

**PROCEDURE FOR SCHEDULED REVIEW OF
TEMPORARY RELATIONSHIPS**

(Supply Pastor includes: Stated Supply, Temporary Supply, Elder, CLP)

1. Implementation and Purpose of Review Process:

Three months before the anniversary date of a Supply Pastor relationship, a representative from the Review and Clearance Subcommittee shall advise the COM liaison or pastor and clerk of session if no liaison has been appointed a review is due including:

- a. the purpose of the review;
- b. the background of the situation;
- c. persons most recently involved in reviewing or establishing the relationship.
- d. review of financial terms for a new contract

The General Presbyter should be consulted for more background and information.

The purpose of the review shall be in terms of:

- a. the appropriateness of continuing the supply pastor relationship;
- b. as it relates to other employment;
- c. if the time is right to plan for a different type of pastoral relationship.

2. With Whom Should the Review be Conducted:

Normally, the first year review will be in person with the session and minister. On a regular schedule, COM will review the list of supply pastor relationships to assess whether subsequent annual reviews will be in person with a session/minister or may be in writing. If either the pastor or session desires a face-to-face meeting, the COM will honor the request.

3. What the Review Should Cover:

The following may be covered in the annual review:

- a. review of the job description and/or expectations of the supply pastor, session, and congregation;
- b. satisfaction, or special concerns, with the supply pastor relationship;
- c. adequacy of the church's programs and mission;
- d. adequacy of compensation and working relationships;
- e. specific assistance needed from Presbytery.

4. Report to the Supply Pastor and the Session:

A written report shall be submitted to both the supply pastor and the session. Once approved by them, it is then passed on to the Review and Clearance Subcommittee. Any necessary follow-up or concern shall be referred to the appropriate committees or persons.

5. When the Summary of the Review is Due:

The written review, including details of compensation, shall be presented to the Review and Clearance Subcommittee who presents it at the meeting closest preceding the anniversary date of the relationship. The committee shall make its recommendation to Presbytery.

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