

Presbytery of West Virginia
Committee on Ministry
Position Description
Liaison

Liaison Position Summary

The Liaison is a representative of the Committee on Ministry assigned to a church as it transitions between pastoral leadership. The Liaison advises the session and Pastor Nominating Committee on Presbyterian process and best practices to ensure the best fit for the next called pastor. By virtue of the assignment, the Liaison seeks to improve communications, and generally ensure that the relationship between the Presbytery and church is as beneficial as possible.

Liaison Duties and Responsibilities

- Maintain thorough and up-to-date knowledge of the Presbyterian call process including Book of Order and Presbytery practices.
- Be knowledgeable about the assigned church
- Collaborate and communicate successfully with session, Committee on Ministry, staff, and Presbytery
- Work with Committee on Ministry members to insure the greatest understanding of the assigned church's needs and progress
- Identify opportunities to improve the call process as well as the relationship between the church and Presbytery
- Address issues that could occur between the church and Presbytery
- Act as a positive representation of the Presbytery and Committee on Ministry
- Assist the church in transition on the following:
 - Meeting with Session to plan for interim period
 - Exit interview with Session
 - Mission Study, training, and writing
 - Church Information Form, training, and writing
 - Pastor Nominating Committee training for search
 - Pastor Nominating Committee training and receiving Pastor Information Forms
 - Persons for interview selected, reported to Executive Presbyter for reference check
 - Pastor Nominating Committee interviewing candidate(s)
 - Advising on next steps following decision on apparent successful candidate

Liaison Requirements and Qualifications

- Appointment by Committee on Ministry
- Interpersonal skills to maintain positive relationships
- Verbal and written communication skills
- Attention to detail
- Self-motivated with a willingness to take initiative and solve complex problems
- Skill to negotiate with and influence others