

**PRESBYTERY OF THE CASCADES  
MINUTES OF STATED MEETING  
November 1-2, 2024**

A Stated Meeting of The Presbytery of the Cascades was held on November 1-2, 2024, at First Presbyterian Church, Ashland, Oregon. The Reverend Chris Murphy, 2024-2025 Moderator of the Presbytery, was in the chair and the Reverend Paul Belz-Templeman, Stated Clerk, was present recording the proceedings.

Article VI.C. of the Presbytery's Bylaws states that the quorum for a meeting of the Presbytery, whether stated or special, shall be no fewer than the number of Ruling Elders required to represent at least ten percent of the congregations of the Presbytery, and an equal number of teaching elders of the Presbytery. At the time of the meeting, the Presbytery was composed of 88 congregations. Thus, the quorum for this meeting was 9 Ruling Elders representing 9 congregations of the Presbytery and an equal number of minister members.

97 presbyters registered attendance at the meeting. Presbyters in attendance were 51 minister- members of the Presbytery, 39 elder commissioners from 25 of the congregations of this Presbytery, and 7 elders enrolled as commissioners by virtue of Presbytery service. A listing of the Presbyters registering attendance is attached as **Appendix A**.

The meeting was convened with prayer at 3:05 pm and included the installation of Moderator Chris Murphy.

**Welcome & Land Acknowledgement**

The Reverend Dan Fowler welcomed the Presbytery to First Presbyterian Church and acknowledged that the meeting was being held on the traditional homelands of the of the Shasta, Takelma and Latgawa peoples.

**Seating of Guests with Voice**

The following guests were seated with voice at the Presbytery Meeting:

Jeanie Shaw, Ministry Engagement Advisor of Presbyterian Mission Agency, Presbytery of Nevada

Rob Hagan, Ministry Relations Officer, Presbyterian Foundation, Presbytery of Northwest Coast

Sandra Moon, Ministry Relations Officer, Presbyterian Foundation, Presbytery of Mid-Kentucky

**Docket**

**The docket was adopted** after an amendment to remove the report of the Treasurer nominating committee and add the report of the Committee on Representation on Saturday.

**Consent Agenda**

Without objection **the following three items on the consent agenda were adopted:**

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**1. Adopt the Necrology Report and thank God for the lives and ministries of these servants of the church:**

MINISTER	DATE
Peter Hutton	July 5, 2024
Del McAmis	July 7, 2024
Sayer (Skip) Strauch	July 9, 2024
Dean Klarr Jr.	June 24, 2024
David P. McDaniels	March 30, 2024
Robert Groves	March 22, 2023
Jon O. Nestor	August 2, 2024

MINISTER SPOUSE	DATE
Sharry Lachman (Wesley Lachman)	June 3, 2024

ELDER	CHURCH	CITY	DATE
Dana H. Collins	First PC	Medford, OR	June 27, 2024
Gwen Wagner	East Woods PC	Vancouver, WA	August 11, 2023
Marilyn Simonsen	East Woods PC	Vancouver, WA	April 13, 2024
Delores Corley	Mt. Scott Park PC	Portland, OR	Sept. 11, 2024
Nancy Smith	Community PC	Redmond, OR	July 6, 2024
Tom Bull	Community PC	Redmond, OR	Sept. 10, 2023
Judy Rowan	Community PC	Redmond, OR	May 8, 2024
Bruce Wilkenfeldt	Community PC	Redmond, OR	July 10, 2024
John Hodecker	Community PC	Redmond, OR	March 5, 2024

**2. Accept the following resignations from presbytery service with gratitude for the service given.**

Tom Lindsay, COM-NW	July 24, 2024
Maggie Lewis, COM-C	August 15, 2024
Brian Reeves, CPM	October 14, 2024

**3. Approve the Terms of call for the Reverends Paul Belz-Templeman and Clark Scalera:**

Clark Scalera, Advocate for Congregations and Clergy - 100% position

Salary	\$61,133	Housing	\$48,000
403b match (up to)	\$3,910		
Professional Expense	\$500*	Vacation	Five Weeks
Continuing Education	\$1,500	Continuing Education	Two Weeks

Paul Belz-Templeman, Stated Clerk – 80% position

Salary	\$44,200	Housing	\$40,300
403b match (up to)	\$3,140		
Professional Expense	\$500*	Vacation	Five Weeks
Continuing Education	\$1,500	Continuing Education	Two Weeks

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### Transitional Executive Presbyter

Brian Craker reported on his work in the Presbytery. His report is attached as **Appendix B**.

### Advocate for Congregations and Clergy

Clark Scalera reported on his work to the Presbytery.

### Treasurer

The treasurer reported on the financial activities and financial position of the Presbytery.

### First Presbyterian Church, Phoenix

Ruling Elder Carolyn Marshall reported on the work of First Presbyterian Church, Phoenix.

### Board of Trustees

Trustee Bill Stewart reported on behalf of the Board of Trustees and presented a balanced budget for 2025. The Presbytery adopted the motion to **Adopt the 2025 Budget with 2025 Per Capita Apportionment totaling \$50 per member**. The adopted budget and report of actions taken by the Board of Trustees on behalf of the Presbytery is attached as **Appendix C**.

### Warm Springs Administrative Commission

Heather Crow Martinez and Beverly Crow reported on the work of the Warm Springs Presbyterian Church Administrative Commission. They noted that the congregation was grateful that the Presbytery was repairing relationships with the congregation and were grateful for the work of the Trustees in working towards renovating the manse.

### Presbytery Leadership Commission

Chair Jennifer Martin reported for the Commission. After discussion the motion was adopted that **Presbytery reaffirm our commitment to Warm Springs Presbyterian Church, Warm Springs, Oregon, as a formal Mission of the Presbytery including:**

- **Renovating the manse,**
- **Assisting with the administrative, ministry and pastoral leadership costs,**
- **Assisting the congregation with the search process for a pastoral leader with the assistance of the Associate for Native American Intercultural Congregational Support.**

The report of the Presbytery Leadership Commission with actions taken on behalf of the Presbytery is attached as **Appendix D**.

### General Assembly Amendments to Constitution

After dividing the question, the motion made on behalf of the Amendments and Overtures Committee by Joanna Jew Dunn **to concur with the Episcopal-Presbyterian Agreement on Local Sharing of Ministries and all amendments to the Constitution of the Presbyterian Church (U.S.A.) except for 24-a, 24-C, and 24-G** was adopted. The adopted amendments are found in **Appendix E**.

The three amendments divided out from the motion will be taken up at a later presbytery meeting.

### Commission on Ministry

Commission Chair Jim Wallace, on behalf of the Commission presented the motion that **Presbytery grant an exception in accordance with G-2.0504c to allow the Temporary Pastor (“Stated Supply Pastor”) Rev. Paul Davidson, be eligible to serve as the installed pastor of First Presbyterian Church, Astoria**. The motion was adopted by  $\frac{3}{4}$  of the Presbytery voting in the affirmative.

The report of the Commissions on Ministry and actions taken on behalf of the Presbytery is attached as **Appendix F**.

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### **First Presbyterian Church, Medford**

Ruling Elder Dan Johnson reported on the ministries of First Presbyterian Church, Medford.

### **Announcements**

Rob Hagan from the Presbyterian Foundation, Jenny Hale from Second Home (Ecumenical Ministries of Oregon), and Sarah Sanderson-Doughty from CART gave announcements.

### **Robin Garvin Retirement**

Presbytery celebrated the July 21, 2024 retirement of the Reverend Robin Garvin with litany and prayer.

### **Recess**

The Presbytery recessed for dinner at 6:10 pm.

### **Evening Worship**

The Presbytery reconvened for worship and communion at 7:35 pm and adjourned for the evening at 8:20 pm.

## **Saturday**

The Presbytery reconvened at 9:22 am with worship, the Reverends Dan Fowler and Murray Richmond preaching.

### **Committee on Representation**

Committee on Representation member Tom Berry gave the report of the Committee on Representation.

### **Synod Commissioners**

Synod Commissioner Greg Bolt reported on the Synod's banking and grant function.

### **Commission on Preparation for Ministry**

Commission member Hugh Anderson reported on the consultations of the Commission and noted that the policies of the Presbytery related to the Commission had been assembled into a manual.

The report of the Commission on Preparation for Ministry and actions taken on behalf of the Presbytery is attached as **Appendix G**.

### **New Ministries Team**

Team member Aric Clark gave the report of the New Ministries Team noting that the Presbytery has joined the "Pathways to Flourishing" movement of the 1001 New Worshiping Communities Program. Aric also shared a video highlighting the work of the Future Forge New Worshiping Community in Vancouver, Washington.

### **First Presbyterian Church, Central Point**

Fran Robinson from First Presbyterian Church, Central Point, reported on the congregation's ministry.

### **Recess and Break Out Sessions**

The Presbytery recessed and went into break out sessions by region to discuss what each congregation was excited about and challenges they believed they would face in the next 5-10 years.

### **Report of the Moderator**

Moderator Chris Murphy thanked commissioners, hosting churches and Presbytery staff for their work making the meeting a success.

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### **Report of the Stated Clerk**

Stated Clerk Paul Belz-Templeman offered a prayer thanking God for the lives of the ministers, minister spouse and Ruling Elders whose deaths had been reported in the Necrology Report. The Stated Clerk thanked the moderator for his good work in moderating the meeting. The Report of the Stated Clerk is attached as **Appendix H**.

The meeting adjourned after a closing prayer and prayer song at 12:10 pm.



Approved by the Presbytery Leadership Commission  
11/14/2024- PBT

Paul Belz-Templeman  
Stated Clerk

### **Appended**

- A. Attendance, page 6
- B. Transitional Executive Presbyter, page 7
- C. Board of Trustees, page 10
- D. Presbytery Leadership Commission, page 13
- E. Amendments to PC(USA) Constitution, page 16
- F. Commission on Ministry, page 20
- G. Commission on Preparation for Ministry, page 36
- H. Stated Clerk Report, page 67

**Attendance  
Presbytery Stated Meeting  
November 1 & 2, 2024**

**RULING ELDER COMMISSIONERS**

Name	City, Church	Name	City, Church
Hunter, Marcia	Ashland First PC	Buck, Paula	Newberg, First PC
Lewis, Paul	Ashland First PC	Buck, Gary	Newberg, First PC
Cole, Nancy	Astoria, First PC	Smith, Dennis	North Bend, First PC
Duffy, Rebecca K.	Astoria, First PC	Marshall, Carolyna	Phoenix, First PC
Miller, Donna	Central Point, First PC	Birnie, Cameron	Portland, First PC
Robinson, Fran	Central Point, First PC	Jewel, Rebecca	Portland, Kenilworth PC
Missar, Chuck	Cottage Grove, First PC	Starling, Edith	Portland Kenilworth PC
Montgomery, Anne	Cottage Grove, First PC	Bilotta, Peter	Portland, Rose City Park PC
Nichols, Gail	Florence, PC of the Siuslaw	Lawrence-Moiso, Lea	Portland, Rose City Park PC
Dunford, Dave	Gresham, Covenant PC	Finley, Janice	Portland, Savage Memorial PC
Harrison, Rick	Hillsboro, Hillsboro PC	Pomeroy, Lucas	Portland, Savage Memorial PC
Reynolds-Moseley, Jean	Hillsboro, Tualatin Plains PC	Palumbo, Marilyn	Portland, St. Andrew's PC
Emmett, Mary Jo	Keizer, John Knox PC	Biethan, Lyn	Roseburg, First PC
Sheelar, Eileen	Keizer, John Knox PC	Mehlhoff, Pat	Roseburg, First PC
Buck, Scott	Lincoln City, Chapel By The Sea	Kandra, Steve	Salem, Westminster PC
Johnson, Dan	Medford, First PC	Ortiz, Lyn	Vancouver, First PC
Kelley, Diana	Medford, First PC	Presson, Judy	Vancouver, First PC
Hilkey, Becky	Mill City, Mill City PC	Presson, John	Vancouver, First PC
McBurnett, Diane	Monmouth, Christ's Church United	Crow-Martinez, Heather	Warm Springs, Warm Springs PC
Saxowsky, Denvy	Monmouth, Christ's Church United		

**MINISTERS OF THE WORD AND SACRAMENT**

Name	Name	Name	Name
Anderson, Hugh	Crow, Beverly	Hovenkamp, Beverly	Olson, Wendy
Belz-Templeman, Paul	Davidson, Paul	Hubbard, John	Peters, Danny
Berger, Patricia	Delaney, Amy	Hubbard, Mike	Richmond, Murray
Berry, Tom	Dunn, Joanna Jew	Jewel, David	Russell, Bill
Boehning, Lori	Fowler, Dan	Lewis, Maggie	Sanderson-Doughty, Sarah
Bolt, Greg	Garber, Debbie	Lindsey, Eric	Scalera, Clark
Brown, Dwayne	Garvin, Robin	Martin, Jennifer	Schindler, Audrey
Brown, Vicky	Graham, Susan	McAnich, Wendy	Sponaugle, Laurie
Burnett, Del	Hale, Jenny	Mitsuyasu, Margaret	Sponaugle, Leonard
Buxton, Zane	Hammond, Steven	Mote, David	Van Stelle, Sue
Clark, Aric	Hart, Phyllis	Murphy, Chris	Wallace, Jim
Craker, Brian	Hill, Karen	O'Brien, Cynthia	Wood, Greg
Crane, Scott	Hood, Ken	Olson, Mark	

**ATTENDING BY VIRTUE OF SERVICE TO THE PRESBYTERY**

By Virtue of Service	Committee or Commission	By Virtue of Service	Committee or Commission
Black, Gail	Vice Moderator, NE Region	Snodderly, Lisa	Personnel & Administration
Eckerd, Carole	Vice Moderator, South Region	Stewart, Bill	Board of Trustees
Hubbard, Evonne	Personnel & Administration	Wren, John	Nominating Committee
Lamb, Michael	Commission on Ministry, Central	Lundy, Thomas	Interim Treasurer

**GUESTS**

Name	Name	Name	Name
Davidson, Hazel	Hammond, Nancy	Moon, Sandra	Saxowsky, Gail
Hagan, Rob	Kirkpatrick, Jay	Moore, Tam	Shaw, Jeannie

**Transitional Executive Presbyter  
Report to Presbytery  
October 14, 2024**

Our presbytery meeting will mark 10 months on the job as your Transitional Executive Presbyter, and it has been a blessing to serve Cascades in this critical role. Since our last Presbytery meeting, I've had the chance to visit or chat with over 100 members and volunteers who serve in various capacities, worship, or preach at 15 of our churches, as well as meet with nearly every presbytery team or commission. It has been a blessing to share these times in conversation and relationship to listen to your opportunities, your challenges, your stories, and where you see God at work in your midst. My ultimate goal in this temporary position is to help our presbytery look ahead to what our churches and members will be needing in the next 5-10 years, align our form and function to match those needs, and help us move into fully living out our core DNA and mission in helping our congregations embody God's love in Jesus Christ.

For this report, I am going to focus on three specific areas since our Spring meeting: Summer COM Fill-in, the PLC Retreat, and a timely update on Warm Spring Presbyterian Church.

**Summer COM Fill-in**

This summer the Rev. Clark Scalera & his spouse the Rev. Carmen Goetschius were able to coordinate their sabbaticals for some much-needed rejuvenation and continuing education. With Clark on sabbatical, it allowed me to step into his shoes and provide direct support to our regional COM teams from June to August. I thoroughly enjoyed this time as I got to meet multiple times with each regional commission, to hear their reports and see these teams wrestle with both the challenges and opportunities our local congregations have. I was especially impressed with the work of the COM liaisons who have recognized the power of trusted relationships. Many of these liaisons have challenged themselves to strengthen those relational ties with their assigned congregations and corresponding Sessions and ministers so they can better anticipate each church's future needs.

These liaisons serve as the most direct link between our local congregations and our presbytery and are becoming a primary resource for us to better understand the needs of our many churches. So, I want to give a big shout-out to our COM liaisons and COM Chairs for helping be the eyes and ears of our congregations. And if you are currently serving on your Session or are serving as a minister or CRE, feel free to check in with your COM Liaison whenever you need. We just had a significant change-over of COM liaisons with this new term, so if you are unsure who your liaison is, check with Cherie Elliott in the presbytery office.

In addition to the work of our COM liaisons, I also got to see the fruit of the work of our COM Support Team leads, the Rev. Susan Graham (Pastoral Support) and the Rev. Sarah Sanderson-Doughty (Conflict Team), and their corresponding teams. When called upon, each of these teams has been able to provide critical and timely support to both churches and minister members as needs arise. Most of the time their work is very much behind the scenes and confidential, but when you listen to the Sessions and individuals who have been blessed by this work, it's clear the impact each of these teams is having. So, I wanted to give another big shout-out to our Pastoral Support Team and Conflict Team, and their team leads!

**PLC Retreat**

The Presbytery Leadership Commission (PLC) met in person for a retreat on Oct. 8-10. This marks the first time the PLC has met in-person as a team since COVID, and the goals of the retreat were to build stronger relationships through discovery, fellowship, and worship, and to leave with a better understanding of our

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current challenges and potential next steps. The retreat format allowed for significant time for team building, learning and reflection, deep discussions, and significant work together that just isn't possible in shorter Zoom meetings. Significant touchpoints from the retreat included a time of study regarding our purpose and structure as a presbytery, a discussion of the draft Conflict Team assessment put together by CART (Conflict Team), and working together to determine critical and timely next steps for addressing our current challenges.

Our retreat worshipped together regularly, beginning our time reaffirming our baptismal covenant as one body and closing with the breaking of bread together in communion. The time together was successful in our goals and the retreat closed with meaningful conversation and relevant action steps to help guide our work over the coming months. (Specific details of actions taken can be found in the PLC report.) One of the most significant impressions from the retreat was the positive impact being intentionally in-person had on building relationships in our shared work together. A big thank you to our PLC members and staff for making the time to gather for this retreat.



### **Update on Warm Springs Presbyterian Church**

*Since our mission congregation, Warm Springs PC is currently without a pastor, I will be providing updates in my reports until they have their next leader.*

Last April at our Spring Presbytery meeting at Westminster Presbyterian in Portland, leaders from Warm Springs PC came to share with us an update about their mission congregation and to share some significant future needs. Their manse was in desperate need of refurbishment, and without that, they would not be able to call a new pastor to come serve in their remote location. There was also the question of ongoing funding to keep the church open. This “small and mighty church” has been nestled for over 150 years in the most economically depressed portion of Oregon. In a good year, it sees only about \$2,000 total in local giving, and unless regional factors change, will continue to need outside support. Without it, this vital congregation, which the community has recently called an “island of hope” and doubles as the community food pantry, would be forced to close its doors. The leaders of Warm Springs PC asked us if we would continue to honor our promise.



What was this promise they were referring to? Just over 150 years ago, as Native American tribes were being relocated from their ancestral homelands to reservations (not of their choosing), the Presbyterian Church made many tribes a promise: to plant and sustain churches on their tribal lands (with the tribes' blessings) so that those who wished would have a church to gather and worship in. For over a century the national church planted over 100 of these churches, and in many cases, helped to fund their administrative and ministry costs. In many areas, these church buildings also doubled as food banks, health care centers, schools, and community centers. Our denomination still has an office to help support this work, known as Native American Intercultural Congregational Support, currently led by the Rev. Irvin Porter.

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In the 1960s, the denomination began shifting responsibility for these churches on native lands to the local synods and presbyteries. This was done with the hope of establishing stronger connections with local churches and presbyteries to these native congregations, and to be able to better address the needs of these mission congregations. By the 1990s, the Presbytery of the Cascades had fully committed to taking over that promise from the denomination and pledged to support Warm Springs PC, our only mission church within our bounds. With that pledge, our Presbytery committed to doing our part to help care for and support this vital congregation.



The Presbytery Leadership Commission (PLC) held a retreat Oct. 8-10, and during that retreat, revisited the history and purpose of the promise our presbytery made to Warm Springs PC more than 30 years ago. Have we remembered the commitment our predecessors made at their presbytery meeting all those years ago? A promise to support and fund the ongoing needs of this mission congregation? Did we listen to the needs they shared with us last April? Are we still committed to that promise today, and are we willing to reaffirm to our native friends that we will continue to stand behind that promise?

The PLC felt strongly that this was a promise worth reaffirming and passed the following motion to be considered by our presbytery at the Fall meeting Nov. 1-2 in Ashland, OR. It reads:

***The PLC recommends the Presbytery of the Cascades reaffirm our commitment to Warm Springs Church as a formal Mission of the Presbytery including:***

- Renovating the Manse
- Assisting with the administrative, ministry and pastoral leadership costs
- Assisting the congregation with the search process for a pastoral leader with the assistance of the Associate for Native American Intercultural Congregational Support.

The Board of Trustees met shortly thereafter, and not only endorsed the PLC motion to the Presbytery, but also expressed their commitment to assist in facilitating funding and resources in alignment with the PLC motion. Many of you have gotten behind this effort as well: As of the time of this publication, I am thrilled to report that over \$25k has been donated toward the Warm Springs Manse renovation. As one PLC member put it, “Warm Springs is everybody’s church...and this is something exciting we can all get behind.”

Jesus reminds us in Matthew 5:37 to simply let our “yes” be yes, and our “no” be no. While we find ourselves living in a time of growing empty promises and a culture of sensationalism, it becomes even more important that we reflect the steadfastness of our Creator. We know how important it is to keep those promises in our personal lives, and I am thrilled that our Presbytery has chosen to stand behind our “yes” in our promise to our native siblings, and I look forward to seeing how God will continue to bless our story together.

Blessings! Brian

## BOARD OF TRUSTEES

## FOR ACTION:

**Adopt the 2025 Budget with 2025 Per Capita Apportionment totaling \$50.**

## 2025 BUDGET

Membership Count: 10,521

Per Capita: \$50.00 (\$10.84 General Assembly, \$5.22 Synod, \$33.94 Presbytery)

Income	2025 Budget
Per capita	\$ 526,050
Allowance for default per capita - regular	\$ (52,605)
Presbyterian Partnership Giving	\$ 425,000
Synod Grant (general)	\$ 31,152
Directed Giving and Offerings	\$ 3,200
Hope Korean Interest	\$ 10,255
Oakland Interest	\$ 6,000
Presbytery Office Tenant Income	\$ 21,000
Cherry Park Property Lease Income (church space and cell tower)	\$ 24,864
Revenue from Presbytery Property Sales	\$ 126,000
Transfer from Endowment (4% of moving average 12/31/23)	\$ 92,000
Transfer from Personnel Endowment for MRM*	\$ 50,705
Transfer from Short-term Endowment for MRM*	\$ 78,482
<b>Total Income</b>	<b>\$ 1,342,103</b>
<b>Expense</b>	
Per Capita to GA (\$10.84)	\$ 114,048
Per Capita to Synod (\$5.22)	\$ 54,920
<b>Personnel</b>	
Salaries	\$ 598,634
Benefits	\$ 217,925
Employer costs and cont. ed.	\$ 66,184
<b>Total Personnel* \$882,743 (3.7% COLA)</b>	
Fees, Supplies, Equipment	\$ 15,000
Audit and Financial Fees	\$ 25,000
Admin. Legal costs	\$ 12,560
Administrative Offices	\$ 9,500
ICC Office Rent	\$ 19,764
Trustees	\$ 700
Comm on Ministry	\$ 7,000
Comm on Prep for Ministry	\$ 2,000
Comm on Representation	\$ 1,000
Communication and Technology	\$ 6,534
Nominating Committee	\$ 300
Stated Clerk/ Other Ecclesiastical	\$ 1,000
Permanent Judicial Commission	\$ 1,200
Personnel and Administration	\$ 5,000
Presbytery	\$ 5,500
Presbytery Leadership Commission	\$ 500
Presbytery Leadership Onsite Meetings and Retreats	\$ 5,000
Partnership Giving to GA	\$ 106,250
Partnership Giving to Synod	\$ 21,250
Ecumenical Ministries of Oregon	\$ 13,000
Warm Springs	\$ 32,000
<b>Total Expense</b>	<b>\$ 1,341,768</b>
Gap	\$ 335

## 2025 Budget

The 2025 Budget will be presented to the membership at this meeting. This year, the proposal is presented in a simpler format that the Trustees believe this will be easier for everyone to understand. The Administrative and Program categorization of income and expenses used in the past do not appear. Instead, all income and expenses are combined in a single budget. Some category names have also been simplified or made more descriptive. This budget is balanced due to the availability of a significant amount of income that we will receive from selling real estate. If we did not have this influx of cash on the horizon, our other income streams would be well over \$100,000 short of meeting our expenses. As the number and size of our congregations contract, the presbytery will be challenged to maintain staff and services without sufficient income to pay for them. We need to trim our expenses accordingly to live within our means.

## CONCURRENCES AND RECOMMENDATIONS

### Warm Springs Manse Project

The Trustees are actively engaged with the Administrative Commission working with our congregation at Warm Springs to identify how to go about renovating the manse there. We are blessed with Trustees who have the expertise and energy to walk beside the congregation as they restore this pivotal resource and create a plan for sustaining its future occupant. The Trustees passed the following motion in our October meeting:

**To support the motion the PLC will present to the Presbytery, that the Presbytery reaffirm our commitment to Warm Springs Church as a formal Mission of the Presbytery including:**

- **Renovating the manse.**
- **Assisting with the administrative, ministry and pastoral leadership costs.**
- **Assisting the congregation with the search process for a pastoral leader with the assistance of the Associate for Native American Intercultural Congregational Support.**

**And express our commitment to facilitate these actions within the bounds of our stated roles in managing property and resources as described in Article IX, Section A., of the Presbytery's bylaws.**

## FOR INFORMATION:

The Board of Trustees held a special meeting on Sept. 10, 2024, and a stated meeting on Oct. 10, 2024. During these meetings, the Trustees approved a request from Rise Church (formerly Calvin Presbyterian) to lease its worship space to the Good News Portland Church and that was subsequently approved by the PLC on behalf of the membership. Synod loans were renewed for Oak Hills and Rose City Park Presbyterian congregations and a new Synod loan for Yachats Community Presbyterian Church was approved by the Presbytery Leadership Commission.

Hoffman, Stewart and Smith conducted audited our 2023 books. One misstatement was addressed. It would have increased our net assets \$3746.00 and was deemed immaterial to the financial statements as a whole. The auditors made two recommendations to improve our financial controls: one involved the process for depositing income the other was a concern about portions of our grant process. We appreciate our auditors' professional advice and will work to ensure these situations are addressed as soon as possible.

A link to the Audited Financial Statements can be found at the following link: [2023 Audited Financial Statement](#)

## **Investments**

Funds from one of our recently dissolved congregation's endowments that was dedicated to helping the poor were directed to augment this year's Bisbee Grants. Income from the Gilma Greenhoot and Oscar Payne Funds were directed to help pay the Presbytery's personnel costs.

## **Grant Mortgages**

Trustees contacted the 10 congregations in the presbytery holding 'grant mortgages' to remind them about these financial encumbrances and to notify them that the Presbyterian Investment and Loan Program (PILP) is offering a 35% discount to pay them off. These instruments were used to help congregations buy property or build their initial buildings decades ago and become the presbytery's responsibility if the congregation does not deal with them in some form. One meeting was held on Zoom to discuss this and the Contracts and Loans Committee will be seeking information from each of these congregations about their plans.

## **Property Updates**

### **Barnabas Grants**

Eighteen congregations requested Barnabas Grants. The announced maximum grant value was \$8,000, which was based on the \$87,648 allocated to this fund. The total amount the congregations requested was \$126,050; this is an unprecedented number of requests.

The Board approved 13 grants and distributed \$74,919 in September. To stretch the funds on hand, the Board funded these at 78% of their requested amount. Two requests are still pending, with final action to be determined when the requesting congregations supply additional information. Over \$12,000 is held in reserve for them.

The Barnabas Fund will be replenished with proceeds from future real estate sales and the grant amounts and deadlines for application will be advertised widely.

### **Sales of Church Property: Colonial Heights and Cherry Park.**

At the July presbytery meeting, the Trustees reported we had a contract to sell the former Colonial Heights church property for \$1.6 million. In August, the buyer backed out of the contract due to the excessive cost of renovating the building, and the property went back on the market. In September, the Trustees signed a new contract to sell the building for \$1.5 million. This sale should close by the end of this calendar year. The buyer intends to run a 'grief center' on the site. Additionally, the Trustees decided to sell the former Cherry Park church building in Troutdale next year rather than extend the tenant's lease, which expires in the middle of next year.

PRESBYTERY LEADERSHIP COMMISSION (PLC)

The Presbyterian Leadership Commission (PLC) is composed of the following positions and people with vote:

Jennifer Martin, Chair	Chris Murphy, Presbytery Moderator	Linda Jackson-Shaw, NMT
Eric Lindsey, COM-S	Gail Black, Vice Moderator NE	Lisa Snodderly, P&A
Dan Vetter, COM-NE	Steve Hammond, Vice Moderator C	Elizabeth Winslea, CPM
Jim Wallace, COM-NW	Carole Eckerd, Vice Moderator S	Marilyn Howe, BOT
Ken Hood, COM-C	Amy Delaney, Vice Moderator NW	Eileen Sheelar, CATT
Sharon Hasenjaeger, COR		

The following persons are members of the PLC with voice but without vote:

Margaret Mitsuyasu, Moderator Elect	Brian Craker (Transitional Executive Presbyter)
Thomas Lundy (Treasurer)	Clark Scalera (Advocate for Congregations & Clergy)
	Paul Belz-Templeman (Stated Clerk)

FOR ACTION:

- 1.) Adopt the Docket as Distributed.
- 2.) Recommend that Presbytery reaffirm our commitment to Warm Springs Presbyterian Church, Warm Springs, Oregon, as a formal Mission of the Presbytery including:
  - Renovating the manse,
  - Assisting with the administrative, ministry and pastoral leadership costs,
  - Assisting the congregation with the search process for a pastoral leader with the assistance of the Associate for Native American Intercultural Congregational Support.

See the Transitional Executive Presbyter’s Report pp.2-3 “Update on Warm Springs Presbyterian Church” for rationale for this motion.

CONCURRENCES & RECOMMENDATIONS:

Celebrate and affirm the work of the Trustees in creating a unified budget and commend it to the Presbytery.

FOR INFORMATION (Actions taken on behalf of presbytery):

Presbytery Minutes

Approved the minutes of the July 12, 2024, Stated Meeting of the Presbytery.

Awarded Grants

- Immigrant Connection PDX Grant** (recommended by New Ministries Team)  
Award a \$30,000 grant from New Ministries Funds to Immigrant Connection PDX, an organization that provides low cost, immigration legal services and will do so in partnership with our East Multnomah County Churches.
- Eternally Beloved-Matching Grant** (recommended by New Ministries Team)  
Match, with New Ministries Funds, if awarded, the \$10,000 1001 New Worshiping Communities Seed Grant to Eternally Beloved, a new ministry arising out of Vancouver, Cascades, working in elder care facilities.

**Makers PDX- Matching Grant** (recommended by New Ministries Team)

Provide \$30,000 in New Ministries Funds to Makers PDX in recognition that the presbytery's unintentional mishandling of the grant process has delayed the \$30,000 Growth Grant until 2025. This \$30,000 will be considered the match to the Growth Grant when it is awarded in 2025. Makers PDX is a decentralized community focused on helping others explore their spirituality through deep relationships and community service.

**Clatskanie PC, Clatskanie – CATT Grant** (recommended by Communication and Technology Team)

Approve \$1,540 Technology Grant to Clatskanie Presbyterian Church towards tech improvements including website, office computer, monitor and stand.

## **Endorsed Applications for Synod Grants**

Support for consideration by the Synod of the Pacific of Hilda V. Thompson Medical Ministry Grants for:

**Portland, Mt. Tabor PC**

For the *Being Well Ministry* that provides mental health tools, groups and services for the SE Portland community.

**Fairview, Smith Memorial PC**

For food insecurity and community building services through the Church's *East County Food Pantry*.

**Portland, St. Andrews**

For *SW Outreach* through St. Andrews Presbyterian Church and its work with houseless populations.

## **Approved Items from Board of Trustees**

**Tigard, Rise (Calvin)** lease with Good News Church

Permitted Tigard, Rise to lease worship space to Good News Church.

**Yachats, Community PC, Synod loans**

Approved a Synod Line of Credit and Muzzy Construction loans in the total of \$325,000 to Yachats Community Presbyterian Church.

## **Report on Peacemaking Grant**

In April of 2024, the Presbytery Leadership Commission awarded a \$5,381 Peacemaking Grant to Bend, First towards their co-sponsorship of a Guns to Gardens event. The report from the Church follows:

### ***First Presbyterian Church Bend, Oregon Guns to Gardens Report***

On August 28, 2022, Bend became one on the ever-growing list of cities and towns across our nation affected by gun violence. A man walked into a Safeway on Bend's east side and opened fire killing one store patron. A store employee tried to disarm the shooter and was killed. Two other people were injured, and the assailant died later by suicide. As with so many communities, we were shocked, saddened and angry that such an event would happen here. And then, of course, the question of "What do we do now?"

Cont. next page



The Mission Statement of First Presbyterian Bend is “Living the spacious and radical love of Jesus so that all may flourish.” With people dying in our community from gun violence, clearly our society is not flourishing. The PC(USA) has called this the Decade to End Gun Violence and calls us to be Peacemakers. Our Peace and Justice team identified stopping gun violence as a top priority for First Presbyterian. We knew we needed to respond. Several Session members had heard of Guns to Gardens and we decided to learn more about it.

Guns to Gardens provides a service to people who have guns they no longer want and gives gun owners a safe and legal way to dispose of the firearm. Guns are cut according to ATF guidelines, dismantling them so they are no longer a firearm and the individual pieces cannot be reused or sold. Once the guns have been cut apart, a blacksmith uses the various parts to make garden tools. This is an opportunity to take something so often used for violence and turn it into a lifegiving tool.

Steven Koski, Lead Pastor at First Presbyterian, introduced those of us interested in Guns to Gardens to Amy Kasari, the Pastor of Hospitality and Justice at Antioch, a neighbor church of ours in Bend. Antioch hosted a Guns to Gardens event and we thought this might be a way for us to respond as well. Those of us interested in Guns to Gardens met with Amy to learn of their experience. After that meeting and prayerful consideration, Session members Connie Heath, Kathy Malone and Kerry Truell approached Session with the idea of partnering with Antioch on a Guns to Gardens event in the spring. Session approved and planning began.



The first step was completing the Action Circle Training for Guns to Gardens conducted by Presbyterian Peace Fellowship. Through this training, we learned the background and purpose of Guns to Gardens, how to hold an event, suggestions to prepare the congregation, and ways to publicize. In November, 2023, Connie, Kathy, Kerry, Rev. Kally Elliott, and Thiel Larson, members of the Peace and Justice Team, began planning for an event in April 2024. We held many meetings, presented information about Guns to Gardens to the congregation, recruited volunteers, publicized the event to the community, and held a Lenten book study. We applied to Presbytery for a Peacemaking Grant to purchase the necessary tools and equipment necessary for dismantling guns. On Saturday, April 21<sup>st</sup>, Guns to Gardens took place at Antioch Church.

We were pleased with the turnout. Through this event, we dismantled guns ranging from handguns to assault rifles. The participants who brought guns had different reasons for doing so. Some surrendered guns for safety reasons, some for a family member who no longer wanted the gun, some because they feared a child might accidentally use it. Many brought guns simply because they no longer wanted them. Each person bringing a firearm expressed sincere gratitude for our hosting this event and giving them the opportunity to remove the burden of having a gun in the home. This was truly a gift of peacemaking for each person—not only for those who brought guns for disarming but the volunteers as well.

Following the event the first question we heard was “How many guns did you disarm?” We were pleased to share that we disarmed forty-eight. Forty-eight guns were removed from homes and if the event prevented death by an accidental shooting or a gun from being stolen and used irresponsibly, then we brought a measure of peace to families and individuals in our community. The two churches were able to step up and make a tangible difference in the lives of those who surrendered guns and answer the call to make this the Decade to End Gun Violence. And we are thankful to Presbytery for the support and funds from the Peacemaking Offering that made this event possible.



## Amendments to Constitution & Article of Agreement with the Episcopal Church

The Presbytery adopted the Omnibus Motion containing the Article of Agreement and Amendments to the Constitution except for 24-A, 24-C and 24-G

The items below were approved by the 226<sup>th</sup> General Assembly of the Presbyterian Church (U.S.A.) and require the approval of the Presbyteries with 2/3 of the presbyteries approving for amendments to be enacted and a majority of the presbyteries for the ecumenical agreement with the Episcopal Church to be adopted.

The Full text of each proposed amendment and the agreement, along with rationale and advice for the amendment are found in the Book of Amendments which is [linked here](#).

### Process for Voting on Amendments to the Constitution and Article of Agreement

The Amendments and Overtures Committee (“A&O”) of the Presbytery consists of the commissioners to the most recent General Assembly: Joanna Dunn (Portland, Bethany) Sharon Laddusaw (McMinnville, First) Char Mace (Camas, St. John’s), Dennis Smith (North Bend, First).

A&O is bringing the Article of Agreement **and all but 2 of the Amendments** to the November Stated Meeting as an “Omnibus Motion” meaning that they are moving multiple amendments and the agreements as a single motion “en gross”. As is the case with any series of independent motions dealing with different subjects offered in one motion, one or more of the amendments or the agreement may be removed for separate consideration and vote at the request of a single voter. That is, any Commissioner or member (“voter”) present at the November Stated Meeting will be able to remove any items from that Consent Agenda that the voter desires to discuss or vote against. Based upon the number of items pulled off of the Omnibus Motion, A&O will create a schedule to take up those amendments at the January and March 2025 Presbytery meetings. Any items that are not removed from the consent agenda will be adopted by general consent.

**Based on the amount of debate and the vote on Amendments 24-A and 24-C**, A&O plans to bring these two proposed amendments to either the January or March 2025 meeting for discussion and vote. **The text of 24-A and 24-C is found after the Omnibus Motion.**

### Omnibus Motion

(Deleted text is in strikethrough; added text is in italics.)

24-A [Will be Discussed and voted upon separately at a later Presbytery Meeting. Text of amendment appears after Omnibus Motion]

**24-B**  
Shall section G-1.0104 be added to Congregations in the Form of Government as follows?

**G-1.0104 Other Forms of Corporate Witness (Worshiping Communities, etc.)**  
*In circumstances where the formation of a traditional ecclesiastically and legally organized congregation is not desired or deemed appropriate, and a worshiping community has been formally recognized by a presbytery according to its own definition, presbyteries and congregations may work together with such a group to provide supervision and support. Such recognized groups shall be under the mutually agreed upon oversight of a minister of the Word and Sacrament approved by the presbytery, shall include at least one ruling elder in their chosen leadership, and shall function under the financial, legal, and disciplinary sponsorship of an ecclesial council (either a session or a presbytery). The sponsoring council shall, in consultation with the worshiping community, authorize any celebrations of the*



*sacraments within the group in accordance with the Directory for Worship. Membership records for group participants desiring to be formally enrolled as baptized, active, or affiliate members in the PC(USA) shall be maintained by the sponsoring council. Such groups shall not hold property, and may not undertake any financial, legal, or contractual obligations, apart from their sponsoring council. They shall adhere to the sponsoring council's required policies on sexual misconduct, harassment, child and youth protection, and antiracism. Presbyteries shall determine appropriate means of representation and participation of such groups in and through the sponsoring councils (session and/or presbytery).*

24-C A [Will be Discussed and voted upon separately at a later Presbytery Meeting. Text of Amendment appears after Omnibus Motion]

#### 24-D

Shall Section G-2.0504b, Temporary Pastoral Relationships, be amended as follows:

**Titles and terms of service for temporary relationships shall be determined by the presbytery. A person serving in a temporary pastoral relationship is invited for a specified period not to exceed twelve-thirty-six months in length, which is renewable with the approval of the presbytery. ...**

#### 24-E

Shall G-2.0504b in the Form of Government be amended as follows?

**Temporary pastoral relationships are approved by the presbytery and do not carry a formal call or installation....**

***When the temporary pastoral relationship ends, no non-disclosure agreement shall be allowable.***

***A non-disclosure agreement, also known as a confidentiality agreement, is an agreement that outlines confidential material, knowledge, or information that is to remain confidential. Such an agreement binds the party or parties who have signed it and prevents them from discussing any information included in the contract with anyone not authorized by the agreement.***

#### 24-F

Shall G-2.0610 in the Form of Government be amended as follows?

**When a presbytery concludes there are good and sufficient reasons for accommodations to the particular circumstances of an individual seeking ordination, it may, by a three-fourths vote, waive any of the requirements for ordination in G-2.06, except for those of G-2.0607d. If a presbytery judges that there are good and sufficient reasons why a candidate should not be required to satisfy the requirements of G-2.0607d, it shall approve by three-fourths vote some alternate means by which to ascertain the readiness of the candidate for ministry in the areas covered by the standard ordination examinations. ~~A full account of the reasons for a~~ *The existence of any waiver or alternate means to ascertain readiness, with confidential details omitted, shall be included in the minutes of the presbytery and communicated to the presbytery to which an inquirer or candidate may be transferred.***

#### 24-G

T[his amendment was removed from the omnibus motion and will be discussed and voted on at a meeting in 2025. the text of the amendment appears after the Omnibus motion that was adopted.]

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24-H

Shall the fourth paragraph of G-3.0106 be amended as follows:

All councils shall adopt and implement the following policies: a sexual misconduct policy, a harassment policy, a child, and youth, *and adults with vulnerabilities* protection policy, and an antiracism policy. Each council's policy shall include requirements for boundary training which includes the topic of sexual misconduct, and child sexual abuse prevention training for its members at least every thirty-six months.

24-I

Shall ~~G-3.0302~~ in the Form of Government be amended as follows?

d. proposing to synod such measures as may be of common concern to the mission of the church, and/or proposing to General Assembly overtures that have received a concurrence from at least one other presbytery, *and/or concurring with proposed overtures, and...*

24-j

Shall G-3.0501 Composition and Responsibilities be amended as follows:

~~The General Assembly is the council of the whole church, and it is representative of the unity of the synods, presbyteries, sessions, and congregations of the Presbyterian Church (U.S.A.). It shall consist of equal numbers of ruling elders and ministers of the Word and Sacrament elected by the presbyteries and reflective of the diversity within their bounds (F1.0403 and G-3.0103), to serve as commissioners according to the following proportions:~~

~~8,000-6,000 members or less: 1 ruling elder and 1 minister of the Word and Sacrament  
8,001-16,000 6,001-12,000: 2 ruling elders and 2 ministers of the Word and Sacrament  
16,001-24,000 12,001-19,000: 3 ruling elders and 3 ministers of the Word and Sacrament  
24,001-32,000 19,001 or more: 4 ruling elders and 4 ministers of the Word and Sacrament  
32,001-40,000: 5 ruling elders and 5 ministers of the Word and Sacrament  
40,001-48,000: 6 ruling elders and 6 ministers of the Word and Sacrament  
48,001 or more: 7 ruling elders and 7 ministers of the Word and Sacrament~~

24-K

Shall D-7.0501 Referral to Investigating Committee be amended as follows:

When a clerk of session or the stated clerk of a presbytery receives an allegation, without undertaking further inquiry, that clerk shall then report to the council only that an offense has been alleged without naming the person accused or the nature of the alleged offense and shall refer the statement of allegation promptly to an investigating committee, which shall conduct an inquiry as defined below. *Pursuant to G-4.0302, the clerk shall report to civil legal authorities any knowledge of harm, or risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or adult lacking mental capacity.* The clerk of session or stated clerk shall also inform the accuser of the disciplinary process and their rights and responsibilities in the process.

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#### 24-L

Shall D-7.0902B Administrative Leave be amended as follows:

Regardless of the employment status of the minister of the Word and Sacrament, the members designated in accordance with D-3.0102, shall determine as quickly as possible, after receiving the written allegations and providing the accused an opportunity to be heard, whether the risk to a congregation and/or to other potential victims of abuse requires *paid* administrative leave or other restrictions upon the minister's service when considered in light of the nature and probable truth of the allegations. Such *paid* administrative leave or restrictions will continue until either the matter is resolved in one of the ways prescribed in the disciplinary process or until the leave or restrictions are altered or removed by members of the commission. *The cost shall be borne by the employing entity whenever possible or be shared by the presbytery as necessary.*

#### 24-M

Shall the Presbytery of the Cascades affirm the Episcopal-Presbyterian Agreement on Local Sharing of Ministries? [The text of the Agreement is linked here.](#) A brief summary of the agreement by Stated Clerk Belz-Templeman [is here.](#)

### For Information

The three proposed amendments below will be taken up at a later Presbytery Meeting in 2025.

#### Amendments 24-A and 24-C

##### 24-A

Shall F-1.0403 in the Foundations of Presbyterian Polity be amended as follows?

**"F-1.0403 Unity in Diversity ...** The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, *gender identity, sexual orientation, disability, geography, or theological conviction.* There is therefore no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than those stated in this Constitution.

##### 24-C

Shall G-2.0104b be amended as follows: (Deleted text is in strikethrough; added text is in italics.)

**b. Standards for ordained service reflect the church's desire to submit joyfully to the Lordship of Jesus Christ in all aspects of life (F-1.02).** The council responsible for ordination and/or installation (G-2.0402; G-2.0607; G-3.0306) shall examine each candidate's calling, gifts, preparation, and suitability for the responsibilities of ordered ministry. The examination shall include, but not be limited to, a determination of the candidate's ability and commitment to fulfill all requirements as expressed in the constitutional questions for ordination and installation (W-4.0404), *the Historic Principles of Church Order (F-3.01), and in the principles of participation and representation found in F-1.0403.* Councils shall be guided by Scripture and the confessions in applying standards to individual candidates.

##### 24-G

Shall G-2.0901 in the Form of Government be amended as follows?

**An installed pastoral relationship may be dissolved only by the presbytery.** Whether the minister of the Word and Sacrament, the congregation, or the presbytery initiates proceedings for dissolution of the relationship, there shall always be a meeting of the congregation to consider the matter and to consent, or decline to consent, to dissolution. *No non-disclosure agreement shall be allowable.*

*A non-disclosure agreement, also known as a confidentiality agreement, is an agreement that outlines confidential material, knowledge, or information that is to remain confidential. Such an agreement binds the party or parties who have signed it and prevents them from discussing any information included in the contract with anyone not authorized by the agreement.*

## COMMISSION ON MINISTRY REPORT

## FOR ACTION

**First Presbyterian Church, Astoria, OR**

The Commission on Ministry Coordinating Commission concurs with the request of COM-NW and First Presbyterian Church, Astoria and requests that the Presbytery of the Cascades grant an exception in accordance with G-2.0504c to allow the Temporary Pastor (“Stated Supply Pastor”) Rev. Paul Davidson, be eligible to serve as the installed pastor of First Presbyterian Church, Astoria.

## FOR INFORMATION

The commission offered a COM training event on October 2nd, 2024, via Zoom video conference.

## INTRODUCTION AND OVERVIEW OF COMMISSION ON MINISTRY

The *Book of Order* states that each presbytery shall develop mechanisms and processes:

- to serve as pastor and counselor to its ministers, commissioned pastors and certified Christian educators;
- to facilitate the relations between the presbytery and its congregations, pastors and certified Christian educators;
- to settle difficulties on behalf of the presbytery where possible and expedient.”[G-3.0307]

Cascades Presbytery has delegated authority in these areas to five commissions: a Commission on Ministry (**COM**) for each of the four regions and the Commission on Ministry Coordinating Commission (**COM-CC**).

Each of the four **regional COM** is composed of equal numbers of ministers and elders from the region. These commissions have been authorized to:

- receive, dismiss and oversee minister members;
- approve and dissolve calls for pastoral service and invitations for temporary pastoral service;
- provide oversight of congregations without pastors;
- approve the establishment and elimination of pastoral positions;
- establish administrative commissions to ordain or install ministers of Word and Sacrament.

The **COM-CC** consists of the four regional COM chairs and presbytery elected staff. This commission:

- coordinates the work of the regions;
- deals with any presbytery-wide issues related to ministry;
- acts as a clearing board for appeals on decisions of regional COMs.

The Commissions on Ministry have established a subcommittee responsible for the training and oversight of the presbytery’s Commissioned Ruling Elders, known as the **Commissioned Ruling Elders Coordinating Committee (CRE-CC)**. The CRE-CC is comprised of one representative from each of the regional COMs, as well as one representative of the Commission on Preparation for Ministry (CPM), and is supported by the Advocate for Congregations and Clergy.

The Commissions on Ministry have also established **two non-regional based teams**, each led by a paid team leader hired by the presbytery. These teams support the work of the Commissions on Ministry in **Conflict Management and Care of Pastors**.

Here are the 2 Commission on Ministry **Support Team Leaders**:

**Conflict Management:** Rev. Dr. Sarah Sanderson-Doughty, Teaching Elder, St. Andrews PC, Portland

**Pastoral Care:** Rev. Susan Graham, Teaching Elder, Lake Grove PC, Lake Oswego, OR

The commissions bring for **presbytery** action motions related to:

- permitting associate pastors to be eligible to serve as the next installed pastor or co-pastor;
- permitting a Minister of the Word and Sacrament employed in a stated supply pastoral relationship to be eligible to serve as the next installed pastor, co-pastor, or associate pastor;
- examining certified candidates for ministry in order that they might be ordained and installed in an approved call;
- receiving ministers of Word and Sacrament from other denominations for called positions;
- requests for administrative commissions for purposes other than ordination and installation.

Here are the four Commission on Ministry Regional Commissions and their Chair:

**COM CENTRAL**

The Rev. Ken Hood, Chair

**COM-NORTHWEST**

The Rev. Jim Wallace, Chair

**COM-NORTHEAST**

Ruling Elder, Dan Vetter, Chair

**COM-SOUTH**

The Rev. Eric Lindsey, Chair

In their work and recommendations, the Commission on Ministry is guided by the provisions of the Book of Order and Commission on Ministry policies as approved by the Presbytery of the Cascades as found in the Commission on Ministry Manual.

During all pastoral contracts and calls, the Commission on Ministry guides churches to demonstrate a commitment to our Affirmative Action and Equal Employment Opportunity policies, which can be found in section 2.3d, Appendix 6F and section 7.6 of the COM Manual.

These policies affirm that “The Presbyterian Church (USA) is firmly committed at the General Assembly, synod and presbytery levels to the principle of inclusiveness. The mid-councils of our church believe that the spirit of Jesus Christ and the Gospel calls us and enables us to be inclusive of all who will respond to Christ’s call...” The affirmative action “involves positive action, sincere effort, deliberately including for consideration and inviting all whom Christ has called to serve.”

To guide this effort, the COM Manual outlines the following procedures which shall be maintained in the calling of pastors:

- a. The Commission on Ministry (COM) liaison consults with the session, congregation and the Pastor Nominating Committee (PNC) about their responsibility for AA/EEO, and assists them in developing a plan of implementation. It is recommended that arrangements be made for an affirmative action interpreter to visit, to talk about the issues and their experience, and to answer questions. In order to proceed to pastor search, the session, congregation and the PNC shall each take action and authorize the clerk, moderator of the session, and chairperson of the PNC to sign off on the Ministry Information Form (MIF).
- b. The COM shall assist the PNC in developing non-discriminatory criteria for the selection of the pastor. Discrimination based on racial ethnicity, age, gender, marital condition or disability is illegal.
- c. The COM liaison, while working with the PNC shall, when necessary, challenge the members to stay with their commitment and shall, when appropriate, help them face questions and feelings which arise.

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- d. Before the PNC presents a name to the congregation, the COM liaison shall be clear that they are prepared to certify that the AA/EEO commitment has been followed in good faith.
- e. The COM liaison shall certify to the regional COM, who shall certify to presbytery that the requirements of AA/EEO have been met (see Appendix 6F: Exhibit 1 of the COM Manual).

For pastoral searches for Temporary Pastoral Positions, such as for Interim and Supply Pastors, that do not involve a Pastor Nominating Committee, the Commission on Ministry similarly takes steps “to assure that every search is conducted to fulfill AA/EEO requirements. Thus, every pastor, regardless of race, ethnic origin, sex, age, marital status, or disability will be assured equal consideration by each search committee.”

Our Presbytery’s commitment to Affirmative Action and Equal Employment is strong, and in each search, the Commission on Ministry strives to bolster this commitment by ensuring churches are aware of the policies, that the policies are being followed, and that together, our hiring practices are reflecting our mutual commitment to be inclusive to all who have sensed and responded to Christ’s call.

Typically, reports of COM to Presbytery include:

- COM Items for Presbytery Action;
- Retiree Information;
- New Ministerial Members;
- All COM Actions taken on behalf of Presbytery, including those taken by the CRE-CC.

## **RETIREMENTS**

The Rev. Spencer Parks  
The Rev. Audrey Schindler  
The Rev. Robin Garvin

**A Retirement Information Form follows in this report.**

## **NEW MINISTERIAL MEMBERS**

The Presbytery has received the following new Ministerial Members since our last Presbytery meeting on July 12-13, 2024:

- The Rev. Debbie Garber

**A Statement of Faith and Education and Work History follows in this report.**



**Presbytery of the Cascades**

503-227-5486

245 S Bancroft, Suite D

Portland, OR 97239

**Retirement Information Form**

**Name:** Robin Reed Garvin

**Date of Retirement:** July 14, 2024

**Seminary:** Fuller Theological Seminary

**Date of Ordination:** September 30, 1990

**Presbytery of Ordination:** Inland Northwest

**Other post-seminary studies:**

Doctor of Ministry (all but dissertation) - Fuller Theological Seminary

**Work History (Indicate how long at each position):**

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| ① Opportunity P.C. - 1989-1994    | ③ First, Portland - 2008-2011   |
| ② Hambleton Park P.C. - 1994-2007 | ④ Calvin (new Rise) - 2012-2014 |
| Service to governing bodies:      | ⑤ Lake Grove - 2014-2021        |
| (See reverse)                     | ⑥ Valley - 2021-2024            |

**Special honors, awards or accomplishments:**

(See reverse)

**Family:**

- |   |                             |
|---|-----------------------------|
| • Spouse: Roger Garvin  | • Grandson: Connor Schwartz |
| • Daughter and Son-in-law - Erica Garvin-Schwartz + Josh Schwartz | (live in Atlanta, GA)       |

**Retirement plans:**

1. Be a supportive wife, mom, and "grammy" - as well as daughter-in-law to my in-laws as they age
2. Travel
3. Read
4. Walk + hike
5. Stay connected with friends
6. Continue to serve the church and be a friend to my colleagues



## ① Service to The Church : (Inland Northwest and Cascades Presbyteries)

### Committees (Chair or Member)

- Personnel and Administration
- Permanent Judicial Commission (presbytery + synod)
- Nominating Committee
- Commission on Ministry (4 terms in 2 presbyteries)
- Meetings Committee
- Committee on Preparation for Ministry

### Response Teams

- Transition Team
- Sexual Abuse Response Team
- Gracious Separation Teams X 2

### Elected Officers

- General Assembly Commissioner (2006)
- Moderator (Inland N-West)
- Vice-Moderator (Inland Northwest)

### Mentor

- Company of New Pastors (PCUSA)

## ② Awards, Honors, Accomplishments

- Adjunct Instructor :
  - Whitworth University (voted by students as Adjunct Instructor of The Year)
  - Portland Seminary





## Presbytery of the Cascades

503-227-5486

245 S Bancroft, Suite D

Portland, OR 97239

### Retirement Information Form

<b>Full Name:</b>	James Spencer Parks
<b>Date of Retirement:</b>	11/30/2024
<b>Seminary:</b>	Union Presbyterian Seminary, Richmond, VA
<b>Date of Ordination:</b>	July 1985
<b>Presbytery of Ord:</b>	Wilmington Presbytery

#### Other post-seminary studies:

Associate's degree—emergency medicine (paramedic course)

#### Work History (Indicate how long at each position):

Pastor—Pink Hill Presbyterian Church, Pink Hill, NC 04/1985-05/1987

Presbytery Associate for Outdoor Ministries, Trinity Presbytery, SC 05/1987-05/1994

Associate Executive Presbyter for Outdoor Ministries, Presbytery of East TN, 05/1994-06/2004

Associate Pastor FPC Portland/Executive Director Menucha Retreat and Conference Center, 06/2004-11/2024

#### Service to governing bodies:

#### Special honors, awards or accomplishments:

**Family:** Wife-Sarah Van Haeften, Daughter—Jessica Parks, Son—Christopher Parks

**Retirement plans:** Spend time with family, travel, sail, woodworking



## Honorably Retired Information Form

<b>Full Name:</b>	Audrey L. Schindler
<b>Date of Retirement:</b>	May 31, 2024
<b>Seminary:</b>	Princeton for M.Div.
<b>Date of Ordination:</b>	July 13, 1986
<b>Presbytery of Ord:</b>	Presbytery of the Twin Cities, Minnesota

### Other post-seminary studies:

Emory/Candler for M.A. interdisciplinary in Literature and OT Wisdom Literature  
Luther for D. Min. in Preaching

### Work History:

Alpharetta Presbyterian, GA, 6 years, founding co-pastor  
Leighmoor Uniting Church, Melbourne, Australia, 5 years, pastor  
Otira Continuing Education College, Synod of Victoria/Tasmania, 5 years, director  
Theological Hall (Seminary), Uniting Church, Melbourne, 3 years, dean  
First Presbyterian, Salem, 2 years, interim pastor  
Westminster Presbyterian, Eugene, 5 years, pastor  
First Presbyterian, Portland, 10 years, pastor

### Service to governing bodies:

COM, Presbytery of Atlanta  
Moderator of Nepean Presbytery, Uniting Church, Melbourne Australia  
Chair of Intern Year Task Group, GA of Uniting Church  
Christian Education Committee, Synod of Victoria & Tasmania  
Chair of COM, Uniting Church, Melbourne  
Chair of COM-NW, Cascades  
Presbytery Judicial Commission, Cascades  
Personnel & Administration, Cascades

### Additional Involvements:

Wrote "Finding Common Ground" for Uniting Church on discussions of inclusion  
Developed Intern Phase for Uniting Church, "Finding a Heart of Wisdom"  
Chaired Princeton Seminary Alumni/ae Council, served as rep to the Board of Trustees  
Rep to GA from Cascades, 2010; voting to include all who are called to ministry

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**Family:**

Husband, Bruce Felix, in the wine industry as a distributor of cork to wineries  
Step-Children, Jordan, Jess, Jennah and their spouses Allie, Anson, and Mike  
Grandchildren, Nasahli and Leo in Philomath, Sylvah in Silverton  
Mother, Lynn in Portland

**Retirement plans:**

Enjoying time with family, including weekends!  
Reading the many books that have accumulated in full years  
Renewing an interest in music, learning to paint  
Traveling, hope to include travels to Australia  
In time, service of some kind  
Enjoying sunsets over the coastal range at our new house

## STATEMENT OF FAITH: REV. DEBRA GARBER

I believe that in life and death I belong to the triune God, revealed to us in three persons, Creator, Christ, and Holy Spirit, whom alone I worship and serve. I believe and trust in God, whom Jesus called “Father,” the divine creator of all things seen and unseen. God created the world and called it good, making everyone in God’s image to live in covenantal community with God and one another. Seeking our own interests and desires, we continually turn away from God, letting sin pervade all aspects of our lives. Yet God acts with mercy and justice to redeem creation. I believe and trust in Jesus Christ, fully human, fully divine. In his life and ministry, Jesus proclaimed the reign of God. He preached good news to the poor and release to the captives, healed the sick and broken, ate with outcasts, forgave sinners, and called all to repent and believe the gospel. He was crucified and suffered the depths of human pain. Giving his life for our sins, he broke the power of sin and evil once and for all, God raised Jesus from the dead and delivered us from death to life eternal. In and through the life, death, and resurrection of Jesus Christ, we are justified by grace through faith as we experience the reconciling power of God that brings forgiveness, healing, and wholeness to all the world. I believe and trust in the Holy Spirit, the giver and renewer of life. The Spirit binds us together with the Church universal. The same Spirit who inspired the prophets and apostles guides our faith and life in Christ through the Word proclaimed in Scripture, the sacraments of Baptism and the Lord’s Supper, and calls the priesthood of all believers into the vocation of ministry. The Spirit gives us courage to pray without ceasing, to witness and testify to the Gospel, and sends us into the world to participate in Christ’s redeeming work of reconciliation, peace, and justice on earth. As the church, our life together as the Body of Christ is where we are transformed into the people of God as we live into our ministry of reconciliation and hope for the world. I believe the Scriptures are inspired by God and authoritative for our lives of faith. Through the study of the Scriptures we understand who God is, what God has done, and how God wants us to live. The Holy Spirit illuminates the Scriptures for us and guides our interpretation as we study the Word together. In the waters of our Baptism, we are cleansed of our sins and are initiated into the household of faith. In the bread and cup of the Lord’s Supper, we remember the life, death, and resurrection of our Lord, Jesus Christ, receive the benefits of salvation through Christ, and experience a foretaste of the messianic banquet. In life and death, we are the “called out ones”—called to covenant together in faith and love, called to go into the world bearing the image of Christ with faith and love, and called to glorify the triune God in all we do, say, are and hope to be.

## **EDUCATIONAL HISTORY: REV. DEBRA GARBER**

### **Formal Education**

Bachelor of Science - University of Oregon, (1978-09-15 - 1982-08- 15)

Masters of Divinity - Austin Presbyterian Seminary, (2006-08-15 - 2010-05-15)

### **Continuing Education**

Numerous online webinars and Zoom classes on technology, theology, church and culture, and missional leadership. 2020 to present. Kansas Leadership Institute, Wichita, KS, June 2019. Project Regeneration, Presbytery of Northern Kansas, April-June, 2019, various dates. Celtic Spirituality Retreat, Sophia Center, Atchison, KS, Oct 26-28, 2018. Spirit of Stewardship, workshop leader, Kansas City, KS, March 2-3, 2018. Adaptive Leadership and Resiliency for the 21st Century, Jefferson City, MO, October 2-5, 2017. Church Growth Leadership Summit. Lincoln, NE, April 24-25, 2017. Spirit of Stewardship Conference, planning team, Kansas City, KS, March 2-4, 2017. Oasis, regional educational event, Kansas City, KS, October 23-25, 2016. Transitional Ministry Training, Pt 1, Menucha Conference Center, Corbett, OR, 2015 Older Adult Ministry Conference, Albuquerque, NM, 2012 and 2015

### **Training/Certification**

Church Spring Website Software-Some Knowledge,Zoom-some knowledge.

## **WORK HISTORY: REV. DEBRA GARBER**

7/1/2022 - Present Church Pastor Trinity Presbyterian Church Wichita, KS (Suburban, Under 100 members) Solo Pastor. 4/4/2021 - 6/25/2022 Church Transitional Pastor Westminster Presbyterian Church Chehalis, WA (Small City, 101-250 members) Transitional Pastor. 4/4/2015 - 3/20/2021 Church Solo Pastor West Side Presbyterian Church Lawrence, KS (Small City, Under 100 members) Solo Pastor 100 members) Solo Pastor. 5/31/2011 - 3/31/2015 Church Associate Pastor Central Presbyterian Church Eugene, OR (College, 251-400 members) Associate Pastor for Pastoral Care and Spiritual Care Coordinator at Cascade Manor (continuing care retirement). 8/31/2010 - 5/14/2011 Other Chaplain Resident Legacy Health Systems Portland, OR Clinical Pastoral Education Residency. 7/31/2008 - 7/31/2009 Church Seminary Intern Alderson Presbyterian Church Alderson, WV (Village, Under 100 members) Seminary intern with two churches, Alderson and Old Stone PC in Lewisburg WV. 5/31/2008 - 7/31/2008 Other Intern Chaplain Alexian Village Retirement center Milwaukee, WI Clinical Pastoral Education Unit 1. Pre-seminary work experience: 20+ years as Technical Writer with various companies.

## ACTIONS OF THE COMMISSION ON MINISTRY SOUTH REGION

### *August 9, 2024      Commission on Ministry South Actions*

#### **Bandon PC, Bandon, OR**

Receive the Triennial Report for the visit conducted by the Rev. Eric Lindsey and the Rev. Isabelle Davis on July 19, 2024. **MSP**

#### **Community PC, Lakeside, OR**

COM-S voted to approach the session of Community PC, Lakeside, OR regarding the possibility of an Administrative Commission in order to understand better what the church's needs are, provide support, and help guide them through their current pastor search. **MSP**

### *September 25, 2024      Commission on Ministry South Actions*

#### **Lakeside, OR, Community PC**

Approval to establish an Administrative Commission at the request of Lakeside Session at their meeting of Sept. 15 in order to assist with resources and discernment, and grant COM-S Chair Eric Lindsey and COM-S Liaison Bobbi Neason authority to populate the A.C. in consultation with staff Clark Scalera. **MSP.**

Approval to establish Bobbi Neason as Interim Moderator for Lakeside Session. **MSP.**

## ACTIONS OF THE COMMISSION ON MINISTRY NORTHWEST REGION

### *July 25, 2024 Commission on Ministry Northwest Actions*

#### **Hillsboro PC, Hillsboro, OR**

**M/S/P** to concur in the request by Hillsboro PC, Hillsboro, OR, to extend the current Bridge Pastor Covenant with the Rev. Kelly Dickson, through the end of the year. The terms of the call meet Presbytery minimums.

#### **Lake Grove PC, Lake Oswego, OR**

**M/S/P** to appoint the Rev. Conley Zomermaand, as their part time / 50% temporary pastor [EOD 108] beginning July 1, 2024, with annual terms as follows. Rev. Zomermaand will work with the Church Consultancy Firm that has been hired to help with their search. This action is accord with action taken by the session on June 25, 2024, with The Rev. Graig Flach serving as moderator.

Salary	\$45,000	Housing	\$0
Utilities	n/a	Social Security Allowance	\$2,778
Professional Expense*	\$1,750	Vacation*	Four Weeks
Continuing Education*	\$1,500	Study Leave	Two Weeks
Other	n/a	Misc. Exp. (Milage)*	\$1,050
Up to \$4,500 per BOP Guidelines. Full pension, medical, disability and death coverage under the Board of Pensions.			
* Vacation, Study leave, Cont. Ed and Misc. Expenses (mileage) are prorated for the remainder of 2024			

- A. The Rev. Zomermaand will not moderate the session.
- B. Affirmative Action/Equal Employment Opportunity requirements have been met.
- C. Sexual Misconduct Policy sign-off has been received.

#### **The Rev. Robin Garvin**

**M/S/P** - to grant Robin Garvin the status of Honorably Retired effective July 14, 2024.

#### **First PC, Astoria, OR**

Renew the Supply Covenant with the Rev. Paul Davidson, as their full time (100%) temporary pastor[EOD # 108] beginning July 16, 2024, with annual terms as follows. This action in accord with action taken by the session on July 16, 2024, with the Rev. Paul Davidson serving as moderator. **MSP**

Salary	\$20,129	Housing	\$36,000
Professional Expense	\$3,500	Vacation	Four Weeks
Continuing Education	\$1,350	Study Leave	Two Weeks
Other – Moving Exp.	\$5,000	Other	n/a
Full pension, medical coverage under the Board of Pensions.			

#### **First PC, Astoria, OR**

A motion was made and seconded to approve the exception request from Astoria, First to convert the contract between the church and the Rev. Paul Davidson from a temporary to a called and installed covenant. The request

**First PC, Astoria, OR – cont.**

will be forwarded to COM-CC for their concurrence. Pending the concurrence of the COM-CC, the request will then be forwarded to COR; pending their concurrence the request will be forwarded to November Presbytery meeting for approval.

## ***August 22, 2024 Commission on Ministry Northwest Actions***

**Southminster PC, Beaverton, OR**

**M/S/P** to concur to dissolve the temporary pastoral relationship, effective November 30, 2024, between the Rev. Don Ludwig and Southminster PC, Beaverton, OR, and change his EOD from a 108 to a 797, member at large.

**First PC, Portland, OR**

**M/S/P** to concur in the action, if taken and approved, at a session meeting to be held August 28, 2024, at First PC, Portland, to invite the Rev. Heidi Bolt to serve as their full time (100%) Interim Pastor for 1 year beginning September 1, 2024, with annual terms as follows:

Salary	\$81,144	Housing	\$20,000
Other (FSA)	\$1,600	Social Security Allowance	\$7,738
Professional Expense	\$3,500	Vacation	Four Weeks
Continuing Education	\$4,000	Study Leave	Two Weeks
Full pension, medical, disability and death coverage under the Board of Pensions.			

The Rev. Brenna Dykman moderated the session meeting.

The Rev. Heidi Bolt has permission to moderate the session.

Affirmative Action/EEO requirements have been met and Sexual Misconduct Policy sign-off has been received.

## ***September 26, 2024 Commission on Ministry Northwest Actions***

**The Rev. Spencer Parks**

**MSP** to concur in the request of the Rev. Spencer Parks and First PC, Portland, to be honorably retired and to dissolve the pastoral relationship between them effective November 30, 2024. This was approved at a congregational meeting on August 11th. Still waiting for Spencer's Information Form for Retirees. An exit interview needs to be scheduled.

**First PC, Portland, OR - Follow up on the Action from the August 22, 2024 meeting:**

At a First PC session meeting held August 28, 2024, action was taken to hire the Rev. Heidi Bolt as Interim Pastor for 1 year beginning September 1, 2024.

**Reedville PC, Aloha, OR**

**MSP** to approve Position Description with recommendations from Audrey Schindler.



**The Rev. Philip Meddaugh**

Transfer the Rev. Philip Meddaugh to Olympia Presbytery upon their request. **MSP**

**The Rev. Jeremy Sanderson**

Transfer the Rev. Jeremy Sanderson to Baltimore Presbytery upon their request. **MSP**

**Covenant PC, Gresham, OR**

Receive the Triennial Report for the visit conducted on August 11, 2024, by Dan Vetter and Bill Russell with the session and pastor, Josh Dunham, at Covenant, Gresham.

**Springwater PC, Estacada, OR, - MSP**

- A. Concur in the action of Springwater PC, Estacada, OR, taken at a congregational meeting held on (date), moderated by The Rev. Andrew Wall, to call The Rev. Debra Ann Garber to serve as their halftime/50% pastor [EOD101] beginning September 8, 2024, with annual terms as follows:

Salary	\$4,800	Housing	\$24,000
Professional Expense	\$2,000	Vacation	Four Weeks
Continuing Education	\$1,500	Study Leave	Two Weeks
Full pension, medical, disability and death coverage under the Board of Pensions.			
Attendance at the next presbytery Discovery Retreat			
Three months sabbatical at full pay after each six years of service.			
Other—full use of manse as part of compensation package			

- B. Request the transfer of The Rev. Debra Ann Garber from the Presbytery of Southern Kansas and enroll as a member of the Presbytery of the Cascades upon receipt of transfer. History and Statement of Faith are in meeting folder.
- C. Grant the Rev. Debra Garber permission to moderate the session until her installation.
- D. Affirmative Action/Equal Employment Opportunity requirements have been met.
- E. Sexual Misconduct Policy sign-off has been received.
- F. Express appreciation to the Rev. Andrew Wall for his service as pastor and moderator of session at Springwater Presbyterian Church.

**Mt. Tabor PC, Portland, OR MSP**

Received the Triennial Report for the visit conducted by Eric Graf and Bill Russell to June 17, 2024.

**Westminster PC, Portland, OR MSP**

Concur in the request of the Rev. Beth Neel and Westminster PC, Portland, OR, taken at a session meeting held on August 27<sup>th</sup> and voted on as a congregation on September 8<sup>th</sup>, to dissolve the pastoral relationship between them effective September 30, 2024. With this action Gregg Neel will become Pastor instead of Co-Pastor.

**Westminster PC, Portland, OR MSP**

Due to the dissolution of the Co-Pastor call with the Rev. Beth Neel, concur in the action of Westminster PC, Portland, OR, taken at a congregational meeting held on September 8, 2024, moderated by The Rev. James Moiso, to renew the pastoral call with the Rev. Gregg Neel to serve as their full time (100%) Solo Pastor [EOD#101] beginning November 11, 2024, with annual terms as follows:

Salary	\$60,926	Housing	\$50,000
Professional Expense	\$3,500	Vacation	Four Weeks
Continuing Education	\$1,500	Study Leave	Two Weeks
BOP	\$43,261	Dental	\$1,000

A six-week sabbatical was granted from September 30 to November 11, 2024.

ACTIONS OF THE COMMISSION ON MINISTRY CENTRAL REGION

August 15, 2024      Commission on Ministry Central Actions

**First PC, Bend, OR**  
Concurred with the request of First PC, Bend, to dissolve the relationship with the Rev. Tyler McQuilkin effective June 30, 2024. Change the EOD number for Tyler from a 108 Temporary Pastor to a 797 Member at Large.

September 19, 2024      Commission on Ministry Central Actions

**Mill City PC, Mill City, OR**  
Concurred with the request to renew the Supply Pastor Covenant between the Rev. LaVonne Alexander and Mill City PC. Annual terms to include: full time (100%) Supply Pastor [EOD # 108] beginning August 1, 2024. This action in accordance with action taken by the session on August 18, 2024, with the Rev. LaVonne Alexander serving as moderator.

Salary	\$35,058	Housing	\$23,372
Professional Expense	\$3,500	Vacation	Four Weeks
Continuing Education	\$1,500	Study Leave	Two Weeks
Full pension under the Board of Pensions.			

**First PC Creswell, Creswell, OR**  
The revised job description as found in the meeting folder was approved.

## COMMISSION ON PREPARATION FOR MINISTRY

### FOR INFORMATION:

#### New CPM Manual

The Commission on Preparation for Ministry has consolidated resources on its policies and procedures into a new manual that it would like to share with the Presbytery of the Cascades for its information. The full manual is included in the background papers. Special thanks are offered to Karen Keady, Hugh Anderson and Danny Peters for their diligent and faithful work in compiling and editing this essential resource.

#### Laura Fuller, Inquirer

The commission reports that they met with Laura Fuller, member of Lake Grove PC, Lake Oswego, OR, on September 10, 2024, and moved, seconded, and unanimously passed to accept Laura Fuller as an Inquirer.

#### Charles Sponsel, Inquirer

The commission reports that they met with Charlie Sponsel, member of Lake Grove PC, Lake Oswego, OR, on September 16, 2024, and unanimously moved, seconded, and passed to accept Charlie Sponsel as an Inquirer.

### Explanation of Process

The *Book of Order* outlines a process for individuals seeking to become a Minister of Word and Sacrament in the Presbyterian Church (USA) which requires a minimum of two years and contains eighteen separate steps. It involves the individual, the session of the individual's home congregation, the presbytery's Commission on Preparation for Ministry [CPM], the presbytery of call and the presbytery of care. Specific details can be found in the *Book of Order* G-2.06.

**Applicant Process:** The individual must be a member of a congregation for at least six months. The individual informs the session of their desire to pursue ordained ministry. The session notifies the CPM who then meets with the session for orientation on the inquirer/candidacy process. The session meets with the individual and makes a recommendation to CPM. This recommendation, along with the individual's application, references, and a psychological assessment is shared with the CPM who then interviews the individual and makes a recommendation to presbytery to enroll the person as an inquirer.

**Inquiry Process:** Currently there are 3 persons in Cascades Presbytery enrolled as an Inquirer. This phase of the process is a time for exploration of the vocation of ministry and the sense of one's call to ordained ministry. Each person is assigned a liaison from the session of the home congregation and from the CPM. Once enrolled as an inquirer, an annual consultation is held for as long as the individual remains in the candidacy process with goals set in five key areas: education for ministry, spiritual formation, interpersonal relations, personal growth and professional development.

**Candidacy Process:** After a minimum of one year, the inquirer can request to be moved to the candidacy phase of the process. The individual again officially meets with the session of the home congregation which makes its recommendation to CPM. CPM also meets with the candidate, reviews the progress made in the inquiry process, and receives the individual's one page Statement of Christian Experience. CPM then makes its recommendation to presbytery to enroll the individual as a candidate. Currently there are 3 individuals in Cascades Presbytery who are enrolled as candidates. This phase lasts a minimum of one year. During this time, the individual is given permission to take the five ordination examinations required by our denomination.

**Certified Candidacy Process:** Once the individual has passed those examinations, has taken a field experience and clinical pastoral education credit and is close to graduation from a Presbyterian seminary [or granted an exemption from the CPM on a case-by-case basis], the candidate appears before the CPM to be examined as certified ready to receive a call. This final assessment of the individual reviews all pertinent information from the entire candidacy process. The individual is also required to produce an exegetical paper and preach before the

commission a sermon based on that text as well as defend a one-page Statement of Faith. CPM then is granted the power by operating procedures of Cascades Presbytery to approve a person certified ready to receive a call. Currently, 0 of the 3 candidates under care of Cascades Presbytery, are certified ready to receive a call. When a candidate becomes certified, they are given permission to circulate a Personal Information Form [PIF] and pursue a call.

Once a call has been extended to a validated ministry, the individual must appear before the presbytery to be examined on their Statement of Faith. This is the final step in the “trials for ordination” and is ordinarily conducted by the presbytery in which the call has been issued. Once examined and approved for ordination, the presbytery of call then ordinarily sets the time and place for the candidate’s service of ordination.

Anytime during the process, an individual may request to be removed from the covenant relationship.

Anyone wishing to pursue ordination as a Minister of Word and Sacrament or who has questions concerning the inquirer/candidacy process is encouraged to contact Elizabeth Winslea, Moderator of the Commission on Preparation for Ministry [971.235.1465] or Clark Scalera, staff resource to the Commission [541-606-5699].

# **DISCERNING GOD’S CALL TOGETHER**

## **Commission on Preparation for Ministry (CPM) Guidance for CPM Members and People Under Care**

### **Presbytery of the Cascades, PC(USA)**

#### **When God Calls**

Sensing God’s call in your life is profound, whether you are called to ordained ministry or to supporting those who pursue ordination. Like a river, a sense of call carries you through challenges, changes, and joys. It sends you into new communities and fresh ways of worship and spiritual formation.

The Bible is full of call stories and the many ways people have met them. Nothing has changed since then: people in every stage of life can know that God calls them to ministry—some to preach, some to teach, some to comfort; all to discern how they will further God’s kingdom. Members of the Commission on Preparation for Ministry (CPM) are called as mentors and guides to people who may be called to ordination in the Presbyterian Church (USA). Because supporters and seekers work together to interpret and make the most of this time as applicants, inquirers, and candidates, it is helpful to have a guide that pulls together the many moving parts of this story for both seekers and mentors.

For a one-page process overview of preparation for ministry, click [here](#).

For a summary of education and field education requirements, click [here](#).

For information and documents related to CPM administration, click [here](#).

#### **Denominational Standards and Expectations**

As a regional governing body within the Presbyterian Church (USA), the Presbytery of the Cascades affirms and defers to denominational standards and expectations for the ordination and care process. Any changes to the Book of Order or official direction from the denomination take precedence over the established policies of the Presbytery of the Cascades.

The foundations of the care process and ordination can be found in the Book of Order sections [G-2.06](#) and [G-2.07](#). An additional resource entitled [Advisory Handbook for Preparation for Ministry in the Presbyterian Church \(USA\)](#) provided by the denomination provides CPM members, presbytery staff, applicants, and people under care with an overview of the care process and resources and identifies its intentions and goals.

#### **Commission on Preparation for Ministry and Partners—Covenant and Community**

The process of inquiry and candidacy rests on the biblical concept of covenant relationship. That is, the process is both a response to God’s faithfulness and an expression of the concern people have for one another. The three partners in this covenant community are the person under care, that person’s home church, and the presbytery Commission on Preparation for Ministry. Presbytery of the Cascades places strong emphasis on communication with the person under care as well as between CPM, the person’s home church session and staff, seminary liaisons, and others. Together, we share information, assessments, and discernment of a path toward serving God.

To strengthen and clarify that covenant, [CPM liaisons](#) and [church session liaisons](#) have specific duties to help people inquiring and under care. Everyone on the CPM works together for the benefit of those under care and all who support them. The presbytery helps [commissioners](#) fulfill their responsibilities in several ways.

## **The Application Process**

The application process begins in the home congregation, when an individual who has been active in a congregation for at least six months approaches the session and declares a desire to explore the possibility of becoming a minister of the Word and Sacrament. If the session agrees to enter such a joint discernment, it will assist that individual in beginning a formal process with the CPM.

### **Individual Role:**

It's a good idea to begin the formal application process soon after making a personal decision to explore this ministry so that the CPM can provide support and counsel as early as possible.

Unless the presbytery agrees to waive the usual requirement (see [G-2.0610](#) and "Accommodations to particular circumstances"), an applicant can begin the formal process when the applicant has been "active in the work and worship of [the] congregation for at least six months" and is a member of the congregation before the session presents its endorsement to the presbytery's committee ([G-2.0602](#)).

### **Session Role:**

In deciding whether to endorse someone for the inquiry phase, the session should consult with the person about their personal sense of call and also consider what gifts and abilities for ministry the session has observed during the person's involvement with the congregation. When a session decides to endorse a congregation member's request to be enrolled as an inquirer, it then selects a session liaison to work with the applicant and forwards that endorsement to presbytery using the [Session Evaluation and Recommendation Regarding Enrollment as a Candidate](#) (Form 5B).

### **CPM Role:**

The Commission on Preparation for Ministry (CPM) requires a criminal background check on everyone entering the process. This is consistent with policies for most seminaries and with the Presbytery of the Cascades requirement of a criminal background check for all teaching elders transferring into the Presbytery. CPM also requires a psychological evaluation with an approved evaluator and makes sure the inquirer reviews the presbytery's ethics policy. When these steps are fulfilled, the CPM has the power to accept the applicant as an Inquirer. These documents are available from the presbytery at <https://cascadespresbytery.org/documents/?highlight=policy>. You can also email the presbytery for information about the documents: [contactus@potc.org](mailto:contactus@potc.org). For an explanation of the application interview process, [click here](#).

1. [Criminal Background Check](#)
2. **Psychological Evaluation**
3. [Ethics Policies of the Presbytery](#)
4. **Application Form**

**Presbytery Office Role:**

The presbytery office administers paperwork and coordinates meetings.

**The Inquiry Process**

The inquiry phase gives the church community and those who believe they may be called to serve as ministers of the Word and Sacrament time to explore and test that call together. In regular consultation with CPM, inquirers evaluate the personal implications of and their suitability for a vocation as a minister of the Word and Sacrament. The covenant partners join them in prayerful examination of their motivations, personal faith, and experience in congregational and other ministry settings. Annual consultation forms help everyone track the Inquirer's development. For an explanation of the annual consultation process, [click here](#).

**Documents**

- Annual consultation forms

**Inquiry Steps/Expectations**

During the inquiry phase CPM encourages inquirers to

1. Continue active membership and participation in a PC(USA) congregation. If away from the home congregation, find a PC(USA) congregation in that community and keep the home congregation informed about involvement there.
2. Fulfill presbytery requirements for all inquirers along with any specific requirements in the covenant agreement, including psychological evaluation, possible career counseling, and beginning (or continuing) graduate theological education.
3. Discuss seminary options or course options with session and CPM to ensure meeting graduation requirements and maximizing preparation and development of gifts for ministry specifically within the PC(USA).
4. Obtain a copy of the [Handbook on Ordination Examinations](#) to familiarize with the Bible Content Exam (BCE) and the exams to be taken during candidacy. CPM and inquirer consult on timing for taking the BCE.
5. With CPM approval and guidance engage in some form of service to the church or field education through seminary. To the degree possible, work to ensure that supervised practica are with PC(USA) congregations or affiliated ministries.

**Outcomes of Inquiry**

When ready to advance to candidacy, the inquirer should be able to

1. Articulate an understanding of Christian vocation in the Reformed tradition and how it relates to personal sense of call.
2. Express their personal faith in a manner that demonstrates an understanding of the Reformed tradition.
3. Expound upon at least one concept from that personal faith statement at greater depth, explaining what it suggests about God, humanity, and their interrelationships.



4. Explain what it means personally to be Presbyterian, indicating how that awareness grows out of participation in the life of a particular church.
5. Discuss their personal and cultural background as it relates to the ministry of Word and Sacrament, including a concern for maintaining personal spiritual, physical, and mental health. Inquirers should also be able to connect their own personal cultural location to changes in American society and its increasingly multicultural character.
6. Express an understanding of the tasks ministers of Word and Sacrament perform, including expressing their specific gifts for this particular ministry and their understanding of areas in which they need further growth.

## **The Candidacy Process**

### **Steps/Expectations**

During the candidacy phase CPM encourages candidates to

1. Continue active membership and participation in a PC(USA) congregation. If away from the home congregation, find a PC(USA) congregation in that community and also keep the home congregation informed about involvement there.
2. Maintain regular communications and consultations with the CPM liaison, including renewing covenant agreements and goals.
3. Fulfill presbytery requirements for all candidates along with any specific requirements in the covenant agreement, including any mandatory supervised practice of ministry experiences such as clinical pastoral education (CPE).
4. With CPM approval and guidance engage in some form of service to the church or field education through the seminary. To the degree possible, work to ensure that ministry placements are with PC(USA) congregations or affiliated ministries.
5. Complete graduate theological education, being sure course selections meet graduation requirements **and** fulfill the Book of Order requirements for courses in Hebrew and Greek and in exegesis of the Old and New Testaments using Hebrew and Greek texts ([G-2.0607c](#)) **and also** any courses required by the presbytery within the covenant agreement. See [Basic Course Requirements](#).
6. Discuss with CPM liaison at what point in candidacy to take the standard ordination examinations in Biblical Exegesis, Theological Competence, Church Polity, and Worship and Sacraments. Candidates who might need the support of an alternative exam should discuss this with their liaison. To see Presbytery of the Cascades' policy on alternative exams, click [here](#).
7. Discuss with CPM liaison the processes and requirements for "final assessment" in order to be "certified ready for examination for ordination, pending a call" ([G-2.0607](#)).

### **Documents**

- Annual consultation forms

## Resources

- Clinical Pastoral Education Opportunities: For current opportunities check with seminary placement office and/or Presbytery of the Cascades, or explore opportunities posted with the two accrediting agencies: [ACPE](#), [ICPT](#).
- Field Experience: For current opportunities check with seminary field placement office and/or Presbytery of the Cascades.

## Outcomes of Candidacy

The traditional “outcomes of candidacy” include

1. Presenting evidence of competence in the fields of Reformed theology, Bible, the polity of PC(USA), and worship and sacraments, and evidence of ministerial skill attested through the supervised practice of ministry.
2. Expressing theological views compatible, in the opinion of the presbytery, with the confessional documents of the church.
3. Expressing understanding of the meaning of the questions required for ordination ([W-4.0404](#)) informed by knowledge of the church in diverse settings.
4. Revealing commitment to service as a minister of the Word and Sacrament within PC(USA) with personal maturity, spiritual depth, and a capacity to respond to the needs of others, including colleagues in ministry.
5. Presenting a written sermon, together with a description of the contemporary need it addresses and an exegetical interpretation of the biblical material out of which the sermon arose. In the Presbytery of the Cascades, candidates preach their sermon and read their statement of faith in a meeting with CPM as part of CPM’s consideration of the candidate’s readiness for ordination.

## The Certified Candidacy Process

A candidate ready to become certified ready for call must demonstrate preparedness and suitability for ministry, having completed the following:

1. Degree completion at an accredited theological institution and all required coursework
2. Bible content exam and all senior ordination exams
3. Clinical pastoral education (CPE)
4. Supervised ministry (field education)
5. Preaching a sermon to the CPM, accompanied by a written outline/manuscript of the sermon, a description of the contemporary need the sermon addresses, and a written exegetical interpretation of the scriptural text referenced
6. Statement of faith

### **Circulating a PDP**

After completing the above and meeting with the CPM, a candidate may be Certified Ready to Receive a Call and be granted permission to circulate a Personal Discernment Profile (PDP) and begin seeking a call to an ordained position.

### **Ordination**

When called to a position that a presbytery affirms as appropriate for ordination, a certified candidate is examined on their statement of faith and suitability for ministry by that presbytery. Following the presbytery's examination and affirmative vote, the candidate is ready to be ordained to that call.

For information about the service of ordination click [here](#).

## SOURCE DOCUMENTS FOR INTERNAL LINKS

### Preparing for Ministry in the Presbytery of the Cascades

The *Book of Order* outlines a process for individuals seeking to become a Minister of Word and Sacrament in the Presbyterian Church (USA). This process requires a minimum of two years and contains eighteen separate steps. It involves a covenant between the individual, the session of the individual's home congregation, the presbytery's Commission on Preparation for Ministry [CPM], the presbytery of call, and the presbytery of care. At any time during the process, an individual may request to be removed from the covenant relationship. Specific details can be found in the *Book of Order* [G-2.06](#).

**Applicant Process:** The individual must be a member of a congregation for at least six months. The individual informs the session of their desire to pursue ordained ministry. The session notifies the CPM, who then meets with the session for orientation on the inquirer/candidacy process. The session meets with the individual and makes a recommendation to CPM. This recommendation, along with the individual's application, references, and a psychological assessment is shared with the CPM. The CPM then interviews the individual and makes a recommendation to the presbytery of whether or not to enroll the person as an inquirer.

**Inquiry Process:** In this phase of the process Inquirers explore the vocation of ministry and the sense of one's call to ordained ministry. Each person is assigned a liaison from the session of the home congregation and a CPM liaison. Regular contact with liaisons is crucial to the process. Inquirers also participate in their first annual consultation with the CPM, an event that continues as long as the individual remains in the candidacy process. This review addresses goals set in five key areas: education for ministry, spiritual formation, interpersonal relations, personal growth, and professional development.

**Candidacy Process:** After a minimum of one year, the inquirer can request to be moved to the candidacy phase of the process. The individual again first officially meets with the session of the home congregation, which makes its recommendation to CPM. CPM also meets with the candidate, reviews the progress made in the inquiry process, and receives the individual's one-page Statement of Christian Experience. CPM then has the power to recommend to presbytery to enroll the individual as a candidate. During this time, the individual receives permission to take the five ordination examinations required by our denomination.

**Certified Candidacy Process:** Once an individual has passed those examinations, has completed a field experience, has earned a clinical pastoral education credit, and is close to graduation from a Presbyterian seminary [or granted an exemption by the CPM on a case-by-case basis], the candidate appears before the CPM to be examined as certified ready to receive a call. This final assessment of the individual reviews all pertinent information from the entire candidacy process.

The individual is also required to select a text from scripture, produce an exegetical paper on that text, summarize the contemporary need it addresses, and preach a related sermon before the commission. The individual also writes and defends a one-page Statement of Faith. CPM then, according to the operating procedures of Cascades Presbytery, has the power to approve a person certified ready to receive a call. When a candidate becomes certified, they receive permission to circulate a Personal Discernment Profile (PDP) and pursue a call.

Once a call has been extended to a validated ministry—one approved by CPM—the individual must appear before the presbytery to be examined on their Statement of Faith. This final step in the “trials for ordination” is ordinarily conducted by the presbytery in which the call has been issued. Once examined and approved for ordination, the “presbytery of call” then ordinarily sets the time and place for the candidate’s service of ordination.

Anyone wishing to pursue ordination as a Minister of Word and Sacrament or who has questions concerning the inquirer/candidacy process is encouraged to contact the Presbytery of the Cascades ([contactus@potc.org](mailto:contactus@potc.org)).

## **Education and Experience Requirements**

### **Seminary Education**

- a. [Presbyterian Seminary Attendance Policy](#)
- b. [CPM course requirements](#)
- c. [Seminary Indebtedness Policy](#)
- d. Clinical Pastoral Education and Field Education
  - Clinical Pastoral Education Opportunities: For current opportunities check with seminary placement office and/or Presbytery of the Cascades ([contactus@potc.org](mailto:contactus@potc.org)), or explore opportunities posted with the two accrediting agencies: [ACPE](#), [ICPT](#).
  - Field Education: For current opportunities check with seminary field placement office and/or Presbytery of the Cascades.

### **Ordination Exams**

Bible Content Exam

Senior Ordination Exams

- Biblical Exegesis
- Theology
- Worship and Sacraments
- Church Polity

### **Special Accommodations**

[POTC Alternative Assessment Models](#) for Ordination Exams

[Presbyterian Ethos](#)

## CPM Commissioner Expectations and Responsibilities

### Liaison Relationships

- a. [Session Liaison](#)
- b. [CPM Liaison](#)

### Commission Member Reimbursement Policy

As a commission, committee, or team member of the Presbytery of the Cascades, you are entitled to reimbursement for expenses that you incur when traveling to attend meetings of your committee, commission, or team.

**Lodging:** Full reimbursement for receipted amounts up to the Federal Per Diem rate.

**Meals:** Full reimbursement for receipted amounts of meal expenses during meetings and travel up to the Federal Per Diem rate. Receipts needed for reimbursement.

**Mileage** is ordinarily reimbursed at \$0.14 per mile with additional amounts:

- An additional \$0.04 per mile for each passenger
- For travel over 350 miles round trip and carpooling not possible, an additional \$0.02/mi

### Recommended Duties of the CPM Liaison: Part of a Covenant Relationship

The Commission on Preparation for Ministry (CPM) liaison is part shepherd and part gatekeeper. Liaisons offer continuity and connection between the CPM and the individual inquirers and candidates. Liaisons explain the process, act as a contact person, and advocate, when necessary, for the inquirer/candidate. Liaisons also communicate any commission concerns to the inquirer/candidate and, when appropriate, to the home church pastor and the session liaison.

Best practices for CPM liaisons include the following:

1. Explain how the CPM works to your inquirer/candidate. Include their responsibilities and what they can expect of the CPM.
2. Ensure communication between the CPM and your inquirer/candidate. Confirm at least annual contact.
3. Put a human face on the process. You are there to express the presbytery's appreciation, care, and concern.
4. Establish and maintain contact with the session liaison assigned to your inquirer/candidate.
5. Initiate a conversation with your inquirer/candidate at least twice a year (more often if it seems advisable). Make the contact as personal as possible (face-to-face if possible, then phone call. Text/email is helpful where you need to document contact).
6. As you get to know your inquirer/candidate, you may recognize strengths and weaknesses. Do not be afraid to address these. Be kind, and also honest.
7. Touch base before your inquirer/candidate meets with the CPM to help ensure effective response in both directions to relevant issues.

8. Be your inquirer/candidate's advocate at points of tension with the CPM. Interpret CPM's policy whenever necessary.
9. Help your inquirer/candidate ensure timely completion of required work. Be aware of requirements/timing for ordination, including required course work, field education, CPE, Bible Content and other ordination exams, as well as any papers/forms due before meeting with the CPM.
10. Be available to assist your inquirer/candidate in preparing the various required written documents. You should review these items before the inquirer/candidate comes before the full CPM.
11. Along the way, discuss current growth objectives with your inquirer/candidate, being as supportive and encouraging as possible.
12. Contact your inquirer/candidate after each meeting with the CPM and debrief about the meeting.
13. If requested, the liaison may also assist the candidate in preparing a Personal Discernment Profile (PDP)

## Session Liaison Responsibilities

Adopted by CPM: April 2010

### Recommended Duties of the Session Liaison: Part of a Covenant Relationship

**Background:** The *Book of Order* ([G-2.0605](#)) provides for the appointment of an elder (or a group of persons including at least one elder) of the home church to act as liaison with the inquirer/candidate and with the presbytery's Commission on Preparation for Ministry (CPM). The CPM and the home church session are true covenanting partners in the preparation process. The CPM and its moderator play an important role in supporting the session as a full partner. The session liaison participates with the inquirer/candidate and CPM as it explores and evaluates their progress in the preparation for ministry. Outlined below are important ways in which the session liaison can be of assistance:

### Establishing and Maintaining Contact

1. Learn the background of your inquirer or candidate if you do not already know it. This includes parents, siblings, school, college, avocational interests and abilities, birthday, name of spouse (if married), name(s) of child(ren) (if any), (proposed) seminary, progress toward ordination, financial needs, and so forth.
2. Visit, write, or phone to introduce yourself.
3. Become acquainted in ways that seem natural to you and the inquirer or candidate.
4. Take an interest in their academic studies, field education, annual consultation, and other activities related to preparation for the ministry as a Teaching Elder.
5. Become aware of when the person under care will be available for in-person contact, even if it is only a phone call.
6. Remember your inquirer or candidate in prayer.
7. Write your inquirer or candidate on special occasions (for example, birthdays or anniversaries).
8. The role of the spouse of the inquirer or candidate is particularly important. Try to be supportive, sensitive, and understanding of the whole family. Let the CPM know if you see ways the CPM may better assist the spouses/partners of inquirers and candidates in preparing for their new roles.
9. In a word, be a friend and lend to your inquirer and candidate a sense of your personal, moral, and spiritual interest in, and support of them in training for the ministry as a Teaching Elder.
10. Be present if at all possible at the ordination and installation.

### Advocating for Your Inquirer/Candidate

1. Become acquainted with the policies and procedures of Cascades Presbytery and the resources available in the PCUSA [Advisory Handbook for Preparation on Ministry](#) so that you are aware of requirements and procedures and can provide timely support (for



example, appearances before presbytery, annual consultation, presbyteries' cooperative examinations [ordination exams], final assessment, and so forth).

2. Share with the CPM especially at the time of annual consultation, any areas of particular need of the inquirer/candidate, whether financial or personal.
3. Remind your session of the responsibility of financial assists for necessary expenses incurred in relation to annual consultations.
4. Initiate conversation with your session on the possibility of providing financial assistance or other tangible support to your inquirers and candidates.
5. At the presbytery meeting at which the inquirer or candidate is to be received or examined, speak a word on their behalf.

### **Communication**

1. Identify ways to keep the congregation aware of the names of its inquirers/candidates (away at seminary or at home) who have entered a covenant relationship with the presbytery and are preparing for the ministry as Teaching Elders.
2. Make regular reports to session on the inquirer's/candidate's progress.
3. Discuss with your session the progress the inquirer/candidate is making, as reflected in the Summary Report of Annual Consultation, which is prepared by the presbytery CPM and sent to the sponsoring session.
4. Establish and maintain contact with the CPM liaison assigned to your inquirer/candidate

Please know that as you faithfully walk with your congregation's inquirer/candidate, fulfilling tasks like these, there is a benefit to you, as well: you also grow in grace and faith!

## Basic Course Requirements

Adopted by Presbytery of the Cascades/CPM: April 2010

CPM Education Checklist

Name \_\_\_\_\_

Area Requirements – list title of the classes	School	Date	Grade	Sem/Qtr	Units
<b>Biblical Studies:</b> <i>2 courses minimum for both Old and New Testaments.</i>					
OT – Pentateuch focus					
OT – Other focus					
NT – Gospels focus					
NT – Pauline / other focus					
<b>Language and Exegesis:</b> <i>1 course each for Hebrew and Greek language and one course each in OT and NT exegesis.</i>					
Hebrew					
Greek					
Applied – Hebrew/OT Exegesis					
Applied – Greek/NT Exegesis					
<b>Theology:</b> <i>2 courses minimum plus 1 course Ethics</i>					
Introduction to Theology					
Reformed Theology (survey)					
Ethics					
<b>Practical Theology:</b>					
Presbyterian Polity					
Reformed Worship / Sacraments					
Homiletics					
Christian Education					
Pastoral Care					
<b>Church History:</b> <i>2 courses minimum.</i>					
Church History – 1 <sup>st</sup> to 21 <sup>st</sup> Century Survey					
Church History – Reformed/Book of Confessions					
<b>Miscellaneous:</b>					
Spirituality / Prayer					
Administration / Leadership					
Field Education					
Clinical Pastoral Education (CPE)					

<b>Electives: List.</b>					

*Note: Completing an M.Div does not necessarily mean the educational requirements of the CPM have been met. It is the student's responsibility (not the CPM's) to ensure that all courses meet our requirements. CPM must approve in advance any alternative education plans.*

## **Preparation for Ordination**

The Book of Order provides information on requirements for ordination:

[G-2.07](#) Ordination

[W-4.04](#): Ordination, Installation, and Commissioning

### **Personal Discernment Profile (PDP) Circulation Policy**

Adopted by CPM: October 1999

The Commission on Preparation for Ministry (CPM) will allow candidates to circulate their PDPs after all written ordination exams have been passed and after successful completion of any/all CPM requirements. Candidates may not negotiate for a particular position until certified by CPM.

### **Ordination - Plans for the Service and Administrative Commission**

Resources for ordination are found at the PC(USA) website or by contacting the ordaining presbytery.

## **Commission on Preparation for Ministry Administrative Documents**

### **Annual Consultation**

CPM meets with inquirers and candidates at least annually to assess their progress toward previously established goals in each of the five growth areas and to negotiate together appropriate new goals. Before each annual consultation, people under care must submit [Form 3 – Annual Consultation](#), which includes references.

Annual consultations address status and academic updates, issues, successes, questions, and more. We ask candidates to send updated self-assessments and progress reports a couple weeks before the consultation date so that the entire commission can be up to speed during the interview. It is also a time to examine other questions such as

1. What gifts for ministry do others recognize in this person's life?
2. Where might those gifts fit in response to the needs of the church and God's people broadly in the world?
3. Does the inquirer/candidate have the gifts, temperament, and interests needed to fulfill the functions of ministry of Word and Sacrament?
4. How willing and able is the person to follow the call of God's Spirit to serve in this ministry wherever that may lead?

Consultations may be in person or by video conference. Usually, CPM members take time to review the background information before the inquirer/candidate joins the meeting. Once the person is present, the meeting includes opening prayer (usually by the CPM liaison), introduction of CPM members and session liaison (if present), and the interview. Following the interview, the person is dismissed for a brief time while the CPM discusses what has been covered and develops growth objectives for the next year. The person is invited to rejoin, after

which the commission offers feedback and suggestions, discusses growth objectives, and closes with prayer by the liaison.

Most people under care benefit from more interaction than this annual consultation. CPM liaisons use email, texts, calls, food and beverage meet-ups, and video conferencing to encourage more regular check-ins as ways to build the relationship and trust essential to this discernment process. We also encourage people under care to reach out to each other for support and encouragement.

## **Summary of Recommended Interview Practice**

**Applicant Interviews** (times given are approximates for planning guidance):

1. 15 minutes - CPM meets in executive session for general review of background information.
2. 5 minutes – Liaison introduces potential inquirer and session liaison, if present. CPM members introduce themselves.
3. 30 minutes - CPM reviews background with the applicant.
4. Dismiss potential inquirer with a reminder that discussion takes awhile and they will be called back shortly.
5. 15 minutes – vote whether or not to enroll. Develop growth objectives if the individual is enrolled.
6. 15 minutes - invite potential inquirer and session liaison (if present) back. Report decision and pray with them.

### **Annual Interview for People Under Care**

1. CPM meets in executive session for general review of submitted reviews and other background information, if any.
2. Liaison introduces person under care and session liaison, if present. CPM members introduce themselves.
3. CPM reviews submitted documents with the person under care along with insights learned over the year, questions, concerns, and other updates.
4. Dismiss interviewee and session liaison with reminder that discussion takes awhile and they will be called back shortly.
5. CPM discusses findings and develops growth objectives for the coming year.
6. Interviewee and session liaison (if present) are invited back. Growth objectives are discussed and the CPM liaison or chair ends the interview with prayer.

### **Meeting to Consider Advancing from Inquirer to Candidate**

This meeting differs from an annual meeting in several possible ways, mostly involving goal setting:

- The meeting includes discussion of Clinical Pastoral Education (CPE) experience or plans not covered previously.
- CPM and person under care discuss academic requirements, Presbytery of the Cascades requirements, and ordination exams not yet taken.

## **Meeting to Certify Ready for Call**

This meeting differs from an annual meeting with two additional activities:

- Preaching of Sermon (20-30 minutes) The candidate preaches based upon a scriptural text. Sermon is accompanied by an exegesis of that text and a summary of its relevance to contemporary need. The candidate is prepared to discuss these with the CPM
- Statement of Faith (20-45 minutes) The candidate reads and is prepared to discuss their one-page statement of faith.

## **Negative Decision Procedure**

If opting not to advance an inquirer at the time of meeting to candidacy, the CPM must advise the inquirer of its valid concerns and indicate a time frame when the matter will be considered again. If there are (a) significant concerns or (b) the CPM has previously not advanced the inquirer, a formal statement of reasons, concerns, goals and expectations should be prepared. If this is not practical at the time of meeting, the chair should indicate that the CPM has concerns that require time to put in writing, and then articulate these in general terms before the meeting is completed. The LG should approve such a list at the next meeting and not later than 2 months from this executive session. The chair and file should receive copies of this document.

There is no limit on the times the motion to advance to candidacy may be considered. Graduation timing is not a factor in approving this motion. The CPM may set reasonable periods of time for accomplishment of such goals of less than 1 year.

If after the CPM has considered this question 3 times, and it appears that the commission does not find the inquirer suitable for ordered ministry (G-2. 0603), the CPM may pastorally begin exploring alternative areas of ministry appropriate to the inquirer. Such alternative ways of serving Christ are not be considered a failure in any way. As such, the CPM should not initiate removal from the process of any inquirer who is invested in the struggle. Instead, it is the CPM's work to help discern God's calling of the saint.

The chair and liaison should privately discuss the matter, after which the chair may take appropriate steps to meet with the pastor of the inquirer, seminary officials, or other stakeholders whose participation in pastoral care may be needed.

## **Seminary Indebtedness Policy**

Adopted by CPM: January 2005

When the Presbytery of the Cascades is the Presbytery of Care:

1. Require an inquirer to meet during the inquiry year with a Presbyterian Foundation representative, or a regional representative from the Board of Pensions, in order to assess net worth and to make a plan for financing the cost of seminary; or
2. Require the inquirer, during the inquiry year, to participate in a "Fiscal Fitness" workshop sponsored by the Board of Pensions of the PC(USA).

3. The liaison from the presbytery's Commission on Preparation for Ministry (CPM) will counsel with an inquirer regarding the inquirer's level of indebtedness vis-a-vis prospective salary that can be expected based on the current median income for the denomination reported by the Board of Pensions, and based on the minimum effective salary established by the Presbytery of the Cascades.
4. The CPM will work with each inquirer and candidate toward using their available assets to pay for the cost of seminary tuition and room and board rather than incurring indebtedness. If indebtedness cannot be avoided, the CPM will monitor, with the inquirer or candidate, the level at which this increases as well as the assets that may be made liquid to assist with seminary debt repayment.
5. The CPM will make available on an annual basis to each candidate or inquirer a list of options for pursuing grants and interest-free loans.
6. The CPM will be an advocate with the congregation of which the candidate is a member, and with other congregations of the presbytery as appropriate, in order to generate financial support for the candidate in the form of grants.

When the Presbytery of the Cascades is the Presbytery of Call:

7. Any minister answering a first call following graduation from seminary, and who comes with any educational indebtedness, will be required to show evidence of having attended a financial planning workshop such as "Fiscal Fitness" workshop sponsored by the Board of Pensions. If the minister has not attended such a workshop, they will be required to do so within twelve months of start-up. The cost of registration fee, accommodation, and travel for such a workshop will be considered legitimate reimbursable expense from the presbytery.
8. The Commission on Ministry will encourage calling congregations to use further educational debt reduction as a point in negotiating salary with a prospective pastor who is a recent seminary graduate.

### **Travel Reimbursement Policy**

It is the practice of Cascades Presbytery to cover the travel costs (airline, mileage, motel, meals, public transportation and car rental) of inquirers and candidates for costs incurred to meet with the Commission on Preparation for Ministry (CPM) for their annual consultations and/or to appear at Presbytery meetings. The Presbytery requests that the person's home church contribute up to one-half the total of these expenses.

Candidates are responsible for travel costs that occur due to late ticketing (after 21 days before traveling) or personal preferences.



## **Criminal Background Check**

The Commission on Preparation for Ministry (CPM) requires that a criminal background check be conducted on all persons entering the candidacy process.

Rationale:

Most seminaries require a background check for entering students

Cascades Presbytery requires a criminal background check for all teaching elders transferring into the Presbytery.

## **File Retention**

Adopted by CPM: April 2004

Revised: August 2012

In the Presbytery of the Cascades, all files maintained by the Commission on Preparation for Ministry (CPM) for persons under the care of CPM shall be destroyed by shredding or other secure means no less than seven (7) years following the last contact between CPM and the person under care as per the record retention policy adopted by the Personnel & Administration Committee, May 30, 2012.

## **Presbyterian Seminary Attendance Policy**

The presbytery adopted a (2001) policy that would ordinarily require that a candidate for ordination by the Presbytery of the Cascades receive an M.Div. degree from a Presbyterian seminary. However, the following exceptions are possible with a two-thirds vote of the commission:

- An M.Div. degree from a non-Presbyterian seminary, earned as a full-time student, with a particular emphasis on Presbyterian experience, or
- An M.Div. degree as a commuter student at a Presbyterian seminary, or
- An M.Div. degree as a commuter to an accredited non-Presbyterian seminary, with one-year full-time residency at a Presbyterian seminary.
- An ability to demonstrate through experience, background, and education, and a thorough pastoral formation in the [Presbyterian ethos](#).

## **Guidance for Determining Formation in the Presbyterian Ethos**

Regarding Requests for Exemptions

Adopted by CPM, April 2010

*Guidance for use where inquirers and candidates request an exception from study and preparation in a Presbyterian Church (USA) seminary as they believe they can demonstrate through experience, background, and education, a thorough pastoral formation in the Presbyterian ethos.*

It is recommended that a request and review of this exception come as early as possible in the inquiry phase of care, with a concrete plan for fulfilling any requirements of the Commission on Preparation for Ministry (CPM) to come throughout the care process in the goals established in annual consultations. The inquirer/candidate will be willing to engage in conversation and set goals in light of the criteria below.

*Are you called to ministry of the Word and Sacrament in the Presbyterian Church (USA)?*

Much of our conversation with individuals under care concerns the kind of ministry to which they are called (teaching elders or another ministry as a part of our understanding that all the baptized are called in the priesthood of all believers). This guideline addresses the issue of the context for the practice of ministry to which they may be called.

When an inquirer/candidate seeks an exception, invoking option (d), they will bring a portfolio to the CPM that shows their experience/background/education in areas that articulate a thorough pastoral formation in the Presbyterian ethos. They will demonstrate by their history and ongoing pastoral formation while under care how these areas will be fulfilled.

The CPM's understanding of pastoral formation in a "Presbyterian ethos" will be guided by, but not limited to, these areas:

- **Educational preparation** shall include overall grounding in Christian theology, practice and history, and also include the standards of an embodiment of Presbyterian theology, worship, spirituality and practice. The inquirer/candidate will be able to speak to a Presbyterian perspective for the broad Christian community and for the particular ministry they may serve.
- **Biblical study and the use of Scripture in the life of the congregation:** There is an expectation of rigorous intellectual disciplines in biblical interpretation; (the heart of humanism in the reformation was an excitement in the use of many different disciplines). The inquirer/candidate will be able to articulate and apply the guidelines for biblical authority and interpretation adopted by the PC(USA). [See OGA 99-022 based on documents of both of our predecessor denominations—outline attached.]
- **Pastoral leadership within the Presbyterian ethos:** The pastoral formation shall include relational and shared leadership, putting skills in service to the communal discernment of the church. A belief in parity between elders and pastors in church leadership is central to this. The inquirer/candidate will demonstrate a trust and expectation in the Holy Spirit's ability to work through the diversity of the gathered body.
- **Worship and spiritual disciplines:** Pastoral formation shall include planning and experiencing the breadth and depth of the Christian tradition, and that which is distinctively Presbyterian. Inquirer/candidate will show appropriate application of the Directory of Worship in a variety of settings, both individually and in collaboration with others, for the worship of the church, to the glory of God.
- **Pastoral formation** in the Presbyterian ethos includes a willingness and a facility to live in the tension that balances head and heart, individual and communal, order and ardor, God's sovereignty and our responsibility. The ethos seeks a personal balance in these things, out of which service is offered the community. The inquirer/candidate will demonstrate their commitment to living in this tension, trusting in God's grace.

*...to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith...<sup>15</sup>speaking the truth in love, we must grow up in every way into the one who is the head, into Christ, <sup>16</sup>from whom the whole body, joined and knitted together by every ligament with which it is equipped, as each part is working properly, promotes the body's growth in building itself up in love. Ephesians 4:12a, 15-16*

**Presbyterian Understanding and Use of Holy Scripture** was adopted by the 123<sup>rd</sup> General Assembly (1983) of the Presbyterian Church in the United States as a position statement of the General Assembly on the interpretation of Scripture.

***Biblical Authority and Interpretation*** was received by the 194<sup>th</sup> General Assembly (1982) of the United Presbyterian Church in the United States of America. Its guidelines were adopted by the General Assembly.

The two papers were written in response to the need for a common basis in a diverse church for understanding and using Scripture. The Office of Theology and Worship believes that they remain important resources for the Presbyterian Church (USA).

Brief summary:

We believe that scripture, by the power of the Holy Spirit, is the Living Word through which God continues to speak to us today.

1. We interpret all scripture through the lens of God's revelation in ***Jesus Christ***.
2. We give priority to the ***Plain Sense*** of the text.
3. We interpret ***Scripture by Scripture*** as each text is seen in the light of the entirety of the Hebrew and Christian Scriptures.
4. We apply the ***Rule of Love***, asking, "How does this affirm love of God and neighbor as self?"
5. We interpret by the ***Rule of Faith*** that is in light of the consensus of the community of faith past and present.
6. We believe the interpretation of the Bible requires ***Earnest Study*** using all the tools of critical scholarship.

All interpretation must rely on the ***Guidance of the Holy Spirit*** in determining both meaning and application.

## **Presbyterian Ethos Assessment Form**

**Adopted by CPM: April 2011**

### **Format for Submitting Evidence of Thorough Pastoral Formation in the Presbyterian Ethos**

It is recommended that a request and review of this exception come as early as possible in the inquiry phase of care. The inquirer will be willing to engage in conversation and set goals in light of the criteria below. There are three components to the assessment:

1. The individual submits an accounting of life experience to be reviewed along with documentation of hours, faculty/supervisors, institutions involved and a description of the contexts in which pastoral formation took place.
2. References that can speak to the areas being assessed are furnished and interviewed.
3. Observations of the individual providing leadership in a setting that demonstrates his/her ability is made by an individual with expertise in both observation and in the area being assessed. The documentation of the observations includes examples of practical application of the competencies being assessed.

When inquirers seek an exception to Cascades Presbytery's policy on Presbyterian Seminary Attendance [Option D], they will bring a portfolio to the Commission on Preparation for Ministry (CPM) that shows their experience/background/education in the five (5) areas that articulate thorough pastoral formation in the Presbyterian ethos. They will demonstrate by her/his history and ongoing pastoral formation while under care how these areas will be fulfilled.

All this evidence is then reviewed by a panel and an assessment is made as to the strengths and weaknesses of the individual's current competence/formation with recommendations as to the meeting of the requirement for granting an exception. Most reviews include an opportunity to furnish further documentation in an area not deemed sufficient to meet the requirements.

It is within the authority and discretion of the CPM to grant or not grant the exception [Option D] to the Presbytery's policy on Presbyterian Seminary Attendance.

**A. Educational preparation includes overall grounding in Christian theology, practice and history, and also includes the (standards of an embodiment of Presbyterian) theology, worship, spirituality and practice.** The inquirer can speak to a Presbyterian perspective for the broad Christian community and for the particular ministry they may serve.

**CPM Comment:**

**B. Biblical study and the use of Scripture in the life of the congregation:** There is an expectation of rigorous intellectual disciplines in biblical interpretation (the heart of humanism) in the reformation was an excitement in the use of many different disciplines. The inquirer will be able to articulate and apply the guidelines for Biblical authority and interpretation adopted by the Presbyterian Church (USA). [See OGA 99-022 based on documents of both of our predecessor denominations – outline included in Cascades Presbytery's policy on Presbyterian Seminary Attendance.]

**CPM Comment:**

**C. Pastoral leadership within the Presbyterian ethos:** The pastoral formation shall include relational and shared leadership – putting skills in service to the communal discernment of the church. A belief in parity between elders and pastors in church leadership is central to this. The inquirer will demonstrate a trust and expectation in the Holy Spirit's ability to work through the diversity of the gathered body.

**CPM Comment:**

**D. Worship and spiritual disciplines:** Pastoral formation shall include planning and experiencing the breadth and depth of the Christian tradition, and that which is distinctively Presbyterian. The inquirer will show appropriate application of the Directory of Worship in a

variety of settings, both individually and in collaboration with others, for the worship of the church, to the glory of God.

**CPM Comment:**

**E. Pastoral formation in the Presbyterian ethos** includes a willingness and a facility to live in the tension that balances head and heart, individual and communal, order and ardor, God's sovereignty and our responsibility. The ethos seeks a personal balance in these things, out of which service is offered the community. The inquirer will demonstrate his/her commitment to living in this tension, trusting in God's grace.

**CPM Comment:**

## **Policies on Alternate Exam Processes**

The Rationale: The Book of Order [G-2.0610]\* provides for an alternative assessment process, if

Approved by a three-fourth vote of the presbytery of care.

The CPM is satisfied with the progress made in all other areas.

There is precedent in the Presbytery of Cascades to approve alternative methods for examination:

Biblical Exegesis [approved 2002; reaffirmed in 2005 and 2010]; Polity [approved 2006, reaffirmed in 2011]; Worship and Sacraments [approved 2006]

\* "The minutes of presbytery shall contain a full record of the reasons for the exception and the alternate plan for determining competence." [Book of Order, G-2.0610]

## **Alternate Exam Process for Bible Content**

Adopted by Presbytery: March 2012

To accommodate individuals who have not successfully completed the Bible Content exam after several attempts, the following plan is proposed as an alternative. This exercise is intended to not only demonstrate a familiarity with content of the Bible but to also serve as the foundation for a useful resource to remember and access specific passages.

The Plan:

After approval by the Presbytery, the candidate is to:

Write and submit a comprehensive portfolio surveying the content of the Bible. The portfolio must include a brief summary of the content of each book with identification of at least one reference of scripture/story in each book that would be useful in the pastoral context in which you expect to work. Besides citing the reference and providing a quotation of the verse(s), provide a paragraph of explanation as to how the passage is relevant in your life and/or work. In addition at least two such references shall be included for one book of each of the major divisions of scripture (Law, Former Prophets, Wisdom Literature, Major Prophets, Minor Prophets, Gospels & Acts, Pauline Epistles, Non-Pauline Epistles, and Revelation). For example, your portfolio piece for the Law Portion might include 3 references from Genesis and one reference from each of the remaining books in that portion.

The portfolio must be completed on the computer so that it may be the beginning of a life-time work that may be added to as you continue your study of scripture and insight into ministry.

An evaluation panel would be composed of three persons from the Presbytery of Cascades. (NOTE: Current CPM members would not be members of this panel.)

The examination panel will provide oral feedback to the candidate following their completion of the grading process and recommendation to CPM regarding successful completion of this exam.

\* “A full account of the reasons for exception shall be included in the minutes of the presbytery and communicated to the presbytery to which an inquirer or candidate may be transferred.”  
[Book of Order, G-2.0610]

### **Alternate Exam Process for Biblical Exegesis**

Adopted by Presbytery: March 2002; reaffirmed: March 2005

1. A team of four (4) will be selected by the Commission on Preparation for Ministry (CPM) and will include:

- a. One individual with graduate training in the area of examination (Exegesis)
- b. An active Teaching Elder
- c. An active Ruling Elder

(The above 3 team members shall not have any personal or professional relationship with the candidate)

- d. A member of CPM to act as a resource

2. The team will:

- a. Evaluate the old exam to identify reasons for failure.
- b. Interview the candidate so s/he can provide his/her own perspective on what is deemed difficult about the exam.
- c. Read letters from professors and supervisors to determine their perspective.
- d. Orally examine the candidate on his/her formal Statement of Faith, seeking support for this statement from Scripture, the Book of Confessions, and Reformed theologians. This portion shall not take longer than 1½ hours.

- e. Examine an exegesis paper that will be prepared by the candidate and properly examine the candidate about its contents.
  - f. Hear a sermon prepared by the candidate based on the above exegesis and examine him/her about the application of the scripture.
  - g. The above two portions having to do with exegesis and the sermon should together take no longer than 1½ hours.
  - h. Provide written evaluations indicating strengths, weaknesses and the team's recommendation for pass/fail grade, to be submitted to the CPM.
3. CPM will determine final disposition of the examination based on the evaluations of the team.

### **Alternate Exam Process for Polity**

Adopted by Presbytery: November 2006; revised: April 2011

The Plan:

- a. After approval by the Presbytery, the Presbytery of Cascades' Commission on Preparation for Ministry (CPM) will request that the manager of the Presbyteries' Cooperative Committee on Examinations create two separate polity exams from which the CPM will select one to administer.
- b. This Alternative Polity Exam shall include 90 minutes for the candidate's written preparation/outline of responses and another 90 minutes for the candidate's oral response to the questions. During the oral exam each question will be allowed 30 minutes with no more than 20 minutes for the candidate's presentation and no more than 10 minutes for the examination panel's elaborating, probing questions.
- c. A member of CPM will monitor the candidate's preparation time.
- d. The examination panel would be composed of three persons from the Presbytery of Cascades who have had previous experience reading ordination exams. (NOTE: Current CPM members would not be members of this panel.)
- e. During the time that the candidate is preparing and outlining his/her responses to the questions, the members of the examination panel will confer to develop criteria for evaluating the candidate's oral remarks.
- f. Examination panel members may caucus at the close of the 90 minute presentation time to discuss the candidate's responses. They will use the grading sheets normally provided for the standardized Polity Exam to individually score the candidate. Two of the three panelists must give the exam a passing score.
- g. The examination panel will provide oral feedback to the candidate following their completion of the grading process.



## **Alternate Exam Process for Worship & Sacraments**

Adopted by Presbytery: November 2006

The Plan:

- a. The Presbytery of Cascade's Commission on Preparation for Ministry (CPM) will request that the manager of the Presbyteries' Cooperative Committee on Examinations create two separate Worship & Sacraments exams from which the CPM will select one to administer.
- b. This Alternative Worship & Sacraments Exam shall include 90 minutes for the candidate's written preparation/ outline of responses and another 90 minutes for the candidate's oral response to the questions. During the oral exam each question will be allowed 30 minutes, with no more than 20 minutes for the candidate's presentation and no more than 10 minutes for the examination panel's elaborating, probing questions.
- c. A member of CPM will monitor the candidate's preparation time.
- d. The examination panel would be composed of three persons from the Presbytery of Cascades who have had previous experience reading ordination exams. (NOTE: Current CPM members would not be members of this panel.)
- e. During the time that the candidate is preparing and outlining his/her responses to the questions, the members of the examination panel will confer to develop criteria for evaluating the candidate's oral remarks.
- f. Examination panel members may caucus at the close of the 90-minute presentation time to discuss the candidate's responses. They will use the grading sheets normally provided for the standardized Worship & Sacraments Exam to individually score the candidate. Two of the three panelists must give the exam a passing score.
- g. The examination panel will provide oral feedback to the candidate following their completion of the grading process.

## **Current Information from the Book of Order PC(USA) Book Of Order 2019/2023**

### **G-2.06 PREPARATION FOR MINISTRY**

#### **G-2.0601 Nature and Purpose of Preparation**

It is important that those who are to be ordained as ministers of the Word and Sacrament receive full preparation for their task under the direction of the presbytery. For this purpose, a presbytery shall enter into covenant relationship with those preparing to become ministers of the Word and Sacrament and with their sessions and congregations. This relationship shall be divided into the two phases of inquiry and candidacy.

#### **G-2.0602 Time Requirements**

To be enrolled as an inquirer, the applicant shall be a member of the sponsoring congregation, shall have been active in the work and worship of that congregation for at least six months, and shall have received the endorsement of the session of the sponsoring congregation. The inquiry and candidacy phases shall continue for a period of no less than two years, including at least one year as a candidate.

**G-2.0603 Purpose of Inquiry**

The purpose of the inquiry phase is to provide an opportunity for the church and those who believe themselves called to ordered ministry as ministers of the Word and Sacrament to explore that call together so that the presbytery can make an informed decision about the inquirer's suitability for ordered ministry.

**G-2.0604 Purpose of Candidacy**

The purpose of the candidacy phase is to provide for the full preparation of persons to serve the church as ministers of the Word and Sacrament. This shall be accomplished through the presbytery's support, guidance, and evaluation of a candidate's fitness and readiness for a call to ministry requiring ordination.

**G-2.0605 Oversight**

During the phases of inquiry and candidacy the individual continues to be an active member of his or her congregation and subject to the concern and discipline of the session. In matters relating to preparation for ministry, the individual is subject to the oversight of the presbytery within the context of their covenant relationship.

**G-2.0606 Service in Covenant Relationship**

Inquirers and candidates shall, with the permission of the presbytery of care, engage in some form of supervised service to the church. No inquirer or candidate who has not been previously ordained as a ruling elder may serve as moderator of a session, administer the Sacraments, or perform a marriage service. An inquirer or candidate previously ordained as a ruling elder may be authorized by the presbytery to preside at the Lord's Supper when invited by a session.

**G-2.0607 Final Assessment and Negotiation for Service**

A candidate may not enter into negotiation for his or her service as a minister of the Word and Sacrament without approval of the presbytery of care. The presbytery shall record when it has certified a candidate ready for examination by a presbytery for ordination, pending a call. Evidence of readiness to begin ordered ministry as a minister of the Word and Sacrament shall include:

- a. a candidate's wisdom and maturity of faith, leadership skills, compassionate spirit, honest repute, and sound judgment;
- b. a transcript showing graduation, with satisfactory grades, at a regionally accredited college or university;
- c. a transcript from a theological institution accredited by the Association of Theological Schools acceptable to the presbytery, showing a course of study including Hebrew and Greek, exegesis of the Old and New Testaments using Hebrew and Greek, satisfactory grades in all areas of study, and graduation or proximity to graduation; and
- d. examination materials, together with evaluations that declare those materials satisfactory in the areas covered by any standard ordination examination approved by the General Assembly. Such examinations shall be prepared and administered by a body created by the presbyteries.

**G-2.0608 Transfer of Relationship**

At the request of the inquirer or candidate and with the approval of the sessions and presbyteries involved, a presbytery may transfer the covenant relationship of an inquirer or candidate.

**G-2.0609 Removal from Relationship**

An inquirer or candidate may, after consultation with the session and the presbytery, withdraw from covenant relationship. A presbytery may also, for sufficient reasons, remove an individual's name from the roll of inquirers and candidates, reporting this action and the reasons to the session, to the individual, and, if appropriate, to the educational institution in which the

individual is enrolled. Prior to taking such action, the presbytery or its designated entity shall make a reasonable attempt to give the candidate or inquirer an opportunity to be heard concerning the proposed removal.

#### **G-2.0610 Accommodations to Particular Circumstances**

When a presbytery concludes there are good and sufficient reasons for accommodations to the particular circumstances of an individual seeking ordination, it may, by a three-fourths vote, waive any of the requirements for ordination in G-2.06, except for those of G-2.0607d. If a presbytery judges that there are good and sufficient reasons why a candidate should not be required to satisfy the requirements of G-2.0607d, it shall approve by three-fourths vote some alternate means by which to ascertain the readiness of the candidate for ministry in the areas covered by the standard ordination examinations. A full account of the reasons for any waiver or alternate means to ascertain readiness shall be included in the minutes of the presbytery and communicated to the presbytery to which an inquirer or candidate may be transferred.

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### **G-2.07 ORDINATION**

#### **G-2.0701 Ordination**

Ordination to the ordered ministry of minister of the Word and Sacrament is an act of the whole church carried out by the presbytery, setting apart a person to ordered ministry. Such a person shall have fulfilled the ordination requirements of the presbytery of care and received the call of God to service to a congregation or other work in the mission of the church that is acceptable to the candidate and to the presbytery of call.

#### **G-2.0702 Place of Ordination**

The presbytery placing the call to the candidate for ministry shall ordinarily examine, ordain, and install the candidate.

#### **G-2.0703 Service of Ordination**

The order for that service of worship in the Directory for Worship (W-4.04) shall be followed.

#### **G-2.0704 Record of Ordination**

The presbytery of call shall record the ordination and installation, along with written affirmation of the new minister of the Word and Sacrament to the obligations undertaken in the ordination questions, and enroll the minister of the Word and Sacrament as a member of the presbytery. The stated clerk of the presbytery shall report these actions to the General Assembly, the presbytery of care, and to the congregation of which the candidate was formerly a member.

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### **W-4.04: Ordination, Installation, and Commissioning**

#### **W-4.0404: Constitutional Questions**

The moderator of the council of those to be ordained, installed, or commissioned shall ask them to face the body of membership and to answer the following questions:

- a. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?
- b. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to you?
- c. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?

- d. Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?
  - e. Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?
  - f. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
  - g. Do you promise to further the peace, unity, and purity of the church?
  - h. Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?
  - i. ...
- (3) (For minister of the Word and Sacrament†) Will you be a faithful minister of the Word and Sacrament†, proclaiming the good news in Word and Sacrament, teaching faith and caring for people? Will you be active in government and discipline, serving in the councils of the church; and in your ministry will you try to show the love and justice of Jesus Christ?

## REPORT OF THE STATED CLERK

## FOR ACTION

## 1. NECROLOGY REPORT [Consent Agenda]

The following are the names, as reported to the Stated Clerk, of deceased presbyters since the meeting of The Presbytery of the Cascades, July 12, 2024. (Clerks of Session are reminded to inform the Stated Clerk as soon as possible after a death occurs so that the clerk's report might be made to presbytery in timely fashion. It is not necessary to wait until the filing of a congregation's Annual Statistical Report to notify the presbytery office. Necrology Report forms can be found on the website.)

MINISTER	DATE
Peter Hutton	July 5, 2024
Del McAmis	July 7, 2024
Sayer (Skip) Strauch	July 9, 2024
Dean Klarr Jr.	June 24, 2024
David P. McDaniels	March 30, 2024
Robert Groves	March 22, 2023
Jon O. Nestor	August 2, 2024

MINISTER SPOUSE	DATE
Sharry Lachman (Wesley Lachman)	June 3, 2024

ELDER	CHURCH	CITY	DATE
Dana H. Collins	First PC	Medford, OR	June 27, 2024
Gwen Wagner	East Woods PC	Vancouver, WA	August 11, 2023
Marilyn Simonsen	East Woods PC	Vancouver, WA	April 13, 2024
Delores Corley	Mt. Scott Park PC	Portland, OR	September 11, 2024
Nancy Smith	Community PC	Redmond, OR	July 6, 2024
Tom Bull	Community PC	Redmond, OR	September 10, 2023
Judy Rowan	Community PC	Redmond, OR	May 8, 2024
Bruce Wilkenfeldt	Community PC	Redmond, OR	July 10, 2024
John Hodecker	Community PC	Redmond, OR	March 5, 2024

**Action:** Thank God for the lives and ministries of these officers and servants of the church.

## 2.) REPORT OF RESIGNATION FROM SERVICE [Consent Agenda]

Tom Lindsay, COM-NW	July 24, 2024
Maggie Lewis, COM-C	August 15, 2024
Brian Reeves, CPM	October 14, 2024

**Action:** Accept these resignations with appreciation for the service given.

FOR INFORMATION

1.) UPCOMING MEETINGS OF THE PRESBYTERY

DATE	FORMAT	REGION	SUBMIT MATERIALS BY
January 29-30, 2025	Online	N/A	January 7, 2025
March 14-15, 2025	In-Person	Northwest	February 20, 2025
June 25, 2025	Online	N/A	June 3, 2025
October 24-25, 2025	In-Person	Central	October 2, 2025
January 29-30, 2026	Online	N/A	January 7, 2026
April 24-25, 2026	In-Person	Northeast	April 1, 2026
June 18, 2026	Online	N/A	May 27, 2026

2.) REPORT OF APPOINTMENTS BY THE MODERATOR FOR SERVICE

On October 8, 2024, Moderator Chris Murphy appointed the following persons to service upon the recommendation of the Nominating Committee. Moderator Appointments are effective until the June 2025 stated meeting at which time appointed committee members may continue service if elected by the presbytery

Jackie Putnam	Elder, Portland, Savage Memorial	COM-NE, Class of 2025
Tim Sercombe	Elder, Portland, First	Permanent Judicial Commission, Class of 2030
John England	Elder, Portland Multnomah	COM-NW, Class of 2027

3.) SESSION RECORD REVIEWS

“Each council shall review annually or biennially, based on the body’s meeting frequency, the proceedings and actions of...lower councils within its jurisdiction” G-3.0108. Sessions are under the jurisdiction of the Presbytery and the Presbytery fulfills the review requirement by inviting clerks to exchange and review each other’s minutes under the guidance of the stated clerk. Session Records reviews for 2024 began after the Background papers were prepared. Results of the review will be reported at the January Presbytery meeting.

3.) SYNOD REVIEW OF PRESBYTERY MINUTES

The minutes of stated and special meetings of the Presbytery from October 2023 through July 2024 were submitted to the Synod for review on August 26, 2024. The clerk anticipates that the results of the review will be available and reported at the January 2025 meeting.

4.) PERMANENT JUDICIAL COMMISSION MEMBERS AND OFFICERS

The following list fulfills the requirement that the Stated Clerk shall keep a current roster of those members of the Permanent Judicial Commission whose terms have expired within the past six years, and report that roster annually to the presbytery. (D-5.0206b)

Members of the Permanent Judicial Commission whose terms have expired within the past six years:

Class of 2020

Sharon Hasenjaeger	Portland	[NW]
Doug Blomgren	Portland	[NW]
Montee Kennedy	Florence	[C]

Class of 2022

Audrey Schindler	Portland	[NW]
Susan Massey	Portland	[NW]

Class of 2024

Sue Graf	Portland	[NE]
Tom Clarke	Reedsport	[C]

## INFORMATION REQUIRED BY CONSTITUTION AND SYNOD OF THE PACIFIC

- A. The Presbytery has established a rule regarding the Committee on Representation in accord with G- 3.0103  
*Bylaws Article VIII.B.4 The presbytery shall elect seven persons, including the chair, to serve on the Committee on Representation to meet the requirements and fulfill the responsibilities specified in the Constitution.*
- B. Links provide evidence that the Presbytery has a manual of [administrative operations](#), [a sexual misconduct policy](#), [a child and youth protection policy](#), and [anti harassment policy](#). The Presbytery has not yet adopted an antiracism policy.
- C. The Stated Clerk submitted all annual forms and other reports requested by the General Assembly for 2023 as required by G-3.0302b.
- D. In accordance with G-3.0112, the presbytery has obtained property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers through the Insurance Board.
- E. As required by G-2.0508, the Stated Clerk reports that the following Minister member is neither retired, nor engaged in validated ministry nor a member at large: William Syrios.