

SIX MONTH CHECK-UP FOR NEW PASTORATES PROCESS

Six Weeks before the scheduled meeting

COM Team meets for Planning.

1. Who will be primary contact?
2. Who will mail the pre-event information?
3. Who will conduct the meeting?
4. What role will others on the team have?

Five Weeks before the scheduled meeting

1. Mail a notice of the meeting to the pastor and all other participants (session).
2. Include the Minister's Preparation information in the notice.

The Meeting Schedule

With the pastor

1. Meet with the pastor and discuss her/his responses to the Minister's Preparation information. (The team may want to take the pastor and spouse to dinner for this discussion).
2. Ask the pastor about hopes and expectations for the meeting with the session.
3. Obtain agreement about any information that will or will not be made public during the meeting.

With the session and pastor

1. The Moderator of the COM team introduces others of the team, describes the objectives for the meeting and the roles each team member will have.
2. Distribute the Preparation for Individual Members sheet with the following instructions.
 - ✓ Each participant is to complete the "sheet" working alone - 10 Minutes
 - ✓ In groups of no more than five persons per group - 20 Minutes
 - ✓ Discuss personal reflections from the individual work sheet.
 - ✓ Each group prepares a report and records it on newsprint for sharing with the' entire group.
0. Small Group reports and general discussion (COM Team records responses from the small groups on newsprint) - 15 Minutes
1. The Pastor's introduces her/his reflections on her/his personal preparation - 5 Minutes
2. General discussion about similarities and contrasts between the pastor's and the Session's responses - 20 Minutes
3. Make plans for addressing issues or progressing toward mutual ministry goals ie. specific steps to overcome barriers, or improve the working relationship, or making the changes necessary for successful ministry. (You may want to schedule an additional meeting for this).

Note: Sample work sheets for role clarification and planning for success are included for your guidance.

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Minister's Preparation: One month before the scheduled event.

1. At the top of a sheet of paper write a short statement about your hopes and dreams for your ministry through this congregation?
2. Keep a log of time spent on your various ministry activities for a month. A sample time log is provided for your assistance. ***This information is for your use ONLY and is not to be shared during the session meeting.***
3. Compare your time log to your hopes and dreams.
4. How much time do you invest in realizing your hopes and dreams for the mission of your congregation? (25+% of time spent on your mission for the church is a desirable balance).

Questions for reflection and discussion with others What about

your ministry here makes you feel proud?

What are some barriers to a more complete fulfillment of your mission through this congregation? How have you sought to overcome those barriers?

What word or phrase would you use to describe the working relationship between you and the session?

What (if anything) needs to change in order for you to have a satisfying and successful ministry here?

Activity	Hours - 1st week	Hours - 2nd week	Hours - 3rd week	Hours - 4th week
PREACHING: Including preparation				
ADMINISTRATION: Planning and conducting meetings				
WORSHIP: Planning and conducting regular and special services of worship				
SICK, CRISIS, BEREAVEMENT VISITATION				
EVANGELISM: contacting prospective members				
STEWARDSHIP: Planning and canvassing and budgeting church resources				
TEACHING				
SOCIAL MINISTRY: Addressing the needs of our community				
THEOLOGY: Applying Biblical teachings to the present day				
COUNSELING				
DENOMINATIONAL AND ECUMENICAL PARTICIPATION				
PASTORAL CARE (NON-CRISIS) VISITATION OF MEMBERS				
OTHER MINISTERIAL ACTIVITIES				
RELAXING WITH FAMILY AND FRIENDS				
CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT				

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Preparation for Individual Members of the Session

Questions for reflection and discussion with others

Think back through the last year of your congregation's life. What were your hopes and dream for your Church?

What events and activities have provided progress toward realizing those hopes and dreams?

What have been some barriers to progress in reaching your hopes and dreams for your congregation? How has the session sought to overcome those barriers?

What word or phrase would you use to describe the working relationship between: Members of the session? The Session and the Pastor?

What, if anything, needs to change in order for your congregation to have a fruitful and effective ministry in the community and the world?