

Committee on Ministry – 2010

18 Members; (9 Ministers and 9 Elders)

3 year terms - maximum of 6 years

Meeting time: second and fifth Wednesdays of every month

The dates indicate when members were first elected to the Committee

Class 2010

Norma Brown 11/04
Steven Cronn 11/07 M
Helen Dickens 11/04 E
Bill Morris 11/07 E
Stewart Pattison 11/07 M
Mary Woodman 11/08 M

Class 2011

Lucy Harris 11/08 M
Woopill Hwang 11/08 E
Helen King 11/05 E
Rich Patterson 11/08 M
Pamela Woodman 11/08 M
Elder

Class 2012

Lynn Brown 11/09 E
Chris Garrison 11/09 M
Chandlee Gill 11/09 E
Tom Gregg 11/06 [*11/09] M
Miriam Lawrence Leupold 11/06
Debbi Waggener 11/09 E

COMMITTEE ASSIGNMENTS 2010

Tom Gregg, Chair

Congregational Care

Bill Morris*
Helen Dickens
Chris Garrison
Woopill Hwang
Lynn Brown
Mary Woodman

Pastoral Care

Miriam Lawrence Leupold*
Lucy Harris
Helen King
Norma Brown
Stewart Patterson

Review and Clearances

Chandlee Gill*
Steve Cronn
Rich Patterson
Debbi Waggener
Pamela Woodman

LIAISONS

Board of Pensions
Strategy Task Force from Congregational Care
Triennial Visiting Task Force
CLP
Mediation
Pakistani-American Fellowship
Representative to Presbytery Council
Retired Pastors
Congregational Viability Task Force

Shirley Mosholder
Bill Morris
Chandlee Gill
Helen King
Donna Elia
Miriam Lawrence Leupold
Tom Gregg
Al Siegel
Bill Morris

Duties

- Meet all criteria applicable to COM in the Albany Presbytery Standing Rules adopted June 13, 2006.
- Fulfill all responsibilities assigned to COM by the Form of Government (G-11.0500).
- Fulfill items included in the restructuring plan adopted by COM on September 7, 2005. These shall include the following:
 - Provide counsel to ministers and congregations pertaining to:
 - Compensation
 - Congregational strategy choices
 - Staff relationships
 - Personnel matters, including validation of non-parish ministries
 - Supportive personal and communal relationships
 - Triennial visits to churches and non-parish ministers
 - Meeting with Board of Pensions liaison at least annually
 - Mediation/reconciliation of differences
 - Meeting with various groups of ministers on an annual basis
 - Provide assistance to churches in transition through:
 - Strategy consultations
 - Supervision of Interim pastors
 - Recommendation and review of Stated Supply, Temporary Supply, Lay Pastors and Lay Preachers
 - Oversight of Temporary Supply pastors, Lay Pastors and Lay Preachers
 - Guidance in the Pastor Nominating process
 - Recommendations with respect to all calls and dissolutions

Committee Norms

Communications

Approximately 2 weeks before each stated meeting, minutes of previous meeting(s) and reminders of the next meeting date and time will be sent out by the Presbytery office. And several days before each meeting, the agenda for the meeting will be sent to committee members. Where possible, all communications will be electronic using e-mail, and members are expected to make hard copies of relevant documents for their own use. Any members who cannot attend any meeting shall inform their subcommittee chairs and the Presbytery office as soon as they are aware of the conflict...or if an emergency arises, as soon after the missed meeting as possible.

Accountability

See the Covenant of Conduct on page B1 of the COM Manual adopted by COM in September 2005. This document outlines our understanding of the guidelines by which we will operate as members of this committee. All members are expected to agree to this covenant and indicate so by signing a copy of the covenant.

Attendance

- When a member has one unexcused absence, (s)he will be called by the Committee chair.
- Two unexcused absences constitute effective resignation.
- Numerous excused absences are dealt with on a case-by-case basis, as are late arrivals and early departures.
- Members are expected to attend entire meetings, so that the delegation of work and decision making is shared equitably.
- When a member is absent, but has a report due, or a task to accomplish, (s)he will inform the Chair of progress made, or send a written report before the meeting takes place.
- Meeting Format: This committee meets monthly (June, July, and August only as needed), on the 2nd Wednesday of the month and on any fifth Wednesdays, from 4:00 p.m. to about 8:30 p.m. at the Roesseville Church in Albany, and during Presbytery meetings or at other special times and locations as needed. Dinner is cooked and served by members of the church for the Wednesday meetings at Roesseville, with members of the committee expected to pay \$6.00 each and the Presbytery subsidizing the additional cost.

Organization

Role of Committee Chair

- The Chair moderates COM and Executive Committee meetings.
- He or she also makes reports to the Presbytery, delegating certain responsibilities when appropriate. The Chair also ensures that members know their responsibilities and have the resources and support they need to meet those responsibilities.
- The Chair ensures the development of a yearly work plan, and a review of the work done at year's end.
- A subcommittee chair will be appointed by the committee chair to moderate meetings in the absence of the committee chair.

Role of Staff

- Both the General Presbyter and the Stated Clerk advise this committee and attend its meetings.
- Both have voice but no vote in meetings.
- The Stated Clerk takes the minutes; the General Presbyter may be utilized as a representative of COM to various churches in crisis, always going to churches with at least one member of COM whenever possible.

Role of Executive Committee

- The Executive Committee consists of the committee chair, the three subcommittee chairs, the strategy task force chair, the General Presbyter, and the Stated Clerk. Others may be invited to attend Executive Committee meetings as deemed appropriate and helpful to its work.
- The Executive Committee meets about one week prior to each committee meeting and at other times as needed to complete its work of planning and coordination and to establish the agenda for the next committee meeting.
- The Executive Committee also designates the representative from COM to the Presbytery Council, liaisons from COM to the Triennial Visit Task Force, the Board of Pensions, Strategy Task Force, CLP, Mediation Task Force, Retired Pastors, Pakistani Fellowship, and other liaisons as deemed necessary and appropriate.

Role of Member

- **Members of this committee are expected to spend about 5 hours a month (9 to 10 times a year) at committee meetings, and to do work of the committee in between regular meetings, some of which could require a high time commitment.**
- **Members are also expected to attend the annual training event sponsored by the “FAB 5” when possible. Reimbursement for travel, telephone, and other expenses related to committee work is available for elders.**
- **Clergy are expected to request reimbursement for expenses related to stated meetings from their own church expense accounts, but other expenses related to COM work outside of stated meetings may be reimbursed by the Presbytery.**
- **If COM members voluntarily cover expenses, they are entitled to a charitable tax deduction to the full extent allowed; please consult your own tax adviser for further information.**
- **Expenses must be submitted by the end of the following month. For example: Vouchers submitted by February 29 for January expenses. Vouchers must be submitted through the committee chair, either on paper or by email.**

WORK PLAN FOR 2010

- **Subcommittees will fulfill their individual responsibilities as outlined in the reorganization documents and summarized in the COM brochure.**
- **Perform ongoing reviews of Triennial Visit reports to identify immediate needs that should be addressed by COM, and perform an annual analysis of trends, overall themes, and issues that are observed.**
- **Modify, update, add, or delete policies and procedures in COM Manual as necessary.**
- **Update as needed and distribute to all sessions and congregations a brochure explaining COM duties and how to get in touch with liaisons in every church.**
- **Determine the relative health of churches in the Presbytery, through triennial visits, statistics, and other means in order to collect information necessary for creating effective strategies for pastoral care to churches and clergy.**
- **Ongoing recruitment and training of certain people to serve on teams as Triennial visit “visitors”, conflict managers, and sexual misconduct response teams, people not necessarily serving on COM currently, but connected to COM through a liaison member of the committee who heads each team.**
- **Provide financial support when available for non-members who seek training in areas related to the work of the committee with the understanding that they will support the work of the committee as ad hoc members.**
- **Review COM structure including the number of members on the committee**

Mediation and Issue Clarification

Purpose: To help congregations experiencing conflict or uncertainty regarding theological issues, administrative problems, financial concerns or polity issues to clarify the issue and discern the best path for resolving or ameliorating the issue.

Goals for 2010:

- **Assure issues are brought to COM attention and that follow up occurs in a timely manner**
- **Develop a consistent approach for identifying churches not meeting per capita obligations and clarifying the reasons and alternatives for resolution of the problem**

Strategy Group:

Purpose: to intentionally and proactively promote the health and vitality (faithfulness to calling; fruitfulness in mission) of the particular congregations within Albany Presbytery)

To fulfill this purpose, the Strategy Group will utilize their own set of norms and goals covering the following areas:

- Congregation Coaching for Transformation: mindset and method of working with churches to discern their future and set their goals.
- Pastoral Coaching for Transformation: coaching for excellence in ministry where pastor discerns calling, strengths, and sets own goals.
- Transformation Pastor Recruiting: network with seminaries for internships and networks with regionally proven Transformation Pastors and bring to Albany Presbytery in designated relationship.
- New Church Development:
- Training:

Task Force on Congregational Viability

Purpose: To help congregations discern their viability and to offer options for their future in light of the mission, strategy and resources of the entire presbytery

Goals for 2010:

- Complete design of Task force and clarify the alternatives open to congregations working with the Task force
- Select and train 6 – 10 members for Task Force.
- Work with 5 – 8 congregations who are identified as a struggling congregation.

Per Capita Response

Purpose: Tom communicates with congregations that are not paying per capita, assess the issues, and offer either education or financial advisor when necessary.

COM is organized into three subcommittees:

- **CONGREGATIONAL CARE**
 - **PASTORAL CARE**
 - **REVIEWS AND CLEARANCES**
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- Each COM member serves on a subcommittee, and each subcommittee has a chair and secretary.
 - Task forces may be appointed as needed.
 - Committee members may also serve in special liaison roles with other committees.
 - The work of the committee and/or subcommittees may also be supported by ad hoc members.
 - Each committee member is given a copy of the COM Manual and is expected to use it and follow the guidelines and policies contained therein in his or her work on behalf of the committee.

- **Implement reviews and clearances goals as developed by the **REVIEWS AND CLEARANCES SUBCOMMITTEE** and summarized as follows:**
 - **Arrange for clearance interviews when candidates come for neutral pulpits, through the COM liaison, and for candidates who are in specialized ministries, retired or coming in as "at large" members.**
 - **Review statements of faith, and ensure that candidates are prepared for their examination on the floor of Presbytery.**
 - **Conduct annual reviews of all Temporary Supplies, in person at least once every 3 years, beginning with the first year, with written reports in the intervening years.**
 - **Review all Parish Associate relationships and Terms of Call to Pastors.**
 - **Conduct annual reviews of interim pastorates and contracts through the COM liaison.**
 - **Receive yearly forms from at-large members and ministers serving in Validated Ministries and at-large members.**
 - **Review Commissioned Lay Pastors annually in consultation with the CLP Program Committee.**
 - **Coordinate the work of, and provide training for liaisons to churches in transition.**
 - **Develop guidelines and policies as directed by the full committee.**

- **Implement pastoral care goals as developed by the **PASTORAL CARE SUBCOMMITTEE** and summarized as follows:**
 - **Develop a Sabbatical Leave/Continuing Education Policy**
 - **Redevelop the Prayer Network**
 - **Visit with validated ministers on a triennial basis**
 - **Continue oversight of compliance with Boundary Awareness Training**
 - **Set up a grant fund for ministers' continuing education opportunities**
 - **Respond to pastoral care needs as needed when contacted by General Presbyter or chair of COM**

- **Implement goals as developed by the **CONGREGATIONAL CARE SUBCOMMITTEE** and summarized as follows:**
 - **Guiding Principles**
 - **All congregations are on a continuing journey of faith and, over time, each congregation experiences remarkable opportunities and daunting challenges for their ministry.**
 - **We are all apostles and have a responsibility to care for one another with love, honesty and integrity drawing on the example given to us in the ministry of Jesus.**
 - **Our ministry is manifest in the relationship we seek with God and the way in which we bring that relationship to fruition in the communal worship, fellowship, love, care and discernment we share with each other as an expression of the Holy Spirit working through us.**
 - **Therefore, the Congregational Care Sub-Committee is committed to developing ways in which we might work with congregations and their pastors, during good times and difficult times, consistent with these guiding principles.**

- **Organizational Structure**

- The Congregational Care Sub-Committee is evolving into an organization that will enable it to be in a productive relationship with congregations that are at various places in their ministry ranging from expanding the size and range of their ministry to determining if their ministry can survive in its present form.

➤ Implement goals as developed by the **STRATEGY TASK FORCE** and summarized as follows:

- **COM Strategy** is a task force that reports to the Congregational Care subcommittee of the Committee on Ministry. The membership is renewable at the end of each year without set terms. The membership of the group for 2010-2011 is: Chris Garrison (chair), Tim Coombs (staff), John Aldridge, Joanne Snover, Cass Shaw (resource)