

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

Procedures: Committee on Ministry Practices

1. Members of Committee on Ministry shall:

- a. Pray for the mission and work of COM
- b. Be guided by
 - i. *The Book of Order of the Presbyterian Church (USA)*
 - ii. The COM Handbook of the Presbytery of Susquehanna Valley
- c. Attend COM meetings (including training and other special meetings and events);
- d. Accept assignments to fulfill COM's work with congregations, pastors and ministers of Word and Sacrament as requested (including such areas as compensation, pensions, special pastoral and congregational needs, and COM visitation schedules);
- e. Serve as a representative to churches assigned (sessions and pastoral staff);
- f. Read and be familiar with COM minutes and aware of all correspondence;
- g. Call upon presbyters to assist whenever possible (Administrative Commissions, mentors, moderators, etc).

2. Co-Chairs of COM shall:

- a. Preside at COM meetings;
- b. Prepare agenda in consultation with Stated Clerk;
- c. Assure that accurate minutes and records are kept;
- d. Confer with the Stated Clerk to determine content of COM's report to Presbytery. Prepare and transmit the report and supporting documentation in the required form in time for distribution to Presbytery;
- e. Present COM report(s) to Presbytery;
- f. Be a resource and support to COM members;
- g. Oversee all correspondence between COM and pastors, sessions, Synod and General Assembly, directing the Stated Clerk to file official denominational reports and forms;
- h. Appoint special task forces, as needed, to do the work of COM;
- i. Oversee policies and procedures and updates in consultation with the Stated Clerk;
- j. Provide training for committee members;
- k. Check references on all potential pastors and ministers requesting presbytery membership;
- l. Oversee the annual review of salaries and benefits for ordained clergy and Commissioned Lay Pastors and report annually to Presbytery;
- m. Designate one or more individuals to serve as Board of Pensions liaison(s);

- n. Recommend moderators for churches, when necessary;
- o. Appoint a representative to Pastor Nominating Committees;
- p. Provide orientation of Presbytery to new minister members;
- q. Recommend a clergy colleague (friend/mentor) for new pastoral leadership in churches;

3. COM Representatives shall:

- a. Report to COM any relevant information regarding congregations and clergy assigned;
- b. Keep informed about the ministry and mission of the churches assigned;
- c. Make periodic on-site visits with assigned congregations and clergy, including visits with Session (See Resource: *COM Representative Checklist* to keep track of and arrange all visitations);
- d. Maintain a file of all papers and information pertaining to the assigned churches and clergy to be able to pass this information on to the next assigned representative;

4. The Stated Clerk shall:

- a. Perform the ecclesiastical duties of the Stated Clerk in relation to the maintenance of rolls and records and filing of ecclesiastical papers;
- b. Assist in maintaining COM polices as directed by COM and transmit same to the PSV office administrator for posting on Presbytery's web site and distribution to COM members;
- c. Serve as consultant to COM on matters of polity;
- d. Complete Stated Clerk to Stated Clerk reference checks on incoming and outgoing minister candidates;

5. All COM members may take advantage of COM resources (ex. *COM-Matters* email group).

Note: All relevant expenses incurred on behalf of COM (phone calls, copies duplicated, postage, and travel) are reimbursed by voucher submitted to a co-chair. Mileage is reimbursed at a per mile rate annually set by Presbytery.