

**COMMITTEE ON MINISTRY**  
**GUIDELINES FOR CONGREGATIONAL CARE CONTACTS**

1. Contact the Pastor or Clerk of Session to set a date for the Congregational Care Contact (CCC) with the Session. The CCC should be made by COM members in teams of two or three. One person should keep minutes of the discussion.
2. Arrange for the team to meet with the Pastor and Spouse prior to the meeting of The Session and if possible take them out to dinner.
  - A. Ask about their extended family.
  - B. Discuss how they feel things are going in the church.
  - C. What has been some successes and satisfying events in their current ministry.
  - D. What are some concerns and/or needs about the church.
  - E. What would they like to tell COM about themselves, hopes, desires and needs.
3. Send a follow up letter to the Pastor and Clerk to confirm the date and time of the meeting. The letter should be positive and encouraging (so they will not feel threatened). Include the following agenda for the meeting:

**AGENDA**

- A. Pastor/Moderator Convenes the Meeting
- B. Introductions of COM Members and Elders (Elders share their roles in the church.)
- C. Review Purpose of the Meeting (see COM Procedural Manual of Operations)
- D. Opening Prayer (if one has not been offered).
- E. Brief Scripture Reading (Example: 1 Corinthians 12:4-20, 27)
- F. Discussion of the Following Questions:
  1. Questions About Your Congregation
    - a) What are the strengths of your congregation?
    - b) What do you like best about your congregation?
    - c) What types of missions do you promote in your congregation?
    - d) What is the glue that hold people in your congregation? The honey that draws people to your congregation?
  2. Questions About Your Ministry
    - a) What ministries of your Church do you like best and find most meaningful and effective?
    - b) What are your vision and goals for this year?
    - c) How do you promote missions, reach the unchurched, care for your members, provide Christian education, encourage fellowship and small groups, inspire through worship and raise money for your operating budget?
  3. What Are Your Concerns/Needs of Your Congregation for the Future?
  4. Questions About Our Presbytery
    - a) What do you like most about Flint River Presbytery?
    - b) What Presbytery programs do you feel are especially helpful?
    - c) What Presbytery programs would you like to see added or deleted?

- d) How can we improve communications between churches & Presbytery?
  - e) What can Presbytery do to help strengthen the mission of your church?
  - G. Ask the pastor to leave, and then invite Elders to share anything else that is on their minds.
  - H. Invite the pastor back in and summarize what you have heard.
  - I. Other Questions or Comments?
  - J. After all questions have been discussed, thank the Elders for their time and responses, Compliment them on the positive aspects of their ministry. Let them know that you will get answers to their questions and assure them that the COM cares for them and will help them in any way possible.
  - K. Closing Prayer
- 4. Prepare a written report for the next COM meeting to be shared with all members and be prepared to make a brief oral summary of the visit. Your report will be placed in the Church's file at the Presbytery Office.
  - 5. Send a letter to the Pastor and Clerk of Session expressing appreciation for the CCC. Include a copy of your report with the letter.

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