

Job Description for Session Liaison

“During the phase of inquiry and candidacy the individual continues to be an active member of his or her congregation and subject to the concern and discipline of the session.” (G-2-.0605) In the Presbytery of West Virginia, as a way of staying connected to inquirers and candidates, sessions are required to appoint an Elder (or a group of persons including at least one Elder) to act as liaison with the Inquirer/Candidate and with presbytery’s Vocations Committee...and to participate with the Inquirer/Candidate and presbytery’s committee as they explore and evaluate his or her progress in the preparation for ministry. This Liaison **shall not** be related to the Inquirer/Candidate. Ordinarily, the Session Liaison should be a member of the Session at the beginning of the inquiry process, with the expectation that when the liaison rotates off the Session that person will continue to report to the Session.

Here are some ways in which liaison persons can stay connected and be of assistance:

1. Become acquainted with the Vocations Committee’s “Process and Procedures” document (<https://wvpresbytery.org/wp-content/uploads/2019/12/VC-Process-Procedures.pdf>) so that you are aware of the requirements and procedures and can provide timely support (e.g. appearances before Presbytery, Annual Consultation, Presbyteries Cooperative Examinations, Final Assessment, etc).
2. Stay in touch with your Inquirer/Candidate. The Vocations Committee recommends contacting the Inquirer/Candidate at least quarterly. Write or send a card on special occasions such as birthdays and anniversaries.
3. Take an interest in his/her academic, field education, annual consultations and other activities related to preparation for ministry as a Minister of Word and Sacrament.
4. Pray for your Inquirer/Candidate.
5. Advocate with the Vocations Committee any areas of particular need of the Inquirer/Candidate—whether financial or personal.
6. Identify ways to keep the congregation aware of the Inquirer/Candidate who has entered a covenant relationship with the Presbytery and is preparing to become a Minister of Word and Sacrament.
7. Discuss with your Session progress the Inquirer/Candidate is making. Be sure the session is aware of the shared cost of the Inquirer’s psychological/vocational evaluation. As needed, initiate conversation with your session on the possibility of providing financial assistance or other tangible support to the Inquirer/Candidate.
8. Attend Presbytery meetings where the Inquirer/Candidate is presented or examined.
9. Be present, if at all possible, at the service of ordination and/or installation.