

PERMANENT COMMITTEE JOB DESCRIPTIONS

Per Standing Rules IV. and II.G.

1.

Christian Education Committee

Basic Philosophy:

The Christian Education Committee will assist the churches of our Presbytery in developing educational programs for the entire church.

Basic Goals to Achieve the Philosophy:

1. To review, evaluate, and recommend Sunday School curricula for our churches.
2. To promote youth programs to include retreats and a summer camp program.
3. To conduct, promote and publicize seminars and retreats on any aspect of Christian Education that would benefit the various age groups of our churches.
4. To review and disseminate Christian education materials of all types to our presbytery meetings and to our churches.
5. To provide training for the various ministries of our churches to include youth sponsors, Sunday school teachers, ministers and laity.

Sub-committees to Achieve the Goal

1. 1.Youth
 - a. Retreats
 - b. Training Seminars
 - c. Summer Camps
2. 2.Adults
 - a. Retreats
 - b. Training seminars
 - c. W.I.C.
3. 3.Sunday School and Christian educational materials
 - a. S.S. materials for all ages
 - b. Christian educational materials, (including books, film, video and other audio visual materials).

2.

Executive Committee

- G. Executive Committee
 - a. The membership of the Executive Committee shall consist of:
 - i. All permanent committee chairmen
 - ii. Officers of the Presbytery
 - a. Moderator
 - b. Stated Clerk
 - c. Recording Clerk
 - d. Treasurer
 - iii. One member of Presbytery-at-large

- b. The Chairman of the Executive Committee shall be the Moderator or Moderator-elect of Presbytery.
- c. The Executive Committee shall act approximately two weeks before each stated meeting.
- d. Functions
 - i. The committee shall function as a nominating committee.
 - ii. The committee shall propose the budget.
 - iii. The committee shall consider written reports from committees.
 - iv. The committee shall propose the docket for each stated meeting.
 - v. The clerk shall mail, eight days before Presbytery, a packet including Presbytery docket, Committee reports, and Treasurer's report.

3.

Examinations Committee

In the case of every individual examined by the committee, a recommendation shall be presented to the Presbytery as to the committee's evaluation of the candidate's fitness.

- 1) FOR CANDIDACY, the candidate shall see that the following are presented and accomplished:
 - a) Mail copies of "Application for Candidacy" to the Presbytery clerk and the committee chairman at least two months before the meeting of Presbytery.
 - b) Mail "Sessions Recommendation for candidacy" to the committee chairman at least two weeks before the meeting of Presbytery.
 - c) Provide testimony of membership in a PCA congregation for at least six months prior to filing of application for candidacy.
 - d) Present himself at the committee meeting for examination on experiential religion and his motives for seeking the ministry in this denomination.

- 2) FOR LICENSURE, the licentiate shall see that the following are presented and accomplished:
 - a) Mail copies of the "Application for Licensure" to the Presbytery clerk and the committee chairman at least two months before the meeting of Presbytery.
 - b) Mail "Session's Recommendation of Licensure" to the committee chairman at least two weeks before the meeting of Presbytery.
 - c) Provide testimony of reception to candidacy in a PCA Presbytery.
 - d) Provide testimony of completion of a College degree (Bachelor or Master) before the committee.
 - e) Submit the following written work at least two weeks before the meeting of Presbytery.
 - a) Personal Christian experience and inward call to the gospel ministry.
 - b) Statement of view on theological topics assigned by the committee chairman.
 - c) Examination in doctrine, English Bible and polity (dealing with practical issues).
 - d) Copy of a sermon on an assigned text.
 - f) Present himself for oral examination by the committee in areas of doctrine, English Bible and polity.

- 3) FOR ORDINATION, the candidate shall see that the following are presented and accomplished:
- a) Mail copies of "Application for Ordination" to the Presbytery clerk and the committee chairman at least two months before the Presbytery meeting.
 - b) Mail "Sessions Recommendation for Ordination" to the committee chairman at least two weeks before the meeting of Presbytery.
 - c) Mail "Character References" from 3 individuals to the committee chairman at least two weeks before the meeting of Presbytery.
 - d) Present testimony of candidacy (normally of licensure) in a PCA Presbytery
 - e) Present diploma from an approved theological seminary.
 - f) Present a call to a particular work in the gospel ministry.
 - g) Submit the following written work at least two weeks before the meeting of Presbytery:
 - (a) Thesis on an assigned theological topic.
 - (b) Exegesis of an assigned passage.
 - (c) Text of a sermon on an assigned passage.
 - (d) Statement of view on theological topics assigned by the committee chairman.
 - (e) Examination in doctrine, Bible, polity, and the sacraments.
 - h) Present himself for oral examination by the committee in the areas of doctrine, Bible, polity and the sacraments.
- 4) FOR TRANSFER, the minister shall see that the following are presented and accomplished:
- a) Mail copies of "Application for Transfer" to the Presbytery Clerk and the committee chairman at least two months before the Presbytery meeting.
 - b) Present testimony of prior ordination and current membership in an approved church body, with notification of transfer by the appropriate ecclesiastical officials.
 - c) Submit a statement of views on theological topics assigned by the committee chairman at least two weeks before the meeting Presbytery.
 - d) Present himself for an oral examination by the committee on his view in the areas of doctrine, polity and sacraments.
- 5) EXTRAORDINARY CLAUSE - BCO 21-4
- a) Laymen who have not received the prescribed Theological Training, but who by written recommendation of their session, are members in good standing of a PCA church, and possess the gifts, discernment, wisdom, native ability and calling for the gospel ministry, should be encouraged to pursue the gospel ministry. Such a person shall be examined by the Presbytery, by way of exception, and may be received as a candidate and licensed for the gospel ministry, especially when the need is urgent, or circumstances warrant. The candidate shall be guided by the Presbytery Ministerial Training Committee and Examinations Committee to prepare for the completion of the licensure and ordination examinations. The candidate shall be required to successfully complete the Presbytery licensure and ordinations examinations.

4.

Membership and Assistance Committee

1. When congregations encounter problems, or when ministers encounter problems personally or in relationship with their congregation, at the invitation of the minister, the session, the congregation or at the instruction of Presbytery, this committee shall report on the matter to the Presbytery with the recommendations for further procedure. When complaints come to Presbytery (BCO 43) they may be referred to this committee.
2. When a church is without a pastor, it should notify this committee of its needs and may seek counsel of this committee regarding both the location of a minister and the supply of the pulpit in the interim.
3. Churches desiring to call a minister shall notify this committee, providing it with such data and allowing such time as the committee deems necessary for it to act properly in processing the call through Presbytery.
 - A. This committee shall confer with the minister-elect and the session concerning the terms of the call.
 - B. This committee shall refer ministers being called to the Examinations Committee for verification of their credentials.
4. This committee shall annually review and report to Presbytery the nature of the ministerial labor of all teaching elders on the rolls of Presbytery.
5. This committee receives requests and makes recommendations concerning ministers who desire to labor in works beyond Presbytery's jurisdiction, and shall implement the Presbytery's oversight of ministers laboring outside the bounds of Presbytery.
6. This committee has the authority to act as a commission of Presbytery in dissolving pastoral relationships in cases where the pastor and congregation formally concur or where no congregations are concerned, and to dismiss ministers to other Presbyteries. The committee shall inform the stated clerk of this action and the clerk may then accomplish the appropriate letters.

NOTE! this power (commission per #6) is specifically authorized by Presbytery as recorded in the minutes of March 19, 1983, page 39 of Book 1 and amended to define the quorum to be two ruling and two teaching elders on Saturday November 17, 1990, page 185 of minute book # 2.

NOTE! Item # 7. giving this committee the responsibility to act as the review committee for sessional records was eliminated when the Standing Rules were amended on May 9, 1987.

5.

Ministerial Training Committee

1. This committee shall have primary responsibility for the care of men received by Presbytery as candidates for the ministry. It shall meet no less than twice a year with each candidate for the purpose of guiding his progress toward the ministry.
2. This committee shall have the primary responsibility for licentiates' care and shall meet with them at least twice a year to encourage and guide them in their developing ministry.
3. This committee shall administer the Ministerial Training Program (internship) as approved by the Presbytery.

Addendum - MINISTERIAL TRAINING PROGRAM Presbytery of New Jersey

I. BIBLICAL MANDATE

"The things you have heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others." (II Tim.2:2)

It is clear that training for the gospel ministry as set forth especially in the Pastoral Epistles was personal and practical rather than merely academic and hypothetical. The Apostle Paul calls upon Timothy and others to imitate the ministry they have seen in him. "You, however, know all about my teaching, my way of life, my purpose, faith, patience, love, endurance, persecutions, suffering ... Gut as for you, continue in what you have learned and have become convinced of, because you know those from whom you learned it ..." (II Tim. 3:10,14) That teaching by example and learning by participation was conducted as a father trains his son (I Tim.1:2 "... my true son in the faith") and was received with the responsibility for diligence and perseverance.

"Don't let anyone look down on you because you are ;young, but set an example for the believer in speech, in life, in love, in faith, and in purity. Until I come, devote yourself to the public reading of Scripture, to preaching and to teaching. Do not neglect your gift, which was given you through a prophetic message when the body of elders laid their hands on you. Be diligent in these matters; give yourself wholly to them, so that everyone may see your progress. Watch your life and doctrine closely. Persevere in them, because if you do, you will save both yourself and your hearers." (I Tim. 4:12-16)

This is the example of ministerial training which we seek to follow in the Presbytery of New Jersey.

II. GOALS

It is the aim of the Presbytery of New Jersey to facilitate the equipping for the gospel ministry by the active oversight and training of those whom God in His good purpose and gracious providence has called to be ministers of the Word in His Church. By God's grace we hope and intend as a Presbytery to equip men for ministry by overseeing their formal theological education, encouraging them in their personal knowledge of God and training them in the practical aspects of ministry.

A. Formal Theological Education

1. When possible the presbytery is responsible to counsel and guide the candidate in the selection of a seminary and the course of theological study.
2. The candidate under this program will complete requirements as defined in the Uniform Curriculum for Theological Education (see appendix)
3. Areas not covered satisfactorily in the candidate's choice of seminary or demonstrated to be weak in the licensure examinations will be brought up to standard by tutorial training in the presbytery.

B. Personal Knowledge of God

The members of the presbytery, and the members of the Ministerial Training Committee in particular, will be careful to pray for, be available to counsel, and seek to encourage the candidate in his personal knowledge of God and in defining his call to the gospel ministry.

C. Practical Aspects of Ministry

1. The presbytery will provide opportunities for practical training and experience in the full scope of the duties of the ministry.
2. This training will be individualized, taking into account the candidate's past experience, progress, gift, and sense of call.

III. SCOPE

The New Jersey Presbytery intends to oversee the candidate for the gospel ministry in all stages of his development from the time he submits himself as a candidate under care, until he completes his trials for ordination to the office of teaching elder. This oversight includes any pre-seminary years as a candidate, the academic years of seminary, the periods of practical experience, and the trials for licensure and ordination. At all stages of development the presbytery will endeavor to meet the standards of the Uniform Curriculum.

The presbytery will normally endeavor to use a 3/1 plan: three years of theological training in a seminary, combined with at least one year of internship, i.e., supervised experience

in the ministry. These years may run concurrently at the discretion of the Ministerial Training Committee, provided there is ample opportunity for practical experience.

IV. IMPLEMENTATION

A. Controlling Principles

Training for the gospel ministry is accomplished best by actual participation in ministry. Therefore, this program will seek to maximize practical ministry at the side of and under the supervision of a teaching elder, so that the intern will come to know the weight of responsibility for the people of God while he learns how to effectively discharge the duties of that ministry.

B. Administration by Ministerial Training Committee

Responsibility for the supervision of the Ministerial Training Program will rest with the Ministerial Training Committee. It will always be accountable to the presbytery as a whole and will work closely with the Presbytery's Examinations Committee. In addition, the program will be coordinated with the Certification Committee of the General Assembly.

1. The Ministerial Training Committee will initially interview each man after he is received by the Presbytery as a candidate for the gospel ministry. During this interview he will be informed of the requirements of the ministerial training program and counseled in his preparation, choice of seminary, course selection, and sense of call to the ministry.

2. The committee will continue to meet at least twice a year with each candidate under care to guide him in his progress toward licensure.

3. After licensure, the Ministerial Training Committee will select a teaching elder who will supervise the intern's training. This arrangement will be agreeable to both the supervisor and the intern. The committee will interview the intern with his supervisor and establish an internship program fitted to his needs. This will involve the identification of specific weaknesses in practical experience and specific needs for tutorial training with recommendations to meet those needs. These recommendations will be written out and given to both the intern and his supervisor with a copy filed by the committee for evaluation purposes at the end of the internship.

4. The Ministerial Training Committee will meet with both the supervisor and the intern at least twice during the internship year to insure that the internship training is progressing properly. Additional meetings may be held at the discretion of the Committee and/or in response to the requests of the supervisor or intern.

5. The Ministerial Training Committee will provide the supervisor with resources and guidelines which will enhance the breadth of the training he is able to give the intern. (see appendix)

6. At the completion of the internship year, the Ministerial Training Committee will meet with both the intern and supervisor to evaluate the training which has taken place and make recommendations to Presbytery for its approval, disapproval or continuance.

7. The Ministerial Training Committee may require a change of the internship arrangement at any time it deems it to be in the best interest of the intern's training.

C. Supervising Teaching Elder

1. While the total resources of the whole Presbytery will be made available to accomplish Biblical, ministerial training, the daily work of supervision in ministry will be delegated to a supervisor approved by the Ministerial Training Committee.

2. The task of serving as a supervisor will be limited to men who are teaching elders.

3. Normally, the supervisor will continue in that role for the full term of the internship.

4. The supervisor will augment his training as seems appropriate using the resources provided by Presbytery, but will maintain primary supervision of the intern even while he is receiving augmented training.

5. The supervision will include the observation and evaluation of the intern's preaching, help in sermon preparation, joint visitation with the intern, personal counseling of the intern and his family and instruction in areas of weakness.

6. The supervisor will assign specific ministerial training activities and then will note his evaluation of that training and his observations concerning the intern's personal progress in the training log kept by the intern. This log becomes the record of the internship which just be approved by the Ministerial Training Committee before a recommendation can be brought to Presbytery for approval of the internship.

7. The supervisor will meet with the intern at least once a month for specific evaluation and planning. At this time the intern's training log will be reviewed and evaluations recorded. More frequent meetings for prayer and informal discussion are desirable.

D. The Intern

1. The intern will be responsible to submit himself to the training established by the Presbytery as unto the Lord, to give all diligence to his calling and to sharpen carefully his gifts for ministry.

2. The intern will be primarily responsible to the Ministerial Training Committee and specifically to the supervisor under whose tutelage he has been placed. Ultimately, he is responsible to the Presbytery as a whole which has established this program for his

training. He remains under the discipline of his own session as any other member of the church.

3.The intern will keep a training log of his activities in the ministry with his own evaluation and his supervisor's evaluation of his progress (see appendix for format). This log will be open to the Ministerial Training Committee at any time and will become the record of training to be approved at the end of the year of internship.

E. Specific Training Requirements

The following specific requirements must be met during the internship. Under each area both norms and minimums are established. The norm is the amount of practical training/experience which is expected of all candidates. The minimum is the level of training below which the internship will not be considered acceptable.

1.The internship must be characterized by the regular preaching and teaching of the Word of God. These opportunities should involve, to the greatest extent possible, the weight of responsibility for the continual ministry of the Word to a specific group of people (e.g., regular responsibility for a Sunday School class, a Bible study, etc.).

Norm: Six months of weekly preaching and/or teaching

Minimum: Preach three sermons

Three months of weekly teaching

2.The intern should be given increasing opportunity to plan, participate in, and lead public worship.

Norm: help to plan, participate in, or lead public worship once a month

Minimum: At least twice during the year, plan and lead an entire worship service.

3.Great care must be exercised to insure that the intern receives practical training in special worship services: baptisms, the Lord's Supper, marriages, and funerals. Where there is opportunity to actually help plan and participate in these services, the intern should be required to do so. Where there is less opportunity for actual participation, the intern must study, discuss, and practice each of these services with the supervisor.

4.The intern must have frequent exposure to the operation of the courts of the church. This observation may be mixed with participation if a court or one of its committees asks the intern to work on some specific project. This exposure to the operation of the church courts should be regularly discussed and critiqued with the supervisor. Such training in the practical administration of the church should include frequent attendance at session meetings and deacons' meetings, regular attendance at all presbytery meetings, and attendance at one general assembly as an observer if possible.

Minimum: Attend all presbytery meetings unless excused by the presbytery

Work with the committee of presbytery to which he is assigned.

Attend all regular session and deacon meetings for three consecutive months (with the approval of the session or deacons)

5. As often as possible, the intern should be a partner with his supervisor in the work of visitation and personal counseling. This should include the full scope of personal work situations: hospital calls, jail visits, calls on delinquent members, visits to new people, an/or the pastoral care of active members. These opportunities should be carefully discussed afterward to enhance the training value.

Norm: Weekly visitation experience

Minimum: twenty-five visits

6. Since practical training involves the actual doing of the work of the ministry, the internship should include activities which use the peculiar gifts of the intern to meet real needs of the church in which he labors. When the intern demonstrates obvious gifts and interest in a specialized type of ministry (church-planting, military chaplaincy, etc.) his internship may be structured to include training for that specialty. Guidelines for various specialized programs will be appended to this plan.

7. Every training event will be recorded in the personal training log of the intern, evaluated by the supervisor, and reviewed by the Ministerial Training Committee.

F. Financial Arrangements

1. The internship year is to be a year of transition from theory to ministry. Ideally, much of this year would prove to be of great value to the church as gifted men actively minister in increasing quantity and quality in the church.

2. "Tentmaking" (self-support) is an honorable and Biblical approach to the gospel ministry (even for an apostle), and the intern may need to work to support himself and his family during this year of training in a way similar to his seminary experience.

3. However, the church must recognize that the "workman is worthy of his wages" and that "those who labor in the gospel should live by the gospel." As the responsibility for ministry assumed by the intern moves beyond that borne by every believer into that weight of responsibility borne specifically by a minister of the gospel, the Biblical principles of compensation for ministry rendered must be honored to the greatest extent possible.

4. It is possible that the whole year or a part of the year of internship may be served in a salaried position in a church (assistant to the pastor, stated supply, paid intern) when the intern is deemed ready to be of that value to the church and when the church is able to offer such remuneration.

5. It is appropriate that the presbytery help bear the expenses of men in internship. Recommendations to that effect will be made by the Ministerial Training Committee.

NOTE! Appendices to be added (sample forms and PCA approved Theological curriculum)

6.

Missions Committee

The responsibilities of the Missions Committee of the Presbytery of New Jersey are defined as follows:

- 1.To promote the formation of new churches within the Presbytery by:
 - a.assisting and advising interested core groups
 - b.taking the initiative to identify needy areas and to establish mission churches.
 - c.recommending the call of presbytery evangelists or organizing pastors and the appointment of borrowed elders as needed.
- 2.To have oversight of all mission churches related to the Presbytery, giving counsel and assistance as necessary and assessing and reporting to Presbytery the strength of a mission church as it presents its petition for particular church status.
- 3.To review and make recommendations concerning all church requests for financial aid from Presbytery or Mission to North America.
- 4.To act as liaison between Presbytery and any existing congregations seeking affiliation with the Presbyterian Church in America.
- 5.To coordinate all matters of the General Assembly's Committees on Mission to North America and Mission to the World as they relate to Presbytery.
- 6.To generally promote the task of evangelism, church growth, and world missions within Presbytery.
- 7.To seek to recruit, encourage, assist and recommend candidates for the mission field.
- 8.To assist the missionaries of the Presbytery in their contacts with the churches of Presbytery.

7. NOTE: Minutes Committee job description is fully contained in the Standing Rules

8.

Prayer Committee

erected March 2, 1996, job description not yet approved. (as follows, to be voted on Sept. 28, 1996)

- A.To encourage one another to pray.
- B.To receive and disseminate prayer requests.
- C.To arrange prayer retreats (two per year)
 - 1.March (Friday - Saturday)
 - 2.October (Monday - Tuesday)
- D.Maintain a Presbytery wide prayer chain.
- E.Distribute a Presbytery wide prayer letter and or bulletin insert.

#9

Church Revitalization

The NJ Presbytery Church Revitalization Committee has two primary functions:

- a. To encourage and promote church renewal and revitalization in the churches of the

Presbytery, so they may maximize their ministry through effective outreach and internal discipleship; and

- b. To provide access to church renewal and disciple-making ministries or resources that may aid a church in pursuing desired revitalization.

The Church Revitalization Committee does not see itself as the place for Presbytery to assign struggling churches, which require oversight or help to solve serious or long-standing internal problems, or to evaluate the health or viability of particular congregations

recommitted with advice

Committees 8 & 9 subsumed as one