Approved COM 2024.12.10



**Presbytery of Middle Tennessee Commission on Ministry**

**Transitions Checklist and Toolkit**

**GUIDELINES AND CHECKLIST**

**FOR PASTORAL TRANSITIONS**

**Pastoral relationships are three-way agreements between the pastor, congregation, and the Presbytery, through its Commission on Ministry.**

\_\_\_1. Ordinarily, the departing pastor informs the COM Co-Chairs, Presbytery Leadership, or COM liaison before informing the session. If the position is an Associate Pastor, the Pastor/Head of Staff is also informed before the session.

\_\_\_2. Following the announcement to the session, communication is circulated to the entire congregation.

\_\_\_3. The COM liaison meets with the session to:

a. Present overview of the transition process;

b. Call for a congregational meeting to dissolve the (installed) relationship;

c. Plan exit interviews with pastor and session;

d. Ensure the Former Pastor Policy is understood and signed;

\_\_\_4. If installed, a congregational meeting is called to dissolve the relationship. Moderator shall be the Presbytery Leadership, the COM liaison, or another COM member. The COM approves the dissolution and, if requested, a change in status (retired, member-at-large).

\_\_\_5. The session, in collaboration with the COM through its liaison, decide on what temporary pastoral leadership will be needed during the interim phase. If a contract for a Temporary Pastoral Relationship is negotiated, it shall be presented to COM for approval. The candidate must receive a favorable Presbytery to Presbytery reference check, clear a background check, and meet with the Exam Team before the contract can be considered and approved by COM. A moderator for the session will be appointed by COM.

\_\_\_6. The session, in collaboration with the COM through its liaison and the Committee on Church Transformation will engage in a period of mission study and discernment unless the COM determines, in unique situations, that a mission study is not practical or necessary for a purposeful transition.

\_\_\_7. Once a future leadership model is determined by the session the COM will grant approval to form a PNC if necessary. Once this is done the session will call a congregational meeting to elect the PNC per Book of Order G-2.0802. Presbytery Leadership or the COM liaison or someone else appointed by COM will moderate the congregational meeting. Following the election of the PNC, the names of its members will be reported to the COM.

\_\_\_8. The COM liaison will meet with the PNC at its first meeting. The meeting will include:

a. Overview of search process;

b. Introduction to CLC, MDP, PDP;

c. Election of PNC Chair and scribe;

d. Importance of confidentiality and proper communication with the congregation;

e. Sharing of resources and guidelines for the COM.

\_\_\_9. PNC prepares Ministry Discernment Profile (MDP), seeks approval from the session, and then seeks approval from the COM Transitions Team.

\_\_\_10. Pastor Discernment Profiles are received, reviewed, and ranked by the PNC. Other avenues for promoting the position are explored. Candidates’ current church websites and online preaching are researched.

\_\_\_11. Zoom interviews with candidates are scheduled, and references are contacted. Before scheduling in person interviews, Presbytery leadership is informed and forwarded the candidate’s PDP so the presbytery-to-presbytery check can be conducted.

\_\_\_12. Prior to the PNC requesting session to call for a congregational meeting to approve the nominee, the Stated Clerk conducts a background check, the COM Exams Team meets with the candidate, the Transitions Team reviews the terms of call, and both groups present their recommendations to the full COM for their action.

\_\_\_13. Included in the meeting with the Exams Team, the candidate will be asked how the COM can best assist in providing support.

\_\_\_14. Upon COM approval of the candidate and the terms of call, the PNC requests that the session call a congregational meeting to approve the nominee and the terms. The PNC verifies that the candidate has completed boundary training within the last 36 months and forwards the date of completion to the COM liaison who communicates with COM. If boundary training is needed, COM co-chairs facilitate, possibly with Stated Clerk or Operations Coordinator assistance. The COM liaison, Presbytery leadership, or another COM member moderates. The congregation is also asked to approve the PNC members to sign the call, and the PNC is dismissed with thanks. The call form is forwarded to the Stated Clerk.

\_\_\_15. The new pastor begins and the PNC, ordinarily, assists with onboarding and attentive support throughout the first year.

\_\_\_16. The commission to install and/or ordain is approved (by COM if installed, by the Presbytery if ordained) and the installation/ordination worship service is celebrated.

**\*\*\*All policies pertaining to pastoral relationships and ministerial compensation can be found in the filing cabinet on our website. Click** [**HERE**](https://pbymidtn.org/filing-cabinet/)

# SAMPLE SCRIPT FOR MODERATING A CONGREGATIONAL MEETING

**DISSOLUTION OF PASTORAL LEADERSHIP**

I call this meeting to order. Let us pray. *[offer prayer]*

I am , teaching elder / ruling elder [of

 ,] and a member of the Commission on Ministry. The Commission on Ministry has appointed me to moderate this meeting. The Clerk of Session will serve as the secretary of the meeting. Visitors are welcome to stay and observe.

Do we have a quorum present? *(usually 1/10 of membership)*

Wait for Clerk’s answer and then say, “I declare we have a quorum.”

Notice for this meeting has been given, so we will proceed.

I remind you that the only business that can be transacted at this meeting is that which was listed in the call for this meeting, and any related matters.

Would the clerk please read the session’s / Presbytery’s recommendation.

*[clerk reads recommendation]*

You have heard the recommendation – are there any questions?

*[wait; respond to any questions]*

Are you ready to vote?

All those in favor of the recommendation, please say “aye.” All those opposed to the recommendation, please say “no.”

The recommendation is approved / not approved.

There being no further business, I will entertain a motion to adjourn.

*[wait for motion; ask for second]*

All in favor of adjourning, please rise for a closing prayer. *[offer prayer]*

***If there is any concern about contention at this meeting, speak with the Presbytery Leadership or Stated Clerk about procedures.***

#### EXIT INTERVIEWS

***Exit interviews are to be conducted with interim, pastor, associate pastor, and session. Information from exit interviews will be reported to the Commission on Ministry***

##### Questions for Pastor / Associate Pastor

1. What did you enjoy about your work?
2. What do you feel was the greatest contribution you made to this congregation? Any major regrets?
3. Was the Pastor Nominating Committee clear with you as to their role expectations and the priorities they place on the roles?
4. How would you compare your expectations when you accepted the call with your actual experience? Were there any surprises or disappointments?
5. What appeals to you about where you are going?
6. What issues / concerns do you hope the session will address here before the next pastor / associate comes?
7. If you were following you, what do you hope someone would tell you before you accepted a call to this church?
8. What special skills or strengths should the next pastor / associate have?
9. In what ways could the presbytery have been more helpful to you and the church?
10. Other concerns / joys not covered by the previous questions?

Questions for the Session

1. What contributions did the pastor / associate make to the life of the congregation?
2. What were the highlights of his/her/their ministry?
3. What concerns or problems in the congregation you feel need to be addressed before the next pastor / associate comes?
4. What special gifts or skills should the next pastor / associate bring to this congregation?
5. In what way could the presbytery have been more helpful to you and the church?
6. Are there any messages you would like to send to the pastor / associate that are not covered by the previous questions?

#### INTERIM EXIT INTERVIEW

##### NAME: CHURCH: BEGINNING DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EXIT DATE:

FORWARDING ADDRESS: PHONE: EMAIL:

*Exit interview may be conducted with interim and session, together, as judged appropriate by the COM Transitions Liaison. Questions 1-10 together, questions 11-14, interim only.*

1. What is it about this interim that has given satisfaction?
2. What is it about this interim that has been dissatisfying or disappointing?
3. Discuss how the congregation has come to terms with its history. What issues from the past have been resolved? What events from the past are not yet resolved?
4. Describe what is new in this congregation’s identity. What has the congregation

discovered about itself during the interim in terms of identity?

1. What power shifts have occurred? (e.g., who is in and who is out, in terms of decision- making, influence, etc.)
2. In what ways has this congregation reviewed / renewed / changed its denominational affiliation? Is it closer to presbytery / synod / General Assembly?
3. In what ways has the congregation prepared to receive new leadership? How is it prepared to accept a person with a different approach, style, perspectives, from the former installed pastor / associate?
4. What issues or problems have not been addressed? To what extent do these continue to affect the congregation? How might presbytery intervene? Which problems should the next installed pastor / associate address first?
5. How has presbytery been helpful during this interim? Not helpful?
6. Are there any projects in progress that will need to be given attention by the next installed pastor / associate?

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To Be Completed Only by Interim Pastor

1. What regrets do you have about your ministry with this congregation?
2. If you were following you, what do you wish someone would tell you about this congregation before you accept a call to this congregation? After you accept a call . . .? Are there any “land mines” of which the next installed pastor / associate should be informed?
3. What actions have you taken to achieve effective closure in your termination with this congregation? Is there any unfinished business related to closure? Have you fulfilled all your contractual / covenantal obligations with this congregation, and they with you?
4. If going to a new position: Briefly describe your new position, including departure plans and new start date. If interim has not secured new service: What will you be doing while waiting for a new call for your services?

###### THE PRESBYTERY OF MIDDLE TENNESSEE SUGGESTED INTERIM CONTRACT

The following contract between the session of

Presbyterian Church (“Church”) and

Interim (“Interim”) is for the purpose of providing interim pastoral

services to the Church.

###### ACCOUNTABILITY:

The Interim is employed by the session of the Church with the concurrence of the Presbytery of Middle Tennessee through its Commission on Ministry to serve as interim for the period to

 *(not to exceed 12 months at a time)*.

Check all that apply:

 The Interim is a member of the Presbytery of Middle Tennessee.

 The

Interim is requesting permission to labor inside the bounds of the Presbytery of Middle

Tennessee to perform this ministry.

 The Interim is requesting permission to transfer his/her/their membership to the Presbytery of Middle Tennessee.

 The Interim will serve as head of staff.

 The Interim will serve as moderator of the session.

 The Interim will encourage the Pastor Nominating Committee to provide the session with regular

reports but will refer all questions related to the pastoral search process to the Commission on Ministry liaison.

###### TASKS OF INTERIM MINISTRY:

The Interim will be responsible for providing pastoral duties as indicated below: *(Designation of seven areas of responsibility is generally considered a full-time commitment. The assistance of the COM liaison or Presbytery Leadership may be helpful in assessing whether the duties desired by the Church would call for a full-time or part-time interim. This consultation should take place prior to contact with any potential candidates for the interim position.)*

List areas of responsibility in priority order:

 PREACHING AND LEADING WORSHIP - Public presentation of the Gospel through:

preparing sermons and leading worship; administering sacraments; officiating at weddings and funerals as requested; planning for special worship related to season to the Christian Year.

 VISITATION - Developing bonds of caring with members through: routine calling on homes of

the congregation; visiting hospital patients or members in nursing homes, etc.; pastoral care of persons and families in crisis and experiencing significant life events (birth, marriage, death, vocational changes, etc.).

 ADMINISTRATION - Building a more effective church organization by: helping to plan and

develop the church's program of activities in order to be prepared for the coming of the next installed pastor; training leaders toward responsible leadership; resourcing church committees along with leaders; supervising whatever office operation the church may have.

 TEACHING - Fulfilling calling as a teacher by: teaching the following class(s) -

*(specify responsibility)*; holding confirmation classes; conducting officer and / or teacher training.

 PERSONAL GROWTH - Seeking continued professional and spiritual growth: in faith through

devotional use of the Bible and other reading and regular prayer and spiritual discipline; in personal maturity and pastoral skills through participation in continuing education.

 SERVICE TO THE GREATER CHURCH – Service to the Presbytery, the Synod, and / or the General Assembly.

###### INTERIM MINISTRY TASKS:

The Interim will lead the congregation through the five developmental tasks:

1. Coming to terms with the history;
2. Discovering a new identity;
3. Shifts in power;
4. Re-thinking denominational linkages; and
5. Becoming committed to new leadership and a new future.

It is understood that has agreed not to be a candidate for the pastoral office and in every way will seek to prepare the way for the coming of the next installed pastor.

It is understood that this agreement may be terminated by either party upon 30 days / 60 days *(circle one)* written notice.

###### TERMS:

*The Compensation shall meet the presbytery minimum if the position is full-time. The COM liaison or Presbytery Leadership can assist with interpretation upon request.)*

Cash Salary Housing

Furnishings / Utilities

Social Security self-employment Pension/Major Medical

*(If interim is an active member, pension and medical insurance dues are applicable as for installed pastor. The church may assist interim with cost of Medicare supplement or other insurance.)*

Automobile Expenses

*(Presbytery recommends reimbursement up to the current IRS rate per mile for business mileage. Session and interim should address whether reimbursement covers the mileage to and from the church field.)*

Moving Costs *(if applicable)*

Four Weeks Vacation *(prorated annually)*

Two Weeks Study Leave *(prorated annually)*

Professional Expenses

Interim Date

Clerk of Session Date

Chair, Commission on Ministry Date

*Revised by the Commission on Ministry 10 January 2017*

###### THE PRESBYTERY OF MIDDLE TENNESSEE SUGGESTED TEMPORARY PASTORAL SUPPLY CONTRACT

The following contract between the session of

Presbyterian Church (“Church”) and

 (“Pastor”) is for the purpose of providing temporary pastoral services to the

Church.

###### ACCOUNTABILITY:

The Pastor is employed by the session of the Church with the concurrence of the Presbytery of Middle

Tennessee through its Commission on Ministry to serve for the period to

 *(not to exceed 12 months at a time)*.

Check all that apply:

 The Pastor is a member of the Presbytery of Middle Tennessee.

 The

Pastor is requesting permission to labor inside the bounds of the Presbytery of Middle

Tennessee to perform this ministry.

 The Pastor is requesting permission to transfer his/her/their membership to the Presbytery of Middle Tennessee.

 The Pastor will serve as head of staff.

 The Pastor will serve as moderator of the session.

###### PASTORAL TASKS:

The Pastor will be responsible for providing pastoral duties as indicated below: *(Designation of seven areas of responsibility is generally considered a full-time commitment. The assistance of the COM liaison or Presbytery Leadership may be helpful in assessing whether the duties desired by the Church would call for a full-time or part-time pastor. This consultation should take place prior to contact with any potential candidates for the position.)*

List areas of responsibility in priority order:

 PREACHING AND LEADING WORSHIP - Public presentation of the Gospel through:

preparing sermons and leading worship; administering sacraments; officiating at weddings and funerals as requested; planning for special worship related to season to the Christian Year.

 VISITATION - Developing bonds of caring with members through: routine calling on homes of

the congregation; visiting hospital patients or members in nursing homes, etc.; pastoral care of persons and families in crisis and experiencing significant life events (birth, marriage, death, vocational changes, etc.).

 ADMINISTRATION - Building a more effective church organization by: helping to plan and

develop the church's program of activities in order to be prepared for the coming of the next installed pastor; training leaders toward responsible leadership; resourcing church committees along with leaders; supervising whatever office operation the church may have.

 TEACHING - Fulfilling calling as a teacher by: teaching the following class(s) -

*(specify responsibility)*; holding confirmation classes; conducting officer and / or teacher training.

 PERSONAL GROWTH - Seeking continued professional and spiritual growth: in faith through

devotional use of the Bible and other reading and regular prayer and spiritual discipline; in personal maturity and pastoral skills through participation in continuing education.

 SERVICE TO THE GREATER CHURCH – Service to the Presbytery, the Synod, General Assembly.

[It is understood that has agreed not to be a candidate for the pastoral office.]

It is understood that this contract may be terminated by either party upon 30 days / 60 days *(circle one)*

written notice.

###### TERMS:

*The compensation shall meet the presbytery minimum if the position is full-time. The COM liaison or Presbytery Leadership can assist with interpretation upon request.)*

Cash Salary Housing

Furnishings / Utilities

Social Security self-employment Pension/Major Medical

*(If the Pastor is an active member, pension and medical insurance dues are applicable as for installed pastor. The church may assist the Pastor with cost of Medicare supplement or other insurance.)*

Automobile Expenses

*(Presbytery recommends reimbursement up to the current IRS rate per mile for business mileage.)*

Moving Costs *(if applicable)*

Four Weeks Vacation *(prorated annually)*

Two Weeks Study Leave *(prorated annually)*

Professional Expenses

Pastor Date

Clerk of Session Date

Chair, Commission on Ministry Date

#### ELECTING A PASTOR NOMINATING COMMITTEE

**(Suggested Model)**

##### The session meets to set a date and time for the congregational meeting to elect a Pastor Nominating Committee (“PNC”). Advance public notice of the meeting must be given (usually two successive Sundays). The session recommends the size of the PNC to the congregation (usually five – nine persons). Final authority for the PNC rests with the congregation.

1. Nominations for the PNC are best made by the church-wide nominating committee (the

committee that nominates the congregation’s elders, deacons, and trustees).

1. The Nominating Committee should provide a mechanism for receiving input of names from the congregation.
2. The Nominating Committee’s slate should be representative of the entire congregation.

Persons should be contacted in advance to determine if they will serve if elected.

1. Ballots may be prepared in advance, with space for nominations from the floor. Care must be taken that persons nominated from the floor have consented to serve.
2. If possible, the COM liaison (or someone appointed by COM should moderate the congregational meeting (or be present to advise) when the PNC is elected.
3. The PNC and the COM liaison meet briefly following the congregational meeting to elect a convener and to set a date and time for their first meeting.
4. The COM liaison is present at the first meeting to train the PNC. The liaison also meets with the session so that information is shared and roles are clarified.

###### GUIDELINES FOR PNC INTERVIEWS

1. **INTRODUCTION**

One of the most important step in the call process is interviewing persons. Remember, you are not just hiring someone to do a job. You are involved in a call process that includes the church, the person called by God, and the Presbytery through the Commission on Ministry. Each interview needs to be approached in a spirit of prayer and expectation. It is essential to be open to God's surprises.

###### It is important to remember that a candidate cannot be visited or brought onto the field without a presbytery to presbytery reference check by Presbytery Leadership.

1. **PURPOSE OF INTERVIEWING**
	1. To get to know the person and begin to build a relationship with that person.
	2. To enable the person being interviewed to get to know you, the church, and the community.
	3. To share your faith, hopes, and dreams openly with one another.
	4. To share expectations openly and honestly with one another.
	5. To compare the church's needs with the interests, experience, and skills of the person being interviewed.
	6. To impart a positive view of your church and community and the excitement you feel about the future ministry of your church.

###### GENERAL GUIDELINES

* 1. **Context for Interviews**

There are two types of interviews: (1) initial interviews, which may be by telephone or electronic means; and (2) face-to-face interviews with the top candidate(s), after a presbytery-to-presbytery check is done.

###### PNC Preparations for the Initial Interview

The tone of the interview is as important as what is said. Be as much at ease to be as comfortable as possible.

* + 1. Know the responsibilities of each person on the PNC during the interview. One person should take the lead, another provide information about the church and community, while others may want to observe and take notes.
		2. Make sure that you have discussed all the areas you want to cover and all the questions you want to ask in advance. Have a list of the most important questions so you won't forget them.
		3. Review the data on the PDP again before the interview. Don't ask questions that are already covered on the PDP unless clarification is necessary.

###### Areas to Cover in the Initial Interview

1. Begin with each person introducing himself/herself/themself. Take some time with this. Give your name, background, how long you have been in the church, etc.
2. Possible Questions to Ask
	1. Initially ask some ice-breaking questions; ask the person to share his/her personal faith experience, basic beliefs, and experience in the church.
	2. Explore the person's theological positions related to scriptural interpretation and/or social issues facing the church.
	3. Ask what attracted the person to your church?
	4. Ask what is the person's approach to pastoral work? Have him/her/them describe an average week.
	5. Ask about his/her view of the Presbyterian Church (U.S.A.) and its relationship to presbytery.
3. Additional Information for Multiple-Church Fields - Distance and driving time between churches; Hour of services; Joint programs; Relationship between the churches; How pastor will divide time.

###### PNC Preparations for the Face-to-Face Interview(s)

The face-to-face interview(s) may take place either in your community or at a convenient neutral site. You may want to make plans for a meal together. If necessary, it is appropriate to arrange a separate time to meet the spouse and respond to questions and concerns.

###### Responsibilities to the Person Being Interviewed

It is the PNC's responsibility to make all of the arrangements for the interview. The PNC is responsible for expenses incurred including travel, meals, and lodging. If the person being interviewed comes to your community, be careful not to schedule things too tightly. Allow the person some free time. Make sure there is opportunity to visit the church and the community. Make provisions to include the spouse in the arrangements.

Confidentiality is essential. Be careful to communicate clearly with the person being interviewed. Before the interview, make sure the person is aware of all the arrangements and expectations.

###### Follow-Up from Interviews

* + 1. Spend some time de-briefing immediately after the interview. List your impressions, including positive and negative reactions. Also, discuss how you feel you did as a committee in the interview.
		2. Set a meeting time later when you can come back together and discuss the interview more fully after you have had time for prayer and reflection.
		3. Follow-up with a letter or email thanking the person for his/her/their interest and time.

#### SAMPLE SCRIPT FOR

**MODERATING A CONGREGATIONAL MEETING**

**Approval of Pastoral Leadership**

I call this meeting to order; let us pray. *[offer prayer]*

##### I am , teaching elder / ruling elder and a member of the Commission on Ministry. The Commission on Ministry has appointed me to moderate this meeting. The Clerk of Session will serve as the secretary of the meeting. Visitors are welcome to stay and observe. Ask, “Do we have a quorum present?” *(usually 1/10 of membership) After the clerk’s answer, declare:* “We have a quorum.”

[Speak briefly about the procedure – the Pastor Nominating Committee reviewed Pastoral Discernment Profiles, selected a candidate, and this congregational meeting has been called to hear the report of the committee and to vote on the committee’s recommendation. Voting will be by ballot, and ruling elders

 and , members of the session, will serve as tellers for the ballots.]

Let us now hear the report of the Pastor Nominating Committee.

*Report*

Are you ready to proceed to the election of a pastor / associate pastor? *[wait]*

I declare the name of \_ to be in nomination. *(recommendation of the PNC needs no motion or second)*

##### Are you ready to vote? Would the active members please raise your hand so you can receive a ballot. When you have finished voting, please raise your hand and your ballot will be collected.

*[tellers count the ballots]*

The result of the balloting is as follows: for the recommendation, against the recommendation. Congratulations, you have elected a pastor / associate pastor.

The terms of call are now before you *(recommendation of the PNC).* All in favor of the terms

##### presented, please say “aye”. All opposed, “no”. The terms are approved.

Is there a motion to elect the members of the PNC who are present to sign the call on behalf of the congregation? *[wait]* Is there a second? *[wait]* Are there any objections? So ordered.

Is there a motion to dismiss the Pastor Nominating Committee? *[wait]* Is there a second? *[wait]* Are there any objections? So ordered. And I know you join me in thanking the PNC for their hard work!

Is there a motion to adjourn? *[wait]* Is there a second? *[wait]*

##### All in favor of adjourning please rise, and we will close with prayer / sing the Doxology.

###### COMMISSION ON MINISTRY PRESBYTERY OF MIDDLE TENNESSEE

**INFORMATION FOR ORDINATION AND/OR INSTALLATION SERVICE**

**This form MUST be in the hands of the Stated Clerk before you can be received by Presbytery!**

**Name of Minister/Candidate:**

**Current Presbytery of Membership:**

**Church/Work to which Called: Effective Date:**

**Address to which correspondence should be mailed:**

**Terms of Call:** Attach Form (four originals)

###### SERVICE OF ORDINATION AND/OR INSTALLATION

**Place:**

**Date: Time:** a.m. p.m.

**MEMBERSHIP OF COMMISSION:** [indicate Teaching or Ruling Elder and name of Church;

***NOTE***: at least FIVE commission members shall be from the Presbytery of Middle Tennessee]

**Chair of the Commission (current Presbytery moderator or their designee)** will preside, propound constitutional questions, declaration of Ordination / Installation:

Name: Church:

**Ruling Elder to propound congregational questions** [for installation]: Name: Church:

###### To Preach the sermon:

Name: Church:

**Laying on Hands** [for ordination] **and Prayer** [for ordination and installation]: Name: Church:

**To Charge the Congregation** [for installation]: Name: Church:

###### To Charge the Teaching Elder:

Name: Church:

###### Other Members of the Commission:

Name: Church: Name: Church: Name: Church: Name: Church:

[If members of the commission are from another presbytery, please list the name of the presbytery.]

###### IMPORTANT INFORMATION

* 1. A Commission shall consist of at least five Ruling Elders and Teaching Elder members from the Presbytery of Middle Tennessee in numbers as nearly equal as possible (two of one and three of the other) [*G-3.0109b*] with no more than one ruling elder from any church. The Commission may include a member of the Commission on Ministry.
	2. Please note that a Ruling Elder must ask the congregation the constitutional questions [*W-4.0404*].
	3. Please note that Installations require the same questions as Ordination [*W-4.0404*].
	4. It is your responsibility to ask the Teaching and Ruling Elders of the Commission if they will be willing and able to serve on the date set. This must be done prior to the meeting of Presbytery.
	5. **YOU** will be responsible for advising each member of the Commission:
		1. that the individual has been appointed by Presbytery to serve on the Commission;
		2. of the part which has been assigned; and
		3. of the place and hour at which the Commission will convene (usually at least one half hour before the service begins).
	6. If you need any help or suggestions of Teaching and Ruling Elders who might be available, the COM liaison, Presbytery Leadership, or Stated Clerk will be glad to assist.
	7. You must provide a camera ready statement of faith and autobiographical statement. This will be copied and distributed at the Presbytery meeting, so it is important that it is legible and concise.

###### 8. THIS FORM MUST BE IN THE HANDS OF THE STATED CLERK BEFORE YOU CAN BE RECEIVED BY THE PRESBYTERY OF MIDDLE TENNESSEE!