

**Policy #1 – Committee on Ministry Job Description**  
**Committee on Ministry – Presbytery of Tampa Bay**

1. Members of the Committee on Ministry shall:
  - be familiar with the Book of Order, the COM Manual, the General Assembly “On Calling a Pastor” Manual, and the Clergy Sexual Misconduct Policy.
  - attend meetings of the COM (including training and other special meetings and events).
  - attend meetings of the COM Area where assigned.
  - serve as a liaison to a PNC or congregation and approve Church Information Forms.  
Note: All relevant expenses incurred as a member of the COM (phone calls, copies, postage and travel) are reimbursed by voucher in accordance with presbytery policy.
2. Area Chairpersons shall:
  - call and conduct meetings of the area subcommittee.
  - assign liaisons to search committees and congregations.
  - provide reports of the area’s activities at the regular meetings of the COM.
  - 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.).
  - arrange for, and maintain a record of, Triennial Visits of churches in the area.
3. Vice Chairperson of the COM shall:
  - preside at the meetings of the COM in the absence of the chairperson.
4. Chairperson of the COM shall:
  - prepare the agenda and preside at the meetings of the COM.
  - present the COM report to the presbytery.
  - appoint special Task Forces as needed.
  - provide training and updates on policies and procedures of the COM.
  - consult with the executive presbyter concerning activities and actions of the COM.
5. The Executive Presbyter shall:
  - serve as the staff person and major resource person for the COM.
  - assure that communication is effective within and beyond the COM.
  - assure that accurate minutes and records are kept of all reports and actions of the COM.
  - consult with search committees when requested.
  - check references on all potential candidates and ministers requesting transfer or permission to labor within the bounds of the presbytery.