**Relations Team Checklist**

\_\_\_ List churches engaged with other teams (hold off on / be aware of for “liaison” connections):

Mediation Team: \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_

Transitions Team: \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Call, email, write a note, or visit…

* Encouragement
* Ask if there is something they need
* Ask if there is something wonderful happening that we can celebrate
* Follow-up when appropriate:
  + encourage direct communication and open conversation,
  + suggest best practices (c.f. COM resources list on next page)
  + ask what action the church would like to see happen?

\_\_\_ Referral to another COM Team:

* Referred to: Reconciliation Transitions Administration
* Concern / Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date of referral: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Periodic Review Needed? If yes, scheduled for (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with (COM and/or TE or RE) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (second person can be recruited from beyond COM).

**COM Resources List**

##### Budget and Finance

* Best Financial Practices for Churches

###### [Creating a Spiritual Generosity in your church](https://www.presbyterianfoundation.org/creating-a-culture-of-generosity/) (BOP)

* Guidelines for Financial Reviews

###### [Remittance form](https://0d14702a-f2f0-4148-9451-5a2f16612cd4.filesusr.com/ugd/e1e8df_06988ecd05724993a9e1417434db8a2c.pdf)[- to accompany payments to Presbytery](https://0d14702a-f2f0-4148-9451-5a2f16612cd4.filesusr.com/ugd/e1e8df_38840aa0f486465a99f64d243203dca1.pdf)

* Terms of Call Form
* Treasurer Training
* Understanding Effective Salary (BOP)

**Clerks of Session**

* [Annual Salary Review- Due annually by 02/15](https://0d14702a-f2f0-4148-9451-5a2f16612cd4.filesusr.com/ugd/e1e8df_6f5f03a062d04418af2ec76e27d47db1.pdf)
* [Annual Necrology Report- Due annually by 01/15](https://0d14702a-f2f0-4148-9451-5a2f16612cd4.filesusr.com/ugd/e1e8df_48df1b79b9054fc886262e6acc227dd3.pdf)
* [Clerk of Session Handbook](https://0d14702a-f2f0-4148-9451-5a2f16612cd4.filesusr.com/ugd/e1e8df_6884fd1802034bc8b08995a3b080bf5a.pdf)
* Clerk Training
* [Guidelines for Session minutes](https://0d14702a-f2f0-4148-9451-5a2f16612cd4.filesusr.com/ugd/e1e8df_da347b284df345b38478a4112d023cc8.pdf)
* [Review of Records forms](https://0d14702a-f2f0-4148-9451-5a2f16612cd4.filesusr.com/ugd/e1e8df_ca256e19fa804cd4898f85b4d02c8705.pdf)
* [Review of Records Information for Clerks](https://0d14702a-f2f0-4148-9451-5a2f16612cd4.filesusr.com/ugd/e1e8df_0a76931d0ab0414fbbbb5bd18ccceedf.pdf)
* [Statistical reporting Link (active 12/6 – 02/20)](https://oga.pcusa.org/section/churchwide-ministries/stats/statistical-reporting-faq/)
* [Statistical Report Tutorial](https://www.youtube.com/watch?v=3yncw4HjXdA)
* [PC(USA) Book of Order](https://0d14702a-f2f0-4148-9451-5a2f16612cd4.filesusr.com/ugd/e1e8df_4f7aa845e9bc4ed5a15380b49bf6cd3b.txt?dn=PC(Usa)%20Book%20of%20Orde.txt)

**General Session**

* Guidelines for Allowing a Convicted Sex Offender to Attend
* Guidelines for a Sexual Misconduct Prevention Policy template
* Officer Training Resources
* Pulpit Supply List

**Mediation / Reconcilation**

* LEST 2: Stumbling Blocks to Health
* Lest 3: 12 Steps to a Healthy Congregation

**Pastoral Transitions**

* Contract templates
* Covenant of Closure
* Future Options for Churches
* Interim Ministry Search Process
* Interim Ministry Overview
* MIF Instructions for the Church Leadership Connection (clc)
* Mission Study Guide
* PNC Training

**Personnel**

* Employment Policies template
* Governance Model for Ministry and Committees
* Guide to Structuring a Pastor’s Terms of Call
* HR 101 Best Practices
* Pastor Evaluation Process
* Personnel Policy templates
* Sabbatical Policy template
* [Writing Job Descriptions and Templates](https://0d14702a-f2f0-4148-9451-5a2f16612cd4.filesusr.com/ugd/e1e8df_5359e90b0efa494caba2a0ffeff1590d.pdf)

**A. North & Northeast Gay Russell**

|  |  |  |  |
| --- | --- | --- | --- |
| **Church** | **Liaison** | **Last Visit** | **Notes/Actions/Requests** |
| Globe, First |  | 11/15/17 |  |
| Miami, Divine Grace |  | 4/15/18 |  |
| Superior |  | 9/07/14 |  |
| Florence, Desert Hope |  | 10/09/16 |  |
| ~~Coolidge~~ | Dissolved |  |  |
| Casa Grande, First |  | 01/23/14 |  |

**B. Southeast & New Mexico Margot Walker**

|  |  |  |  |
| --- | --- | --- | --- |
| **Church** | **Liaison** | **Last Visit** | **Notes/Actions/Requests** |
| Benson, Community |  | 10/19/14 |  |
| Douglas, First |  | 5/14/19 |  |
| Bisbee, Covenant | Gay Russell | 10/14/14 |  |
| Sierra Vista, Faith |  | 3/19/19 |  |
| Silver City, First |  | 6/04/17 |  |
| Cliff, Trinity |  | 4/17/16 |  |

**C. North Metro Elizabeth Posey**

|  |  |  |  |
| --- | --- | --- | --- |
| **Church** | **Liaison** | **Last Visit** | **Notes/Actions/Requests** |
| Tortolita |  | 8/13/16 |  |
| Mountain Shadows | Margot Walker | 2/15/17 |  |
| San Manuel, Community |  | 11/04/16 |  |
| St. Andrew’s |  | 9/08/15 |  |

**D. Central & East Metro Jean Tsuya**

|  |  |  |  |
| --- | --- | --- | --- |
| **Church** | **Liaison** | **Last Visit** | **Notes/Actions/Requests** |
| St. Mark’s |  | 9/21/16 |  |
| Trinity |  | 9/17/19 |  |
| St. John on the Desert |  | 2/10/19 |  |
| Immanuel |  | 9/10/19 |  |
| Christ Church |  | 8/25/15 |  |
| Northminster |  | 9/22/15 |  |
| Middle East Fellowship |  |  |  |
|  |  |  |  |

**E. South & Southwest Metro Evan Thomas**

|  |  |  |  |
| --- | --- | --- | --- |
| **Church** | **Liaison** | **Last Visit** | **Notes/Actions/Requests** |
| The Holy Way |  | 1/27/19 |  |
| Southside |  | 11/21/17 |  |
| Korean |  | 2012 |  |
| Green Valley, Valley |  | 11/18/15 |  |
| Sells, Papago | Elizabeth Posey | 11/24/19 |  |