



PRESBYTERIAN CHURCH OF TASMANIA

CODE OF  
PROCEDURE AND PRACTICE

**GUIDELINES FOR QUALIFICATIONS AND  
MINISTRY OF HOME MISSIONARIES**

## GUIDELINES FOR QUALIFICATIONS AND MINISTRY OF HOME MISSIONARIES

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## GUIDELINES FOR QUALIFICATIONS AND MINISTRY OF HOME MISSIONARIES

### 1. Introduction ,

There are a number of circumstances where a Charge has no ordained Minister eg, during a vacancy, or due to a temporary financial shortfall, and when the appointment of a Home Missionary on a full or part time basis would provide a continuous and consistent ministry within the Charge, In the case of Special Charges, as they work towards full sanction status, the appointment of a Home Missionary would provide an interim ministry and hopefully enable full sanction status to be attained at an earlier time, There may also be an area where a new work may be started, and a Home Missionary with wide experience in church planting and extension would be an appropriate appointment. Home Missionaries have had an honoured and long place in the ministry of the Presbyterian Church of Australia, and these Guidelines are intended to provide a basis for regularising and strengthening this role of ministry within the Tasmanian Church.

### 2. Definitions

A Home Missionary is a person accepted after a period of six months' probation and appointed to a Special Charge or Charge, or as an assistant to a Minister. Reference herein to "Committee" means "Church Extension Committee". Other Committees are given their full titles.

### 3. Preliminary Requirements

A Home Missionary must be:

- i. A communicant member of the Presbyterian Church for a period of at least six months.
- ii. Medically fit
- iii. Experienced in Christian service and have approved attainments, gifts and character.
- iv. Approved by Presbytery following interview and favourable recommendation by the Committee
- v. Able to sign the necessary agreement before acceptance or appointment.

### 4. Duties

A Home Missionary in a full time capacity shall be required to:

- i. Conduct public worship and preach at the various centres within the parish to which they are appointed.
- ii, Visit systematically the homes under their care and especially minister diligently to the sick, whether at home or in hospital, the aged and the bereaved.
- iii. Take interest in, and foster the. work of Sunday' Schools, and young people's groups.
- iv. Conduct classes for religious instruction in public schools as regularly as possible.
- v. Co-operate with the Committee of Management in the organisation of the finances of the parish.
- vi. Keep a detailed record of work done and report regularly to the Presbytery through the (Interim) Moderator.
- vii. Gain a working knowledge of the "CODE of the Presbyterian Church of Tasmania", of which he will be given a copy.

The duties of a part-time Home Missionary will be agreed between the Home Missionary and the Session of the parish and approved by Presbytery.

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### **5. Process of Appointment**

The usual process of appointment of a Home Missionary is for the (Interim) Moderator, after due consultation with the Session, to bring a proposal to the Presbytery for consideration. The Presbytery may deal with the matter directly or may direct the Committee to consult with (Interim) Moderator, Session and Congregation; to identify an appropriate appointee, and to report to the Presbytery with a recommendation.

### **6. Conditions of Appointment**

#### **i. Session:**

The Home Missionary is to work under the supervision of the (Interim) Moderator and Session, but has no part on the Session unless elected by the Congregation. If he is a bona fide elder from a previous Session, but not elected to the present Session, he can be associated with the Session but does not have a vote, nor can move or second motions. He cannot constitute nor preside at Session meetings.

#### **ii. Committee of Management**

The Home Missionary is an associate member of the Committee of Management but cannot vote or move and second motions, and is not to hold any executive position on the Committee. He can, however, be elected to the Committee in which case he has all rights of office.

#### **iii. Salary .**

From the date of the start of his probationary service, the Home Missionary receives 85% of the stipend that a Minister would normally receive; the Non-Cash Benefits and all other Terms of Settlement are as for a Minister. "Part-time" appointments (eg. 3/7 means 3 days of a week and is reflected as a proportion of the financial remuneration) make it possible for a financially struggling church to have "at least some regular maintained ministry of a pastoral and teaching nature. The precise details of a salary determination and all other conditions for a "part-time" Home Missionary shall be the subject of a negotiation and agreement between the Home Missionary and the Session and shall be approved by the Presbytery. The agreed salary is to be paid punctually by the Church Treasurer of the local church.

#### **iv. Probation**

The Home Missionary shall serve a period of probation of six months, after which' his service will be reviewed by the Committee, which will determine whether the appointment be confirmed, or the probationary period extended. The Committee will advise the Home Missionary as soon as possible and report their action to the next Presbytery. If not satisfied with the service of any probationer the Committee is free to terminate his engagement at any stage during the probationary period.

#### **v. Service of Introduction .**

When the Home Missionary is about to take up his duties in the (Special) Charge, there shall be a Service of Introduction conducted by the Presbytery, (refer Appendix No.3) at which the Home Missionary shall testify to his faith, and affirm his adherence to the doctrines and practices of the Presbyterian Church by answering in the affirmative the questions given in Appendix No.1. At that Service of Introduction, with the approval of Presbytery, the Home Missionary will have the title "Pastor" conferred upon him. The Home Missionary in this connection is not entitled to use the term "Reverend", which is reserved for the ordained ministry, but may thereafter use "Pastor", as conferred. As part of the Service of Introduction the Home Missionary and the Convener of the Committee shall both sign the Form of Agreement (ref Appendix 2)

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### vi. Administration of Sacraments

The Home Missionary may, subject to the provisions of Rule 5.2 paragraph 2 of the GAA Code, be authorised by Presbytery to administer the Sacraments of Baptism and the Lord's Supper. The Presbytery will not authorise a Home Missionary to administer the Sacraments until he has passed an examination arranged by the College Committee, the subjects of which examination are set out in Rule 5.2 paragraph 3 of the GAA Code. In administering the Sacraments, the Home Missionary is required to consult and use the Forms in "The Book of Common Order of the Presbyterian Church of Australia" or the "Book of Common Order of the Church of Scotland."

### vii. Marriage Celebrant

The Home Missionary, upon the expiry of the period of probation, and following confirmation of his appointment, may be registered to celebrate marriages. He may be recommended through his (Interim) Moderator or the Convenor of Committee to the Clerk or Moderator of Assembly, who certify celebrant applications to the Registrar General for registration as authorised to celebrate marriages.

### viii. Presbytery and Supervision

The spiritual supervision of any home mission station and of the Home Missionary supplying it belongs to the Presbytery of the bounds. In exercising its supervision Presbytery will normally operate through the (Interim) Moderator of the (Special) Charge and the Committee. The Home Missionary shall be directly responsible to his (Interim) Moderator who is his immediate "boss" in the field, and who will regularly report on his service and progress to Presbytery.

### ix. Complaints

a) Upon appointment the Home Missionary shall have the right, if he feels aggrieved, to state his case to the Committee. The Committee will make a determination and either inform the Home Missionary directly, or refer the matter to Presbytery, whose determination will be final, without further appeal.

b) Any complaints against the Home Missionary must be 'submitted to the Committee, through the Session. The Committee will submit a report on the matter, including a recommendation to Presbytery. The Presbytery will make a determination of the matter and inform the Home Missionary accordingly. In making this determination, the Presbytery will interview both the Home Missionary and his (Interim) Moderator. The Home Missionary shall have the right of appeal to the State Assembly; but only in relation to the complaint made against him.

### x. Termination of Appointment

In making an appointment of a Home Missionary every effort shall be made to assess what the probable length of appointment will be, taking into account all known factors, although it is recognised that it is "not always possible to be accurate in such estimates, eg. during the vacancy of a charge. Appointment shall generally be made for a term of 12 months, renewable as may be agreed. Termination of appointment shall be on the basis of 3 months notice, except in unusual circumstances when the period of notice may be shortened to 1 month, or 1 month's salary in lieu. . Similarly a Home Missionary shall have the right at any time to terminate his appointment upon giving the Committee notice, usually a period of 3 months, but under unusual circumstances, a minimum of 1 month. On the grounds of character, doctrine, or failure to fulfil an appointment or direction, the Home Missionary may be suspended forthwith from' duty. by. the Convener of the Committee or the (Interim) Moderator who will forthwith notify the Convener of the Committee.

Termination of the appointment of a Home Missionary may be decided at a duly constituted meeting of the Committee and confirmed or otherwise by the Presbytery. Issue of the termination notice to the Home Missionary will be made by the Convener of the Committee.

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A Home Missionary feeling aggrieved at the termination' of his appointment shall have the right to present his case to the State Assembly, whose decision shall be final. The appeal should be heard within one month of its being lodged with the Assembly Clerk. In order to do this, it will probably be necessary for a Commission to be appointed. The Commission will consist of three members of Assembly, one of whom shall be the Moderator who will convene the Commission, the other two members being nominated by the Moderator and Clerk. The findings of the Commission will be communicated to the Home Missionary within a further two weeks.

### **7. General**

#### **i. Theological Education**

Although no formal theological education is stipulated, it is expected that a candidate for Home Missionary status would possess a good background of theological and church practice study, and preferably to have completed some satisfactory course of training that would indicate some capability and gifting. It is also expected that the Home Missionary shall attend any in-service training conferences from time to time at the direction of the Church Extension Committee, at which Biblical, theological and / or applied subjects will be taught. It is also expected that the Home Missionary will maintain a book reading program of suitable literature generally approved by the (Interim) Moderator, and should exhibit an increasing familiarity with, and knowledge of, the Westminster Confession of Faith and the Shorter Catechism.

#### **ii. Holidays**

The Home Missionary will be entitled to four weeks holiday per annum, including four Sundays. He must notify the (Interim) Moderator of his leave application one month in advance (except when emergency conditions apply. It shall be the (Interim) Moderator's responsibility to arrange alternative pulpit supply and pastoral oversight during the holiday period.

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### APPENDIX No.I

#### .SERVICE OF INTRODUCTION - QUESTIONS

When a Home Missionary is first appointed, or transferred to a Charge, assistantship or other work, there shall be a Service of Introduction conducted by the Presbytery at which the Home Missionary shall testify to his faith and affirm his adherence to the doctrines and practices of the Church by answering in the affirmative the following questions:

- i) Do you confess anew your faith in God as your heavenly Father, in Jesus Christ as your Saviour and Lord, and in the Holy Spirit as your Sanctifier?
- ii) Do you profess your faith in the Gospel of the love and grace of God, wherein through Jesus Christ His only Son our Lord, He freely offers to all men forgiveness and eternal life, and calls them into the fellowship and service of His kingdom?
- iii) Do you believe the Scriptures of the Old and New Testaments, which are the Word of God written, to be the only rule of faith and practice?
- iv) Do you own and accept the Westminster Confession of Faith, read in the light of the Declaratory Statement contained in the Basis of Union adopted by this Church on. the 24th' day of July, 1901, as an exhibition of the sense in which you understand the Holy Scriptures and as a confession of your faith?
- v) Are the glory of Almighty God, love to the Lord Jesus Christ, and an earnest desire to see men and women of all ages come to a saving faith in Christ, your chief reasons for accepting the position of home missionary within The Presbyterian Church? .
- vi) Do you engage in the strength of the Lord Jesus Christ to lead a life worthy of your office, to discharge with integrity and cheerfulness the duties entrusted to you to seek furtherance of the Kingdom of God?
- vii) Will you, by God's grace, carry out .all lawful instructions issued directly by the courts of the Church, and by the Committee on Home Missions of the Assembly of the Presbyterian Church, or through their delegated officers?
- viii) All these things you profess and promise; through grace as you would answer to your Lord, and enter into His eternal glory?

After which the Home Missionary shall be charged to be faithful in his tasks and shall have prayer offered setting the Home Missionary apart for the sphere of service and commending him to the grace of God.

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**APPENDIX No.2**

The Presbyterian Church of Tasmania

**FORM OF AGREEMENT FOR HOME MISSIONARIES**

I AGREE that my employment as a Home Missionary is, and is at all times to be, subject to the "Guidelines - Qualifications and Ministry of Home Missionaries" of the Presbyterian Church of Tasmania and to any alteration to this document that may be made from time to time by the General Assembly, including particularly changes in the rates of payment. AND I acknowledge that I have studied and become acquainted with the contents of the above document and the codes, books of faith and practice etc referred therein.

/My employment, I understand and agree, is also subject to the following express conditions (inter alia), namely:'

- (a) . That I will faithfully fulfil all appointments and instructions given me by competent authorities in accordance with the laws of the Church.
- (b) That I will continue to affirm the faith, doctrines and practices of the Church as required by the "Guidelines".
- (c) That I, at the date of my acceptance and employment, agree as a condition precedent to my being accepted and employed by the Church that the Church may terminate my appointment and cease to employment at any time upon giving one month's previous notice as set out in the "Guidelines". Similarly, I am to have the right of at any time terminating my engagement by a like notice to the Church. .

Date:.....

Home :Missionary: .....

This form certifies that.....: .....was accepted as a Home

Missionary on Probation on the .....\_.....day of.....20.....

:.....Convener, Church Extension Committee

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### APPENDIX No.3

#### .MODEL SERVICE OF INTRODUCTION

#### ORDER OF SERVICE ON THE INTRODUCTION OF A HOME MISSIONARY TO HIS APPOINTMENT.

Call to Worship

Praise

Prayer

Scripture Lesson - Old Testament, Isaiah 2:1-5; 6:-18; 52:7-10.

Praise

Scripture Lesson - New Testament, John 4:1-26; Ephesians 3:14-21.

Praise

The Minister:

*The extension of the Kingdom of God amongst us is ordinarily carried on in Charges, to which Ministers are inducted by the presbytery of the Bounds. In places where a Charge has not yet been formed, or where a Minister is not available, this great work is entrusted to those approved and appointed by the Committee on Home Missions.*

*Home Missionaries are called upon to conduct Public Worship and to preach the Gospel of Salvation; .to guide the work of Christian education in -Sunday Schools and Youth organisations, and to give Religious Education in Schools; to minister to the spiritual needs of the people; and generally to assist in the work of the Congregation to which he is appointed*

*.....has heard and answered the Master's call to serve His Church and Kingdom; he has been accepted by the Church to labour in this ministry. We are about to introduce him to his service amongst you.*

The Minister calls upon the Home Missionary to stand, and addresses him:

Dear Brother and fellow-worker in Christ: we rejoice in your call to the service of the Kingdom of our Lord and Saviour. In His name we are about to introduce you to the work to which you have been appointed. But first you will testify to your faith and integrity of purpose and your *adherence to the doctrines and practices of the Church by answering the following questions:*

(The questions as listed in Appendix No.1 shall then be put to the Home Missionary to answer each in the affirmative.)

The Minister shall now charge the Missionary to be "faithful in his tasks and shall offer prayer setting the Missionary apart for the sphere of service and commending the Missionary to the grace of God concluding with the words:

*Almighty God accept and bless you, and grant you grace to be faithful in all these things.*

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Prayer

The Minister: *In the name of the Lord Jesus Christ, the King and Head of the Church, I declare you duly set apart to this service in the office of Home Missionary. We commend you to the grace of God in the discharge of the duties of your office. We give you the right hand of fellowship and bid you God speed*

*The Home Missionary and the Convenor of the Committee shall sign the Agreement (Appendix 2)*

Praise

Sermon

Praise

Benediction

(If prior Presbytery approval has been given for the bestowal of the title "Pastor" on the Home Missionary, appropriate inclusion of an additional segment in the above Order of Service will be made.)