
SAMPLE LETTER TO CLERK OF SESSION:

[Date]

Greetings _____, clerk of session, [name of church]

NWC Presbytery's mission is "to engage, equip, and encourage congregations and their leaders dispersed yet connected, as they follow Jesus to transform the world..." As part of that mission NWC Presbytery's COM regularly visit and encourage our sessions and pastoral leaders in ministry.

In consultation about scheduling our visit with your moderator, Rev. _____, the regular session meeting of [date of meeting] was a good date. I want ask for time on your session's docket during the meeting. Also, I would invite you to read or print this letter for the [month prior] regular session meeting so the elders will know the reasons for COM's session visitations.

A COM visitation is not a check up to determine whether the session or pastor(s) of [name of church] are doing things "right." Our desired outcomes are; mutual encouragement in mission; sessions and congregations gaining a greater awareness of resources and support available to them and our presbytery gaining a greater awareness of the mission and ministry of your church; partnering in mission / ministry between churches when mutually beneficial; a deepening sense of community between congregations in our presbytery; building good will.

During the session meeting I/we will ask the following questions:

1. What is God doing through your congregation today?
2. What gifts do you bring to follow this call?
3. What do you need for your calling that you might not have right now?
4. What do you want your fellow congregations / sessions to know about you they may not be aware of?

The visitation time with the session will not exceed 45 minutes and I will have another partner as part of the visitation team. Within two weeks following our visitation the team I will write a report for COM and send a copy to you for distribution to your elders.

I am eagerly looking forward to our visitation next month. If you have any questions please contact me at, [phone number] or e-mail at [e-mail address].

With Anticipation, [name]

**Triennial Visit Sample Letters
to Clerk of Session and Pastor**
Commission on Ministry; est. 2009; rev. 07/2019



SAMPLE LETTER TO PASTOR:

Greetings [name of pastor],

NWC Presbytery's mission is "to engage, equip, and encourage congregations and their leaders dispersed yet connected, as they follow Jesus to transform the world..." As part of that mission NWC Presbytery's COM regularly visit and encourage our sessions and pastoral leaders in ministry.

I would like to confirm our scheduled Committee on Ministry visitation for [date of session meeting]. If you and [name of spouse] would join me for dinner, we can conduct our pastoral visit and later our visitation team can meet with your session during their regularly scheduled meeting.

Our COM visitation is not a check up to determine whether you and the session of [name of church] are doing things "right." Our desired outcomes are; mutual encouragement in mission; sessions and congregations gaining a greater awareness of resources and support available to them and our presbytery gaining a greater awareness of the mission and ministry of your church; partnering in mission / ministry between churches when mutually beneficial; a deepening sense of community between congregations in our presbytery; building good will.

During the session meeting I will ask the following questions:

1. What is God doing through your congregation today?
2. What gifts do you bring to follow this call?
3. What do you need for your calling that you might not have right now?
4. What do you want your fellow congregations / sessions to know about you they may not be aware of?

The visitation time with the session will not exceed 45 minutes. Within two weeks following our visitation the team will write a report for COM and send a copy to you for distribution to your elders.

I am eagerly looking forward to our visitation next month. If you have any questions, please contact me at [phone number] or e-mail at [e-mail address].

With Anticipation,

[name]