when the existing pastoral tie will dissolve and when the induction will take place. It then commends the Minister and both Congregations to God in prayer.

Calls to Ministers who are members of other Presbyteries

- 16.50 When a Call is addressed to a Minister in another Presbytery, the Presbytery that has approved the Call transmits it to that Presbytery with relevant extract Minutes. It may appoint one or more commissioners to appear before that Presbytery to support the Call or send a supporting letter giving reasons why it wishes the Call to be sustained. That Presbytery then invites those concerned to attend the meeting at which it will consider the Call. If any of those concerned are unable to attend in person, they may make written submissions to the meeting. That

Presbytery considers the Call and supporting documents and satisfies itself that the election has been regularly conducted and that a majority of the members has signed the call. It also hears the parties, if they wish to speak.

(Note that that Presbytery is not required to consider the emoluments, possible arrears in assessments and loans referred to in para 16.47.) After prayer has been offered for divine guidance the Presbytery may approve the Call.

- 16.51 If that Presbytery agrees to the transfer and approves the Call, it places it in the Minister's hands, together with the statement of emoluments, dissolves the pastoral tie, if any, from the approximate date of his/her induction, and places the Minister under the direction of the Presbytery that will induct him/her. It then commends those affected by this decision to God in prayer.
- 16.52 The Clerk of the Presbytery thereupon forwards extract Minutes of the proceedings to the Clerk of the Presbytery of which the Minister is to become a member.

Responsibilities of the Presbytery in which the vacancy is

- 16.53 The Presbytery fixes the date of the ordination and/or induction, appoints those to take part in the service and directs that an Edict be read at public worship on the two preceding Sundays. (See Appendix C(2).) The Presbytery Clerk notifies the General Assembly's Maintenance of the Ministry Committee of the date of the induction in advance.
- 16.54 Except in cases where no Edict is required, the Presbytery meets immediately prior to the time fixed for the ordination and/or induction and receives the return of the Edict, duly attested that it has been served.
- 16.55 After the induction of a Minister from another Presbytery the Clerk of the Presbytery informs the other Presbytery of the induction.

Prolonged vacancy

- 16.56 If a Congregation fails to call a Minister within nine months after Presbytery has declared it vacant, the Presbytery may give three months' notice of its intention to proceed with the selection and settlement of a Minister, should a Call not be made within that period. On petition by the Congregation Presbytery may thereafter grant a specific extension of time. The decision to grant such an extension is not subject to review.

APPOINTMENT PROCEDURES

Ministers

- 16.57 A Congregation without the right of Call applies to the Presbytery to appoint a Minister or Probationer to it. The Presbytery approaches the General Assembly's Maintenance of the Ministry Committee, which arranges this appointment in consultation with the Presbytery in which the Congregation is. (Note para 6.65.) The Minister or Probationer so appointed is under the care and discipline of the Presbytery.

- 16.58 A vacant Congregation without the right of Call, in making an application in terms of para 16.57, may, if it so desires, submit a nomination for the office. It must then submit the nominee's written agreement together with the nomination.
- 16.59 A Congregation with the right of Call which finds that it is unable to call a Minister successfully may apply to the Presbytery for permission to waive the right of Call and request it to appoint a Minister or Probationer instead. Should the Presbytery grant permission, it may make an appointment following the procedure set out in para 16.57.
- 16.60 A Congregation with a right of Call whose financial circumstances may lead to its being unable to exercise this right may apply to the Presbytery for a stipend subsidy, in which case the following rules apply.

Applying for a stipend subsidy

Procedure to be followed by the parties concerned

- 16.61 As soon as the Session has reason to believe that it lacks or will shortly lack the resources required to maintain the Minister and his/her ministry in the Congregation, it must advise the Presbytery.
- 16.62 Presbytery thereupon elects a Committee of at least three persons, one of whom is the Moderator or his/her deputy and at least one of whom a person who has skills and/or experience in financial management. The Committee, after consultation with the Session, arranges a date on which it meets
- (a) the Session, and
 - (b) the Congregation, at a special Congregational Meeting called for the purpose (note para 6.57), at which it informs the members present about the position and invites them to discuss it.
- The Presbytery Committee then makes recommendations on which course of action the Congregation should take.
- 16.63 The above-mentioned recommendations may include one or more of the following:
- (a) continuing as a Congregation recognised as a unit of the Church, but with the allocation of a stipend subsidy. (Note para 16.3.) If this option is adopted, Presbytery asks its own Finance Committee and General Assembly's Maintenance of the Ministry Committee what subsidy, if any, each can provide. (Note that the Maintenance of the Ministry Committee is not required to pay a stipend subsidy in excess of one-third of the total minimum stipend applicable: see para 13.43.) In addition, if this possibility is followed, the Presbytery requires the Session to report to it every quarter on the state of the Congregation;
 - (b) continuing the existing ministry under modified conditions, for example, relaxing the minimum stipend regulations for the Congregation. If Presbytery approves this option, it asks the General Assembly's Maintenance of the Ministry Committee for its agreement;
 - (c) downgrading the Congregation to the status of a nuclear or transitional Congregation;

- (d) merging the Congregation with another adjacent Congregation or other adjacent Congregations. (Note paras 6.74-76.) If a merger takes place and both Congregations have Ministers they called, the Presbytery decides which pastoral tie is severed;
 - (e) dissolving the Congregation. (Note paras 6.78-82, including para 82 concerning the vesting of the Congregation's assets.) On dissolution Presbytery severs the pastoral tie.
- 16.64 If the Presbytery severs a pastoral tie under 16.63(d) or (e) above, Presbytery is mindful of its pastoral care for the Minister and the members of the Congregation.

Discontinuation of a stipend subsidy

- 16.65 A Congregation that receives a stipend subsidy but in its Session's judgement appears to have become able to pay the full stipend must inform the Presbytery. If the Congregation's Minister at the time was called before the subsidy was granted, he/she remains in office. Otherwise the Congregation applies to the Presbytery for the right to call. Presbytery then appoints an Interim Moderator to enable the Congregation to exercise that right. Its Minister, if he/she was appointed and is free to accept a Call, is eligible to be called.

Note. On stipend subsidies for Congregations in process of formation note paras 13.42-43.

Assistant Ministers

- 16.66 If a Congregation desires an Assistant Minister to be appointed, the Session petitions the Presbytery to make the appointment. In its petition the Session includes its nomination and the proposed financial and other provisions. The Presbytery, if it approves the petition, agrees to make the appointment and requests the Presbytery in which the Assistant-Minister-to-be resides to release him/her. The appointing Presbytery also determines how long the initial period of appointment shall be. (It may later renew the appointment, for whatever period it approves. See para 16.69.)
- 16.67 If the Minister's Presbytery releases him/her, the appointing Presbytery holds a service of appointment in the Congregation according to the *Service Book and Ordinal*. Thereafter the Assistant Minister is under the direction of the Minister of the Congregation in the discharge of his/her duties.

TENURE OF OFFICE OF MINISTERS

Called Ministers

- 16.68 Subject to the provisions of para 16.105 the tenure of office of a Minister called and inducted to a charge is permanent until
- (a) he/she is called to another charge; or
 - (b) he/she resigns; or
 - (c) he/she reaches the age of retirement; or
 - (d) he/she is discharged under discipline; or
 - (e) the Presbytery dissolves the pastoral tie because the ends of the ministry are not, in its judgement, being served; or

- (f) the Congregation merges with another Congregation or is dissolved, and the Presbytery dissolves the pastoral tie. (Para 6.64)

Appointed Ministers

- 16.69 A Presbytery appointing a Minister or Probationer to a charge at the same time determines the period of office. It may, in consultation with the General Assembly's Maintenance of the Ministry Committee, extend the appointment for specified periods. Apart from expiry of the period of office, the appointment is not terminated except
- (a) as para 16.68 sets out or
 - (b) if the terms of his/her contract so provide, by a decision of the General Assembly's Maintenance of the Ministry Committee to transfer him/her to another Congregation or sphere of service or
 - (c) if he/she has been appointed a Church Development Evangelist (para 16.137), in terms of the rules for such CDEs (para 16.136).

Assistant Ministers

- 16.70 The period of office of an Assistant Minister is as provided in para 16.66 above.

THE RELATIONSHIP OF MINISTER AND CONGREGATION

- 16.71 Although the name of the Minister is on the Roll of members, he/she is subject not to the Session but to the Presbytery, provided that he/she abides by and acts upon the decisions of the Session and the Stewardship Board/Deacons' Board in regard to matters falling within their respective jurisdictions. This means that in every matter that the Session or the Stewardship Board/Deacons' Board is entitled to decide, the decision is binding on the Minister. Should a Minister appear to neglect his/her duties or to encroach upon the function of the Session, it may petition the Presbytery to deal with the matter.

Ministers' remuneration

- 16.72 A Minister in a pastoral charge is not an employee of the Congregation, but receives from the Congregation his/her stipend and other emoluments. Neither Presbytery nor Synod nor General Assembly is legally bound to pay the stipend or any part of it or to provide the other emoluments of a Minister in a pastoral charge. Presbyteries have a responsibility to ensure that Congregations pay their Ministers as agreed. (Presbytery and/or Synod and/or General Assembly may, if such bodies find it practicable and desirable, assist a Congregation with grants or loans.)
- 16.73 When a Minister is called, the Congregation proposes his/her stipend (paras 16.36, 16.44). The Presbytery then approves it (para 16.48) and includes it in the documents it places in the Minister's hands (para 16.49-50). The Minister accepts it when at his/her induction he/she accepts the Call.
- 16.74 The Congregation is bound to meet the cost of suitable accommodation and transport for the Minister.
- (a) The Congregation provides a suitable manse or suitable other accommodation, which it may rent, or it provides an adequate housing allowance. In the last-mentioned case the Presbytery has to

approve the arrangement to which the Minister and the relevant financial authority come. (On the term "relevant financial authority" see Chapter 8.) The housing allowance is based on what accommodation in a house suitable for a manse would cost. If the Minister wishes to own a house that is more expensive, he/she (and/or his/her family) meets the extra cost. In all the above cases the Congregation in addition meets the Minister's reasonable light, water and telephone expenses. It is recommended that the Congregation also pay at least half of the contributions to an agreed Medical Aid Scheme.

- (b) In regard to the Minister's transport the position is as follows:
- (i) The Congregation may make a church car available for the use of the Minister and his family or by agreement pay the Minister a travel allowance calculated to meet the full cost of travel on ministerial duties in a car suitable for ministerial use. This figure must be at least the figure set by General Assembly. If the Minister wishes to purchase a more expensive vehicle than such a car, he/she (and/or his/her family) meets the extra cost.
 - (ii) If the Congregation supplies a church car, it meets the full cost of maintenance and of petrol and oil used on ministerial duties and normal recreation. If the Minister goes on leave, the car is at his/her disposal, but he/she meets the cost of petrol and oil.
 - (iii) If the Minister is in, or takes up, either part-time or full-time secular employment, the provisions of paras 16.103-108 below apply.
 - (iv) If the Minister seeks to supplement his/her income by pursuing an independent ("freelance") occupation in which he/she cannot be said to be in any person's "employment", he/she needs to obtain the Session's consent. Moreover if this occupation is to take up more than half the Minister's time, Presbytery's approval is necessary. In such circumstances paras 16.105-106 below govern the use of a church car or the amount of a car allowance.

16.75 The Minister's stipend is the first charge on the Congregation's income (para 8.7). The Session or the relevant financial authority reviews the stipend once a year (para 8.10) and minutes its decision. It submits any proposed changes to the Presbytery for approval (par 8.11). No change (no increase and no decrease) in any financial provisions for the Minister can be made without the Presbytery's approval, unless by General Assembly's decision.

Section 3 – Ministers in positions other than pastoral charges

16.76 Ministers in positions other than pastoral charges, eg those in administrative posts in the Church, are selected by General Assembly or some other body for which they will work and are appointed by contract.

Section 4 – Ministers' functions on councils

16.77 A Minister in a pastoral charge

- (a) is Moderator of the Session, except that if there is more than one Minister, eg a Colleague or an Assistant Minister, they may share the role of Moderator (para 7.40);

- (b) may choose to be Convener of the Stewardship or Deacons' Board (paras 8.38, 8.41);
 - (c) is a member of the Presbytery and of the Synod; and
 - (d) may be commissioned by Presbytery to attend General Assembly.
- In addition the above Councils may call on a Minister to serve on committees or commissions they set up.

Section 5 – Ministers' leave

- 16.78 It is necessary to distinguish between ordinary annual leave, Long Leave, Study Leave, and special leave.

ORDINARY ANNUAL LEAVE

- 16.79 The Minister's ordinary annual leave is for 30 calendar days. This may not accumulate, which means that any ordinary leave not taken in a particular year cannot be added to the period of 30 days due in the next or any succeeding year. Besides ordinary Annual Leave the Session should free the Minister from all church duties for one full weekend every two months to spend with his/her family.

LONG LEAVE, STUDY LEAVE, MATERNITY LEAVE AND SPECIAL LEAVE

The Scope and Purpose of the Long Leave Scheme

- 16.80 The Long Leave scheme applies to every ordained Minister and licensed Probationer called or appointed to a charge or a post in the Church and to every person in the Church's full-time employment whose post the General Assembly or its Executive Commission has declared to fall within the scheme's provisions.

The purpose of the Long Leave scheme is to enable Ministers to recuperate from the pressures of their work and to gain fresh insights for their work and become more effective in serving the Church.

The Long Leave Fund provides a "bonus" that is payable when Long Leave is taken. The bonus is in addition to the stipend that the Congregation pays for the period.

Entitlement to Long Leave and its financial provision

- 16.81 Twelve days per year of service, up to a maximum of 150 days, accumulate for Long Leave due. The twelve days are not deducted from the ordinary annual leave referred to in para 16.79 above.
- 16.82 The time taken up by breaks in service with The Uniting Presbyterian Church in Southern Africa, including periods of secondment, do not count as time on the basis of which Long Leave is accumulated.
- 16.83 When 60 days have accumulated, a member of the Scheme may take Long Leave. The member must give at least six months' notice of intention to take Long Leave, both to the Session (in the case of a Minister) and to the Presbytery. At its discretion, however, the Presbytery may reduce this period of notice.
- 16.84 Presbytery determines the order in which leave is granted to those who qualify for it, and also the dates between which Long Leave is to be taken. (See also para 10.27(n) and (o).)

- 16.85 In deciding whether to grant Long Leave to a Minister in a pastoral charge, Presbytery must consult the member and the Session. In the case of administrative officials in the Central Office, the Church Office Committee of General Assembly takes the place of the Session.
- 16.86 On taking Long Leave a member may take as much as 60 days accumulated leave and may take annual leave consecutively with this, if so desired. The minimum Long Leave permitted at one time is 30 days Long Leave plus 12 days annual leave. The Congregation pays the normal stipend for the full period of accumulated leave taken.
- 16.87 When the Long Leave due has accumulated to the maximum of 150 days, no more may be accumulated until the member uses part or all of it as Long Leave.

The Long Leave Fund

- 16.88 At 31st December each year, or on the date when the pastoral tie is dissolved, the Treasurer of the Congregation must forward to the Central Office
- (a) a statement showing the amount of leave a member has accumulated during the year or the part of the year for which the member has served and
 - (b) with this a cheque for the contribution due for that period.
- The contribution is to be one thirtieth of a month's basic stipend for each day of accumulated leave, paid to the next higher rand.
- 16.89 The Central Office keeps a record of such accumulated leave and the money sent in for each member.
- 16.90 The amount payable to a member taking Long Leave, or on retirement, is the net amount paid into the accumulated leave fund on his/her behalf, with such interest as the Finance Committee of General Assembly may determine from time to time.
- 16.91 Upon taking Long Leave the member may elect to receive in cash all or part of the sum standing to his/her credit in the Long Leave account. After having received permission from the Presbytery to take Long Leave, the member may have the requested funds paid out to him/herself with immediate effect.
- 16.92 When a Minister takes Long Leave, the accumulated Long Leave Fund pays to the Congregation concerned on its request pulpit supply fees at the rate General Assembly determines from time to time.
- 16.93 When a member retires, whatever amount has accumulated to his/her credit in the Long Leave Fund is paid out to him/her.
- 16.94 If the member dies before retiring, any accumulated Long Leave money owing is paid to the surviving spouse or, failing a spouse, to the children in equal shares. If any child has predeceased the member, such child's children receive their parent's share in equal portions. If there are no such heirs, the money is paid into the estate.
- 16.95 When a Minister in a pastoral charge takes Long Leave, Presbytery appoints to the Session an Interim Moderator, who undertakes the normal duties of such office. Where the period of Long Leave taken is

less than 90 days, however, Presbytery may, at its discretion, waive this requirement.

- 16.96 (a) Long Leave is related to total service as set out above, not to service only in a particular Congregation.
(b) No Congregation that a Minister served previously may be charged for any expense that his/her current Congregation incurs by his/her Long Leave.
- 16.97 In any vacancy the Call Committee may request from the General Secretary particulars of the Long Leave any person it is considering for a Call has accumulated.
- 16.98 Any Presbytery or Minister is entitled to receive relevant particulars of Long Leave from the General Assembly office.

Study Leave

- 16.99 (a) Study Leave for a period longer than 90 days is expressly excluded from the above provisions and is negotiated between the Minister, the Session and the Presbytery.
(b) Whether or not the Study Leave exceeds 90 days, it is deducted from all complete months of Long Leave that have accumulated. Any portion of a month that has been accumulated may or may not form part of the Study Leave, at the discretion of the Presbytery.

Maternity Leave

- 16.100 Female Ministers are entitled to be granted four months maternity leave with
(a) all emoluments including full stipend for two months; and
(b) all emoluments except stipend for another two months.
(Ministers planning on maternity leave should note that they are at liberty to apply to the Department of Labour for whatever benefits they are entitled to from the Unemployment Insurance Fund for the remaining two months.)

Special Leave

- 16.101 A Minister may be granted special leave by his/her Presbytery, provided that it be for no longer than twelve months. If the Minister's absence from his/her charge is to exceed twelve months, Presbytery severs the pastoral tie.

Amendments

- 16.102 The General Assembly or its Executive Commission may amend these regulations from time to time.

Section 6 – ministers in secular employment

INTRODUCTION

- 16.103 A Minister in a pastoral charge is permitted to take up secular employment subject to the following rules and to the approval of the Presbytery within whose boundaries his/her Congregation is. The secular employment may
(a) take up no more than twenty per cent of the Minister's time; or

- (b) take up to half the Minister's time; or
 - (c) require the Minister to undertake duties which make up a full-time secular position.
- 16.104 Before taking up any new secular appointment Ministers must discuss the proposal to do so in detail with the Session and (if the secular employment will take up more than twenty per cent of the Minister's work time) obtain the Presbytery's consent. Those who have secular employment when these rules come into force are required to report to their Sessions and (if the secular employment will take up more than twenty per cent of the Minister's work time) obtain the Presbytery's consent, giving full details. Should the Presbytery not approve, the position needs to be renegotiated.

SECULAR EMPLOYMENT THAT TAKES UP NO MORE THAN TWENTY PER CENT OF THE MINISTER'S WORK TIME

- 16.105 When the secular employment takes up strictly no more than twenty per cent of the Minister's work time, the Minister needs to discuss the question with the Session and obtain its consent. The matter does not need to be taken to the Presbytery (unless an enrolled member of the Congregation requests a review of the Session's decision in terms of para 15.3).

SECULAR EMPLOYMENT THAT TAKES UP BETWEEN TWENTY AND FIFTY PER CENT OF THE MINISTER'S WORK TIME

- 16.106 Whenever a Minister devotes between twenty per cent and half of his/her working hours to secular work
- (a) the amount of the minimum stipend will in his/her case be proportional to the time he/she devotes to the Congregation; and
 - (b) if there is a Church car, the Minister may not use it for his/her secular employment;
 - (c) if the Minister owns his/her own car and receives a car allowance, the allowance is adjusted proportionately to its diminished use on Congregational work; and
 - (d) the Minister may still occupy the manse; but
 - (e) the Congregation will be liable to pay only part of the water, light and telephone charges, proportional to the time he/she devotes to the Congregation.

MINISTERS IN FULL-TIME SECULAR EMPLOYMENT

General

- 16.107 If a Minister is in a secular full-time post, the above rules on stipends, emoluments, Long Leave and pension contributions do not apply, unless the Minister remains a member of the Fund in terms of its Rules. If the Minister wishes to stay in the manse, he/she may do so if
- (a) the Session and the relevant financial authority (on this term see Chapter 8) agree that he/she may; and
 - (b) he/she pays the Congregation an agreed specified sum equivalent to the rental value of the premises (which may be altered from time to time).

Tenure of office

- 16.108 A Minister who has, or takes up, a full-time secular post does not have the security of tenure of a Minister called to a pastoral charge. When the Presbytery approves his/her arrangements, his/her position is secure for three years only. Towards the end of each three-year period the Minister may, after new discussion with the Session about continuing the arrangement, apply to the Presbytery for it to approve a further three-year period. The Presbytery may either
- (a) sever the pastoral tie if, after separate discussion with the Session (with the Minister not present) and the Minister, it considers that the needs of ministry to the Congregation are not being met; or
 - (b) approve a further three year period.
- 16.109 If the Minister has been occupying the manse and the Presbytery severs the pastoral tie, the Minister is required to vacate it.

Section 7 – Secondment of ministers

MINISTERS SECONDED TO WORK OUTSIDE THE UNITING PRESBYTERIAN CHURCH IN SOUTHERN AFRICA

- 16.110 All applications for secondment must be referred to the Ministry Committee, which reports to General Assembly on the applications.
- 16.111 Secondment may be considered to
- (a) ecumenical or multi-Church bodies in which this Church is either represented or involved;
 - (b) teaching posts of a theological or religious character;
 - (c) specialised ministries recognised by this Church;
 - (d) any Chaplaincy in the Military, the Police or the Correctional Services; and
 - (e) pastoral charges in member Churches of the Church Unity Commission and of the World Communion of Reformed Churches.
- 16.112 No secondment may be made to secular occupations that have no connection with the work and witness of the Church.
- 16.113 A Minister is normally not seconded to work outside this Church, until he/she has served at least three years in a pastoral charge.
- 16.114 When an application for secondment is considered, the Ministry Committee informs the General Assembly whether, in its opinion, the Church can spare from its ministry the person applying for secondment.
- 16.115 Secondment is only to the specific occupation or employment defined in the appointment. Its continuation is at all times subject to the General Assembly's discretion.
- (a) The seconded Minister is under obligation to inform the Clerk of Assembly annually that the appointment to which he/she was seconded remains substantially the same or, if his/her appointment changes substantially, to apply for re-secondment.
 - (b) If the seconded Minister fails to meet this obligation, the Clerk of Assembly informs the Presbytery. After investigation, the Presbytery may through the Assembly's Ministry Committee request the General Assembly to cancel the secondment.

**MINISTERS OF OTHER CHURCHES SECONDED TO WORK WITHIN THE
UNITING PRESBYTERIAN CHURCH IN SOUTHERN AFRICA**

- 16.116 Any Minister of another Church who applies to serve within The Uniting Presbyterian Church in Southern Africa as a Minister seconded by his/her Church, and any Presbytery that applies to receive such a seconded Minister, do so through the Clerk of Assembly to the General Assembly's Ministry Committee.
- 16.117 To be eligible for consideration for such secondment, the Minister must be a Minister of a Church that is a member of the Church Unity Commission or of the World Communion of Reformed Churches. He/she must obtain written permission to undertake this work from the responsible authority in the Church in which he/she is accredited.
- 16.118 A Minister seconded by another Church may not be called by a Congregation in The Uniting Presbyterian Church in Southern Africa or be appointed as Stated Supply. He/she may, however, be appointed a Church Development Evangelist in terms of paras 16.131-136. (See also para 16.150(c).)
- 16.119 A Minister seconded by another Church for work in The Uniting Presbyterian Church in Southern Africa is not thereby admitted to the Pension Fund operating at the time.
- 16.120 A Minister seconded in terms of these provisions is granted a seat on Presbytery and is under the care and discipline of Presbytery.
- 16.121 The secondment is for no longer than three years in the first instance, and after that has to be renewed annually.
- 16.122 Ministers of member Churches of the Church Unity Commission (other than those of the United Congregational Church of Southern Africa, who are covered by the provisions in para 16.32.1) who seek appointments in The Uniting Presbyterian Church in Southern Africa in terms of the agreement on "Mutual Acceptance of Ministries" must follow the procedures in paras 16.116-121.

Section 8 - credentials

- 16.123 Credentials certify that a person who has been ordained or received into the ministry of The Uniting Presbyterian Church in Southern Africa remains under the care and discipline of one of its Presbyteries and is authorised to continue exercising the functions of the ministry within Congregations of The Uniting Presbyterian Church in Southern Africa. This applies even though the person is not serving in a post in The Uniting Presbyterian Church in Southern Africa to which he/she was inducted or appointed and not seconded to an approved post beyond the jurisdiction of The Uniting Presbyterian Church in Southern Africa.
- 16.124 A Minister who resigns or leaves a charge or appointment loses his/her status as a Minister of The Uniting Presbyterian Church in Southern Africa if:
- (a) he/she does not, within a period of 60 days after resigning or leaving an appointment or charge, make a written request for credentials or for a transfer from the Presbytery within which

- he/she was serving to the care and discipline of another Presbytery; or
- (b) he/she is transferred to the care and discipline of another Presbytery and fails to present him/herself to the Moderator and/or Clerk of that Presbytery within 60 days of the date of transfer to request in writing the issuing of credentials from his/her new Presbytery; or
 - (c) he/she is no longer a member of a Congregation either in the Presbytery under whose care and discipline he/she was or has been placed or within whose boundaries he/she resides; or
 - (d) he/she goes to work and live in another Presbytery and does not, within a period of 60 days, ask the Presbytery under whose care and discipline he/she was placed to transfer him/her to the care and discipline of his/her new Presbytery; or
 - (e) he/she is absent for more than 90 days from the countries that The Uniting Presbyterian Church in Southern Africa serves without obtaining leave of absence from the Presbytery under whose care and discipline he/she was or has been placed; or
 - (f) he/she fails to return to one of the countries that The Uniting Presbyterian Church in Southern Africa serves within the period of leave of absence (or a duly-authorized extension thereof) granted by the Presbytery under whose care and discipline he/she was or has been placed; or
 - (g) his/her credentials have been withdrawn, as a result of his/her having been disciplined under the provisions of Chapter 18 of this *Manual*; or
 - (h) 80 days have passed since his/her credentials expired.
- In all such cases the Minister's status can be restored only by applying to General Assembly, through the Ministry Committee, for re-admission to the ministry.
- 16.125 If a Minister's right to exercise the ministry of the Word and Sacraments is suspended in terms of para 5.51, his/her status as a Minister in The Uniting Presbyterian Church in Southern Africa does not thereby lapse.
- 16.126
- (a) Only the Presbytery that has the care and discipline of the Minister at the time when he/she applies for them may grant him/her credentials.
 - (b) Presbytery grants the application in the form outlined in Appendix C(4)7.
- 16.127
- (a) Credentials are granted for a period of 12 months at a time.
 - (b) The obligation rests on the Minister who has credentials to apply to the Presbytery through its Clerk for them to be renewed and to do so in time for the Presbytery to consider the matter before the credentials lapse. The Minister should be present at the relevant meeting.
 - (c) As part of its care and discipline, the Presbytery does not hesitate to remind a Minister, through its Clerk, that his/her credentials are about to lapse. The Moderator and/or Clerk may arrange to meet him/her pastorally to discuss any difficulty to do with the issuing or renewal of his/her credentials. The provisions in this sub-para do not affect the obligation on the Minister in (b) above.

- (d) In granting and renewing credentials Presbytery takes into account the Minister's participation in the work and the fellowship of the Presbytery, his/her membership of a Congregation within its boundaries, and his/her current occupation.
 - (e) The Presbytery may at any time at its discretion withdraw the Certificate of Credentials.
- 16.128 At any time during the validity of the certificate it is competent for the holder to receive a Call or accept an appointment to a charge within this Church.
- 16.129 An ordained Minister whom General Assembly has granted the status of Minister *Emeritus/Emerita* on retirement requires no certificate of credentials and is exempt from the foregoing regulations.
- 16.130 A Probationer or Minister appointed as full-time Chaplain is transferred to the care and discipline of a Presbytery appropriate to the area of his/her military service. Upon his/her written request, that Presbytery issues him/her with a certificate of credentials specifying his/her status as a military Chaplain and whether he /she is licensed to preach the gospel or is ordained as a Minister of the Word and Sacraments. (A Minister desiring to become a military Chaplain applies through the Ministry Committee to the General Assembly for secondment.)

Section 9 – church development evangelists

CHURCH DEVELOPMENT PROJECTS

- 16.131 A Presbytery may recognise the planting of a new church or the developing of an existing church with a potential for significant growth as a Church Development Project. The role of the Church Development Evangelist (CDE) is to plant or develop such a church or churches. (In this context the word "church" is synonymous with "Congregation".)
- 16.132 Where such a Church Development Project is established or recognised, General Assembly's Church Development and Planning Committee may recognise an applicant as a CDE, once it has satisfied itself of his/her suitability. A Presbytery may appoint a CDE only after the Church Development and Planning Committee has recognised the applicant and notified the Presbytery accordingly.

REQUIREMENTS FOR APPOINTMENT AS A CDE

- 16.133 A CDE is required to be an Elder and Lay Preacher in the Order of Lay Ministries.
- 16.134 A person wishing to become a CDE obtains the relevant application form from the Church Development and Planning Committee and submits it to that Committee. The Committee then arranges an interview.
- 16.135 The Church Development and Planning Committee determines what studies or further studies each applicant needs to pursue in the area of church planting and evangelism.
- 16.136 Having recognised a CDE for a particular project, the Presbytery appoints him/her for a maximum of 3 years. Thereafter it reviews the appointment annually, if the Congregation requires further

development. A CDE falls under the care and discipline of the Presbytery in which he/she serves. (See para 4.16.)

- 16.137 Any Minister within the Church eligible to accept a Call may apply to the Church Development and Planning Committee to become a CDE.

ADDITIONAL DUTIES OF CDEs

- 16.138 Provided that the CDE fulfils the requirements of the Ministry Committee,
- (a) the Presbytery may authorise a CDE in his/her capacity as an Elder and Lay Preacher in the Order of Lay Ministries to administer the Sacraments in a specified area for a specified time, while his/her appointment to a particular project lasts, and/or
 - (b) provided further that the requirements of the Marriage Act can be fulfilled, a CDE may apply to become a Marriage Officer for the term of his/her appointment to a particular project.
- 16.139 CDEs are required to
- (a) attend conferences that the Church Development and Planning Committee of General Assembly arranges; and
 - (b) complete whatever studies, whether formal or informal, that the Committee prescribes in each case.
- 16.140 Presbytery sets up a Church Development Forum in which the Presbytery's Church Development Convener provides ongoing training and guidance. CDEs are required to attend this.
- 16.141 If a Presbytery disciplines a CDE, it informs the Church Development and Planning Committee of this and supplies the Committee with copies of all relevant documents.

COMPLETION OF THE TASK

- 16.142 Once the Presbytery is satisfied that the Congregation has been developed to the point of being able to call a full-time minister, it withdraws its recognition of the Congregation as a Church Development Project and recognises the Congregation as a vacant charge.
- 16.143 A CDE functions only in such a Church Development Project and does not remain a CDE when the terms of the project end.
- 16.144 The CDE project is not designed to be a stepping stone to the ordained ministry of the Word and the Sacraments. Any CDE wishing to follow the route to ordained ministry applies through the normal channels of the Ministry Committee of General Assembly and its selection process.

RULES ON STIPENDS, LOANS AND GRANTS

- 16.145 The rules on these subjects are in paras 8.6-10.

RULES ON THE FORMATION OF CONGREGATIONS

- 16.146 The rules on the formation and the structures of Congregations as they develop through nuclear and transitional stages are in paras 6.29-37.

Section 10 – stated supply

- 16.147 Stated Supply is a person appointed to conduct public worship and to undertake such duties as may be required of him/her during a vacancy,

while the procedures to fill the vacancy are being followed or are in abeyance or during a Minister's absence for a period of 90 days or longer or in the case of illness.

- 16.148 A Session seeking Stated Supply applies to the Presbytery to make an appointment and may nominate any eligible person. In making the application the Session specifies the duties to be undertaken.
- 16.149 The Presbytery informs the Assembly's Ministry Committee of the person it appoints as Stated Supply.
- 16.150 To be eligible for appointment as Stated Supply a person must be one of the following:
- (a) a Minister of The Uniting Presbyterian Church in Southern Africa;
 - (b) a Minister *Emeritus/Emerita* of The Uniting Presbyterian Church in Southern Africa;
 - (c) a Minister of a Church that is a member of the Church Unity Commission or of the World Communion of Reformed Churches and has obtained written permission to undertake this work from the responsible body or individual in the Church of his/her accreditation;
 - (d) a Lay Preacher in the Order of Lay Ministries of The Uniting Presbyterian Church in Southern Africa.
- 16.151 A person appointed as Stated Supply may not be appointed Interim Moderator of the Congregation which he/she is serving as Stated Supply.
- 16.152 A person appointed in terms of para 16.150 (c) or (d) above does not acquire a seat on the Presbytery by virtue of being Stated Supply.
- 16.153 The Presbytery appoints Stated Supply for a period of one year or less and determines the period at the time of appointment. The Presbytery may review the appointment at any time and must do so before the time of appointment expires. It may then extend the appointment for a further specified period; otherwise the appointment automatically ends on the agreed date. Termination of appointment at an earlier date is subject to one months' notice on either side.
- 16.154 Should it be proposed that a person's appointment as Stated Supply be for more than one year, the Presbytery appoints a Consultation Committee to investigate the situation in the Congregation and report back to it. Should the Presbytery find that the Congregation is capable of sustaining a full-time Minister, it instructs the Congregation to proceed with making a Call or else may act as laid out in para 16.56.
- 16.155 The Session
- (a) considers what remuneration the person appointed should receive in the light of the duties determined in terms of para 16.145 above; and
 - (b) proposes this to the Presbytery for it to approve.
- 16.156 If a Minister of The Uniting Presbyterian Church in Southern Africa is appointed to serve as Stated Supply in terms of para 16.150(a) above, such service does not qualify as pensionable service.

- 16.157 At its meetings Presbytery regularly associates with itself any person appointed as Stated Supply who has no seat on it.
- 16.158 The person appointed is subject to the Presbytery's care and discipline.
- 16.159 No service of Induction or Appointment is conducted for Stated Supply.
- 16.160 The appointment of Stated Supply requires no report to General Assembly in terms of Changes in the Ministry.
- 16.161 No retired minister may serve as Stated Supply in any one Congregation for more than two years, unless no other alternative exists.

Section 11 – Ministers-in-association

- 16.162 A Minister of The United Methodist Church in Southern Africa or of a Church that is a member of the Church Unity Commission or of the World Communion of Reformed Churches may enter into a special contract with a Congregation that has one or more Ministers called or appointed in terms of Section 2 of this chapter. The Minister negotiates with the Congregation to become a "Minister-in-Association". After all the terms for such a contract have been drafted, the Congregation, through the Session, petitions the Presbytery. The petition must supply all the terms of the proposed contract, stating
 - (a) when the person involved is to start work;
 - (b) what the work is to be;
 - (c) what the remuneration is to be; and
 - (d) how the appointment may be terminated.If the Presbytery approves the proposed terms, the contract may be entered into.
- 16.163 If any dispute arises concerning the contract of a Minister-in-Association, it may be taken on review to the Presbytery's Administrative Review Panel.
- 16.164 In the case of a vacancy or impending vacancy in the Congregation a Minister-in-Association may not function as Assessor or Interim Moderator or be called or appointed as Minister of the Congregation.
- 16.165 A Minister-in-Association does not become a member of the Session by virtue of his/her position, but, if he/she is a member of the Congregation, may be elected following the procedure in para 7.62 above.

Section 12 – The order of lay ministries

- 16.166 The Order of Lay Ministries (hereinafter the OLM or "the Order") is an Order in the Church that:
 - (a) recognises and celebrates a diversity of forms of service, or ministry, within the Church, including service as:
 - (i) Lay Preachers,
 - (ii) Pastoral Visitors and Caregivers,
 - (iii) Youth Leaders,
 - (iv) Choir Directors / Worship Leaders,
 - (v) Pastoral Administrators,

- (vi) Association Chairpersons, and
- (vii) others that may be added to this list.
- (b) prepares and provides documents for lay people offering themselves for these forms of service to apply for admission to the Order;
- (c) provides training courses to prepare, train and equip them for their particular forms of service;
- (d) recognises as belonging to the Order individuals who:
 - (i) have been properly interviewed by the Session and, for some ministries, by the Presbytery;
 - (ii) have undergone the "OLM Foundations Course" (an introductory course in Presbyterian identity, ethos and spirituality) and courses prescribed for the particular areas in which they are to serve;
 - (iii) have been appropriately appointed in their Congregations; and
 - (iv) have been accepted into the Order in a Presbytery service of commissioning and blessing;
- (e) provides access to ongoing training for people in the Order to improve their skills in the areas they serve;
- (f) provides support and opportunities for fellowship for those in the Order;
- (g) provides material to assist Congregations in interviewing for part-time or full-time staff appointments, whether paid or unpaid.

It is important that remunerated appointments conform to the requirements of the labour legislation applying in the country in which the Congregation is situated.

- 16.167 Membership of the Order confers no status, authority or position other than that of the specific appointment in a local Congregation. Belonging to the Order grants no access to any of the councils of the Church and no rights associated with the Ordained Ministry. Any candidates who wish to consider entering the Ordained Ministry should consult ch.17.
- 16.168 All who have been members of the former Order of Lay Preachers, are automatically members of the OLM.
- 16.169 Privileges and responsibilities in the Order are always defined by the specific area of service in which an individual is currently serving. (For example, a Youth Worker in the OLM does not have the privileges or responsibilities of a Lay Preacher.)
- 16.170 (a) Membership of the Order provides the following for the Member:
 - (i) a deeper understanding of the nature and ethos of service in the Church;
 - (ii) a grounding in servant leadership and in understanding the gospel's call to mission and service;
 - (iii) a space in which to grow in service and commitment to the Church while being accountable to the Order;
 - (iv) an opportunity to hone skills through courses and training opportunities; and
 - (v) credibility in the sense that the Church recognises members of the Order as competent in their areas of service.
- (b) Membership of the Order provides the following for Congregations and Presbyteries: a framework providing structure, support,

training and recognition for those who serve our Congregations in specialised capacities.

- 16.171 The Mission and Discipleship Committee of General Assembly appoints a sub-committee to administer the Order. In consultation with the Church Office Committee it also appoints an Administrator of the OLM to act as the sub-committee's agent. The sub-committee's responsibilities are as follows:
- (a) to supervise the work of the OLM Administrator;
 - (b) to define what the various forms of ministries require;
 - (c) to create, maintain and administer the OLM Foundations Course;
 - (d) to collate material to assist Congregations with the legalities and practicalities of appointing staff; and
 - (e) to maintain a portfolio of affordable short courses to recommend to candidates.
- 16.172 The Mission and Discipleship Committee in consultation with the Church Office Committee appoints the OLM Administrator, who serves part-time. The Administrator:
- (a) provides, on request, details of courses, guidelines of appointment and other material to Congregations and Presbyteries.
 - (b) provides guidance and advice to the Sessions of those seeking to become members of the Order;
 - (c) guides each candidate through the prescribed process of admission to the Order;
 - (d) administers the OLM Foundations Course;
 - (e) maintains a database of members of the Order;
 - (f) conducts a review of the database every 24 months by eliciting reports from members of the Order; and
 - (g) represents the Order at General Assembly and its Executive Commission.
- 16.173 At Presbytery level an appointed Presbytery Committee is responsible for supervising the Order. The duties of this Committee are to
- (a) receive applications to join the Order from individuals via their Sessions;
 - (b) review applications, and forward them to the OLM Administrator;
 - (c) undertake any ad hoc work that a candidate is required to fulfil for any specific ministry. (Besides undergoing the courses required, a Lay Preacher, for example, must conduct a trial service and be evaluated by a Presbytery Committee or its representative);
 - (d) interview the candidates who have completed the requirements; and
 - (e) arrange services at which the candidates are accepted into the Order and commissioned.
- 16.174 The prerequisites for applying for admission to the Order are as follows:
- (a) The applicant must be a member of a Congregation of the UPCSA.
 - (b) The applicant must have been a member of the UPCSA for at least a year. Exceptions to this requirement can be made when a person has been sought, interviewed and appointed to a formal position in the Congregation (as often, for example, with Youth Workers).
 - (c) The applicant should not have undergone discipline in any court of the Church during the preceding five years.

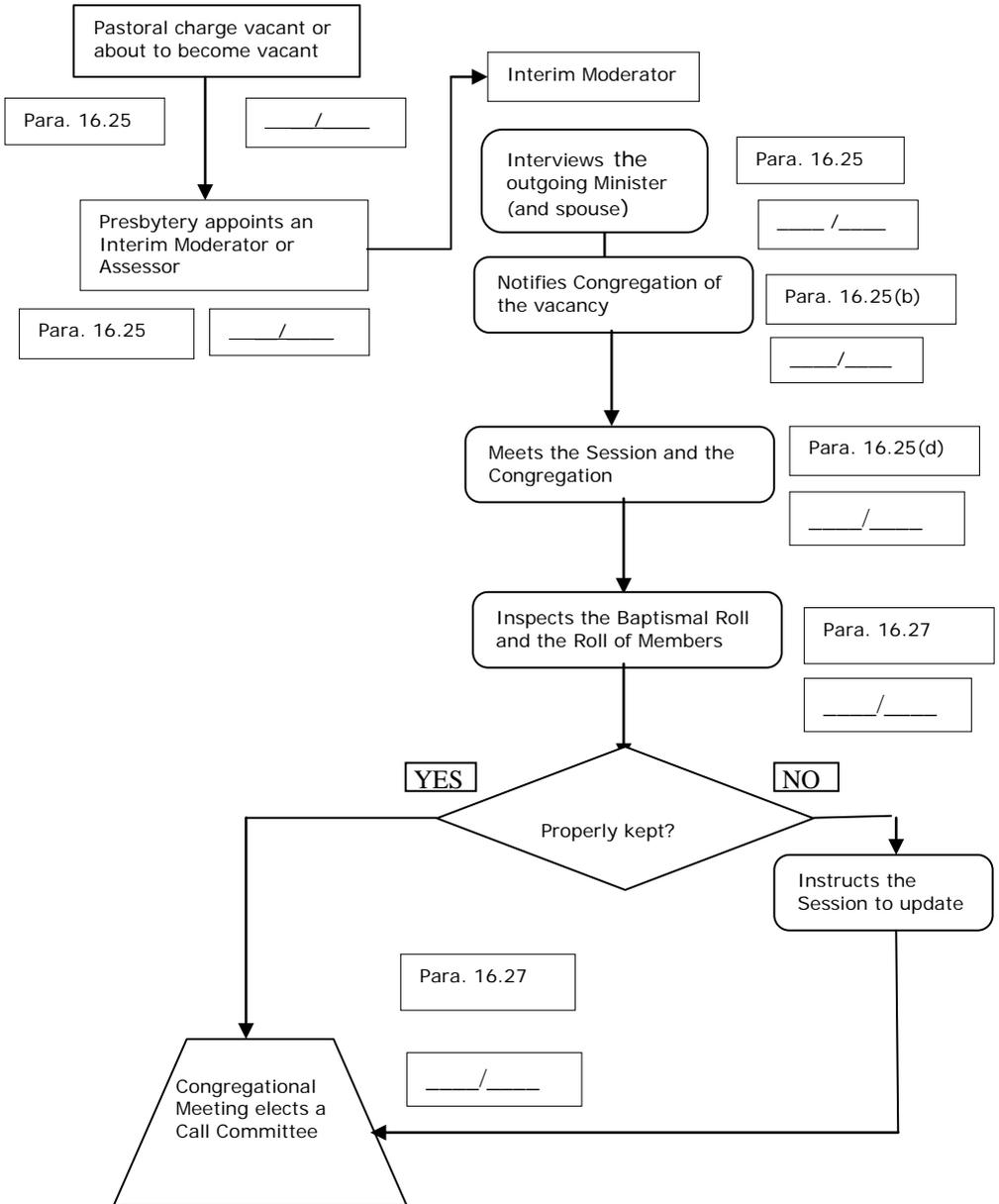
- 16.175 When a person in a Congregation feels called to serve the Church in a specific form of service and wishes to become a member of the Order, the process is as follows:
- (a) The person applies to the Session of the Congregation.
 - (b) The Session Clerk consults the OLM Administrator and finds out the requirements that apply to the form of service the candidate wishes to perform.
 - (c) The Session interviews the candidate and
 - (i) ensures that the applicant is motivated by a desire to serve in humility and with excellence;
 - (ii) considers the requirements in (b) above and the candidate's ability to fulfil these.
 - (iii) considers appointing an Elder as mentor to encourage and support the candidate and
 - (iv) considers assisting with the costs of courses the candidate may be required to do.
 - (d) If the Session is satisfied after the interview, it fills in the "Application to Presbytery Form" provided by the OLM Administrator and sends it to the convener of the appointed Presbytery Committee.
 - (e) The convener of the appointed Presbytery Committee brings the application to a stated Presbytery meeting, where the Presbytery either declines or approves it. Valid grounds for declining are concerns about:
 - (i) the applicant's doctrine, character or conduct; and/or
 - (ii) the applicant's suitability or capability for the form of service he/she wishes to offer.
 - (f) If the Presbytery approves the application, it forwards it to the OLM Administrator, who:
 - (i) writes to the Presbytery, the Session and the applicant outlining the requirements applicable for the role in which the applicant wishes to serve;
 - (ii) guides the applicant through the OLM Foundations Course; and
 - (iii) assists the applicant with relevant information with regard to the requirements.
 - (g) The applicant completes the steps of the process, taking responsibility for the cost of the courses and the procurement of any resources necessary to complete the requirements. If the Presbytery needs to be involved (for example, by providing a trial service for the admission of a Lay Preacher), the convener of the appointed Presbytery Committee arranges this.
 - (h) On completion of all the requirements, the applicant sends certification thereof to the Session Clerk and the Administrator of the OLM. If both these parties are satisfied that the requirements have been met, the Administrator writes to the convener of the appointed Presbytery Committee recommending the applicant.
 - (i) On receiving the recommendation, the convener of the appointed Presbytery Committee arranges for a small committee of 3 or 4 presbyters to interview the candidate to reflect on his/her spiritual journey and to report to Presbytery. The Presbytery, if satisfied, arranges a service of admission and blessing at one of its stated

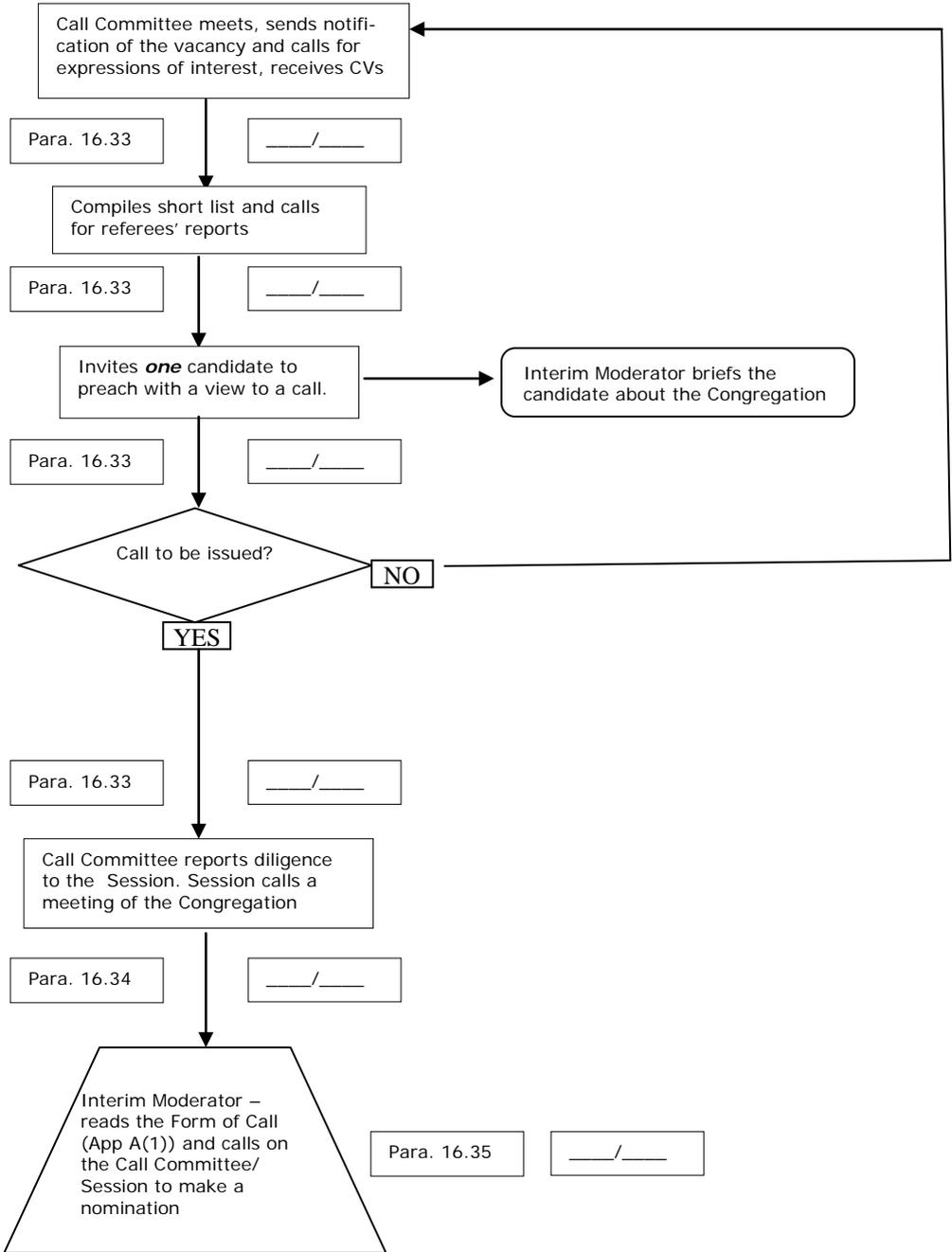
meetings. The convener communicates this to the OLM Administrator.

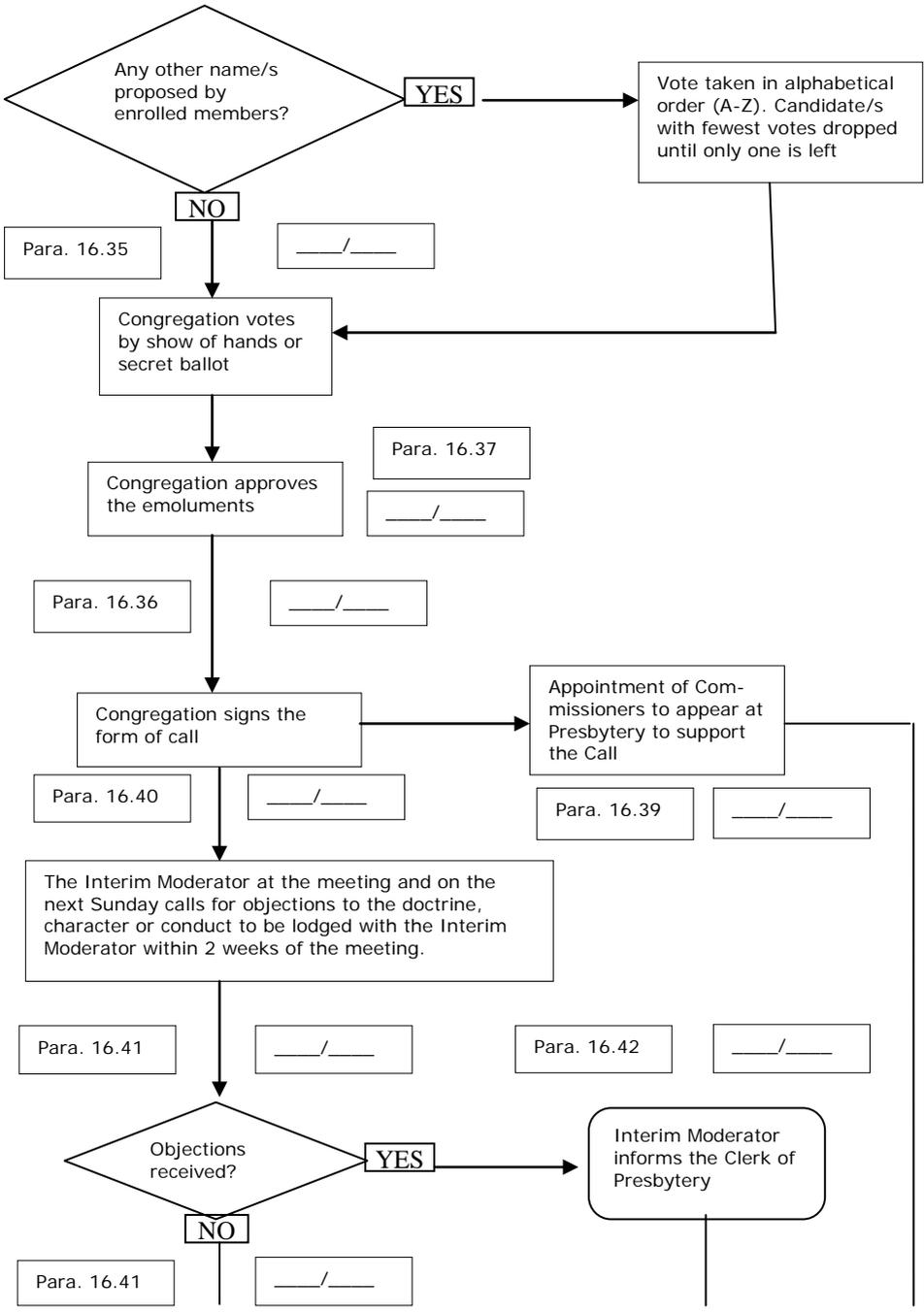
- (j) The OLM Administrator places the candidate's name on the database of OLM Members.
 - (k) The OLM Administrator encourages the candidate to participate in fellowship and training events in the Order as far as can reasonably be expected within the constraints of time and cost.
- 16.176 A Member of the Order will be dismissed from it if he/she:
- (a) has failed for more than two years to serve in his/her area of service;
 - (b) is disciplined by a court of the Church; or
 - (c) has shown no interest in ongoing activities of the Order and fails to respond to a 24-monthly review form sent by the Administrator.

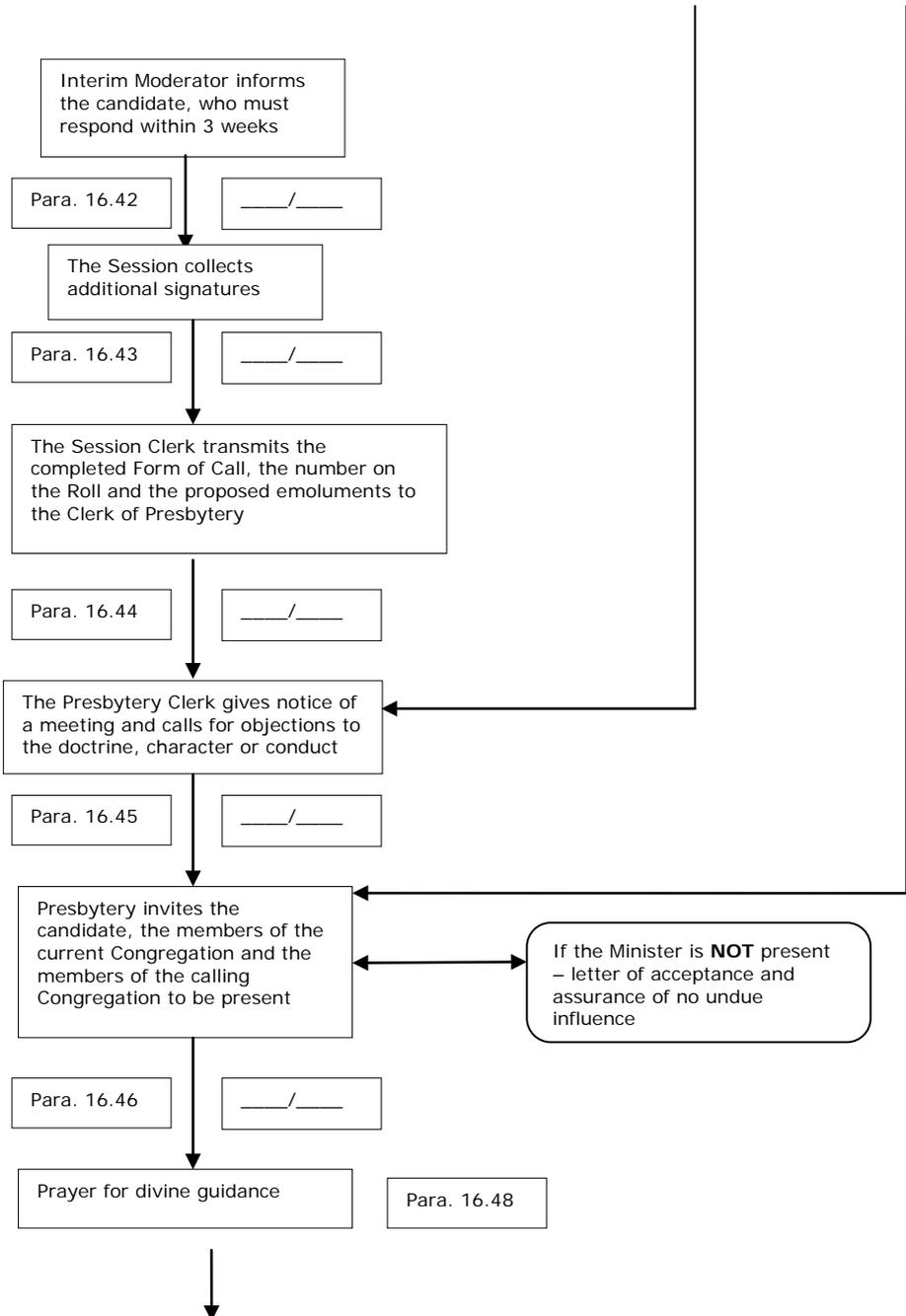
APPENDIX A

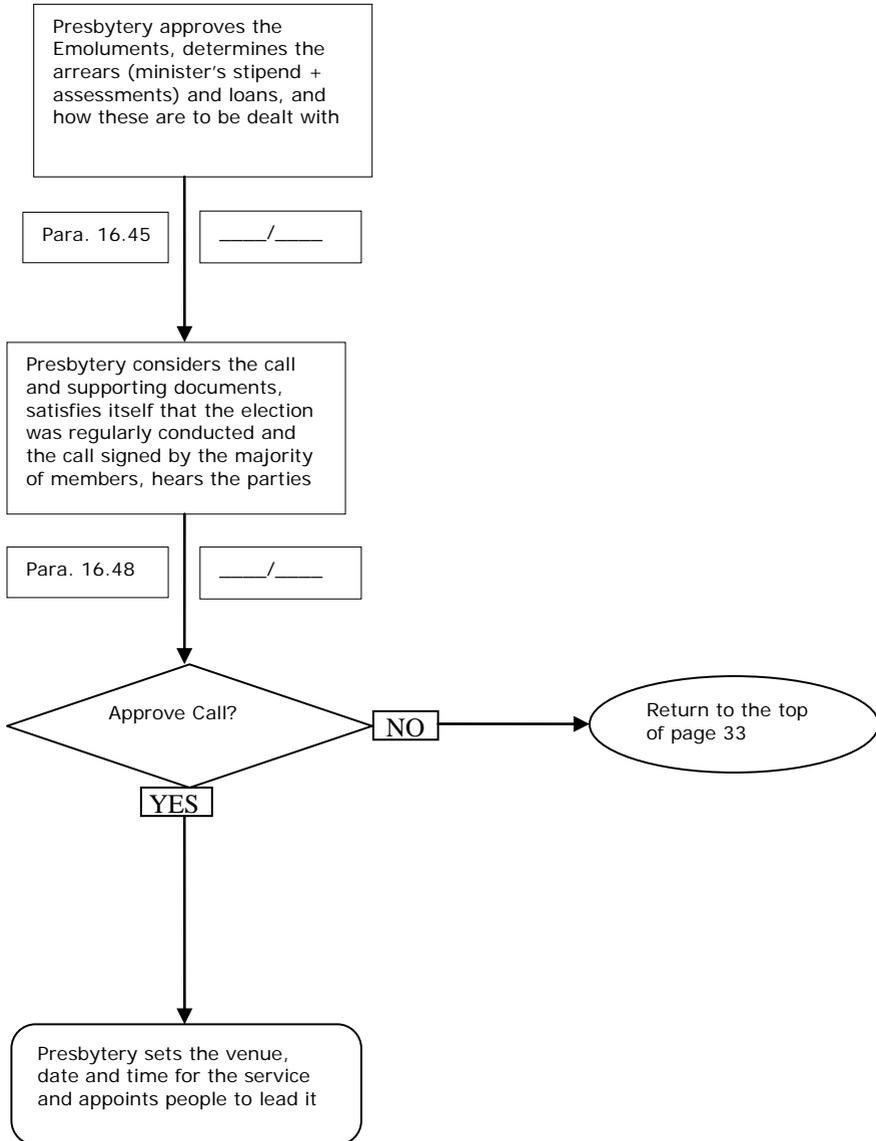
Flow Chart of Procedure in a Vacancy











APPENDIX B

Checklist for the Moderator and Clerk of the Presbytery when considering a Call

1. **If the Call is addressed to a Probationer** (Para 17.39-42 of the *Manual*) Yes No
- a) Has the Presbytery examined the Probationer? Yes No
- b) Who conducted the examination? Yes No
-
- c) Has the report of the examination been presented to the Presbytery? Yes No
- d) On the basis of that report does the Presbytery consider the Probationer suitable for ordination? Yes No
2. **Call Process: Preliminary Steps**
- a) Has the Interim Moderator of the Vacant Congregation informed the Clerk that the Congregation intends to ask the Presbytery to approve the call? Yes No
- b) Has the Presbytery set a date, time and venue for a meeting to consider the call? Yes No
- c) Has the Clerk sent out notice of the meeting and informed the Presbytery that objections to the doctrine, character or conduct of the person to be called should be made at that meeting? Yes No
- d) Has the Clerk invited the candidate, the members of the Congregation to which he/she is currently ministering and the members of the Congregation to be present at the meeting? Yes No
- e) If the minister cannot be present, has he/she presented written acceptance of the call? Yes No
3. **Call Process: Meeting of Presbytery**
- a) Has the Presbytery considered the call and its supporting documents? Yes No
- b) Has the Presbytery approved the emoluments? Yes No
- c) Is the Presbytery satisfied that the election was conducted satisfactorily? Yes No
- d) Has the call been signed by a majority of the members of the Congregation? Yes No
- e) Is the Presbytery satisfied that the Congregation is up to date in the payment of the previous minister's stipend? Yes No
- f) Is the Presbytery satisfied that the Congregation is up to date in the payment of the assessments to the Councils of the Church? Yes No
- g) Does the incoming minister have any outstanding loans either from the Church Development Loans Fund or from any Presbytery? Yes No
- h) If the answer to (g) above is yes, has the Presbytery

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- decided how to deal with the loans? Yes No
- i) Did the Presbytery hear the parties appointed to speak to the call? Yes No
- j) Did the Presbytery offer prayer for guidance? Yes No
- k) Did the Presbytery approve the call? Yes No

Signed this _____ day of _____ 20_____

_____ Clerk

_____ Moderator