PASTORAL GUIDANCE COMMISSION

These programs and goals have been established to give direction to the Commission, the Local Church, Pastors and Laity in our ministry together for our Lord Jesus Christ.
THE PASTORAL GUIDANCE COMMISSION

GENERAL PROGRAM

I. THE PURPOSE OF THIS COMMISSION

1. The Biblical Foundation, Titus 1:5 (Amplified):
   "For this reason I left you...that you might set right what was defective and finish what was left undone, and that you might appoint elders and set them over the churches (assemblies) in every city as I directed you."

2. The Statement of Purpose:
   Appoint qualified pastors for effective ministry and continuing harmony in all of our churches, and stand ready to be of assistance and/or deal with the concerns of any pastor or congregation.

II. BOUNDARIES

1. This Commission exercises the authority given it by the Conference to change the alignment of boundaries among churches, and when and where deemed advisable such changes may be made.

2. This Commission encourages smaller congregations to consider consolidating with neighboring congregations for a more effective and economical ministry.

3. This Commission holds to the goals of decreasing multiple appointments as rapidly as possible and achieving self-supporting stations.

III. VACANCIES

This Commission shall provide the Pulpit Committee or Church Council a "Pastoral Vacancy Packet" when a pastoral vacancy occurs.

Procedures to be followed when a pastoral vacancy occurs:

1. This Commission shall make all arrangements for filling of vacancies and assisting with pulpit supplies for the interim. At no time shall a congregation, any representative, or a pastor, work independent of this Commission.

2. A preliminary meeting with the Pulpit Committee or Church Council shall be established with this Commission or its representative(s).

3. The Pulpit Committee or Church Council shall present to this Commission a completed "Church Profile Questionnaire for the Preparation of a New Pastor", before the Commission seeks a pastoral candidate. See Supplemental Material, Section K.

4. Churches or circuits shall give consideration to pastors in the following order:
   First, pastors presently on the roster of this Conference;
   Second, pastors approved by the Ministerial Training Commission from the General Conference or Winebrenner Seminary;
   Last, pastors approved by the Ministerial Training Commission from another denomination.

5. The Search Committee of the Church or Circuit may receive several applications, however only one (1) candidate at a time may be presented to the congregation. If the decision for the first candidate is unfavorable then, and only then, may a second candidate be presented, etc. (refer to Pastoral Search Process). Some reasons for considering one candidate at a time are:
   a. The decision is to be based upon an individual candidates own merits and gifts. God gives each pastor, and believers, different Spiritual Gifts to do the type of ministry He calls them to do (Romans 12:3-8, I Cor. 12:4-7). Every pastor does not have the same gifts nor the same type of ministry; neither does every church
have the same type of ministry. Therefore, a church in seeking God's person for their pastor must compare the candidate’s gifts and type of ministry with the ones needed for their church, rather than comparing candidates. One candidate is considered at a time and both the church and that candidate prayerfully determine if the candidate’s gifts are the ones God intended for that particular church at that point in time. It is not a matter of who would be best or more popular from a human perspective, but rather from God's perspective who can He use best.

b. It gives opportunity for a unanimous vote for a candidate. Otherwise, a vote for two or more candidates at the same time can only be based on a simple majority.

c. The Allegheny Region Conference pastors have agreed they are not in competition with each other and if they learn a Conference church is considering them along with one or more other pastors at the same time for a pastoral vacancy, they will withdraw their name as a candidate for the present time.

6. Potential pastoral candidates holding Ordination from the Churches of God, General Conference, shall be screened by this Commission as to their interest, eligibility, and availability for the vacancy.

7. All potential candidates just starting in the pastoral ministry and from other denominations must be approved by the Ministerial Training Commission before being considered to fill any vacancy.

8. Once a Conference approved pastoral applicant is selected an interview is scheduled between the candidate and the Pulpit Committee or Church Council. (See "Interview with a Pastoral Candidate", Supplemental Material, Section K). A trial sermon and a fellowship dinner may be scheduled for the same weekend or at a later date.

9. The church or circuit shall allow at least one (1) week after the trial sermon and/or interview before voting on the candidate. This is to allow time for individual and group prayer to seek God's will before a decision of this magnitude is made.

10. Upon a favorable vote of the Congregation and/or Church Council and a favorable response from the candidate:
   a. The Church Council will notify this Commission for appointment.
   b. An Agreement between the Congregation and the new pastor in regards to profile expectation, salary and benefits will be approved before the appointment is made by this Commission.

IV. ASSOCIATE PASTORS AND SALARIED STAFF

1. Associate Pastors (Full time or part time pastoral staff in addition to the Senior Pastor):
   a. Churches seeking an Associate Pastor must follow the same procedures established for acquiring a Pastor (Manual, Section K) with the following additions:
      (1) The church shall provide the Pastoral Guidance Commission a Position Description for the Associate Pastor along with the Church Profile.
      (2) The Commission shall give the name and information of a candidate to the Senior Pastor who may or may not recommend the same to the Pulpit/Search Committee.
   b. A pastor from outside the Allegheny Region Conference applying for an Associate Pastor position shall meet all the requirements and regulations of any other pastor entering the Conference.
   c. The church may indicate the area in which the Associate Pastor is responsible for by naming the position Associate Pastor in ________________ (Christian Education, Evangelism and Church growth, etc.).
   d. When a Senior Pastor submits his resignation from a church where there is an Associate Pastor(s), the Associate Pastor(s) should prepare his resignation with an effective date to correspond to the hiring of a new Senior Pastor. The new Senior Pastor may, upon approval of local church board, recommend the Associate be retained.
      (1) The Associate and new Pastor should meet to discuss any changes the new Pastor may be considering for the Associates job description.
e. The Associate Pastor may apply to the Pastoral Guidance Commission for the Senior Pastor position, but must enact his resignation. Should the Associate Pastor not be hired as the Senior Pastor, he/she may not continue as Associate Pastor beyond that time.

d. No church shall seek an Associate Pastor for a new or a vacant position until the Senior Pastor has been in position a minimum of 60 days. This is to give the new Senior Pastor an opportunity to evaluate and help formulate an Associate Pastor Position Description that will enhance the total ministry of the church.

g. The Minimum Base Salary for an Associate Pastor shall be proportionate to the Senior Pastor. The benefits for a full time Associate Pastor shall be the same as any other pastor (see salary guidelines).

2. Salaried Staff (Full time or part time paid staff persons which may include but not be limited to a Christian Education Director, Youth Director, Evangelism, Church Growth, etc.):

a. Properly credentialed pastors in a salaried staff position shall be an Associate Pastor and adhere to the policies noted above.

b. Lay persons in a salaried staff position shall be employed by the local church and do not need Conference approval. The Allegheny Region Conference recommends the following conditions for lay staff:
   (1) Their belief system shall be compatible with We Believe.
   (2) They shall agree to abide by the polity of the Churches of God, General Conference.

3. A lay salaried staff person who desires to become a Pastor or an Associate Pastor shall meet the requirements for ministerial credentials and adhere to established policies and procedures of this Conference.

V. EMPLOYMENT

1. This Commission will continue its endeavor to employ qualified ministerial personnel in our Conference. It is our goal that all churches be supplied with a full-time pastor.

2. This Commission will cooperate wholeheartedly with the Ministerial Training Commission in the recruitment of qualified ministerial personnel for employment. (See Ministerial Candidates Interview & Placement Process in this section)

3. This Commission supports the policy that no pastor assigned to a full-time pastorate and receiving at least the minimum salary set forth by this commission should engage in secular employment. Where such a need exists, permission is to be secured from the local church council(s) and this Commission before engaging in outside employment.

4. Pastors who are engaged in a tent making (bi-vocational) ministry must be sensitive to the spiritual oversight entrusted to them, keeping their call to ministry a priority over secular employment.

VI. PASTOR’S TIME

1. The pastor shall be entitled to vacation each year according to the cumulative years of pastoral or church related service. All pastors automatically receive a minimum of two (2) weeks’ vacation encompassing two (2) Sundays. After five (5) years cumulative service, pastors shall receive a minimum of three (3) weeks’ vacation encompassing three (3) Sundays. After ten (10) years cumulative service, pastors shall receive a minimum of four (4) weeks’ vacation encompassing four (4) Sundays. The local church will continue the pastor’s full salary while on vacation and compensate the supply pastor(s) during vacation Sundays. Time spent at Retreats, Impact, Ritz Lectures and at Church Camp are not to be included as vacation time.

2. This Commission recommends that all Pastors (whether full-time or part-time) attend Rallies, Impact, the Day-A-Part, the Annual Retreat, meetings with the Director, and when possible the Ritz Lectures at Winebrenner Seminary.

3. This Commission recommends that a pastor be permitted to serve as an Evangelist after permission is secured from his local church council(s) but the time spent in this area is not to exceed two weeks per year.
4. We encourage pastors to consider involvement with local ecumenical and ministerial groups as they feel led. This should be done under advisement of their local church board as a resource to further enhance local ministry of the church.

VII. PASTORAL BENEFITS

A description of Pastoral Benefits can be found in the Supplemental Material, Section K.

VIII. STUDENT INTERN PROGRAM

This Commission recommends the Student Intern Program whereby ministerial students are given practical experience in the pastorate by serving with a pastor in residence or supplying where there is a pastoral vacancy. For further details see "The Ministerial Training Commission, Part I-General program, Section I.

IX. GOAL SETTING AND EVALUATION OF MINISTRY

The Pastoral Guidance Commission recommends that each church and pastor set short term and long term goals for their ministries, and evaluate those goals and their ministries on a regular basis. The Conference Director may be contacted for assistance and/or recommendations on how to accomplish the tasks of evaluation and goal setting.
SUPPLEMENTAL MATERIAL

The Supplemental Material contains additional information pertaining to the Commission's area of responsibility. This material is changed only when it is deemed necessary. This additional information may be in the form of established guidelines and/or requirements for a particular program, report forms, evaluation forms, questionnaires or etc.
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PASTORAL BENEFITS

1. RESOLUTIONS FOR PARSONAGE AND HOUSING ALLOWANCE DESIGNATIONS:

The Commission recommends every church to adopt and include one of the following resolutions in the Church Council Minutes for their pastor(s). This must be done at the beginning of the pastor's assignment or in November or December for the coming year(s). The Designation cannot be made retroactive to cover expenses prior to the date the Designation was adopted.

1. Obtain the amount desired by the pastor to be declared a housing allowance.

2. Declare a housing allowance by action of the church council. An example would be to pass the following motion:

   Resolved that of the total cash salary paid to Pastor __________________________ for the period through December 31 _____, $ ____________ is for a housing allowance.

3. In future calendar years we suggest you declare the following motion during your December church council meeting for the coming year:

   Resolved that cash salary paid to Pastor __________________________ for the calendar year _____ and for all future years until modified, $ ____________ is for a housing allowance.

   The church should review with the pastor each year if the amount should be changed and take action when necessary.

4. Confirm whether or not your state and local taxing authorities honor the clergy housing allowance. Many local taxing authorities do not.

5. Exclude the housing allowance from compensation when filing FORM-941.

6. Exclude the housing allowance from taxable wages on FORM W-2.

7. Note in box 14 of FORM W-2 that a clergy housing allowance was paid and the amount.

2. GENERAL CONFERENCE PENSION PROGRAM:

Authorized by the General Conference and managed by the General Conference Board of Pensions, the program offers opportunity for the church and pastor to work together in planning for adequate retirement income for retired pastors. This is achieved by an annual contribution of 12%, (8% by the church, 4% by the individual or 12% by the church, which is what the Allegheny Region Conference recommends). Complete details of the plan are available in the Pension Manual which can be secured from the General Conference Office. How to calculate and make payments is explained in this Manual, Section C.

3. GENERAL CONFERENCE LIFE, ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE PROGRAM:

Group Term Life Insurance and Accidental Death and Dismemberment Insurance are provided by the General Conference Board of Pensions for each Active Pension Fund Member and shall be administered by General Conference Administrative Council or by its designated agent(s). The amounts of coverage and benefits may be obtained through General Conference Pension’s department.

4. ALLEGHENY REGION CONFERENCE LIFE, ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE PROGRAM:

All active full-time pastors and retired pastors (not spouses) on the Allegheny Region Conference roster are provided Group Term Life Insurance and Accidental Death and Dismemberment Insurance paid from Allegheny Region Conference Budget Funds and shall be administered by Regional Conference Administrative Council or its designated
agent(s). For amounts of coverage and benefits refer to latest insurance manual available at the Allegheny Region Conference Office.

Any pastor who transfers from the Allegheny Region Conference and continues to be a full-time pastor may continue the group coverage by sending the premiums to the Conference Office. This policy is for pastors only, thus any pastor who changes status to part-time or inactive will cause his/her group coverage to terminate the first day of the month following such change.

5. VISION AND DENTAL INSURANCE PROGRAM:

Participation in Vision and Dental Insurance Programs is available to all active, retired and unassigned ministers, minister's widows and employees of the Allegheny Region Conference. Premiums are paid by the church or the individual. Details of the complete plans and premium rates are available from the Conference Office.

6. MINISTER'S SUPPLEMENTAL RETIREMENT FUND:

A. FUNDING

1. Monies not constituting the principal and accumulated interest of the "Ministers Retirement Fund" and the principal and accumulated interest of the "Subsistence Fund" be merged to become the "Minister's Supplemental Retirement Fund", the principal invested to generate income and the interest portion of the combined monies held for distribution in keeping with the approved polices of the new fund.

2. Contributions from individuals, churches, or organizations shall be applied to the principal of the fund, should such ever occur.

3. The interest income of the "Minister's Supplemental Retirement Fund" will be divided by one more than the number of eligible retirees and/or spouses. The dollar amount of the one full share is to be added, quarterly, to the principal. The balance of interest income shall be distributed in keeping with established polices of the fund.

B. MANAGEMENT OF THE FUND

1. The principle assets of the fund shall be managed and invested by the Allegheny Region Conference Treasurer. The earnings on the fund shall be distributed by the Allegheny Region Conference Treasurer in keeping with approved policies. The Treasurer, shall as in all other instances, be accountable to the Conference through its Administrative Council.

2. Only interest income can be disbursed for benefits.

3. Interest income shall be distributed to the principle of the Fund and eligible pastors and/or spouses on a quarterly basis.

4. Funds shall be invested to generate the best possible yield without jeopardizing the principal of the fund.

C. ELIGIBILITY


   a. Be a pastor on the Allegheny Region Conference roster;
   b. Has no less than 10 years of continuous service in the Allegheny Region Conference immediately prior to retirement or permanent disability;
   c. At the time of retirement or permanent disability is serving in a Allegheny Region Conference approved ministry of pastor, assistant pastor, missionary, administrative position or chaplain; and
   d. Has reached the minimum age of 62.
2. Spouses of a deceased pastor must meet all of the following conditions to be declared eligible to receive one half (1/2) share of the benefits:
   a. Be the spouse of a pastor on the Allegheny Region Conference roster at the time of the pastor's death;
   b. Has served as an active pastor's spouse during and approved ministry for no less than 10 continuous years in the Allegheny Region Conference.
   c. Has reached the minimum age of 62; and
   d. Has not remarried.

D. BENEFITS

   1. The earnings on the monies of this "Fund" shall be divided among one more than the number of those pastors and spouses who are on retirement and who have met all eligibility requirements of the fund. The one additional full share will be added to the principal of the "Fund".

   2. This distribution shall be made on a quarterly basis to each pastor and/or spouse and "Fund" principal.

   3. A full quarter distribution share shall be paid to the beneficiary or estate of a member even if they were living for only a part of that quarter. (1992 Journal, page 58).

   4. The maximum benefit shall from time to time, be established after review by the Administrative Council.

   5. Whereas, section 107 of the Internal Revenue Code permits a retired minister of the gospel to exclude from gross income a Church Board of Pensions designated allowance paid as a pension to the extent used by the minister for actual expenses incurred in maintaining a house; therefore, it is hereby RESOLVED that the annual pension, in its entirety paid by the Allegheny Region Conference from the Supplemental Retirement Fund to a minister is hereby designated to be a parsonage allowance for 1995 and all future years unless otherwise provided by the Administrative Council. (1994 Journal, page 72).
MINISTERIAL CANDIDATES INTERVIEW & PLACEMENT PROCESS

This document will explain the process of approval for assignment in the Allegheny Region Conference. Local pastor search committees should also refer to pastor search guidelines.

- Contact/inquiry is made with conference office. This contact may be initiated by the minister or by the conference on behalf of a congregational search committee.

- Application packets will be sent from office to applicant. All forms must be returned prior to interview.

- Confidential Background Screening:
  Information obtained will be held confidential between the candidate and the Regional Director only. A background search shall be reported only as "positive", "specifications" or "negative" without detail. A negative report will disqualify. Applicants will be apprised of report(s) and permitted to respond prior to final opinion or recommendations to commission.

Upon receipt and positive review of application forms, recommendations and background screening, the candidate will be invited to the following interview process:

- Ministerial Training Commission (MTC) will:
  1. Review application and recommendations:
  2. Interview candidate for doctrinal integrity and ministry readiness;
  3. Make one of the following recommendations:
     a. Not approved for service in our region.
     b. Approve for ministry and refer to Pastoral Guidance for placement (1) May be approved for credentials or approved with specifications.

- Pastoral Guidance Commission (PGC) will:
  1. Receive recommendation of MTC and the screening/background report of Director.
  2. Work cooperatively with request of local congregation in the candidate process.
  3. Interview candidate and consider local church request for possible assignment.
  4. Review profiles of church ministry and pastoral candidate to verify ministry match.

- Mentoring Assignment:
  1. PGC will assign a mentor to all newly assigned ministers, except for those enrolled in the conference certificate program.
  2. MTC will assign a mentor to all ministers enrolled in Certificate Program.
  3. MTC will advise PGC of any situations needing their attention.

- MTC and PGC recommendations are subject to authority of Regional Ad. Council as ascribed by the Allegheny Region Conference Constitution and Bylaws.
PASTORAL SEARCH PROCESS FOR CHURCH

Phase I - Preparation: church board/council and/or elders
- Establish an intentional intercessory prayer base
- Identify search committee, course of action and application process
- Contact Conference Office for resource(s) and potential applicants/candidates

Phase II - Profile Development: search committee
- Establish communication with congregation and poll congregational needs
- Prepare church description/profile and pastor profile
- Develop action plan and possible time line
- Determine basic contract details of ministry expectations, salary, etc.
- Decide on vote process, percentage, etc. to call new pastor

Phase III - Information Gathering: search committee (confidentiality of all applicants must be kept)
- Begin receiving resumes/applications
- Identify acceptable candidates as profile match
- Reduce to no more than 2 or 3 possible candidates to interview
- Be certain potential interviewees have conference approval

Phase IV - Interview and Selection: search committee (confidentiality of all applicants must be kept)
- Send church profile/information to applicants to be interviewed
- Invite applicants for personal interview with search committee
- Select one candidate from applicants interviewed. (This one candidate is the only applicant that will be introduced to a congregation)

Phase V - Candidate: search committee and congregation
- Set up time for introductory sermon(s)
- Notify congregation of date for introductory sermon(s)
- Distribute bio of candidate to membership at least 2 weeks before sermon
- Congregational vote

Phase VI - Employment: church board/council
- Finalize agreement with council/board approval
- Set start date and sign contract
- Arrange for move and arrival of new pastor
- Prepare a transitional committee to help pastor acclimate to congregation and community
- Continue to pray for God's leader sent to you
CHURCH PROFILE
IN PREPARATION FOR CALLING A NEW PASTOR

Please have the pulpit committee or church council complete this questionnaire and return it to the Conference Pastoral Guidance Commission or the Director.

Name of Church ____________________________________________________________
Address __________________________________________________________________
Church Phone (if any) (__) __________________________
Contact Person (Board Chairperson, etc.) ______________________________________
Address __________________________________________________________________
Phone (__) __________________________

MEMBERSHIP:
Number of members on roll __________
Average attendance at Sunday Morning Worship __________
Number enrolled in Church School __________
Average attendance at Church School __________
Age of persons in your congregation:

  | 0-11 | 12-18 | 19-24 | 25-40 | 41-65 | 65 + |
---|------|------|------|------|------|------|
%  | ___% | ___% | ___% | ___% | ___% | ___% |

OCCUPATIONAL PROFILE OF YOUR CONGREGATION:

Business _________ % Farmer-Rancher _________ %
Labor _________ % Student _________ %
Professional _________ % Retired _________ %
Clerical _________ % Unemployed _________ %
Other (specify) __________________________ _________ %

EDUCATIONAL LEVEL OF ADULTS OF YOUR CONGREGATION:

High School _________ % College _________ % Graduate School _________ %

ORGANIZATIONAL LIFE: (Please list the different committees and/or groups that are part of your church)
Name __________________________ Purpose __________________________ Membership______
Name __________________________ Purpose __________________________ Membership______
Name __________________________ Purpose __________________________ Membership______
Name __________________________ Purpose __________________________ Membership______
Name __________________________ Purpose __________________________ Membership______

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PROPOSED SALARY AND BENEFITS FOR YOUR NEW PASTOR

Proposed annual minimum salary  $______________________________

Parsonage and all utilities provided? ☐ Yes; ☐ No
If "No", amount of housing allowance  $_____________________

Hospitalization: ___________________________ ☐ Yes; ☐ No
Car Allowance: ___________________________ ☐ Yes; ☐ No
Pension: _________________________________ ☐ Yes; ☐ No
Social Security Supplement: ___________________________ ☐ Yes; ☐ No
Summer Seminar/workshop: ___________________________ ☐ Yes; ☐ No
Continuing Education: ___________________________ ☐ Yes; ☐ No
Other: ____________________________________________

LEADERSHIP NEEDS PROFILE

What do you perceive as the most important for your pastor in ministry planning? The entire following list is important but life often forces us to prioritize. While these may likely vary as the needs of the church changes, this will give a candidate an idea of the expected ministry concentrations of your church.

Rank the following list in the general priority order for your congregational needs. Put a number before each one, ranking them 1 through 10 (1 is most important, 10 is least.)

1. Administration
2. Counseling
3. Discipleship Training
4. Evangelism and Outreach
5. Home visitation of church members
6. Hospital visitation
7. Music/Worship leading
8. Pulpit preaching
9. Teaching
10. Youth
____ Others-List, ____________________________________________

One of the more visible responsibilities of the pastor is preaching. Indicate the type of delivery you feel would best promote spiritual health of your church.

Preaching Style:
☐ Lecture (stand still behind pulpit)
☐ Evangelistic (gesture with hands and animation)
☐ Hell Fire 0 extremely animated and confrontational)
☐ Other (identify) ____________________________

Sermon Type:
☐ Expository/Exegetical: Select a particular Bible text, stay in it and explain what is says.
☐ Exhortation: Relate a Biblical text and use illustrations relevant to everyday life.
☐ Social Reform: Speak to issues relevant to contemporary social and world issues
☐ Other (identify) ____________________________

Comments:
INTERVIEW WITH A PASTORAL CANDIDATE

The following list of questions is to be considered as an aid for some of the concerns a congregation would have when interviewing a prospective pastor. You may have concerns relevant to your church that are not listed and we would encourage you to add these when interviewing.

1. How close does this person emulate the scriptural model of I Timothy 3:1-7 and Titus 1:6-9?

2. Is this person motivated to inspire the Congregation to follow pastoral leadership and initiate programs that will encourage both spiritual and numerical growth?

3. Is this person of sufficient maturity to deal effectively with both spiritual and practical problems?

4. Does this person have a heart of Christian Education, i.e., Sunday Church School, Vacation Bible School, etc.?

5. Is this person supportive of Allegheny Region and the General Conference doctrine, polity, programs?

6. Does this person have a heart for national and foreign missions?

7. Does this person have compassion for the lost, sick and the poor? Will they be willing to visit and minister to members, attenders, extended church families at home or in hospitals and preside at funerals and weddings?

8. Does this person lead by Godly example and by virtue of the office of pastor?

9. Is this person willing to be involved in community affairs without neglecting their first calling - their church?

10. Will this person be available all hours of the day and night to minister to the real needs of the people and would they want to be contacted even when on vacation or days off when a death or some other emergency occurs?

11. Does this person have correct personal priorities? God first, but with the pastor's family ahead of the work of the church.

12. Is the person discreet and careful in the company of men and women, but who is, at the same time, friendly and understanding?

13. Is this person genuinely humble, manifesting the fruit of the spirit as stated in Galatians 5:22-23?

14. Does this person's spouse support their call to the ministry 100% and do they acknowledge their first duty is to their wife/husband and their children? Will the spouse become reasonably involved in church activities -being an example of a Godly spouse and parent?

15. Are there any personal or family situations that may hinder the ministry?

16. Does this person seek to honor and glorify the Lord Jesus Christ and is their life motto "He must increase and I must decrease"?

OTHER QUESTIONS:
THE PASTOR'S ANNUAL EVALUATION AND GOALS

The purpose of the evaluation and review is to strengthen supportive relationships and to increase the effectiveness of cooperative ministry in the congregation. These questions are designed for guidance of the person who is evaluating his own work. They are to be used for "homework" before the interview by the pastor and elders and/or Director.

1. Regarding the last twelve months:
   a. What were your very specific work objectives? (goals)
   b. How well do you think you accomplished them?
   c. Illustrate with two or three examples of what you did, or what part you played in achieving those objectives.
   d. What other resources did you need that you did not have or use?

2. Regarding the definition of your work:
   a. What does the congregation expect of you as a pastor?
   b. Do you see important points of difference between what the church expects of you and your expectations of yourself?
   c. What does the church at large (Allegheny Region Conference - General Conference) expect of you? (Example: ARC Purpose and Vision and Values, Section A) Do these conflict with your own expectations?

3. Regarding the next twelve months & beyond:
   a. What are you trying to accomplish?
   b. How do you see yourself achieving those objectives?
   c. How do you get in your own way that keeps you from accomplishing "a"?
   d. What long-range objectives do you have for yourself and the church(es) you serve?
   e. What specifically will have to be done to achieve them?

4. Other:
   a. If you had the power and the resources available, what are some actions or recommendations you would pursue?
   b. If your constituency were listening, what would you like to say to them about yourself, their job, your work, and the Church's mission?
   c. If you have additional reflections, feel free to express them.
ANNUAL AGREEMENT REVIEW AND UPDATE FOR CONGREGATION AND PASTOR

This is a record of the Agreement review and update between the ___________________________ Church of God at ______________________ and Pastor ____________________________ for the year ________.

A. THE CHURCH’S MINISTRY:
The church council and pastor have conducted a study and evaluation of the goals of our church, the effectiveness of our total ministry, and the priorities of pastoral leadership on: (date) ______________. (Should be no more than 3 years ago).

B. SALARY AND BENEFIT PACKAGE:
In review of the pastor's salary and benefit package and noting the increases in living and travel costs, merit increases, experience, performance, and the recommendations of the Pastoral Guidance Commission, as approved by the delegates at the Allegheny Region Conference Sessions, this church agrees to provide the following salary and benefit package for the calendar year ________.

1. Salary:
   a) This church agrees to provide an annual salary of:
      Base salary $__________
      Education $__________
      Experience $__________
      Social Security Supplement $__________
      Total Annual Salary $__________
   b) Each pay the pastor will be paid $___________. ___ monthly, ____ twice monthly, ____ every two weeks, ___ weekly; beginning on ________________.

2. Housing (check "a" or "b" and complete)
   __a) A parsonage will be provided by the church. It is understood that in addition to parsonage (including drapes, curtains, carpeting and kitchen range) and garage, the church will provide all utilities except the cost of personal phone calls. The remunerative value for Social Security and Pension purposes is based on the annual rental and utility value established by the Allegheny Region Conference.
      Parsonage Allowance Designation (only for ordained or licensed pastors): The pastor’s cash salary for this current calendar year of ______ shall be $_________; of which $_________ shall be designated as “parsonage allowance” to the extent that it is used by the pastor to cover expenses incurred in occupying the parsonage.*
   __b) Housing Allowance Designation: In lieu of parsonage and utilities this church will provide a housing allowance of $__________. *
      * A resolution must be included in the Church Council minutes if the amounts changed from the previous Designation or if the previous Designation was not for future years.

3. Accountable Reimbursement Expense Allowance
   a) Car allowance (10% for 1 church, 12% for 2 churches, 14% for 3 churches) $________
   b) Impact Expenses (Findlay Ohio) $________
   c) Continuing Education/Training Conferences $________
   d) Book Allowance $________
   e) Other: __________________________ $________
      Total Annual Amount $________

4. Additional Benefits:
   a) Group Health Insurance $________
      (The church will assume any rate adjustments made by the insurance company.)
b) Pension-12% $_______
   (Use Worksheet on page K-6)
c) Other:
   ____________________________ $_______
   ____________________________ $_______
   ____________________________ $_______

5. Moving Expense (estimate) paid by church $_______

C. PASTOR'S TIME:
   1. The pastor shall be entitled to __________ as his regular day(s) off per week. It is understood that in the event of an emergency, funeral, scheduled church meeting or etc. falling on the scheduled day off, that the pastor may take an alternate day(s) off, but they shall not be accumulated.
   2. The pastor shall be entitled to _______ weeks, including Sundays, vacation this year. The dates are to be cleared with the church council. (Vacation time shall not be less than what is recommended by the Allegheny Region Conference Pastoral Guidance Commission.)
   3. The pastor shall be entitled to attend retreats, Summer Seminar, Pastor's Conference on Biblical Studies, church camp and etc., after the dates are cleared with the church council.
   4. The pastor shall be permitted to serve as an evangelist a maximum of two (2) weeks this year after the dates are cleared with the church council.

D. PASTOR'S TERM OF SERVICE AND TERMINATION:
   The pastor's appointment by the Pastoral Guidance Commission shall be for an indefinite time, but it may be terminated according to the regulations of the Allegheny Region Conference Constitution.

E. ADDITIONAL TERMS OF AGREEMENT (Specify)

F. REVIEW OF AGREEMENT:
   These terms of Agreement shall become effective on ______________________, ________ and be reviewed with the pastor before ______________________, ________. 

__________________________________________  ______________________
Church Council Chairperson or Clerk's Signature  Date

__________________________________________  ______________________
Pastor's Signature                             Date

(Make three (3) copies: one copy each for the local church, the pastor and the Pastoral Guidance Commission.)

MAIL COMMISSION COPY TO: Allegheny Region Conference Office
                        143 Hartman Road
                        Oakley Park I, Suite 13
                        Greensburg PA 15601

NOTE: This is a sample format for the pastor to report his activities. Other formats can be used by agreement between the pastor and church council.
PASTOR'S MONTHLY REPORT TO CHURCH COUNCIL

Month: ___________________________  Year: ________  Church: ___________________________

ATTENDANCES:

AVERAGES

<table>
<thead>
<tr>
<th>Event</th>
<th>Current</th>
<th>Previous</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.S.</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>M.W.</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>S. Evn.</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>Mid-Week</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>CGYA</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>Jr. CGYA</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>CGWB</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>WCSC</td>
<td>________</td>
<td>________</td>
</tr>
</tbody>
</table>

SPECIAL SERVICES OR ACTIVITIES: (if a periodic event, this same month give the attendance the last time the event was held)

<table>
<thead>
<tr>
<th>Event</th>
<th>Current</th>
<th>Previous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feet Washing Participants</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>Lord's Supper Participants</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>New Members Received</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>Members/Regular Attenders</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>First Time Conversions</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>Reccommitments and other Decisions</td>
<td>________</td>
<td>________</td>
</tr>
</tbody>
</table>

PROGRAMS, MINISTRIES AND GOALS:

Progress Report on Current Programs and/or Ministries:

New Programs and/or Ministries Projected:

GOALS:

Next month:

Next 2 & 3 months:

Next 4 and more months:

CONCERNS:
PASTORAL MINISTRIES:

<table>
<thead>
<tr>
<th>Pastoral Visitation:</th>
<th>Calls</th>
<th>Contacts</th>
<th>Calls</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members and Regular Attenders</td>
<td>_____</td>
<td>_____</td>
<td>Shut-Ins</td>
<td>_____</td>
</tr>
<tr>
<td>New Families</td>
<td>_____</td>
<td>_____</td>
<td>Hospital</td>
<td>_____</td>
</tr>
<tr>
<td>Prospects</td>
<td>_____</td>
<td>_____</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CHURCH CALLS _____, CONTACTS ______

TOTAL CIRCUIT CALLS _____, CONTACTS ______

(Standard: The Allegheny Region Conference Pastor’s response to an acceptable number of pastoral calls per month ranged from 12 to 60, with an average response of 34. The General Conference's minimum for pastors of mission churches is 60 calls per month.)

Pastoral Care:
Counseling Sessions _____, Home Communions _____, Anointing’s _____,
Child Dedications _____, Baptisms ________, Weddings _____, Funerals ________.

Pastoral Messages:
Sermons (regular & children) _____, Sunday School Lessons _____,
Mid-Week ________________, Small Group meetings ______.
Other: ________________________________

Total time spent in preparation of all messages: ________

PASTORAL ACTIVITIES:

Local Church meetings attended and/or areas of involvement:

Community meetings attended and/or areas of involvement:

Conference and General Conference meetings and/or areas of involvement.

Number of days off this month _____ (Standard: 1½ days per week)
Vacation days this month _____ (Standard: See Conference Manual, page E-2)
Other days off this month _____ Reason: __________________________
Miles driven:
Local Church/Circuit ________
Allegheny Region Conference ________
General Conference ________
TOTAL MILES ________

Respectfully submitted,

______________________________
Pastors Signature
MENTOR PROGRAM
PASTORAL GUIDANCE COMMISSION

IMPLEMENTING AGENCY:

The ARC Constitution states the "Pastoral Guidance Commission shall appoint and supervise Mentors to all annual licentiate pastors".

PURPOSE:

The reason for the Mentor Program is to provide each annual licentiate pastor with a pastoral advisor who has more experience to give guidance, be a resource person and be a link, with the church at large.

EXPECTATIONS OF THE MENTOR:

1. Serve as a catalyst/sounding board for the annual licentiate pastor to reflect on his ministry, and offer encouragement, advice and constructive criticism.
2. Provide spiritual care and nurture (How is it with your soul since we last met?)
3. Serve as a prayer partner.
4. Hold the annual licentiate pastor accountable in effective stewardship of time, spiritual growth, emotional health, etc.
5. Maintain regular contact. At least one contact each quarter and preferably face to face.
6. Keep the Pastoral Guidance Commission apprised of progress and any concerns.

QUALIFICATIONS OF MENTOR:

A mentor shall be:
- An ordained Church of God pastor.
- An advocate of the Allegheny Region Conference and the General Conference of the Churches of God.
- Willing to serve as a Mentor and invest time in the licentiate.
- Possess giftedness for mentoring.

GUIDELINES:

- A pastor may only mentor one licentiate at a time.
- A mentor and licentiate shall be compatible with each other.
- A mentor is not expected to provide funds for the licentiate. The Pastoral Guidance Commission shall be contacted for any needs.
- A mentor is not to come between a licentiate and his congregation. He may advise the licentiate regarding ways to handle a concern or conflict, and relate the same to the Pastoral Guidance Commission.
- If a mentor moves out of the ARC a new mentor shall be appointed.
- If the licentiate discontinues or changes such certification the mentor will be released from this obligation.
- Suggested meeting schedule is as follows:
  - 1 meeting per month face to face
  - Weekly meeting by phone
  - Report to Pastoral Guidance Chairperson on monthly basis
  - Minimum mentoring assignment for 1 year
GUIDELINES FOR PASTORAL TRANSITIONS

It is natural for a pastor to develop mutual friendships with persons of the flock. These friendships are a blessing and often last beyond his time as "pastor". In respect for all persons and for the general welfare of the church, the following considerations will be followed.

The Church:

• Be sensitive that pastoral transition can be a challenging time for pastors.
• Honor your former leader. He was God's man and your friend in Christ.
• Embrace your future and current leader as God's man for a new day.
• Remember that we are all called to serve God and be led by his shepherd whom He calls to us.

The former/outgoing pastor:

• Generally, a former pastor and family should be absent from the church for a period of no less than 6 months up to 2 years after the arrival of the new pastor, except as freely invited by the new pastor. This should be done in such a manner so as not to upset congregants who are supportive to previous pastor, his family, and their ministry.
• Will do all possible to honor and respect the new incoming pastor, as he himself would want honor.
• Will allow liberty for the new pastor to establish relationships.
• Must realize that he no longer possesses the right to give pastoral care, and must freely release that privilege to the new pastor.
• Will refuse any interaction perceived as pastoral care or authority.
• Will avoid persuading things be done as done while he was the pastor.
• Will restrict hospital visits to a friendly call during regular visiting hours.
• Will not call on shut-ins or make home visits without knowledge and consent of the new pastor.
• Will not engage in conversation detrimental toward the new pastor.
• Will inform the new/incoming pastor of anyone he will have regular social interaction with, so that his actions would not be misunderstood.

The new/incoming pastor:

• Generally, a new pastor is greeted with a sense of excitement by the church to which he/she has been assigned. However, there must be a very intentional awareness of his predecessor's ministry and relationships.
• Must respect that the former pastor has continuing long-term friendships in the church.
• Must understand that the outgoing pastor, if retired and remains in the community, will experience an emotional transition from pulpit to pew.
• Will seek wisdom in understanding past experiences of the former pastor.
• Will respect the leadership of his predecessor and not speak detrimental of his ministry.
• Must understand that being called to a church is not an automatic opening for authority. It will take time to develop the same trust and confidence which the former pastor had already earned.
• Must realize that he is now the shepherd of this church. It is his responsibility to lead and need not feel intimidation by any predecessor.
• Should realize that he has a different personality and leadership style than his predecessor. This variation is part of the beauty associated with pastoral change. This change may cause uneasiness with some parishioners. Their feelings must be respected and seen as opportunity to build relationships.

Finally, know that church is not about the pastor or us. It is about Him who gave His Son for us. Let us endeavor to worship God and follow our Savior through the efforts and ministry of His Church.