

I –Committee on Ministry (COM) Responsibilities
Presbytery of Susquehanna Valley

Resource: COM Representatives to Churches – Checklist

Year _____

| | | |
|-----------------------|-------|--------|
| _____ | _____ | _____ |
| Church | Phone | E-Mail |
| _____ | _____ | _____ |
| Minister or Moderator | Phone | E-Mail |
| _____ | _____ | _____ |
| Clerk of Session | Phone | E-Mail |

Please check those that apply:

Yes No

I. Beginnings

- Written Introduction (*can be email*; date _____)
- Telephone call (date _____)

II. Getting Acquainted & Staying in Touch

- Arrange to receive the church news (date _____)
- Visit with Session (date _____)
- Meet with pastor at least once per year (date _____)

III. Offering Resources

- Point to resources within the Presbytery and the PCUSA that are available to Session and its committees
- Inform Session of the availability of special grant or mission funds that may be available to strengthen the church
- Encourage commissioner attendance at presbytery meetings
- Advise COM co-chairs if and when a conflict situation needs to be addressed.

IV. Transition Time (*when applicable*)

- Arrange, in consultation with COM, for Exit Interview (date _____)
- Report to COM completion of Exit Interview (date _____)
- Advise Session of duties and responsibilities when pulpit is vacant
- Establish communication with Moderator of Session and report concerns to COM as needed

- For Interim Pastors: Offer quarterly report reminders. Advise the pastor and/or Session regarding the protocol to renew or change the contract

V. Pastor Nominating Committee Representative (*may be a non-COM member*)

- Offer advice, counsel and support to PNC, attend PNC meetings regularly
- Provide information to Stated Clerk to conduct background checks
- Confirm that primary and secondary references are checked
- Insure that COM chair does reference checks BEFORE final interviews
- Assure that COM interviews of final candidates are held
- Advise PNC regarding proposed Terms of Call and reporting them to COM
- Assist PNC and Session of Special Congregational Meeting protocol to call a pastor
- Advise Session and new pastor regarding Installation and/or Ordination protocol

VI. Following an Ordination/Installation (*COM Representative*)

- Encourage the pastor, Session and church leaders to meet and discuss start-up issues, expectations, and first-year goals
- Provide orientation to the Presbytery of Susquehanna Valley for the new pastor

VII. Additional Items to Report to COM: