

JOB DESCRIPTION OF COMMITTEE ON MINISTRY REPRESENTATIVE

First Meeting of Representative with Session

1. Explain Session's responsibility and Presbytery's role.
 - Plan proper farewell
 - What next?
2. Consultation on moderator and permission to supply pulpit.
 - Provide APPROVED PREACHING LIST and review
 - Provide HONORARIA FOR VISITING PREACHERS AND MODERATORS and review
3. Strategy discussion
 - Are there special considerations?
 - What relevant information does the PNC need to complete the CIF?
 - How to address pastoral needs
4. Session Responsibilities:
 - Provide COM with evidence of financial review within last 12 months
 - Methods for selecting persons to serve
 - Seek COM approval to call of congregational meeting to elect PNC
 - PNC elects its own officers and is accountable to congregation

 - Commitment to Affirmative Action—give paper and explain

 - Provisions of funds for PNC
 - Relief from other assignments as much as possible

 - Session approval of Church Information Form
 - Goals and objectives
 - Position description
 - Salary for new pastor—provide Presbytery guidelines

March 2001
COM 9.1.05