



Committee on Ministry Role and Expectations of the COM Liaison 2021

The Liaison should:

- Work collaboratively with other liaisons in the regional assignment
 - Serve as an ambassador of the Presbytery, ensuring every Session and congregation knows that they are valued and important to the work of the Kingdom and to the Presbytery
- The Presbytery seeks to be a Relational Catalyst with them to other churches, a Resource for information, training and other support, and, as necessary, a Regulatory body to ensure adherence to the Book of Order, Presbytery Bylaws, and their governing Bylaws
- Visit regularly and consult with each assigned minister in the Presbytery
 - Meetings, coffees, cards and emails are all acceptable but at least one face-to-face per year
 - Report back to COM the type of work in which each minister of the Presbytery is engaged
 - Require an annual report of each minister performing work which is not under the jurisdiction of the Presbytery or a higher governing body of the church
 - Visit with each assigned Session of the Presbytery by the COM ministry liaison at least once per year
 - When possible, try to worship with each assigned congregation at least annually
 - Share appropriate information back faithfully and participate in the monthly COM meeting
 - Keep updates current to the congregational chart
 - Promote the peace, harmony, and productive engagement between the churches and the Presbytery
 - Counsel with assigned churches undergoing a Pastoral call: with the church's Session, Pastoral Nominating Committee (PNC) and COM leadership
 - When churches are in transition with regards to ministers:
 - Counsel with Sessions on:
 - The type of pastor they feel they are looking to call (full-time, part-time, associate, etc.)
 - The general process at a high level, and associated timing
 - The importance of the interim period in getting to a deep understanding of – as a congregation – where they are and where they want to go, and the **right** person to help get them there (these are not Indeed.com hires)
 - The importance of working with the COM liaisons and through COM (where COM must provide approval before they can go to the next step)

- Creation of a good Transition Team and Mission Study
- Once the Mission Study is approved, and depending on the type of call they anticipate, progressing to a congregationally-elected Pastor Nominating Committees
- Counsel with Sessions regarding the advisability of calling a designated pastor
- Conduct and file Exit Interviews when a pastoral relationship is dissolved, or other such documentation as required (including Covenant of Closure)
- Counsel with Sessions regarding Temporary Pastoral Relationships, including support for discerning future needs
- Provide advice on writing an MIF
- Provide access to information on available pastors, CREs, and qualified lay persons trained and commissioned by Presbytery for short-term pulpit supply
- Working with the Stated Clerk, ensure that an annual assessment of Session records for each church occurs – Minutes, Rolls and Records, Proof of Insurance, Sexual Misconduct and Child Protection Policies