PRESBYTERY of SAN FRANCISCO

Revised May 2025

Commissioned Ruling Elder (CRE) to Particular Pastoral Service Also known as: Commissioned Pastor (CP) in the Presbytery of San Francisco

Recommissioning Packet

Process steps for Recommissioning as a Commissioned Ruling Elder (CRE), also known as a Commissioned Pastor (CP) in the Presbytery of San Francisco

1. When recommissioning is required:

a. When the previous Term of Service has expired, specified on Form CP 3A on file with the Presbytery of San Francisco (PSF). This date shall not exceed three years, as required by PCUSA Book of Order (BOO) G-2.1001. "*This commission shall also specify the term of service, which shall not exceed three years but shall be renewable.*"

b. When the CRE-CP no longer is functioning in their approved ministry and wants to either change ministry or covenant with a new congregation, as specified in BOO G-2.1002. "*A ruling elder who has been commissioned and later ceases to serve in the specified ministry may continue to be listed as available to serve but is not authorized to perform the functions specified in G-2.1001 until commissioned again to a congregation or ministry by the presbytery.*"

c. When the CRE-CP takes on a new ministerial responsibility that requires PSF approval as required by BOO G-2.1001. "*Presbytery, in its commission, may authorize the ruling elder to moderate the session of the congregation to which he or she is commissioned, to administer the Sacraments, and to officiate at marriages where permitted by state law.*" Specifically, this includes:

- Administration of the Sacrament of Baptism
- Administration of the Sacrament of the Lord's Supper
- Moderating the Session
- Performing a Service of Christian Marriage

2. When a commissioning or installation service is recommended:

a. When the CRE-CP takes on a call to ministry that is different than the one previously approved by Presbytery and/or under the care of a different congregation to which that CRE-CP was previously commissioned. See BOO G=2.1003: "*When the presbytery is satisfied with the qualifications of a ruling elder to serve a congregation providing the services described above, it shall commission the ruling elder to pastoral service as designated by the presbytery, employing the questions contained in W-4.04.*" Also see BOO W-4.0401 – Called to Ministry: *… In installation the church sets in place with prayer those who have been (previously) ordained as deacons, ruling elders, and ministers of the Word and Sacrament, and are now called anew to service in that ministry. In commissioning the church recognizes other forms of ministry in the church: ruling elders commissioned to limited pastoral service, certified Christian educators, and persons certified to other forms of service.*

3. Requirements of the CRE-CP to seek recommissioning:

a. Completion of the recommissioning packet: Commissioned Ruling Elder (CRE) to Particular Pastoral Service – Also Known as: Commission Pastor (CP) in the Presbytery of San Francisco Recommissioning Paper and Forms. This is available on the PSF website at Commissioned Ruling Elders (CRE-CP) Program – Presbytery of San Francisco (presbyteryofsf.org).

b. Covenant agreement with the Session of the congregation you are serving and the CRE CP supervisor, who must be a Minister of the Word and Sacrament and approved by Presbytery as required in BOO G-2.1004. "*A minister of the Word and Sacrament shall be assigned (by Presbytery) as a mentor and supervisor.*" Appropriate signatures are required on Forms 3A and 3B.

c. Complete background check and Boundaries Training through Safe Gatherings every three years. See instructions on CRE-CP Resources page of presbyteryofsf.org website.

d. Submission of the recommissioning packet to the CRE-CP Program Coordinator. The current coordinator is CRE-CP Mary Biasotti and the packet can be sent to cre-cpprogram@sfpby.org

4. Requirements of the CRE-CP Supervisor

a. Annual review of the Commission as required in BOO G-2.1001. *"The presbytery shall review the commission at least annually."* If the CRE-CP supervisor is a PCUSA ordained Minister of Word and Sacrament and installed in the PSF, that individual is a member of Presbytery and may represent the PSF to review the annual commission of the CRE-CP. The annual review shall include, at minimum, a review of Form CP-4B: Growth Objectives and Annual Review.

b. Facilitate review of the recommissioning packet with the Session, establish agreements, obtain appropriate signatures from the Clerk of Session, and provide signatures as the supervisor.

c. If this is either a new ministry assignment or involves a new congregation, the supervisor will facilitate a commissioning/installation service, after approval for recommissioning by the Presbytery.

5. Requirements of the Presbytery

a. The CRE-CP Coordinator will review the recommissioning packet for completeness and resolve any issues with the CRE-CP and that person's supervisor. Once in order, the CRE-CP Coordinator will forward all paperwork along with a recommendation for recommission to the Committee on Ministry (COM).

b. The COM will, at their next stated meeting, approve or deny the recommissioning and send the paperwork to the Stated Clerk for official record-keeping.

c. Approvals will be put in for information on the Omnibus Agenda at the next regular Presbytery meeting for final adoption by Presbytery.

PRESBYTERY of SAN FRANCISCO

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Form CP-1A

Commissioned Ruling Elder to Particular Pastoral Service (known as **Commissioned Pastor** or CP in The Presbytery of San Francisco)

APPLICATION FOR RECOMMISSIONING

Name _____ Date _____ Phone _____

Address _____

Email _____ Date of birth _____

Church or Agency _____ If PCUSA, Presbytery _____

Pastor's name _____ Phone _____ Email _____

Date received into membership _____ Date Ordained as Ruling Elder _____

Education History:

School_____Years Attending _____ Degree & Major_____

Current Occupation _____

Current Ministry as CRE-CP _____

_____

_____

References: Please list the names of two references who are not immediate family members and can comment on your gift of ministry as a leader in the church.

Name _____ Relationship _____

Email_____ Phone _____

Name _____ Relationship _____

Email_____ Phone _____

I hereby authorize the CRE-CP program committee to contact the above people as to my suitability for this program.

Signature:_____Date:_____

Email your completed application to mbiasotti@sfpby.org

QUESTIONS AND FURTHER INFORMATION

Contact CRE-CP Mary Biasotti or 510-326-5598

or the CRE-CP Program at CRE-CPProgram@sfpby.org

PRESBYTERY of SAN FRANCISCO

Revised May 2025
Form CP-3A

Commissioned Ruling Elder to Particular Pastoral Service
(known as **Commissioned Pastor** or CP in The Presbytery of San Francisco)
TERMS OF APPOINTMENT & COVENANT WITH CRE-CP

Name of Candidate _____ Date of Session or Board action _____

This commission will provide ministry at (community served) _____

Terms of the Commission (up to three years) _____
(begins) (ends)

Short Job Description _____

_____

_____

Job responsibilities might include:

☐ Worship Leadership ☐ Discipleship ☐ Preaching (how often) _____

☐ Housing/Homelessness ☐ Pastoral Care ☐ Immigration/Advocacy ☐ Administration

☐ Incarceration/Advocacy ☐ Christian Education ☐ Racial Justice

☐ Evangelism ☐ Orphan/Foster Care

☐ New Church Development

☐ Other: _____

Request for authority granted by presbytery for Commissioned Pastor to:

☐ Administer the Sacrament of Baptism
☐ Administer the Sacrament of the Lord's Supper
☐ Moderate the Session, when invited
☐ Perform a Service of Christian Marriage (when invited by the session and allowed by the state of California)

The CP's supervisor is _____(ordinarily the Moderator of the Session

Signatures:

CRE-CP Applicant _____ Date _____

Clerk of Session or Board _____ Date _____

Supervisor _____ Date _____

CRE-CP Coordinator _____ Date _____

Date of Examination by the CRE-CP Program Working Group _____

Date of Original Commissioning of CRE-CP _____

Complete and Email to: **mbiasotti@sfpby.org**

PRESBYTERY of SAN FRANCISCO

Revised May 2025

Form CP-3B

Commissioned Ruling Elder to Particular Pastoral Service

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TERMS OF APPOINTMENT & COVENANT WITH CRE-CP

(OTHER DETAILS OF COMMISSION)

Name of Church Agency _____

Name of CRE-CP _____

This covenant has been reviewed and approved by the Session or responsible agency board and reviewed by the CRE-CP Working Group and its agents. This relationship may be terminated prior to its expiration with 30 days' notice by the CRE-CP or Session/Board with concurrence of the CRE-CP Working Group or Committee on Ministry.

Time expectations (per week or month) _____

Specific days of ministry (if applicable) _____

Reimbursement plans:

Salary or stipend _____

Travel reimbursement @ cents per mile _____

Other ministry cost reimbursement _____

Book allowance _____

Vacation time _____

Continuing education allowance _____

Continuing education time _____

Other compensation (if applicable) _____

Medical coverage (if applicable) _____

SIGNATURES

CRE-CP _____ Date _____

Clerk of Session or Board _____ Date _____

CRE-CP Working Group Agent _____ Date _____

Complete and Email to: mbiasotti@sfpby.org

PRESBYTERY of SAN FRANCISCO

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Form CP-4B

Commissioned Ruling Elder to Particular Pastoral Service
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Growth Objectives and Annual Review

☐ (Check if has changed since application)

Name: _____ Date: _____

Address: _____ ☐ Phone: _____ ☐

Email address: _____ Congregation name and city: _____

Date of Commissioning:_____ Number of Years:_____ Last Annual Review:_____

Questions for reflection:

Growth Objectives over the past year (about one paragraph for each question)

- Educational (classes taken, books read, etc.)
- Spiritual Development (working with a spiritual director, the practice of spiritual disciplines, etc.)
- Interpersonal Development (time with family/friends, small groups attended, etc.)
- Personal Development (exercise, vacation time, eating well, etc.)
- Professional Development (plans for future, Classes taken, conferences attended, etc.)

Growth Objectives for the coming year (about one paragraph for each question)

- Educational (classes taken, books read, etc.)
- Spiritual Development (working with a spiritual director, the practice of spiritual disciplines, etc.)
- Interpersonal Development (time with family/friends, small groups attended, etc.)
- Personal Development (exercise, vacation time, eating well, etc.)
- Professional Development (plans for future, Classes taken, conferences attended, etc.)

CRE-CP Experience (about one paragraph for each question)

- What has been your role as a CRE-CP this past year?
- What would you change if you could?
- What additional experiences or training would you like as a CRE-CP?
- What has been your experience of supervision?
- What are your plans for renewal of commissioning when the time comes?

Additional Comments: What else would you like us to know?

Complete and Email to: mbiasotti@sfpby.org

For questions or information contact your liaison

Appendix A from the PCUSA Book of Order 2019/2023:

G-2.10 COMMISSIONING RULING ELDERS TO PARTICULAR PASTORAL SERVICE

G-2.1001 Functions

When the presbytery, in consultation with the session or other responsible committee, determines that its strategy for mission requires it, the presbytery may authorize a ruling elder to be commissioned to limited pastoral service as assigned by the presbytery. A ruling elder so designated may be commissioned to serve in a validated ministry of the presbytery. Presbytery, in its commission, may authorize the ruling elder to moderate the session of the congregation to which he or she is commissioned, to administer the Sacraments, and to officiate at marriages where permitted by state law. This commission shall also specify the term of service, which shall not exceed three years but shall be renewable. The presbytery shall review the commission at least annually.

Ordered Ministry, Commissioning, and Certification G-2.10–G-2.11

G-2.1002–G-2.1102

Book of Order 2019/2021 39

G-2.1002 Training, Examination and Commissioning

A ruling elder who seeks to serve under the terms of G-2.1001 shall receive such preparation and instruction as determined by the presbytery to be appropriate to the particular commission. The ruling elder shall be examined by the presbytery as to personal faith, motives for seeking the commission, and the areas of instruction determined by presbytery. A ruling elder who has been commissioned and later ceases to serve in the specified ministry may continue to be listed as available to serve but is not authorized to perform the functions specified in G-2.1001 until commissioned again to a congregation or ministry by the presbytery.

G-2.1003 Commissioning Service

When the presbytery is satisfied with the qualifications of a ruling elder to serve a congregation providing the services described above, it shall commission the ruling elder to pastoral service as designated by the presbytery, employing the questions contained in W-4.04.

G-2.1004 Supervision

The ruling elder commissioned under the terms of G-2.1001 shall work under the supervision of the presbytery. The presbytery may at any time withdraw the commission for reasons it deems good and sufficient. A minister of the Word and Sacrament shall be assigned as a mentor and supervisor.