

GUIDELINES FOR PROVIDING PASTORAL CARE FOR MINISTERS MEMBERS OF THE PRESBYTERY

Book of Order references

(G-11.0101) Ministers are by definition members of the Presbytery.

(G-11.0103 g) Under the responsibilities of the Presbytery is listed *to provide pastoral care for the churches and members of presbytery, visiting sessions and ministers on a regular basis.*

(G-11.0501) Under the Committee on Ministry it is stated *Each presbytery shall elect a committee on ministry to serve as pastor and counselor to the ministers of the presbytery... .*

Discovering the Need

Information about a pastoral need by a minister member of presbytery or their family may come to the attention of the Committee on Ministry through several sources.

A. The minister may call a member of the Committee on Ministry, or the executive/associate presbyter with a concern.

B. A member of the Session or congregation may call with a concern for a minister member

C. A colleague may call with a concern for a minister member.

D. The Committee on Ministry or general/associate general presbyter may hear of a concern on "the grape vine."

Steps to Follow:

A. When a concern becomes known to any member of the Committee on Ministry, the general/associate general presbyter, or other member of the Presbytery staff, the Chairperson of the Committee on Ministry is to be notified as soon as possible.

B. The Chairperson of the Committee on Ministry will notify the district coordinator and the executive presbyter.

C. The district coordinator will make an initial contact with the minister about whom a concern has been expressed to determine the validity of the concern, the kind of assistance which may be required, and how that assistance might best be provided.

D. The district coordinator, in consultation with the Chairperson of the Committee on Ministry and/or the general/associate general presbyter, will seek a minister colleague to serve as the primary pastoral care provider.

E. The primary pastoral care provider will:

1. establish and maintain regular contact with the minister, in need of pastoral care;
2. serve as a "case manager" for the needs of the minister, in need of pastoral care;
3. keep the district coordinator apprised of steps taken to provide pastoral care to the minister, in need;
4. be available to meet with the Session and/or congregation, when/if appropriate, along with the district coordinator, to help the Session/congregation deal with the concerns and to provide care for their minister member of presbytery.
5. When necessary, be in contact with the spouse and family of the minister member of the presbytery to be aware of needs that may have.

F. Financial support in pastoral care situations:

1. The primary pastoral care provider may call the Chairperson of the Committee on Ministry and/or the executive presbyter requesting an emergency loan/grant, usually not more than \$1,500 be made to the minister in need;
2. More extensive financial aid can be sought in a "shared grant" among the Session, the presbytery and the Board of Pensions. Shared grants may be requested by making contact with the general presbyter and/or the Pensions Liaison of the Committee on Ministry.

G. Emergency coverage of worship or other pastoral responsibilities:

1. Ordinarily, a request for Sunday worship coverage would be made to the presbytery office, and the "preaching coordinator" will seek a person to cover the worship responsibilities.
2. If no person is available from the normal "preaching list" the "preaching coordinator" will seek a supply from among retired and other minister members of the presbytery.
3. If no person is available the "preaching coordinator" will seek a supply from among those serving in multiple staff congregations.
4. If no person is available the "preaching coordinator" will inform the Clerk of Session of the Session needing emergency coverage of worship or other pastoral responsibilities that the Session will have to provide its own worship leadership.