

Job Description
Chair, Reviews and Clearances Sub-Committee
Committee on Ministry

Serve on COM Executive Committee and attend monthly Executive Committee meeting approximately 1 week prior to monthly COM meeting.

Set subcommittee agendas, convene and moderate monthly sub-committee on COM committee day, usually on the 2nd and 5th Wednesdays.

Maintain and update Church Transitions Review Chart on a monthly basis.

Serve as resource person to COM liaisons to churches in transition. Arrange for training of liaisons as needed. Assist in recruiting Clearance Interview team members as needed.

Coordinate assignment of COM liaisons to churches in transition.

Monitor need for moderators to be appointed to churches in transition as needed. Work with Executive Committee and/or whole committee to identify and recruit moderators.

Maintain and update Review Chart for Interims, Stated Supply, Temporary Supply, Designated Pastors, Commissioned Lay Pastors (in consultation with the CLP Program Committee and Dean), and first year installed pastors on a monthly basis. Coordinate scheduling of reviews as needed.

Coordinate review of annual changes in terms of call for compliance with Presbytery minimums/standards.

Prepare annual COLA recommendation to COM/Presbytery for annual changes in terms of call.

Coordinate with the Triennial Visit Task Force.

Coordinate review of Parish Associate relationships.

Coordinate receipt and reviews of annual reports from ministers serving in Validated Ministries and at-large members.