

**WINNEBAGO PRESBYTERY
COMMITTEE ON MINISTRY
PROCEDURE FOR TRIENNIAL VISITS**

1. Divide congregations for visitation into three-year rotation.
2. COM members sign up for visits. If available, read the last Triennial Visit report.
3. Contact Session Moderator to schedule a 45-60 minute visit with Session and a meal with the Moderator and spouse (where applicable). Include Associate pastors or arrange to meet with them another time.
4. Send follow up letter confirming the visit to the Moderator and the Clerk of Session. You can enclose a copy of the agenda.

Suggested text:

One of the joys of serving on the Committee on Ministry is the privilege, following the Book of Order, to visit each congregation within the presbytery triennially. Your visit team will be _____ and _____. As we've discussed, we will be making our visit to the Session on (Date) at (Time) at (Location). To minister; We look forward to sharing a meal with you (and your spouse) prior to the meeting and we will phone one week ahead to confirm the time and place.

Our present format for Triennial visits is designed to encourage informal sharing of your ministry and mission. Therefore, no preparation is necessary. If there is a particular focus you want to highlight, such as a new ministry or Mission Statement, please make copies for our discussion.

During the meeting we will ask the Moderator to leave us so we can discuss with the Session how they are caring for their Pastor. (Some Pastors and Sessions want the Pastor to remain during the discussion.)

Reports of Triennial visits are shared with the Moderator and Session, via the Clark, and kept on file with the Committee on Ministry and the Presbytery office.

If you have any questions, please call me at _____. We look forward to sharing quality time with you and the Session members.

5. Following the visit, send copies of the report to the COM chair, presbytery office, the Moderator and the Clerk of Session. Include a letter of "thanks for the opportunity to visit with your Session and to hear all the good things that are happening with your congregation" to the Clerk.
6. Make an oral report of your visit to the Committee on Ministry.

Winnebago Presbytery
Committee on Ministry
Format for Triennial Visits

- A. Moderator will open meeting with prayer.
- B. COM and Session members introduce themselves. Session members give their committee assignment and talk about a joy or celebration within the church.
- C. Statement of purpose of the meeting from Book of Order G-11.0502c
- D. Questions for discussion
 - a. What three things attract and keep members in your congregation?
 - b. In what three ways does your church reach out to the community and the world?
- E. Pastor may be excused.
 - a. What does your pastor do best?
 - b. How would you evaluate the relationship between the pastor and church leadership? Between the pastor and the congregation?
 - c. Does the pastor's ministry fulfill the present expectations of the congregation? In what ways have those expectations changed since the call?
 - d. How are you caring for your pastor?
- F. Pastor returns to the meeting
 - a. What do members celebrate most about being Presbyterian?
 - b. Are there any issues that you would like to raise with COM?
 - c. Can the presbytery be of assistance to your congregation?
- G. Thanks to the Moderator and the Session for their time.
A written report will be sent to the Clerk and Moderator

It is hoped that triennial visits will help bridge the gap that may exist between the presbytery and the local church, that is will foster communication, reduce conflict and strengthen the ministry of churches and ministers alike.

