

Job Description for Session Liaison

The Book of Order provides for the appointment of an Elder (or a group of persons including at least one Elder) to act as liaison with the Inquirer/Candidate and with presbytery's Committee on Preparation for Ministry...and to participate with the Inquirer/Candidate and presbyter's committee as they explore and evaluate his or her progress in the preparation for ministry. (G-2-.0605).

The Carlisle Presbytery's Committee on Preparation for Ministry recommends the Liaison contacting the Inquirer/Candidate once a month by whatever means necessary (in person, by email or phone, through a letter or card).

Here are some ways in which liaison persons can be of assistance:

1. Learn the background of your Inquirer or Candidate, if you do not already know it: parents, siblings, school, college, avocational interests and abilities, birthday, name of spouse (if married), name(s) of child(ren) (if any), (proposed) seminary, progress toward ordination, financial needs, etc.
2. Visit, write or phone to introduce yourself.
3. Become acquainted in ways that seem natural to you and the Inquirer or Candidate.
4. Take an interest in his/her academic, field education, annual consultation and other activities related to preparation for the ministry of the Word and Sacrament.
5. Share with the committee, especially at the time of annual consultation, any areas of particular need for Inquirer/Candidate—whether financial or personal.
6. Become aware of when the Inquirer or Candidate will be home and try to make some contact, even if only a phone call.
7. Identify ways to keep the congregation aware of the names of its Inquirers/Candidates (away at seminary or at home) who have entered a covenant relationship with the Presbytery and are preparing to become a Teaching Elder (Minister of Word and Sacrament.)
8. Initiate conversation with your session on the possibility of providing financial assistance or other tangible support to your inquirers and candidates.
9. Consider, with you session, the possibility of assisting in the payment of necessary expenses incurred in relation to visits for annual consultation with the Committee on preparation for Ministry.
10. Attend Presbytery meetings with Inquirer or Candidate at which the candidate is presented or examined, make sure someone has been appointed (check with your pastor or the Committee on Preparation for Ministry) to go outside of the meeting to be with the candidate and his/her family when presbytery is making its decision.
11. Be present if at all possible at the service of ordination and/or installation.

12. Remember your Inquirer and Candidate in prayer.
 13. Write your Inquirer or Candidate on special occasions (e.g. birthdays, anniversaries).
 14. Become acquainted with the "Preparation for Ministry" handbook (cite website) so that you are aware of the requirements and procedures and can provide timely support (e.g. appearances before Presbytery, Annual Consultation, Presbyteries Cooperative Examinations, Final Assessment, etc).
 15. Discuss with your Session progress Inquirer/Candidate is making, as reflected in the Summary Report of Annual Consultation prepared by the Presbytery Committee on Preparation for Ministry, and sent to the sponsoring session.
 16. The role of the spouse of the Inquirer or Candidate is particularly important. Try to be as supportive, sensitive and understanding as you can of the spouse. Let the Committee know if there are ways the Committee may better assist the wives/husbands of Inquirers and Candidates in preparing for their new roles.
 17. In a word, be a friend and lend to your Inquirer and Candidate a sense of your personal, moral, and spiritual interest in and support of him/her in training to be a Teaching Elder (be a minister of Word and Sacrament).
 18. Hopefully, in performing your tasks, you will also grow in grace and faith.
- This list was created by the Pittsburgh Presbytery.

Session Interview Recommended Duties of the Session Liaison

Provides for the appointment of an elder (or a group of persons including at least one elder) to act as liaison with the inquirer/candidate and the presbytery's Committee on Preparation for Ministry and to participate with the inquirer/candidate and the presbytery's committee as they explore and evaluate his or her progress in the preparation for ministry. By John G. Gammie.

<http://www.pcusa.org/resource/recommended-duties-session-liaison-person/>

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