

APPROVED by PRP 11/2012  
AMENDED by PRP 2/2015  
AMENDED by PRP 4/2016  
AMENDED by PRP 2/2017  
AMENDED by PRP 11/2018  
Updated 12/2020

## 2021 COMMITTEE MEMBERS

1.	Ruling Elder	Judy Bremer	PC of the Covenant, Sarasota	2-2023
2.	Ruling Elder	Cleve Cleveland	First, Naples	1-2021
3.	Teaching Elder	Jeff DeYoe	Covenant, Ft. Myers	2-2021
4.	Ruling Elder	Gene George	Pine Shores, Sarasota	2-2021
5.	Ruling Elder	Linda Getzen	Church of the Palms, Sarasota	2-2023
6.	Ruling Elder	Beverly Grady	Covenant, Ft. Myers	2-2022
7.	Ruling Elder	Tom Grafton	First, Bonita Springs	1-2021
8.	Teaching Elder	Hope Lee	Kirkwood, Bradenton	2-2023
9.	Teaching Elder	Mike Mansperger	PC of the Covenant, Sarasota	2-2021
10.	Teaching Elder	Steve McConnell	Church of the Palms, Sarasota	1/2023
11.	Teaching Elder	Lyn Olson	HR	1-2022
12.	Ruling Elder	Jill Peterson	Vanderbilt, Naples	1-2022
13.	Teaching Elder	Brad Rogers	First PC, Bonita Springs	1-2023
14.	Teaching Elder	RC Smith	Holy Trinity, N. Ft. Myers	2-2022
15.	Teaching Elder	Jaci Smith Patman	Moorings, Naples	2-2023
16.	Ruling Elder	Sandra Soper	First, Sarasota	1-2021
17.	Ruling Elder	John Warburton	Peace PC, Lakewood Ranch	1-2023
18.	Teaching Elder	Chuck Wiggins	Trinity, Venice	2-2022
19.	Ruling Elder	Elaine Woods	First, Port Charlotte	1-2022
20.	Teaching Elder	Vacant	Northern	1-2021
21.	Ruling Elder	Vacant	Central	1/2022

## 2021 Year Calendar:

(as of 12/2020 all COM Meetings will be conducted by Zoom until further notice.)

Tuesday, January 12 <sup>th</sup>	9:00 a.m.	Tuesday, July 13 <sup>th</sup>	9:00 a.m.
Tuesday, February 9 <sup>th</sup>	9:00 a.m.	Tuesday, August 10 <sup>th</sup>	9:00 a.m.
Tuesday, March 9 <sup>th</sup>	9:00 a.m.	Tuesday, September 14 <sup>th</sup>	9:00 a.m.
Tuesday, April 13 <sup>th</sup>	9:00 a.m.	Tuesday, October 12 <sup>th</sup>	9:00 a.m.
Tuesday, May 11 <sup>th</sup>	9:00 a.m.	Tuesday, November 9 <sup>th</sup>	9:00 a.m.
Tuesday, June 8 <sup>th</sup>	9:00 a.m.	Tuesday, December 14 <sup>th</sup>	9:00 a.m.

<b>Action</b>
<b>January</b>
<b><u>Review Status of Pastoral Care Team</u></b>
<ul style="list-style-type: none"> <li>• need for additional recruiting</li> <li>• schedule commissioning at Presbytery meeting</li> </ul>
Appoint the Sexual Misconduct Response Team
Appoint the Annual Records Review Team Coordinator
Appoint replacement liaisons for any COM 'retiring' members
Update of transitional/stated supply list to review for needed contract renewal
Provide the following to COM members:
<ul style="list-style-type: none"> <li>• COM member list and contact information with cluster and CA assignments</li> <li>• List of churches with positions under Presbytery oversight (note dates for contract renewals)</li> </ul>
Conduct Training at COM meeting
<ul style="list-style-type: none"> <li>• COM Structure - (COM Chapter pages 1-3 and table of contents)</li> </ul>
<b>February</b>
Issue request for Changes of Terms of Call/approve by COM in March or April
<ul style="list-style-type: none"> <li>• Conduct Training at COM meeting</li> <li>• Liaison Training</li> </ul>
<b>March</b>
•
<b>Spring</b>
<ul style="list-style-type: none"> <li>• Provide Faith Place Safety Training (even years)</li> <li>• Prepare for Annual Records Review</li> </ul>
<b>July</b>
<ul style="list-style-type: none"> <li>• Update minimum compensation guidelines/calculate eligible markets for alternate compensation/approve by COM in August or September.</li> <li>• Issue request to CA's to update status of Parish Associates, elders, clerks of session.</li> <li>• Issue letter to Validated Ministers asking them to submit their renewal request and documentation.</li> <li>• Update clergy willing to have contact information released for pulpit supply needs.</li> </ul>
<b>November</b>
<ul style="list-style-type: none"> <li>• Send welcome packet to New Members</li> <li>• COM Chapter of the Administrative Manual</li> <li>• Invitation to new COM members to attend December meeting as an observer</li> <li>• Update Leadership Protocol Guide for new year</li> </ul>
<b>December</b>
<ul style="list-style-type: none"> <li>• Recruit Cluster Leaders: North, Central, South</li> <li>• Recruit Recording Secretary</li> <li>• Devotion Sign Up</li> </ul>

**F. The General Presbyter shall:**

1. serve as the staff person and major resource person for the COM.
2. assure that communication is effective within and beyond the COM.
3. assure that a record of minutes, reports, and actions of the COM are maintained at the Presbytery office.
4. check references on all potential candidates and ministers requesting transfer or permission to labor within the bounds of the Presbytery.

**G. Cluster Leader Responsibilities:**

1. Serve as contact person for congregations/ministers in cluster.
2. Coordinate the following with the appointed liaison for a church going through transition:
  - a. attends announcements of resignation where possible,
  - b. set up and conduct exit reviews,
  - c. in conjunction with the General Presbyter and COM moderator, appoint PNC/IPNC liaison and train PNCs/IPNCs for approval by COM,
  - d. set up initial interview and dialogue with final candidates,
  - e. arranges for neutral pulpits where requested,
  - f. Provide the Presbytery office with information on pastoral calls (i.e. statement of faith, biographical sketch, terms of calls, effective dates, ordination/installation dates, etc.).
  - g. sees to it all call forms and ordination/installation forms are received by the Stated Clerk and the Presbytery office prior to COM and Presbytery meetings,
  - h. establishes and gives oversight to relationships for all newly called ministers,
  - i. set up first year review workshops for ministers, PNC and Session and ensure that a mentoring process with first year ordained ministers is in place.
3. Make arrangements for COM representation at all triennial reviews in cluster.
4. Keep the COM moderator/co-moderators and the General Presbyter informed of what is happening in assigned cluster so an informed agenda for COM meetings can be constructed.
5. Visit session and Designated Pastor one year prior to the pastor's term expiration.
6. Call and conduct meetings of assigned cluster.

**H. COM Cluster Team Responsibilities (Set up by Cluster Leader):**

- a. Conducts exit interviews with departing ministers.
- b. Conducts initial reviews (clearance) with final candidates.
- c. Participates in first year review of pastor's call.
- d. Supports CA's effort in cluster.
- e. Receive retired ministers when the minister does not intend to pursue active pastoral roles in the Presbytery.

**I. New initiatives or programs.**

Committee will assign a person to champion that initiative. All new programs or initiatives will have an implementation plan.

**J. Staff Support will be defined and delineated in the implementation plan.**

General Presbyter, Stated Clerk, and Presbytery's Office Administrator.