

#### **4.900 COMMITTEES OF PRESBYTERY: COMMITTEE ON MINISTRY, AREA REPRESENTATIVES**

##### **4.904 Triennial Visit Introduction Letter Sample (on Presbytery Letterhead)**

To Moderator of Session

Dear \_\_\_\_\_:

The Committee on Ministry (COM of the Presbytery of Northern Waters) has the responsibility of visiting with each session of the Presbytery at least once every three years. The Book of Order states the purpose as "discussing the mission and ministry of the particular church and encouraging full participation in the life and work of the Presbytery and the larger church." The Committee on Ministry stresses that these visits are to be pastoral and not normally deal with conflict.

In preparation for the meeting, I will be calling you regarding possible dates. Experience has shown that meetings called specifically for the visit have been most productive. For that reason, we urge you to consider a meeting separate from the regular session meeting be scheduled. We will be meeting with the session alone, the minister alone, and with the session and its moderator. We recommend setting aside an hour of time for the session meeting. The order and timing of these meetings is flexible.

Session members are asked to individually consider the enclosed Ministry Questions. Please see that copies are made available for each session member. If we have such, we will enclose for your review a copy of a previous triennial visit. So that they might better know your church, the Triennial Visit Team would like to receive, as soon as possible, the following materials, IF you have them:

- Copy of the most recent annual report of the congregation;
- Job description of the Pastor;
- Mission statement of the church;
- List of church members who have served during the last two years on committees of the Presbytery, Synod, and General Assembly;
- Church personnel and sexual misconduct policies;
- Other information the session considers important and helpful for the visit;
- A copy of the bulleting and newsletter.

The Policy on Triennial Visits may be helpful in explaining the details of the visit. I'll be happy to answer any other questions. My fellow team member and I look forward to our visit.

Sincerely,

Visitation Team Leader for the Committee on Ministry

cc: Clerk of Session  
enc: Policy on Triennial Visits  
Ministry Questions  
Previous Visit Report, if made