



Company of New Pastors Mentor's Guide

Revised March 2014



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PURPOSE AND OVERVIEW OF CNP

Company of New Pastors is a pastoral formation program that **seeks both to deepen and sustain the theological foundation of pastoral leaders.** Company of New Pastors focuses on the critical early years of vocational formation, helping to **establish and nurture habits of theological reflection and spiritual formation** to sustain a lifetime of ministry.

WHY A COMPANY OF NEW PASTORS?

Experience tells us it is not easy for pastors to change deeply entrenched habits midstream. **Company of New Pastors provides a framework for pastoral leaders to develop habits that will serve and sustain a lifetime of faithful ministry,** regardless of changes in church structure, individual calls or situations.

The objectives of Company of New Pastors are simple: to encourage new pastoral leaders (and their mentors) to engage in **daily prayer, daily scripture reading and ordered theological reflection in community with others.** These objectives are so simple it is tempting to add other elements, or to ignore them altogether. Yet despite their simplicity, these disciplines can be transformational. Pastoral leaders who are, first and foremost, dedicated disciples can lead worshiping communities to be communities of disciples.

Through the community built in Company of New Pastors groups, pastoral leaders have the opportunity to deepen their own faith. The discipleship practices of the program provide a vehicle for pastoral leaders to model for the congregations they serve the grace and gratitude that is the basis for our Reformed faith.

THE PROGRAM

The basis of the Company of New Pastors program is **mentored peer covenant groups, with spiritual formation and theological reflection** as the primary focus. The practice of ministry is not ignored, however. Groups are mentored by experienced pastors who bring to the program a wealth of pastoral knowledge and wisdom.





Research from the Lilly Endowment's Sustaining Pastoral Excellence programs has shown that there is a correlation between pastoral leaders who are part of peer groups and growing congregations.¹ Company of New Pastors provides new pastoral leaders the opportunity to begin ministry with the support of a peer group and seasoned mentors.

These core convictions shape the Company of New Pastors:

The first and most crucial conviction of the Company of New Pastors is that good pastors must be faithful disciples of Jesus Christ. If a pastor is growing in love of God and love of neighbor, he/she is building the foundation upon which good pastoral ministry is built. In the Company of New Pastors, as participants commit to the core practices of spiritual disciplines, community, mentoring and theological reflection they grow in their ability to shepherd their congregation's along the way of discipleship.

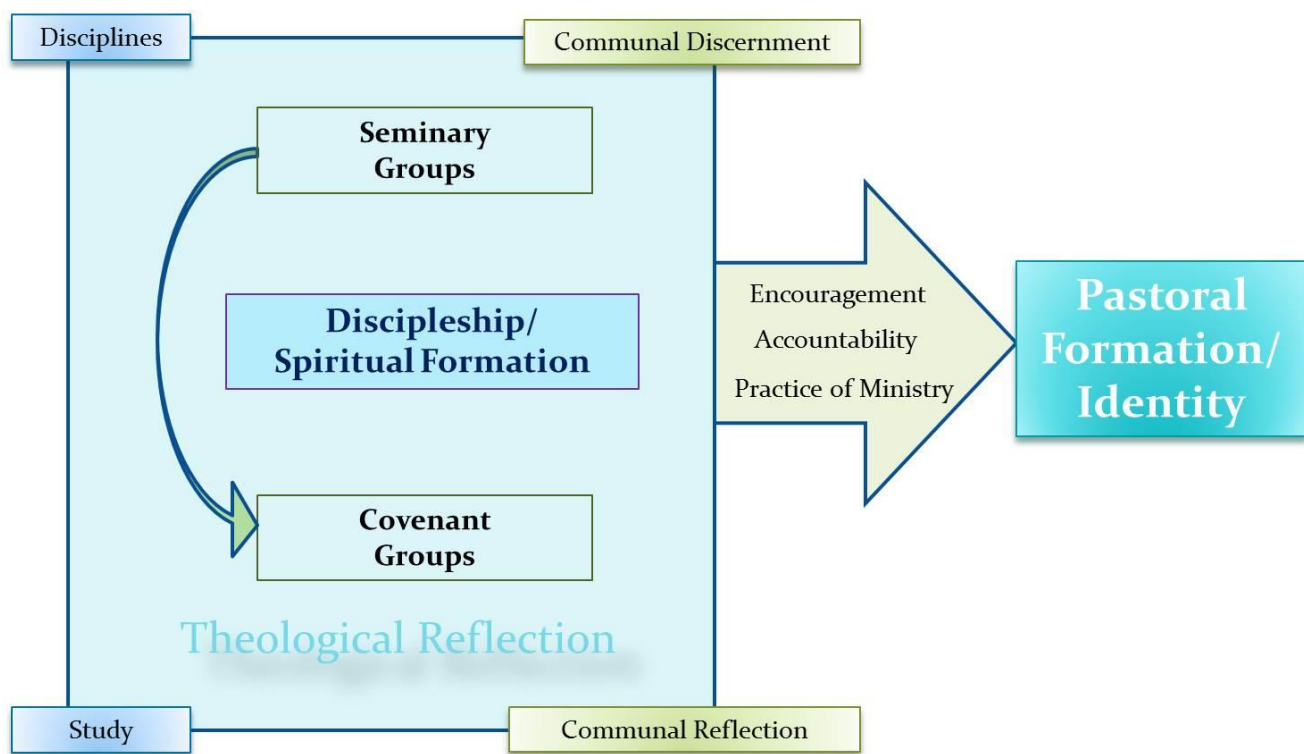
Pastoral vocation is deeper than and prior to the specific demands of a pastor's current call. Development of job skills is important. However, it is the regular and sustained nurture of the spiritual/theological vocation that keeps fresh the wells of the Spirit that sustain day to day pastoral work. All the skills development in the world cannot make up for a lack of ongoing, sustained personal investment in the faith through prayer and study; conversely, when a pastor richly nourishes her/his theological vocation, she/he will be internally impelled to do whatever is necessary to excel in the ministry skills required in the current call.

Pastoral ministry is an essentially corporate vocation. Neither Jesus nor his apostles ministered solo – but rather in company with others who shared their apostolic vocation. **Ministry in community embodies and authenticates the Gospel we proclaim;** the good news of reconciliation between God and lost humanity accomplished by Jesus on the cross is confirmed by our reconciliation with one

¹ "A Study of the Effects of Participation in SPE Pastoral Leader Peer Groups," published April, 2010, http://www.austinseminary.edu/uploaded/continuing_education/pdf/SPE_Survey_Report_and_Analysis_April_2010.pdf, p.15.

another. As pastors fulfill our vocation in fellowship with others, we the Gospel we proclaim.

Ministry in company with others also shields against a loneliness and discouragement that all too often befalls pastors, and easily leads to burnout. Pastors who form close friendships encourage and admonish one another appropriately. They spur one another to good works, and encourage one another to keep moving forward through difficult passages.



Company of New Pastors is **anchored by spiritual disciplines** (prayer and scripture), continued **study, communal discernment**, and **communal reflection**, which provide a framework for the theological reflection which strengthens the core of pastoral vocation – discipleship. The practice of ministry is discussed as a result of the spiritual formation and in the context of deepened discipleship. This continuing process is designed to sustain a lifetime of ministry, regardless of context.



THE COVENANT

Company of New Pastors has a [two-fold covenant](#): a covenant to **personal spiritual disciplines** and a covenant to **participate in a mentored peer group**.

PERSONAL SPIRITUAL DISCIPLINES

Participants engage the spiritual practices of the [Company of Pastors](#) as their personal spiritual disciplines, which include a covenant to **read scripture daily, to study the confessions of the church, and to pray daily for the church and for each other**. There are four sources for daily readings: the [Daily Lectionary](#) (BCW 2-year cycle), the *Psalms* (using the *Company of Pastors* eight-week cycle), and the [Book of Confessions](#) (including selections from The Book of Order and the Study Catechism).

MENTORED PEER GROUP

Company of New Pastors Participants covenant to **meet together regularly** for study and corporate prayer; **between meetings they practice daily disciplines of The Company of Pastors**.

Group gatherings are framed **by common prayer**, and seasoned **by table and social fellowship**. Participants prepare for covenant group meetings by completing **assigned reading and ordered reflection** (usually some kind of writing assignment), utilizing the [pastor-theologian model](#). Leaders frame agendas for gatherings, assuring that all group members share equally in leadership. Leaders also ensure that meetings stay “on task.”

[Company of New Pastors has two types of groups](#): Seminary Groups and Covenant Groups.

Seminary groups are formed during the spring semester of the middler year and meet monthly during the final year of seminary.

Covenant groups are formed at each fall at a national gathering. These groups meet approximately every 8 months, or 5-6 times over approximately 4 years.

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## GATHERINGS OF SEMINARY GROUPS

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Seminary groups meeting monthly during participant’s final year of study. These groups study and reflect on the ordination vows.





## GATHERINGS OF COVENANT GROUPS

The four-year Company of New Pastors study program explores the theological foundation of successive rubrics in the Service for the Lord's Day. Covenant groups convene in [a pastor-theologian](#) gathering roughly every eight months at an appropriate retreat center/location.

Pastor mentors assign topics and at each meeting participants present ordered reflection to the group focusing on how they understand those readings to inform pastoral practice. Participants should come each covenant group retreat prepared to present in the format determined by the pastor mentors.

| <i>Study Topics</i>                      | <i>Liturgical Rubric</i>                                                                                                                                                       | <i>Pastoral Practices Explored</i> |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Baptism and Trinity                      | Gathering and Call to Worship                                                                                                                                                  | Worship and Baptism                |
|                                          | <i>The first gathering is primarily for group formation, and it is expected that the pastor-theologian study component will be less intensive than for successive meetings</i> |                                    |
| Theological Anthropology and Soteriology | Confession, Pardon, Peace                                                                                                                                                      | Sin, Forgiveness, Reconciliation   |
|                                          |                                                                                                                                                                                |                                    |
| Scripture, Revelation and Christology    | Ministry of the Word                                                                                                                                                           | Preaching                          |
|                                          |                                                                                                                                                                                |                                    |
| Means of Grace and Pneumatology          | The Sacraments                                                                                                                                                                 | The Lord's Supper                  |
|                                          |                                                                                                                                                                                |                                    |
| Mission, Ecclesiology and Pastoral Care  | Prayers of the People and Offering                                                                                                                                             | Prayer                             |
|                                          |                                                                                                                                                                                |                                    |



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## THE ROLE OF THE MENTOR

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Company of New Pastors mentors are both mentor and colleague. Faculty and Pastor Mentors are ordained in the Presbyterian Church (U.S.A.), and practice the disciplines of the Company: daily prayer, daily scripture reading and sustained and rigorous theological reflection in company with others. Two mentors work with each CNP group, one male, one female.

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### FACULTY MENTORS

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Faculty mentors provide leadership during the seminary phase of the program. Monthly meetings often take place over a meal at the mentor's home, and focus on study of the ordination vows. Faculty Mentors help instill in participants the habits of study and reflection that will be nurtured as participants meet in covenant groups.

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#### PORTRAIT OF A FACULTY MENTOR:

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- Currently a member of teaching faculty rather than administration only
- Teaches non-practical ministry
- Ordained teaching or ruling elder in Presbyterian Church (U.S.A.)
- Committed to and engages in the disciplines of the Company

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#### FACULTY MENTOR RESPONSIBILITIES:

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- Recruit new Company participants
- Convene monthly meeting of seminary group
- Attend national Orientation Gathering each fall
- Provide a status report on participants each spring



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## PASTOR MENTORS

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Pastor Mentors provide guidance and advice to new pastoral leaders during the Covenant Group phase of the program. Covenant Groups meet one to two times a year over approximately four years, with the pastor mentor taking responsibility for planning the early meetings. Over the life of a group, Pastor Mentors often share the responsibility for convening and facilitating a group meeting as participants take on more responsibility for planning. Generally covenant group meetings are two to three days at a retreat center within easy travel distance for the group. Pastor mentors choose reading assignments and facilitate the theological reflection for the group.

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### PORTRAIT OF A PASTOR MENTOR:

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- Teaching elder in Presbyterian Church (U.S.A.) with at least five years of experience in pastoral leadership
- Incorporates theological reflection in life and ministry
- Strong, long term commitment to personal and corporate spiritual disciplines
- Committed to and engages in the disciplines of the Company
- Emotionally, physically, psychologically, and spiritually healthy

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### PASTOR MENTOR RESPONSIBILITIES:

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- Attend Transition Gathering at launch of Covenant Group, including mentor orientation and training sessions
- Plan and facilitate covenant group retreats, using the Pastor-Theologian consultation model
- Assign reading and writing assignments for meetings
- Submit timely reports on covenant group meetings, including changes in participant information or situation
- Engages in the disciplines of the Company and guides participants in their own practices
- Communicate with group members on a regular basis

## MENTORING AND SPIRITUAL DIRECTION

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Faculty and pastor leaders exercise, among other roles, the role of *mentor* in *Company of New Pastors*. Mentors work in teams of two, embodying in their own mutual friendship the graces, benefits, and challenges associated with pastors learning from and with each other how best to fulfill their calling as servants and apostles of Jesus. Their relationship furnishes an example to the rest of how the covenantal, corporate character of the pastoral vocation actually works itself out.



A mentor in our program fills many roles in the lives of our participants:

- A mentor is a *model*, embodying what it means to be a good and faithful pastor.
- A mentor is a *counselor*, observing needs in participants and responding to those needs in a manner that exudes grace and gratitude and fosters intellectual and spiritual growth.
- A mentor *keeps account*, holding participants to standards and promises as practices of grace and gratitude.
- A mentor is a *teacher*, offering participants knowledge born both of study and of experience as they face the varied tasks, perplexities, and exigencies of ministry.
- A mentor is a *friend*, supporting, encouraging, enjoying, and sacrificing for a sister or brother in Christ.



**Spiritual Direction:** Mentors serve as conveners and senior friends in ministry; they also function as spiritual leaders of the gathering, setting the tone for how the group becomes a community of mutual encouragement and spiritual discernment, while remaining diligently attentive to the presence and work of the Holy Spirit in each member of the group, as well as in the group as a whole.

For *Company of New Pastors* mentors, spiritual direction means **above all that we pray for and with our group members**. It entails that we pay close attention to their growth in Christian faith and ministry, and care enough about them to urge them forward in spiritual growth and health.

Spiritual formation in *Company of New Pastors* is significantly shaped and sustained through the observance of the Daily Prayer cycle whenever groups meet. **Meetings should be framed by Daily Prayer and worship**. Groups can enrich their worship life together through Services for the Renewal of the Baptismal Covenant and celebrations of communion.



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## THE NATURE OF GROUP GATHERINGS

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Modeled on the Office of Theology and Worship's [Pastor-Theologian consultations](#), *Company of New Pastors* **gatherings are framed around the rhythm of daily prayer – morning, midday, and evening.** They provide generous space for leisure and table fellowship, during which real and abiding friendships take root. The main part of the agenda is devoted to rigorous study of Scripture and Theology – not under the leadership of “experts,” but led in turn by the members of the group.

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## THE PASTOR-THEOLOGIAN CONSULTATION MODEL

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The Office of Theology and Worship has hosted Pastor-Theologian consultations for pastors in the Presbyterian Church (U.S.A.) since 1993. These numerous three-day consultations have evolved into a proven model, as outlined here:

1. Participants read an **assigned book** in preparation for the consultation.
2. Participants present **ordered reflection** (usually writing) based on the readings.
3. Conversation is **rooted in assigned readings** and participant papers.
4. Relies exclusively on participating pastors for theological work: **no “theological experts”** are brought in.
5. Takes the participants out of their ordinary locations into a **retreat-type setting**.
6. Knits consultation events together around **observance of the “offices” of Daily Prayer**.
7. **Seeks to renew pastors** in deep, sustained attention to the Christian faith.

### **Pastor-Theologian conveners follow these general guidelines:**

- **Moderate** the discussions mainly to keep order and stay on topic.
- Try gently but persistently to **encourage** everyone to participate, and none to dominate, in-group discussions.
- **Steer discussions** toward theological reflection on issues of pastoral significance.
- **Assign readings and papers** that lead participants to think theologically about particular pastoral situations and tasks in their spheres of ministry.
- While the gathering will certainly have therapeutic value, **avoid the temptation** to allow the gathering to become an extended group therapy session.



## PROGRAM OVERVIEW

*(actual time frame may vary after Seminary Phase)*

*From the outset, and through the duration of the program, all mentors and participants adopt and maintain the Company of Pastors' covenant of daily prayer and reading.*

|                       | MEETING/ACTIVITY  |                                                                                       | MEETING TOPICS                           |                                     |
|-----------------------|-------------------|---------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------|
| <b>Seminary Phase</b> | Spring            | New seminary groups are launched                                                      |                                          |                                     |
|                       | Fall              | Seminary Groups meet monthly in fall semester                                         | Ordination Vows                          |                                     |
|                       |                   | Seminary Groups participate in National Orientation Gathering in Louisville (October) |                                          |                                     |
|                       | Spring            | Seminary Groups (graduating seniors) meet monthly in spring semester                  | Ordination Vows                          |                                     |
|                       |                   |                                                                                       | <b>Theological Reflection</b>            | <b>Pastoral Practice</b>            |
| <b>Year 1</b>         | Fall              | National Transition Gathering                                                         |                                          |                                     |
|                       | Spring            | Covenant Groups meet                                                                  | Baptism and Trinity                      | Worship and Baptism                 |
|                       | Fall/Early Winter | Covenant Groups meet                                                                  | Theological Anthropology and Soteriology | Sin, Forgiveness and Reconciliation |
| <b>Year 2</b>         | Spring/Summer     | Covenant Groups meet                                                                  | Scripture, Revelation and Christology    | Preaching                           |
|                       | Fall/Winter       | Covenant Groups meet                                                                  | Means of Grace & Pneumatology            | The Lord's Supper                   |
| <b>Year 3</b>         | Spring            | Covenant Groups meet                                                                  | Mission, Ecclesiology and Pastoral Care  | Prayer                              |
|                       | Fall              | Covenant Groups meet                                                                  | Determined by Covenant Group             |                                     |
| <b>Year 4</b>         | Spring            | Final Gathering                                                                       |                                          |                                     |



## PROGRAM FUNDING

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Company of New Pastors is funded a collaboration of the Presbyterian Mission Agency, participants, congregations, and donations. The program is designed so that participation should not be a heavy financial burden for students or new pastors in the early years of ministry. Program funds provide travel, lodging, and meals for national gatherings.

The overall cost of Company of New Pastors is remarkably low. \$1500 per participant per year covers the program portion of costs. Participants' portion varies, but averages approximately \$1800 over three years.

During seminary, monthly meeting costs and materials are covered by the program. After seminary, the cost of covenant group meetings is transferred to participants in a graduated process. Once participants begin to assume meeting costs, the costs of covenant group meetings are socialized so that no one person bears a larger financial responsibility than the rest of the group. The Pastor Mentors' portion of meeting costs is covered by program funds.

The majority of costs for a participant are paid out of program funds, which come from individual and congregational donors. Because all money expended is donated to the program, we encourage participants and mentors to be good stewards of the program, giving back whenever possible. Participants, mentors, and program alumni/ae will receive requests for donations from time to time.

Support – financial and prayerful – by the congregations of participants and mentors is solicited annually. Other types of support by congregations include time off for retreats in addition to allotted vacation and continuing education, partial reimbursement of out of pocket expenses, or underwriting of program costs.





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## ORGANIZATIONAL STRUCTURE AND STAFF

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Administrative responsibility for *Company of New Pastors* is housed in the General Assembly Mission Council's Office of Theology and Worship of the Presbyterian Church (U.S.A.).

The *Program Manager* of *Company of New Pastors* is the primary contact of the program, assisted by four *Program Mentors* who serve as the primary contact for Faculty Mentors and Pastor Mentors. The Office of Theology and Worship *Meeting Specialist* is the primary contact for meeting arrangements. Faculty and Pastor Mentors serve as the primary program contact for program participants.

*Company of New Pastors* is sponsored and partially funded by the Office of Theology and Worship and the Presbyterian Church (U.S.A.).

As a sponsored program, *Company of New Pastors* is subject to the operational regulations and policies of the Presbyterian Church (U.S.A.). **This especially pertains to travel reimbursement.** Matters related to governance, administration and accountability are subject to the administrative, operational, and ethical guidelines of the Presbyterian Church (U.S.A.).



## APPENDIX

### BIBLIOGRAPHY FOR STUDY OF THEOLOGICAL TOPICS

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Ronald Byars, *Christian Worship: Glorifying and Enjoying God*. (Geneva, 2000)  
Richard Lischer, *Open Secrets: A Memoir of Faith and Discovery* (Broadway, 2002)  
James Torrance, *Worship, Community, and the Triune God of Grace* (InterVarsity, 1996)  
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### **Pastoral Vocation**

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## GLOSSARY

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**Class Year:** Seminary Groups that are meeting at different seminaries during the same time frame make up a Class Year. Also the year that a participant graduates from seminary.

**Cohort:** Covenant Groups that are on the same timeline make up a cohort. Cohorts are identified by a particular year, i.e. CNP12.

**Covenant Group:** Covenant Groups are identified by the cohort and timeline year, i.e. CNP13 MW. Covenant groups are launched each fall.

**Covenant Group Retreat:** Meeting of a Covenant Group. Meeting are usually 2-3 days, during the week (rather than a weekend).

**Seminary Group:** A group which meets at a particular seminary. Seminary Groups are identified by the seminary and class year, i.e. PIT 13.

**Faculty Mentor:** Seminary professors (preferably professors of theology of biblical studies) who are ordained Teaching Elders in the Presbyterian Church (U.S.A.). Two Faculty Mentors (one male, one female) lead each Seminary Group.

**Participant:** Member of a Seminary Group, Covenant Group, or a person waiting to be placed with a Seminary Group who has agreed to the covenant principles of the Company of Pastors and the five year program

**Pastor Mentor:** Ordained teaching elders in the Presbyterian Church (U.S.A) who have been in parish ministry for a minimum of five years. Two Pastor Mentors (one female, one male) lead each Covenant Group.

**Program Mentor:** Four Program Mentors, along with the program staff, direct the program.

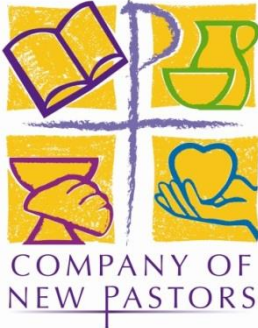
**Program Timeline:** The schedule for a particular cohort; approximate dates for national gatherings and Covenant Group retreats. Also the identifying year of a cohort, i.e. CNP13.





## COVENANT OF PARTICIPATION

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*As a servant of the Lord, Jesus Christ, believing I am called to serve as a pastoral leader in his church, **I gladly and freely accept both the gifts and responsibilities of the Company of New Pastors.***

*With God's help and the encouragement of my colleagues, **I will keep the daily disciplines of the Company of Pastors.***

***I will continue to gather regularly** with members of my CNP Group, whenever convened by our Mentors, making our time together a priority of my ministry. With God's help, I will nurture my pastoral vocation with their encouragement, aided by daily prayer and ordered reflection. I will encourage, and pray with and for my Company colleagues as they seek to do the same.*

***I will nurture close, continuing communion with my Company** colleagues, that together we may embody the good news of what God has given the world through Jesus Christ. **I will pray and study and break bread** with them, and open my heart to them for mutual encouragement and admonition.*

***I will seek always to love the people of God entrusted to my care**, and to both give and receive the love shared with covenant brothers and sisters in the Company of New Pastors as a gift of the Holy Spirit, who empowers us for ministry in Jesus' name.*

***This I solemnly and joyously covenant to do**, with God's help.*

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Participant Signature

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Date





## COVENANT GROUP MEETINGS

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### TIPS FOR PLANNING YOUR MEETINGS:

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- ***Plan ahead.***
  - Allow at **least 90 days** before the meeting to provide adequate time for contracts to be approved and signed, and payment arrangements to be confirmed.
  - Assign reading and writing assignments early so participants will have them completed before the retreat.
  - We have sample agendas for two and three day meetings, but you can arrange your time together in ways that suit your group.
- ***Know who's coming.***
  - Usually, there will be a charge for un-used or cancelled rooms.
- ***Choose a venue thoughtfully.***
  - Location is important to containing costs – choose a place that will allow folks to carpool to mitigate travel expenses. If several members have to fly to the meeting, consider the distance from the airport to the venue and how that travel will impact overall costs.
  - Choose a retreat center over a hotel or resort. Not only do these tend to be more economical and include meals in the rooming cost, they tend to be more conducive to a contemplative time together. If you find a place that's affordable and comfortable, consider returning there for subsequent meetings.
- ***Keep track of deadlines.***
  - While program staff manages meeting arrangement information, there are multiple CNP meetings happening at any given time, as well as meetings for other programs that are managed by the Meeting Specialist. Know when deposits, lodging lists, meal counts, etc. are due, and who is responsible for providing those. Pastor Mentors should be responsible for rooming lists, meal counts, room setup information, etc. Program staff will process payments and reimbursements.

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### LODGING AND MEETING ROOM ARRANGEMENTS

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#### **Please try to:**

- Keep per person cost under \$160 per day, including meals & breaks
- Keep meeting room costs at a minimum



**Because Pastor Mentors have a contractual relationship with the PC(USA) Presbyterian Mission Agency, Pastor Mentors should be the primary contact with program staff on venue contracts that are signed by program staff and paid from program funds.**

Have the following information ready before you contact a retreat facility:

- How many rooms you'll need. (there is often a charge for unused or cancelled rooms)
- What nights you will be staying.
- What kind of needs you'll have for meeting space.
- How the meeting space needs to be set up (classroom style, U-shaped, etc.).
- Whether you will need meals catered (if they are not otherwise available).
- Either a rooming list or a clearly understood plan for group members to make their own reservations. (Use whatever is easiest for you. If you use a rooming list, most lodges request submission one month prior to the reservation; if participants make their own reservations, have a cut-off date by which they must call in).

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## CONTRACTS

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A contract is necessary for any payments processed by our office. For meetings using program funds (the first and second meetings) or for which program staff handles the finances, **we must have a contract**. Some things to remember:

- The contract must be for "Presbyterian Church (USA), a corporation," and the event name will be "Company of New Pastors". Billing address for the contract should be: PC(USA), Attn. Catherine Reuning, 100 Witherspoon St., Louisville, KY 40202.
- All contracts must be approved by PC(USA)'s legal department and signed by the appropriate staff. This can take up to two weeks. **DO NOT SIGN THESE CONTRACTS YOURSELF.**
- **All contracts must contain direct billing provisions.** We can provide deposits in advance of the meeting, but final billing cannot be processed prior to the meeting.
- Deposits can take up to ten business days, so make sure we have time to process and approve the payment.
- Contracts and deposit requests should be sent to Catherine Reuning via e mail ([Catherine.reuning@pcusa.org](mailto:Catherine.reuning@pcusa.org)). She will be the primary contact for payments.
- You and/or your co mentor will be the primary contact for housing/rooming lists, meal information and meeting room arrangements. Because Pastor Mentors are under contract to Company of New Pastors, event contact should be a Pastor Mentor rather than a participant.

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## MEALS AND BREAKS

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- If meals are not included in the lodging contract, you will need to either make plans to have meals off-site or have the catering manager provide meals. Depending on the language in your contract, meal arrangements/counts must be finalized anywhere from a few days to a few weeks prior to your meeting.
- You may or may not be allowed to bring your own food – if outside food is not allowed, you will need to go through the catering manager for meals and snacks. Your retreat center contact can put you in touch with the appropriate person.
- Try to keep meal cost under \$15 per person per meal.
- Fax Banquet Event Orders (which the Catering Manager will send to you after you've made meal/break selections and decided on room setup) to Catherine Reuning. These **MUST BE** signed by the program staff if they are to be paid from grant funds. After the contract has been reviewed, approved and signed, Catherine will send it to the retreat or conference facility and send you a copy.
- Keep break snacks and drinks to a minimum – these can add up quickly. Generally, if you're allowed to bring in food and drink, it's more economical to bring snacks and drinks yourself. Generally, **program funds will provide only coffee/tea/water for breaks** that must be purchased from the venue.
- If you have meals offsite, keep in mind the following:
  - In order to reimburse for meals, **we must have original receipts, with the *complete listing of orders*, not just the credit card summary.** The receipt should list those present at the meal. This applies to meals purchased individually or for the group as a whole, and there are only rare exceptions to this requirement. Reimbursements are to be requested using the current Travel Reimbursement form, which is available on the CNP website:  
<http://www.presbyterianmission.org/ministries/company-new-pastors/>

~~~ PC(USA) policy prohibits us from reimbursing or covering expenses for alcoholic beverages, personal phone calls, or in-room movies. Please have these expenses on a different receipt to avoid delays in reimbursements! ~~~



TRAVEL

- The PC(USA) adopted a new travel policy effective January 1, 2010. Most air travel paid for by the church must be planned through our travel agent, Azumano. **This means Company of New Pastors mentors or participants may not purchase their own flights and submit for reimbursement for national gatherings.** All Flights for national gatherings **must** be direct billed to PC(USA) using the contracted travel agent, Azumano.
- For Covenant Group gatherings, the policy is slightly different. **If you need to fly to a Covenant Group gathering, please contact the program meeting specialist!**
- **Please** contact program staff before contacting the travel agent directly. Most questions and problems can be handled by our staff without additional charges from the agency.
- For those who are driving to gatherings, we will reimburse for mileage at the current IRS rate, which changes periodically. Generally, **mileage is reimbursed up to 300 miles each way**, unless participants carpool. Reimbursements must be requested using the Travel Reimbursement form, which is available on the CNP web site.
- **Rental car expenses are not reimbursed**, unless prior approval has been given by program staff.



BEFORE THE MEETING:

Send out an Information Sheet to participants once all lodging and travel arrangements are in place. Include the following information (and anything else you think may be helpful):

- ✓ Meeting dates & times
- ✓ Meeting location with directions
- ✓ How to make flight arrangements
- ✓ Information on shuttle service between airport and retreat or conference facility
- ✓ Retreat or conference facility information
- ✓ Contact person

AFTER THE MEETING:

- Urge participants to submit any reimbursement forms in a timely fashion, so we can adequately assess and track meeting costs. After 30 days, reimbursement requests may not be processed.
- **Submit mentor reports** as soon as possible so we can request mentor stipend payments. Reports should utilize the **format found in the Mentor's Guide** and include a copy of the agenda and copies of any written reflections from the group. **A group photo should also be submitted** with the Mentor Report.
- Let the Meeting Specialist know the **dates of your next meeting**, and if the venue contracts will be handled by program staff.



PASTOR MENTOR'S CHECKLIST FOR COVENANT GROUP MEETINGS

Before the meeting

- ☐ Venue and dates confirmed with Cheri Harper
- ☐ Review venue guidelines and contract provisions
- ☐ Contract sent to Catherine Reuning
- ☐ Meeting details e mail sent to participants
- ☐ Rooming list sent to venue

During the meeting

- ☐ Reimbursement forms distributed or printed
- ☐ Reminder about **original, itemized** receipts
- ☐ Reminder about deadline for reimbursement submissions (**30 days after meeting**)
- ☐ **TAKE PHOTOS**

After the meeting

- ☐ Reimbursement deadline reminders (30 days), submit to Cheri Harper
- ☐ Mentor expenses submitted, with itemized receipts (within 30 days), to Cheri Harper
- ☐ Meeting report submitted (within 30 days) to Cheri Harper
- ☐ Meeting photos submitted (with meeting report)



TRAVEL EXPENSE REIMBURSEMENT

The current, printable reimbursement form can be emailed upon request, and is available on the CNP web page - <http://www.presbyterianmission.org/ministries/company-new-pastors/>. Travel Expense Reports should be completed, signed and returned, along with original, itemized receipts, to the following address, immediately after the meeting:

Presbyterian Church (USA)
Catherine Reuning, Rm M05A
100 Witherspoon St.
Louisville, KY 40202

Participants will be reimbursed for reasonable out-of-pocket expenses related to the conference as outlined on the Travel Expense Report. **We process requests for reimbursement for everyone once we receive all the expense reports or 30 days after the end of the meeting, whichever comes first.** Reimbursement requests received more than 45 days after a meeting cannot be processed.

~~ Unusual expenses related to retreats **may** be reimbursable, if approved by program staff prior to submission of the reimbursement request. ~~

As a sponsored program, *Company of New Pastors* is **subject to the operational regulations and policies of the Presbyterian Church (U.S.A.)**. This applies especially to requests for reimbursement. **We are required to have original, itemized receipts to document expenses. We will not be able to process requests for reimbursements that are not accompanied by the appropriate receipts.**

For group meals, please list each person's name on the back of the receipt and include both the itemized and credit card receipts when sending for reimbursement. **We cannot process requests for reimbursements that are not accompanied by the itemized receipt.**

~~ We cannot reimburse expenses for alcoholic beverages, personal phone calls, or in-room movies. We also cannot reimburse for personal incidental expenses, which include snacks, drinks (except for food and drink in lieu of a meal while traveling), toiletries, over the counter medications. Reimbursement requests for parking, tolls, taxis or other travel-related expenses must be accompanied by a receipt. ~~

If you have any questions or run into any problems, please contact program administrative staff.



FUNDING SCHEDULE

Seminary Phase – Covered by Program Funds

| | | |
|------------------------|--|---|
| Spring of Middler Year | Launch Meeting | Meet with Faculty Mentors;
Program Mentor will attend
Launch and Final meetings |
| Fall of Senior Year | Orientation Gathering
Meet Monthly | |
| Spring of Senior Year | Meet Monthly
Final Seminary Group meeting | |

Covenant Group Phase

| | | |
|-----------------------|--------------------|------------------------------|
| Fall after Graduation | National Gathering | Covered by program funds |
| Year 1 | Meeting 1 | Covered by program funds |
| | Meeting 2 | Covered 50% by program funds |
| Year 2 | Meeting 3 | Covered by Participants |
| | Meeting 4 | Covered by Participants |
| Year 3 | Meeting 5 | Covered by Participants |
| Year 4 | Meeting 6 | Covered by Participants |
| Year 5 | National Gathering | Covered by program funds |

HOW MEETING COSTS ARE HANDLED

Meeting 1: Program staff handles lodging contracts and payments; each participant and mentor submits reimbursement requests for travel to and from the meeting.

Meeting 2: Program staff handles lodging contracts and payments; each participant and mentor submits reimbursement requests for travel to and from the meeting. Once all the meeting costs are submitted, the total is divided by the number of people there to get a per person cost. Participants are responsible for ½ of the per person cost of the meeting.

If someone submits an expense report that is more than half the per person cost, a reimbursement check is issued. If the reimbursement request is less than half the per person cost, we send an invoice for the difference.



Example:

Group A meets, and total meeting costs are \$3500. Five participants and two mentors attended. Per person cost is \$500. Participant portion is \$250.

P 1 spends \$250 on travel and meals to and from the meeting.

P 1 will receive neither a check or an invoice as out of pocket expenses equaled participant portion of the meeting.

P2 spends \$600 on travel and meals to and from the meeting.

P 2 will receive a check in the amount of \$350, representing actual expenses, less the participant portion of the meeting.

P 3 spends \$100 on travel and meals to and from the meeting.

P 3 will receive an invoice for \$150, representing the participant portion of the meeting, less out of pocket expenses.

Meetings 3-6: Groups may elect to utilize this same method, using the full per person meeting cost rather than half. Some groups opt to take on their own recordkeeping beginning with the third meeting.



SAMPLE THREE-NIGHT COVENANT GROUP MEETING AGENDA

Day 1

Arrive and settle in

6:00ish – Supper

Checking in (personal reports, prayers for one another)

Evening Prayer

Day 2

Breakfast

9:00 Morning Prayer

9:15 – 11:00 Theological Reflection/presentations

Break

11:15 Theological Reflection/presentations

12:15 Midday Prayer

12:30 Lunch

2:00 – 4:30 Theological Reflection/presentations OR Free time

Dinner

Evening Prayer

Fellowship and Fun

Day 3

8:00 Breakfast

9:30 Morning Prayer

9:45 – Theological Reflection/presentations

Midday Prayer

Lunch

Free time

6:00 Dinner

Evening Prayer

Fellowship and Fun

Day 4

8:00 Breakfast

9:00 Morning Prayer

9:15 Evaluation/planning next meeting

Closing Worship with communion

Depart



COVENANT GROUP MEETING – MENTOR REPORT

After the covenant group meeting, **a report of the meeting should be submitted by one or both of the Pastor Mentors.** This report should include a list of attendees (with updated e mail addresses and any change in address, call, etc), the topic studied, any written work such as papers or sermons, and a narrative report of the meeting, including a short update on each participant. Confidential information does not have to be included, but a general assessment of situations faced, strengths and weaknesses of participants, and overall group dynamic should be included in the report. At least one photo from the meeting should be submitted with the report.

Mentor reports should be submitted within 30 days of the end of the meeting so that administrative staff knows who attended and can appropriately process meeting costs. Mentor stipends are processed upon receipt of the report. Electronically submitted reports are appreciated.

A sample format for the report is below:

| Mentors | Retreat Date | Retreat Location |
|---------|--------------|------------------|
| | | |

Participants Attended:

Participants Absent:

Topic of Retreat:

Book Read:

Type of Reflection:

Meeting Narrative:

Participant Update

| Participant | Update |
|-------------|--------|
| | |
| | |
| | |

Next Meeting

| Date | Location | Topic |
|------|----------|-------|
| | | |

Additional Information (*including contact information updates*):

Please attach to this report:

Copy of meeting agenda; Copies of any reports/sermons/reflections; Group photos



GUIDELINES FOR REIMBURSEMENT

Meals

- Reimbursement requests for meals must be accompanied by the original, itemized receipt, along with a credit card receipt (the credit card summary alone will not be accepted for reimbursement). Please list names of those for whom you purchase food in the comments section on the reimbursement form.
- Requests for meals en route to and from a meeting are eligible for reimbursement. Additionally, participants are expected to eat meals provided by the program/meeting and may not claim reimbursement for a separate meal.

Travel

- Air travel must be arranged through the PC(USA) travel portal. Air travel not arranged through this portal will generally not be reimbursable.
- Rental cars must be approved by program staff prior to an event. Car upgrades and extras (GPS systems, additional insurance, satellite radio, surcharges for a hybrid vehicle, etc.) will not be reimbursed.
- Mileage (for driving personal cars) will be reimbursed at the current IRS rate up to 300 miles each way, unless participants car pool.

General Reimbursement

- Generally, a spouse's or children's expenses are not reimbursed.
- Personal items are not reimbursed, including over-the-counter medications, toiletries, magazines, etc.
- Pet boarding expenses are not reimbursed.
- There are limited funds available for child care reimbursement in special circumstances. Reimbursement for child care must be approved by program staff prior to the event and is subject to PC(USA) guidelines for childcare reimbursement.

Please contact Cheri Harper or Karen Russell with any questions.

karen.russell@pcusa.org
(502) 569-5401

cheri.harper@pcusa.org
(502) 569-5234

Send reimbursement requests to:

Presbyterian Church (USA)
Cheri Harper, Rm M005A
100 Witherspoon St.
Louisville, KY 40202



Sample Reimbursement Form Presbyterian Church (USA)

| PRESBYTERIAN CHURCH (USA)
TRAVEL EXPENSE REPORT (2014) | | | | | | | | | | Mail Direct |
|--|----------|---------|--------|-----------|----------------------------------|-------|---------|--------|-------------|--------------------------------|
| | | | | | | | | | | Direct Deposit |
| | | | | | | | | | | Ext |
| Name _____ | | | | | Traveler's Signature/Date _____ | | | | | |
| Address _____ | | | | | Authorizing Signature/Date _____ | | | | | |
| | | | | | Purpose of Trip | | | | | Company of New Pastors |
| | | | | | Meeting Location | | | | | |
| | | | | | Dates of Trip | | | | | |
| Phone _____ | | | | | Sponsoring Entity | | | | | Theology, Worship, & Education |
| Email _____ | | | | | | | | | | |
| Your authorizing signature indicates the backup documentation is appropriate and supports the release of funds. | | | | | | | | | | |
| Location | | | | | | | | | | TOTAL |
| Date | | | | | | | | | | |
| Breakfast | | | | | | | | | | |
| Lunch | | | | | | | | | | |
| Dinner | | | | | | | | | | |
| Hospitality | | | | | | | | | | |
| Total | | | | | | | | | | |
| Lodging | | | | | | | | | | |
| Airfare | | | | | | | | | | |
| Taxi/Shuttle/Bus | | | | | | | | | | |
| Parking & Tolls | | | | | | | | | | |
| Mileage @ 0.56 | | | | | | | | | | |
| Miles driven | | | | | | | | | | |
| Car Rental | | | | | | | | | | |
| Miscellaneous | | | | | | | | | | |
| TOTALS | | | | | | | | | | |
| List names & business purpose for expenses of others and explain miscellaneous expenses. | | | | | | | | | | |
| Date | Amount | | | | | | | | | ** (1) Country |
| | | | | | | | | | | ** (2) Empl ID |
| | | | | | | | | | | ** (3) Committee |
| | | | | | | | | | | |
| Account Distribution FOR OFFICE USE ONLY | | | | | | | | | | |
| Entity | Director | Program | Office | Objective | Acct Code | Class | Project | Amount | Description | |
| 10 | 30 | 21 | 163 | 00 | 843695 | 3 | LIL163 | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| <div style="display: flex; justify-content: space-between;"> <div> Total Expenses _____
 Less: Funds (given as Donation to the Church) _____ </div> <div> Less: Cash Advanced by Church _____
 Refund Due Me/(Refund Due the Church) _____ </div> </div> | | | | | | | | | | |
| Please remit to: Presbyterian Church (U.S.A.), Cheri Harper - Room M005A, 100 Witherspoon St, Louisville, KY 40202 | | | | | | | | | | |
| All receipts must be attached, including itemized for meals. | | | | | | | | | | |



CONTACT INFORMATION

Program Staff

Karen Russell, Program Manager

(800) 728-7228 x5401

karen.russell@pcusa.org

Fax: 502-569-8060

Travel Arrangements and Lodging Contracts

Catherine Reuning, Meeting Specialist

(800) 728-7228 x5732

catherine.reuning@pcusa.org

Fax: 502-569-8060

Reimbursements and Mentor Stipend Payments

Cheri Harper, Administrative Assistant

(800) 28-7228 x 5234

cheri.harper@pcusa.org

Secondary contact:

Penny Franklin

(888) 728-7228 x5334

penny.franklin@pcusa.org

Fax: 502-569-8060

Program Mentors:

Jim Kitchens, jkitch3@comcast.net

Dave Rohrer, rohrerdavid857@gmail.com

Kristin Frederich, kristinfrederich@gmail.com

Jeffrey Ugoretz, jeffu.cnp@gmail.com