

# Presbytery of Susquehanna Valley

## List of Categories of Relevant Documents for Minister Files in Locked Cabinets in Presbytery Mission Support Center

1. Credential documents and resumes (this includes PIFs, specialized training, transcripts as provided by the minister, etc.)
2. Contracts and terms of call to church service and validated ministry
3. Grant and assistance applications and award determination from any arm of the church or other entity submitted by the Presbytery on behalf of the minister
4. Official Synod or General Assembly communication regarding the minister
5. Official Board of Pensions communication with the Presbytery regarding the minister
6. Official com communication (including 1st year review, triennial review, etc)
7. Judicial business decisions and documents as ecclesiastically appropriate
8. Boundary awareness completion and signed acknowledgement of sexual misconduct polices
9. Any awards or special recognition or articles or other items given by minister to presbytery
10. Minister information sheet as provided by minister
11. Official communication to or from staff or officers of presbytery to the minister
12. Reference checks conducted by the presbytery on the minister (including criminal, etc)
13. Financial documents such as loans made to minister by presbytery or church in which the presbytery was involved
14. Confidential documents (maintained in sealed envelopes) including ministry assessments as required by the presbytery, notes from counselors as required by presbytery, performance reviews submitted by the minister and/or church. Any document related to the dissolution of a pastoral relationship (for whatever reason), any documents related to conflict intervention by the presbytery.