

4.900 COMMITTEES OF PRESBYTERY: COM, AREA REPRESENTATIVES

4.901 Expectation for Area Representatives

It is expected that Area Representatives will do the following:

- A. Serve as the ongoing liaison between Presbytery and the churches and their ministers within his or her area.
 - 1. Visit or telephone each minister once a year;
 - 2. Visit or telephone each clerk of session;
 - 3. When possible, the elder Area Representative should attend worship annually;
 - 4. Maintain a file for each church in the area.
- B. Serve as the Presbytery's liaison with each Pastor Nominating Committee (PNC)
 - 1. Meet with session as soon as a resignation is announced;
 - 2. Meet with the PNC at its first meeting;
 - 3. Meet with the PNC when it is ready to interview; visit with finalists for initial Committee on Ministry (COM) clearance;
 - 4. Insure the congregational meeting is conducted correctly. Complete form for Call and Installation Commission;
 - 5. Call minister upon arrival and attend Installation Service.
- C. Serve as facilitator for Working Agreements with non-called positions
 - 1. In the fall, contact supply minister and clerk to determine if Working Agreement needs to be changed;
 - 2. Facilitate Working Agreement's development and present to COM by December of each year. Working Agreements may be for no more than a one-year period;
 - 3. Insure that there is a moderator assigned by Presbytery.
- D. Insure that the Session Minutes and Register are reviewed annually
 - 1. Cooperate in conducting annual Session Books Review sessions;
 - 2. Read books from churches not involved in above.
- E. Conduct Triennial Visits