

RECOMMENDED DUTIES OF THE SESSION LIAISON

Commission on Preparation for Ministry
Pittsburgh Presbytery

Background: 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 Commission on Preparation for Ministry (CPM) – and to participate with the Inquirer/Candidate and Presbytery's Commission as they explore and evaluate his/her progress in the preparation for ministry.

Following are ways in which the Session liaison can be of assistance:

1. Learn the background of your Inquirer/Candidate if you do not already know it: parents, siblings, school, college, a vocational interests and abilities, birthday, name of spouse (if married), name(s) of child(ren) (if any), (proposed) seminary, progress toward ordination, financial needs.
2. Become acquainted in ways that seem natural to you and the Inquirer/Candidate.
3. 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.
4. Share with the Commission, especially at the time of Annual Consultation, any areas of particular need for Inquirer/Candidate – whether financial or personal.
5. Become aware of when the Inquirer/Candidate will be home and try to make some contact, even if only a phone call.
6. 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 for ministry of the Word and Sacrament.
7. Initiate conversation with your Session on the possibility of providing financial assistance or other tangible support to your Inquirers/Candidates.
8. Consider, with your Session, the possibility of assisting in the payment of necessary expenses incurred in relation to visits for Annual Consultation with the Commission on Preparation for Ministry.
9. Be present if at all possible at the service of ordination and/or installation.
10. Remember your Inquirer/Candidate in prayer.
11. Write your Inquirer/Candidate on special occasions (e.g. birthdays or anniversaries).
12. Become acquainted with the "Preparation for Ministry" manual so that you are aware of requirements and procedures and can provide timely support (e.g. appearances before Presbytery, Annual Consultation, Presbyteries' Cooperative Examinations, Final Assessment).
13. Discuss with your Session progress Inquirer/Candidate is making, as reflected in the Summary Report of Annual Consultation prepared by the Presbytery Commission on Preparation for Ministry, and sent to the sponsoring Session.
14. The role of the spouse of the Inquirer/Candidate is particularly important. Try to be as supportive, sensitive and understanding as you can of the spouse. Let the Commission know if there are ways the Commission may better assist the wives/husbands of Inquirers/Candidates in preparing for their new roles.
15. In a word, be a friend and lend to your Inquirer/Candidate a sense of your personal, moral and spiritual interest in, and support of, him/her in training for the ministry of the Word and Sacrament.
16. Hopefully, in performing your tasks, you will also grow in grace and faith.