

MADISON VALLEY PRESBYTERIAN CHURCH

Pastoral Call

(for Solo Pastor)

The Madison Valley Presbyterian Church of Ennis, Montana belonging to Yellowstone Presbytery, being well satisfied with your qualification for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you,

Mary Grace Reynolds

to undertake the office of

Solo Ordained Minister
Pastor of Word and Sacrament

of this congregation, beginning June 1, 2021, promising you in the discharge of your duty all proper support encouragement and allegiance in the Lord.

That you may be free to devote full-time to the ministry of Word and Sacrament among us, we promise and obligate ourselves to pay you in regular monthly payments the following effective salary and following vouchered expenses:

Table with 2 columns: Effective salary and Reimbursable expenses (by voucher). Rows include Cash Salary, Fair rental value of manse, Total, Automobile expense, Continuing Education, Moving Costs, and Professional Expenses.

SECA Supplement (50% of the anticipated \$7,344 SECA dues on a salary of \$48K) \$ 3,672.00
Full medical, pension, disability, and death benefit coverage under the Board of Pensions \$ 17,760.00

Utilities will be in the name of MVPC, billed to the church, and paid directly by MVPC
Paid Vacation 4 weeks including 4 Sundays
Study Leave 2 weeks (cumulative to 6 weeks) including 2 Sundays

We further promise and obligate ourselves to review with you annually the adequacy of this compensation.

After the fifth year of service, the congregation will provide for a three-month Clergy Renewal Leave, continuing the salary and benefits for that period, and providing for pulpit supply in the pastor's absence (See Sabbatical Leave Policy, Family Leave Policy and Pastor Job Description documents attached).

In testimony whereof we have subscribed our names this 23rd day of May, 2021.

Nick Slevin, PNC Chairman Jan Beekman, PNC secretary

Jaime Roberts Kathy Boltz Ron Humphrey

Paul Carlson Christine Durham (Session liaison)

Having moderated the congregational meeting which extended this call for ministerial services, I do certify that the call has been made in all respect according to the Presbytery Policy and the Form of Government, and that the persons who signed the foregoing call were authorized to do so by vote of the congregation.

Vote of the congregation at the meeting was in favor of the candidate and opposed.

(signed) Moderator of the Congregational Meeting

PASTOR JOB DESCRIPTION
MADISON VALLEY PRESBYTERIAN

4/14/21

Our congregation's vision is to help people, through Christ, to become extraordinary servants of God by sharpening our vision in such a way that God's presence is evident in every aspect of our daily existence. As a congregation we strive to be a role model for our community, empowering others to be servants and vessels of God's love in every corner of society.

The key elements of the Pastor's job description are as follows:

Pastoral Requirements: The candidate should manifest the following personal characteristics:

- Personal commitment to the Lordship of Jesus Christ, with an emphasis upon gentleness, self-control, knowledge of God's Word, spiritual maturity, personal prayer, and spiritual leadership, under the Holy Spirit's direction
- Commitment to the Presbyterian Church (USA) and Yellowstone Presbytery - its fellowship, theological stance and objectives

Duties

- 1. Worship:** Recognizing that worship is a central priority of the Christian life, the pastor will:
 - a) Administer the sacraments
 - b) Conduct regular worship services in conjunction with members of the music staff and elders, and by calling upon the membership and friends to assist as appropriate
 - c) Assure that the content of all worship is consistent with scripture, the Confessions, and the Directory of Worship of the PC(USA) with God as our soul audience
 - d) Assist in helping the MVPC enhance its worship through modern technology and other means as appropriate

- 2. Leadership and administration:**
 - a) Provide leadership in the area of strategic planning and development of a vision for ministry (this may take the form of periodic leadership retreats, town meetings, etc.)
 - b) Facilitate annual officer training (Book of Order, the Confessions, Spiritual Development)
 - c) Moderate monthly Session Meetings

- d) Organize and provide New Member Classes as needed with the help of church leadership
- e) Organize & provide Confirmation Classes as needed with the help of church leadership
- f) Serve as advisor for the Nominating Committee and other leadership committees
- g) Provide leadership for the annual Stewardship drive Financial awareness and oversight
- h) Serve as Teaching Elder, Commissioner of Yellowstone Presbytery, and the larger church when appropriate and providing reports to the congregation on the workings of the larger church

3. Spiritual Growth: If Christians are to be more like Christ we must grow deeper in our relationship with Him. The Pastor will lead the congregation, by their example, to a more committed walk with Christ.

Personal Growth – The Pastor will:

- a) Set aside time for personal study, prayer, and devotions daily
- b) Maintain an active prayer life and intercede on behalf of the church, its leaders and congregants
- c) Give attention to one's self-care through time off, physical exercise, annual physicals, sabbaticals etc.
- d) Planning, participating, and reporting to the Session on Continuing Education, and sabbatical opportunities

Congregational Growth – The Pastor will:

- a) Encourage spiritual growth to make and deepen disciples through spiritual disciplines and church fellowship opportunities of all ages, spiritual retreats, and other church programs
- b) Share teaching gifts with the members and friends of the congregation and community through Bible study and church school opportunities
- c) Lead and/or nurture children and youth ministry (i.e. "Terrific Tuesday", VBS)

4. Outreach – Recognizing that a personal relationship with Christ is the essential component to fulfilled life for all people, the pastor will:

- a) Foster a culture of outreach that permeates every area of ministry
- b) Encourage outreach activities on the part of the church members and friends, through personal example and teaching
- c) Encourage participation in missions, both locally and worldwide

- 5. Pastoral Care** – Recognizing that churches are critical for their members and attendees during times of crisis, the pastor will:
- a) Personally participate in meeting the spiritual needs of the church members and friends through visitation and/or counseling
 - b) Assist in the planning and implementation of systems in the church for helping members and friends in need (such planning may include such programs as Stephen Ministry, a Shepherd's ministry, visitation teams, etc.)
 - c) Maintain strict confidentiality in all matters of a personal nature, seeking permission when advisable to involve professionals in the care of members and friends in need
 - d) Strive to observe the Rules of Discipline of the PC(USA) when dealing with conflict and when confronting members and friends who have strayed from their walk with Christ
 - e) Work in conjunction with the leadership of the church to conduct home and hospital visitation in order to remain close to the real needs of the church's members and friends

PASTORAL SABBATICAL POLICY
MADISON VALLEY PRESBYTERIAN CHURCH
4/14/2021

The concept of sabbatical is rooted in the biblical concept of “Sabbath” which God modeled (Genesis 2:1-4a) and commanded (Exodus 20:8-11). In Leviticus 25:1-7, the Lord says that after the sixth year the people were not supposed to sow the fields or harvest a crop. The land was allowed to rest, and therefore, so were the people.

We believe that our pastor should model God’s design for Sabbath rest. We believe that a time of sabbatical is important both in the sharpening and renewal of the pastor and for the health and strength of the church.

PURPOSE

The sabbatical is for the pursuit of activities approved by the Session of Madison Valley Presbyterian Church. The intent of the sabbatical is to further the ministry objectives of the church, to enhance the personal ministry of the Pastor and to provide for physical, spiritual and relational renewal and refreshment. (It is understood that not all three intents will necessarily be fulfilled equally.)

ELIGIBILITY

A Sabbatical may be approved after the completion of the first 5 years of full-time ministry. Though the Biblical concept of the Year of Jubilee takes place in the seventh year, we recognized the stress and burden placed on a pastor today of being on call 24/7, and working as much as 60+ hours a week, we believe that a Sabbatical given after the completion of 5 years is warranted.

APPLICATION

The Pastor and Session will work together to determine a 3-month time frame best suitable for the sabbatical. A detailed sabbatical plan will be presented to the Session at the time of application before a sabbatical is granted. Such a plan should be presented at least six months prior to the proposed sabbatical.

The sabbatical plan should include:

- A description of the desired sabbatical activities
- A statement of how these activities will benefit the pastor and the church
- The dates selected for the sabbatical
- A plan for how the pastor’s ministry will be carried out during the sabbatical worked out with the Session

Approval of a sabbatical plan is at the discretion of the Session.

TIMING

The sabbatical will be for a period of 3 months. Paid sabbatical time is in addition to paid vacation time for the year in which the sabbatical is taken.

The weeks will be taken consecutively in order to maximize the possibility for renewal and concentrated study. The sabbatical should be scheduled at a time that will minimize the disruptive effect on the normal operation of the church whenever possible.

FINANCIAL AGREEMENT

During the sabbatical, regular salary and full benefits will be paid. Continuing Education money may be used at the discretion of the Session, and the Session will assist in acquiring grants when appropriate.

REPORT

Upon returning, the pastor will make a written or oral report to the church Session and/or congregation recapping how the time was spent and what was learned.

PASTOR AND CHURCH AGREEMENT

The pastor who chooses to take a Sabbatical leave under this policy agrees to the following terms.

- Because the Sabbatical leave is unlike an ordinary paid vacation in that its purpose is expressly for the future benefit of the employing church as well as for the present and future benefit of the pastor, the pastor agrees that as far as it depends on her/him, she/he will continue in her/his full-time service to the church for at least one year from the date of her/his return from Sabbatical leave.

The church agrees to the following terms.

- The church agrees that it will not in any way seek a replacement for the pastoral position during the pastor's Sabbatical leave.
- The church agrees that it will honor the leave of the pastor and agrees not to contact her/him with church business except in case of emergency.

ADDENDUM—SABBATICAL POLICY

Personal renewal might include time of both individual renewal of the spiritual life (e.g. retreat, time of solitude) and family renewal with a focus on the marriage relationship (if appropriate)

Professional study might include a topic or goal of interest that will give opportunity for growth and learning.

Examples of sabbatical activities:

1. Cross-cultural experiences. This may involve a short-term mission experience.
2. Marriage enrichment activities with a trained counselor.
3. Engaging in an extensive physical examination.
4. Studying a topic of interest. This may be an area of interest only to the individual, like taking an art class, learning to play an instrument, etc. It may also be something that will benefit the congregation, like learning about church history or an in depth study of a book, religious figure, theological study, or a book of the Bible, etc. This may take the form of a seminary continuing education course, extensive reading, program planning, or writing for publication.
5. Time of extended solitude.
6. Visiting other churches and interacting with people in a similar role.
7. Visiting family members, mentors, or former colleagues.
8. Resting, relaxing, and exercising.
9. Keeping a journal.

This list is by no means considered to be exhaustive.

FAMILY LEAVE POLICY

PRESBYTERY OF YELLOWSTONE, PRESBYTERIAN CHURCH (USA)

The addition of children to a family is a gift from God and caring for an ill family member is a sacred responsibility. When children are added to a family of a Minister of Word and Sacrament, Commissioned Ruling Elder, or a Certified Christian Educator, special accommodations must be made to support the nurture of the growing family and the ministry within the congregation. Furthermore, when a family member of a Minister of Word and Sacrament, Commissioned Ruling Elder, or a Certified Christian Educator is in need of care due to physical, mental and/or emotional illness special accommodations must be made to support the caregiver.

Family Leave serves a twofold purpose. 1. It gives families the time and financial support needed to attain and maintain physical, mental and spiritual health. 2. It bolsters a healthy working environment, increasing the likelihood of fulfilling one's call, and a strong and enduring professional relationship between employer and employee. Therefore, Yellowstone Presbytery requires each congregation to have a Family Leave policy as part of their terms of call (called) or contract (with a session).

The following policy is required by Yellowstone Presbytery to help congregations develop and implement optimal policies for Family Leave for Ministers of Word and Sacrament, Commissioned Ruling Elders, and Certified Christian Educators; it is also recommended that congregations develop similar family leave policies for all ministry and professional staff. The negotiated leave should be incorporated into the terms of call.

Eligibility: This policy is for Ministers of Word and Sacrament, Commissioned Ruling Elders and Certified Christian Educators in Yellowstone Presbytery:

- Maternity Leave: when a member gives birth to a child.
- Spousal Leave: when a member's spouse gives birth to a child.
- Adoptive Leave: when a member adopts or assumes guardianship of a child.
- Caregiver Leave: when an ill family member is in need of prolonged care. (At the very least "family member" refers to a spouse, child, sibling, parent, or grandparent, but since some close familial relationships aren't included in this definition sessions/pastors are encouraged to define what "family member" means on a case by case basis.)

Terms:

1. 12 week minimum for Maternity leave. 4 week minimum for Spousal leave. 12 week minimum for Adoptive leave. 4 week minimum for Caregiver leave.
2. (if applicable) The church shall continue to pay for Board of Pension dues. Sessions normally grant full salary for the leave. Requests for longer than 12 weeks of Maternity and Adoptive leave, 4 weeks of Spousal leave, or 4 weeks of Caregiver leave can be arranged at reduced pay or non-paid.
3. It is suggested that no more than 2 weeks of vacation be added to the minimum family leave, with the concurrence of the Session.
4. The Minister of Word and Sacrament, Commissioned Ruling Elder, and Certified Christian Educator (if able) and session in communication with the Pastoral Ministry Team will pre-arrange

for coverage of all duties of the staff member for the duration of the leave.

5. Staff who return to work following a period of approved family leave will be assured of continued employment in the same position.
6. Once a session has negotiated a policy, it should be submitted to the Pastoral Ministry Team for records.
7. Staff will not use family leave to pursue another call.

Additional Considerations

This policy should be considered in negotiating appropriate family leave:

- In the event the expectant parent experiences a miscarriage or still birth, she/he should be given the maternity/spousal leave she/he would have received had the pregnancy been carried to term with no complications;
- The parent must have medical approval to return to work;
- Re-entry may be scheduled on a full-time or part-time basis as agreed upon by the parent and session, and with medical approval;
- Study leave should not be used for maternity, spousal, adoptive, or caregiver leave, cheating both family and congregation of the important purposes of study leave;

- In the event the new parent or caregiver chooses to resign before or at the expiration of the leave period, the church may request that it be reimbursed for the monetary compensation provided during the leave.
- Family Leave arrangements must be made with Session. The arrangements shall be communicated to the congregation and the Pastoral Ministry Team;
- Flexibility, open communication and kindness will be the most important means of arriving at a mutually satisfactory arrangement for Family Leave.