

PROCEDURE FOR SCHEDULED REVIEW OF A STATED SUPPLY RELATIONSHIP

1. Implementation and Purpose of Review Process:

Ten weeks before the anniversary date of a Stated Supply relationship, a representative from the Review and Clearance Subcommittee shall advise the COM liaison 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.

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 stated supply 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:

The review should normally be done, both with the stated supply and the session, on a face-to-face basis. Separate meetings may be desirable with the stated supply and the session as well as with representatives of another church, if there be such.

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 stated supply, session, and congregation;
- b. satisfaction, or special concerns, with the stated supply 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 Stated Supply and the Session:

A written report shall be submitted to both the stated supply 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 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.

