

## **Committee on Ministry (COM) Co-Chairs Checklist**

### **Daily**

- Check and respond to email and phone calls

### **Weekly**

- Confer with each other
- Make referrals as necessary to the COM Advisor

### **Monthly**

- Confer with the COM Advisor
- Co-preside at COM meetings (COM#1 4.a):
  - Prepare agenda for monthly COM meeting (COM#1 4.c);
  - Distribute COM agenda and related materials
  - Prior to meeting, contact COM members and any COM Task Forces to follow up on any assignments they have agreed to do
  - Prior to meeting, remind COM liaisons to churches to be prepared to report
  - Follow up on anything you have agreed to do as COM Co-Chair;
  - During meetings, provide training and continuous update on policies and procedures of the COM (COM#1 4.i);
  - Review COM minutes as prepared by COM Secretary
  - After the meeting, touch base with COM members and any COM Task Forces to review assignments they have agreed to do
- One Co-Chair: Participate in meetings of the Cabinet as a member without vote
- Provide specialized support and consultation for COM members (COM#1 4.e);
- Carry on all correspondence between COM and ministers, sessions, the Synod and General Assembly, directing the Stated Clerk to file official denominational reports and forms (COM#1 4.g);

### **Four Times a Year**

- Prepare and transmit the Report to the Presbytery and supporting documentation (COM#1 4.d);
- Attend Presbytery Assembly as members with vote
- One Co-Chair: present COM Report to the Presbytery

### **Quarterly**

### **Annually**

- Review regular meeting schedule for suitability with new COM members
- Decide which Co-Chair will attend the Board of Pensions Regional Consultation

(consultation is usually in April or May)

- Identify a COM member to as serve Secretary
- Identify first call pastors for participation in EMI;
- Identify mentors for first call pastors participating in EMI;
- Prepare and distribute electronically annual request for terms of call through Office Administrator
- Assign COM members to
  - oversee the annual review of salaries and benefits for all ordained clergy, Ruling Elders Commissioned to Churches (CLPs), and Certified Christian Educators (COM#1 4.1)
  - make sure that the annual Report to Presbytery on Compensation is updated regularly
- Review and transmit annual Report to Presbytery on compensation (COM#1 4.1)
- Prepare and distribute electronically, if possible, annual request for report from teaching elders engaged in validated ministry
- Assign COM members to
  - review annual reports from teaching elders in validated ministries
  - prepare a report for review
- Review and transmit annual Report on Validated Ministries
- Attend Annual Leadership Retreat with Cabinet

### **Occasionally**

- Respond to reference checks on PSV teaching elders seeking call outside the bounds;
- Assist as necessary with the checking of references on all potential candidates and ministers requesting transfer or permission to labor outside the bounds of the Presbytery and direct reference checks for persons wishing to labor inside the bounds to the COM Advisor
- Appoint special Task Forces as needed to do the work of COM (COM#1 4.h);
- Serve as contact for General Assembly Church Leadership Connection (CLC);
- Serve as contact when Presbyterian Foundation is concerned about a congregation