

Job Description: Committee on Ministry (COM)

Overview: The Committee on Ministry (COM) provides pastoral care and counseling to the Ministers of the Word and Sacrament and Ruling Elders of the presbytery; facilitates the relations between/among congregations, sessions, Ministers of the Word and Sacrament, and presbytery; settles difficulties on behalf of the presbytery when possible and expedient; and coordinates the work of the presbytery in this area.

The Committee on Ministry submits an annual report to Coordinating Team, highlighting its accomplished, ongoing, and planned work.

Terms of Service: The Committee is composed of up to eighteen (18) persons, with parity between **Ruling Elders and Ministers of the Word and Sacrament**, elected in classes of six persons for **three-year terms and renewable for one term**.

Meetings: COM generally meets each month, typically on the second Thursday at 11:00 a.m. For 2022, nine meetings are planned to be held virtually, and three in-person. Regular attendance is essential.

Requirements: Members of COM are expected to have a high level of understanding of how congregations work, an ability to advise in difficult situations, creative openness to the work of the Spirit, an ability to keep confidences, and a commitment to the work of COM. Members will be assigned as a liaison to multiple congregations, and may be appointed to a task force or ad hoc group. Members are expected to carry on the work outside of the meeting structure depending on assignments.

Committee members should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order*. Members should also be familiar with the Presbytery's Committee on Ministry Operations Manual (in process of revision); Presbytery's [Manual of Operations](#); other COM resources available on the presbytery's website: <http://www.negapby.org/committee-on-ministry>; as well as the [denomination's COM Advisory Handbook](#).

Responsibilities of the Chair: The Chair is responsible for oversight and functioning of COM, as defined in the overview above; and for facilitating meetings, including developing agendas, gathering documents and other information, communicating these to the committee members in a timely and effective manner; and ensuring minutes of meetings are taken and provided to the Presbytery Office. Other duties include reporting (written) to the presbytery via the Stated Meeting handbooks; developing, in consultation with the committee, an annual budget request with rationale; and attending Stated Meetings of Presbytery when the committee has business or announcements. The chair may also serve as the committee's representative to the Coordinating Team, which requires attendance at four meetings per year and fulfilling the responsibilities of the Team (see separate job description).