

# Presbytery of Arkansas

## CRITERIA FOR DETERMINING THE VALIDATION OF MINISTRIES OUTSIDE THE CONGREGATION

### SECTION (A) INTRODUCTION

Every active Minister of the Word and Sacrament of the Presbytery of Arkansas shall be engaged in a ministry that is validated by that presbytery, a member-at-large as determined by the presbytery, or honorably retired. (G-2.0503)

The Presbytery of Arkansas divides the active Ministers of the Word and Sacrament into the following classes, they are:

- 1) That class of members defined as installed or temporary pastoral relationships: Pastors, Co-Pastors and Associate Pastors (G-20504a), Stated Supplies, Pulpit Supplies, or Interim/Transitional Pastors. (Board of Pensions Authorized Ecclesiastical Occupation Designation numbered 101 through 109).
- 2) That class of members defined as positions serving a governing body, such as General Assembly, Synod, Presbytery or Seminary. (G-3.0104) (Board of Pensions Authorized Ecclesiastical Occupation Designation numbered 301 through 309, 402 through 405).
- 3) That class of members called to a validated ministry beyond the jurisdiction of the church (G-2.0503a) (Board of Pensions Authorized Ecclesiastical Occupation Designation numbered 501 through 565, 641 through 648, and 701 through 771, 791).
- 4) That class of members defined as Ministers at Large (G-2.0503b) i.e. specific tasks appropriate to the ministry of the church (Board of Pensions Authorized Ecclesiastical Occupation Designation numbered 795, 796 and 797).
- 5) That class of members defined as Honorably Retired (G-2.0502c) (Board of Pensions Authorized Ecclesiastical Occupation Designation numbered 299).

Minister members of the Presbytery of Arkansas not engaged in pastoral relationships nor honorably retired may choose the "Minister at Large" designation or, if engaged in a ministry outside of the congregation, may have that ministry validated. Some ministry positions outside the congregation which are specifically associated with the Presbytery of Arkansas and its various ministries are automatically designated as "validated" and do not require the Ministers of the Word and Sacrament filling those positions to formally apply for such designation. Those positions include:

- The General Presbyter, if a Minister of the Word and Sacrament
- The Stated Clerk, Minister of the Word and Sacrament

- The Chaplains at the University of the Ozarks, Lyon College, and the Campus Minister at the University of Arkansas at Fayetteville's United Campus Ministry, if PC(USA) Ministers of the Word and Sacrament
- The Chaplain at Presbyterian Village, if a PC(USA) Minister of the Word and Sacrament
- Other staff of the Presbytery of Arkansas who are PC(USA) Ministers of the Word and Sacrament

Presbyteries are required to establish written criteria for validating ministries not specifically associated with the Presbytery of Arkansas. This supplemental policy provides: Section "B", a Process for Validation; Section "C" the Criteria for Validation; and Section "D", the continuing relationship with the Committee on Ministry. Also included with this policy is Exhibit "A" the Application for Validated Ministry Outside the Jurisdiction of the Church; and Exhibit "B", the Application for a Background Check.

Ministers of Word and Sacrament who wish to have the ministry positions in which they serve designated as validated ministries may apply to the Committee on Ministry for such designation in the way described in this policy.

## **SECTION (B) PROCESS OF VALIDATION**

**For that class of ministers of the Word and Sacrament called to ministry outside the congregation (Board of Pensions Authorized Ecclesiastical Occupation Designation numbered 301 through 309, 402 through 405, 501 through 565, 641 through 648, and 701 through 797).**

Designated members of the Committee on Ministry shall review all written applications of validation (Exhibit "A") received prior to the next stated meeting.

If during the investigation and review of the written request for validation designated members of the Committee on Ministry identify an adequate amount of satisfactory evidence that the criteria for validated ministry is being met, then they shall recommend to the Committee on Ministry that the request for validation be approved.

If the designated members of the Committee on Ministry decide not to recommend the validation of the ministry, then the applicant shall have the right to make a request directly to the Committee on Ministry to consider the application.

Regardless of the recommendation of the designated members of the Committee on Ministry, the Committee on Ministry may or may not approve the validation of the ministry.

## **SECTION (C) CRITERIA FOR VALIDATING MINISTRIES**

In determining which Ministers of the Word and Sacrament have validated ministries the designated members of the Committee on Ministry shall be guided by these criteria and standards:

1. Each minister of the Word and Sacrament shall document the verifiable designations as defined by the Board of Pensions Authorized Ecclesiastical Occupation Designation.
2. Each Minister of the Word and Sacrament shall be active in a local PC(USA) church and participate in the life of that church. Each Minister of the Word and Sacrament must attend at least one Presbytery meeting each calendar year.
3. Each Minister of the Word and Sacrament shall preach or serve as pulpit supply at least one time a year, and/or perform other ecumenical / ecclesiastical / religious activities.
4. Each Minister of the Word and Sacrament shall describe their work, pastoral care and how it relates to the overall mission of the church and enhances the work of the Presbytery of Arkansas.

#### **SECTION (D) CONTINUING RELATIONSHIP WITH THE COMMITTEE ON MINISTRY**

Each Minister of the Word and Sacrament member of the Presbytery of Arkansas serving in a validated ministry, other than Presbytery staff, will be assigned a liaison with which to remain connected with Committee on Ministry. That liaison is to be a counselor and support as needed for the minister engaged in a validated ministry, whether that validated ministry is within the bounds of the Presbytery of Arkansas or not. If a change in the position occurs, or if the minister member engaged in the validated ministry ceases to serve in this role, it is through the liaison that the minister engaged in a validated ministry that this information will be given to the Committee on Ministry. It is the mutual responsibility of liaison and minister member engaged in a validated ministry to maintain the clear communication and connection, so as to benefit both the ministry of the minister member and the Presbytery of Arkansas.

*revised September 14, 2017*  
*revised November 10, 2017*  
*revised February 2, 2021*

**PRESBYTERY OF ARKANSAS**  
**Committee on Ministry**  
**Application for Validated Ministry Outside the Jurisdiction of the Church**

Date: \_\_\_\_\_

**Personal Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Phone Numbers: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Employer Information**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Phone Numbers: \_\_\_\_\_

Are you currently a minister of the Word and Sacrament ordained by PC(USA)?

( ) No ( ) Yes      Year ordained? \_\_\_\_\_

In what Presbytery are you an active member? \_\_\_\_\_

Please list your formal education. Please include dates, institution and degrees.

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**Ecclesiastical Designation** you are requesting? (Please mark)

- |  |   |
|--|---|
| <input type="checkbox"/> Pastoral Counselor      | <input type="checkbox"/> Missionary         |
| <input type="checkbox"/> Campus Minister         | <input type="checkbox"/> Partner in Mission |
| <input type="checkbox"/> Evangelists             | <input type="checkbox"/> Teachers           |
| <input type="checkbox"/> Chaplains               | <input type="checkbox"/> Administrators     |
| <input type="checkbox"/> Social Workers          | <input type="checkbox"/> Consultants        |
| <input type="checkbox"/> Other (Describe): _____ |   |

**Participation**

Within which local PCUSA congregation will you be active? \_\_\_\_\_

In what ways will you participate in the life of that Congregation?

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In what ways do you participate in the life of the Presbytery of Arkansas?

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**Other Participation**

What other ecumenical / ecclesiastical / religious activities might you engage in? i.e. weddings, funerals, ecumenical worship etc.

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**Validated Ministry**

Please describe how your proposed ministry conforms to the mission of God's people in the world as set forth in Scripture, the Book of Confessions and the Book of Order?

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Describe your proposed ministry or pastoral care serves and aids others, and enables the ministries of others.

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Will the organization that you are going to work for have a supervisory structure that encourages and monitors your professional development? Please describe.

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How will you reconcile any differences between the mission and scope of the organization if that mission and scope differ with the reformed theology as set forth in the *Book of Confessions* and the *Book of Order*?

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Other as designated by the Committee on Ministry

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### APPLICATION FOR VALIDATED MINISTRY

I certify that I know the contents of this application signed by me and the statements in the application are a true and correct representation of my proposed Ministry activities for a validated ministry.

I make the following motion: ***that my application for validated ministry is approved.***

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

**AUTHORIZATION FORM FOR BACKGROUND CHECK**

I understand that in connection with my application for Employment, Volunteer Services, and/or Continuous Employment, and/or Volunteer Services the Presbytery of Arkansas, its consultant in, IntelliCorp, their agents or employees may be performing, requesting, obtaining or conducting a background check on me. This background check may include an inquiry into my Employment History, Education, General Character or Reputation, Work Experience, Volunteer Experience, Driving, and/or Criminal History. If my position involves handling money and/or having access to monies and/or other transferable monetary instruments, my Credit History may also be checked.

I understand that the Presbytery of Arkansas may rely on any part of all of this Information in determining whether to extend an offer of Employment / Volunteers' duties to me. I further understand that if any adverse action is taken by the Presbytery of Arkansas, or if the Presbytery of Arkansas chooses not to extend an offer of Employment / Volunteer duties to me based upon the Information, that I will be provided a copy of such Information along with a summary of my rights under the Fair Credit Reporting Act.

I understand that the background check, which may be performed by Investigators, is being performed as part of the process to evaluate me prior to Employment / Volunteer assignments, and is not conducted for any purpose other than in connection with my Application for Employment, Volunteer status and/or my eligibility for Continued Employment / Volunteer Duties.

I have read this Pre-Employment and Continued Employment / Volunteer Disclosure and by signing below, hereby authorize Investigators to conduct a background check as described herein in conjunction with my application for employment/volunteer duties. I hereby release any and all Investigators, including the Presbytery of Arkansas, from any and all liability related to the procurement or disclosure of any information provided by me or obtained about me in connection with my Application with Employer / Organization to the Synod of the Sun and its affiliated churches, agencies and institutions. I further direct and authorize Investigators to conduct the background check and further authorize any third parties who may be the custodians of or in possession of the requested Information, to disclose such Information to Investigators in connection with this background check.

Although furnishing your Social Security Number is not optional, it shall be used for NO other purpose than to make the process for conducting a background search more accurate. It shall not be sold, or in any way transferred to a third party except for the express purpose of conducting the background check.

Applicant Signature	Date
Printed Name	Social Security Number
Date of Birth	Former Last Name(s) <i>if applicable</i>
Current Address:	
Street	City
	State
	Zip