

## COM Partner Responsibilities and Checklist

Assignments will be made by the COM Co-Moderators

Each Congregation and its pastoral leadership will have a partner on the COM. COM member will be partnered with a certain number of congregations and their pastoral leadership. The goal is the fostering of relationships and communication with each church having a point of contact with the Presbytery and its COM in addition to its Engagement Pastor. If a church enters into a transition or search process, the COM partner may become the COM liaison. Other goals and responsibilities may include:

- **Do** notify the clerk of session AND the pastoral voice that you are the liaison. Get regular updates from both as you may hear different stories about what's taking place in the church.
- **Don't** assume the clerk of session or the pastoral voice know what COM does, what your role is as liaison, or even what presbytery does.
- **Do** find out when the session regularly meets. And plan to attend one of those meetings during the course of the year.
- **Don't** share the info or topics discussed at a COM meeting with anyone outside of COM. Meetings are confidential.
- **Do** pray for your congregations and their leaders. Find out anniversaries and send cards/correspondence when those celebrations arise.
- **Don't** take any negative reactions to presbytery, Presbyterianism, or the PC(USA) personally. Disgruntled individuals may want to bend your ear about things going on in the presbytery, as if you made the decision they don't like.
- **Do** seek to build relationships. You are a trusted confidant and a resource. If you only ask for reports then you come across as a spy or a snitch.
- **Do** subscribe to church newsletters. It's interesting to know what they are doing apart from Sunday.
- **Do** reiterate that they (the liaisons) are there to help congregations thrive. We want to know what your congregation needs. Do visit with a congregation for worship or congregation event once per year.
- Semi-Annual contact with all pastoral leadership (including CRE, Certified Educator, Associate pastors, etc.)
- Coordinate with Engagement Pastors to ensure face-to-face contact with the pastoral leadership Assist in renewal of contracts.
- Encourage participation in the life of the Presbytery.
- Report joys and concerns to the local Engagement Pastor and the General Presbyter.

## COM Partner Checklist

Name of Church \_\_\_\_\_

Address \_\_\_\_\_

Phone# \_\_\_\_\_ Email \_\_\_\_\_

Pastoral Leadership Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Clerk of Session Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Date Initial Letter Sent \_\_\_\_\_ Date of Initial Phone Call \_\_\_\_\_

Date to Visit Session \_\_\_\_\_ Online \_\_\_ In Person \_\_\_

Date to visit Church Services \_\_\_\_\_ Online \_\_\_ In Person \_\_\_

Church Anniversary \_\_\_\_\_ Other Milestones \_\_\_\_\_

Date Subscribed to Church Newsletter \_\_\_\_\_

Check In with Pastoral Leadership #1 \_\_\_\_\_ #2 \_\_\_\_\_

Engagement Pastor \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Contract Renewal Date \_\_\_\_\_ Completed and Submitted \_\_\_\_\_

Joys and Concerns

---

---

---

---

Partner \_\_\_\_\_ Date \_\_\_\_\_