

## LIAISON'S INITIAL CONTACT

1. Call or email to introduce yourself and state that you are the church's liaison to the Committee on Ministry of the Presbytery of Charlotte. Share that you are available to:
  - Support them in times of pastoral transitions.
  - Connect the church to officer training and other resources.
  - Supply them with candidates for Transitional ministry when needed.
  - Assist in other areas related to pastoral ministry.
2. Ask to schedule a time to meet with the Session and ask for 15-20 minutes near the beginning of the agenda.
3. Before the Session Meeting study the church's website to become familiar with your church.
4. At the Session Meeting...
  - Introduce yourself...give your name, share that you bring greetings from the Committee on Ministry of the Presbytery of Charlotte and that the Presbytery is there to support the church's health in ministry.
  - Review your role as a liaison (see above).
  - Ask questions about the church's ministry and identity (see below).
  - Invite questions from the elders. Answer them or tell them you will find the answers, if you don't know them.
  - Share your contact information at the meeting. If possible, stay for the remainder of the meeting.

### **SUGGESTED QUESTIONS TO ASK** (some do not apply to with called/installed pastors)

Three words that describe our church are: \_\_\_\_\_

An important characteristic about our church is: \_\_\_\_\_

An important event in the life of our church is: \_\_\_\_\_

A time when we were most tested was: \_\_\_\_\_

The thing I most appreciate about our church is: \_\_\_\_\_

Who is currently serving as the church's Session Moderator? (to be asked of churches relying on Pulpit Supply. Check Temporary Pastors Report and see if there is a name listed. If not, ask)

If the church does not have an installed pastor or temporary pastor under contract, how is pulpit supply / preaching being provided?

Is the church's Session meeting at least quarterly?

Has the Session elected a Clerk of Session?

Has the Session elected a Treasurer and approved the budget for this year?

Has the church elected, trained and installed officers?

Does the church regularly have elder commissioners to attend Presbytery meetings?  
(This is a way to stay connected to opportunities available to churches.)

**QUESTIONS FOR ONCE A RELATIONSHIP WITH THE CHURCH HAS BEEN ESTABLISHED...**

Did the church complete its annual statistical report to the Office of the General Assembly?  
(Document completed on-line and must be approved by Session)

Has the church submitted its mission giving contributions to the Presbytery?  
(Mission giving is \$30/member annually)

Please report findings to Cluster Co-Moderators and Lisa Dillard, Coordinator for COM.