

The NWC Presbytery's COM functions with a liaison model of connecting with our 54 congregations and ministers not serving in congregations. We also seek to connect people with congregations they are well-positioned relationally and geographically to serve. COM members are liaisons to our congregations. COM Moderator also co-opts people not currently serving on COM to serve as liaisons when it is judged to be fruitful.

Church Liaison Responsibilities

- Liaison's primary responsibility is to build familiarity and trust with the ministers and session of the church and to be responsive to their needs and questions as they arise.
- Conduct a session visit at least 1x every three years. When a church is in a pastoral transition, COM is consistently in touch with the congregation and we do NOT conduct triennial visits.
- Request copies of session agendas and minutes for an easy way to be in the loop on significant developments for prayer and encouragement.
- Visit (by phone or in person) with the ministers of your assigned congregation regularly (at least 2x/year) to check-in and encourage.
- Worship at least 1x/year with the church. This is difficult when the liaison is a minister serving another congregation or in a different geography. In that case you will want to find another way of being together with the congregation for worship or a special event—maybe a picnic, special evening program, etc. If you are in a geographic locale that makes it difficult to visit in-person explore ways to connect remotely. For example, Northern Light United Church in Juneau webcasts all of their worship services.
- Receive and read church publications (newsletter, e-newsletter, website, Annual congregational report, etc.)
- Serve as liaison to Pastor Nominating Committee when your assigned congregation is searching for a pastor or associate pastor.
- Be the primary liaison for communication between COM and congregation.
- Stay in touch with Executive Presbyter about church's ministry and developments as needed.

Liaison responsibilities when a church is in pastoral transition

Purpose is to help session and PNC to lead congregation through a healthy good-bye to a full-term, fruitful pastoral calling.

- Be a stabilizing presence during pastoral transition.
 - Work with the session to encourage and equip their leadership through all stages of the transition.
 - Healthy good-bye, resignation/retirement
 - Searching and contracting with interim/temporary pastors
 - Conducting mission studies and producing MIF
 - Electing and effective functioning of a Pastor Nominating Committee (PNC)
 - Help PNC recruit pastor candidates through all effective channels.

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- Help session and PNC anticipate next steps and make strong leadership decisions for congregational health and growth during the transition.
 - Encourage and assist the new pastor, session and congregation to begin a faithful, effective and fruitful ministry.

Minister Liaison Responsibilities

- COM members and others serve as liaisons with Minister Members of NPS Presbytery who are “Parish Associates,” “At-Large” and serving in “Validated Ministries.”
- Introduce yourself and become familiar with the Minister Member, their recent and current ministry and life circumstances.
- Meet with the Minister member at least 1x/year and connect through other means as desired/needed.
- Remind Minister Members to submit appropriate annual report. There is a report form for At-Large Ministers and one for those in validated ministries.
- Be the primary liaison for communication between COM and Minister. For example, you will make sure the annual report is submitted, received and acted on *if necessary* by COM.

Time and nature of the commitment

- During the transition liaisons will meet at least monthly with session or PNC sometimes more often. Liaison will be in frequent phone/e-mail contact with Temporary Pastor, session elders and PNC moderator.
- Liaison and EP work in close synchronicity to serve the church with excellence, expertise, and responsiveness.
- NWC Presbytery provides resources and guidance for all stages of transitions.