



The Presbytery of  
**DONEGAL**

## COM Liaison Description

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### Liaison Description

**Role:** to build bridges of support connecting congregations, pastors, the Presbytery and the PC(USA)

#### Person Description:

- being an attentive listener
- being calm in a crisis
- having a spiritual focus
- having a willingness to learn
- having an awareness of basic polity
- being reflective

**Call to Service as a Liaison:** Liaisons are identified for service through many channels. These include demonstration of leadership at the congregational and/or presbytery levels. Potential liaisons may suggest themselves or may be suggested. Invitations to serve as a liaison are extended by the Connecting our Ministry Committee. The term of service is for one year, with annual mutual discernment for God's call to continued service.

**Training and Leadership Development:** Biennial Meetings, 2-hour blocks, afternoon or evening

### Description of Liaison Work

#### Building Relationships with the Congregation

- Attend worship once per year, more frequently if possible
- Attend special celebrations as able
- Read newsletter, website or other communications and alert the Liaison Coordinator of special events
- Obtain annual report, review, and provide to the Presbytery office

#### Building Relationship with the Pastor(s), Church Program Staff/Leadership Team and Commissioned Ruling Elders

- Primary relationship with the pastor(s)
  - One face to face meeting per year (may be more)
  - Routine email/phone call/social media or other contact
  - Refer concerns/celebrations to Liaison Coordinator and/or Executive Presbyter
- Resourcing Relationship with other staff/leadership
  - Inform educators/youth workers/musicians of support networks

- As time permits building connections with other church program staff such as educators/youth leaders/musicians
- Refer concerns/celebrations to Liaison Coordinator
- Be aware of needs for strategic consultation (addressed in training sessions)

### **Building Relationships with the Session**

- Attend at least one Session meeting per year as a listener
- In consultation with Clerk of Session and Pastor(s) build other agenda matters as appropriate
- Be an ambassador for the Presbytery and PC(USA) to the Session
- Be aware of needs for strategic consultation

### **Documentation**

- Fillable SmartSheet Webform for all contacts; face to face meetings, and phone calls, congregational visits
- Saving of emails—send to Chrissy for filing and maintain for personal records
- Avoid documentable correspondence through text or Facebook/other social media. Document only in SmartSheet.

**Expenses:** Mileage/phone calls (use free minutes)/tolls/parking/Meals -- limits