

Responsibilities of Liaisons

Commission on Ministry

Approved: November 14, 2024

The Commission on Ministry (COM) shall appoint liaisons for each church in the presbytery, as membership on COM allows. Special attention shall be given to churches going through transition and smaller churches.

The duties of the liaison are to

1. Be a support to leaders and congregations in growing followers of Jesus Christ who joyfully live out Christ's mission in the world.
2. Build familiarity and trust with ministers, Directors of Christian Education (DCE), Commissioned Ruling Elders (CRE), and the session of the church and to be responsive as their needs arrive.
 - A. Send communication to the minister and session introducing yourself and the role of a liaison.
 - B. Meet with the minister(s) in person, by Zoom or phone.
 - C. Ask to receive and read the church's publications (newsletter, Facebook page, etc.)
 - D. Meet with the session for 10 to 15 minutes to introduce yourself, bring greetings from the COM of the POJ, and ask open-ended questions to learn about the congregation giving everyone the option to share. Examples of such questions are: "What are three words that you would use to describe your congregation? An important characteristic of our church is? What is an important event in the life of your church? (*Aspirational*)
 - E. If a session has questions, feel free to answer, or to say, "I don't know but I will find that out for you."
3. Inquire if the church has up-to-date by-laws, personnel, boundary training policy, anti-racism, sexual misconduct and child protection policies. If not, remind the church that these are required by the Book of Order (G-3.0106) and point the Session to appropriate resources such as examples on the presbytery website.
4. Meet with the pastor and session when a pastor announces that she/he is departing to conduct exit interviews, and review the COM policy, "Relation of Former Pastors to Congregations." Both the Session and the Pastor sign the policy as an indication that they are willing to comply. Documents should be submitted to the Commission of Ministry's Church and Pastoral Relations Committee.
5. Read and be familiar with "Presbytery Liaisons Supporting Congregations Calling a New Pastor," on the PCUSA website. Go with the Presbytery Executive to meet with the

Session to train the Session for a Covenant position or train the Pastor Nominating Committee. Note: post training the appointed Liaison will be the point of contact for the Session and PNC. The Liaison should check in on their work with the Session or the PNC, provide necessary feedback and report back to the COM.

6. Inform the appropriate presbytery staff and the COM of any problems within the church.