

## **LIAISON GUIDELINES / HINTS**

- 1. Look at your assigned churches website. Do they even have a website?**
- 2. Obtain contact information from the pastor, clerk, and session members. (should include email addresses, phone numbers/cells and addresses.)**
- 3. What Session members are responsible for specific jobs within the church? (Finance, Mission Secretary, Member Care, etc.)**
- 4. Ask to be put on their email list or weekly/monthly newsletter list. Obtain an annual report.**
- 5. Ask what their most pressing needs are, areas where they may need help, what is good, what is worrisome and what can they celebrate. What do they need from you?**
- 6. If they have lost a pastor, provide them with an up-to-date pulpit supply list. Encourage them to fill the pulpit for at least 3 months and each month that goes by, add another month.**
- 7. Are they worshipping in-person, streaming or both.**
- 8. Are you going to serve as Moderator of their Session meetings?**
- 9. Make sure that they have all of your contact information including email address, cell and home phone number. Give them “permission” to call you.**
- 10. Do they know how to access the Presbytery website? Do they have up-to-date directory information. Do they have the password to access documents?**
- 11. What Mission and Outreach do they do?**
- 12. What area/s do they have folks who are members or attendees live in?**
- 13. Ask about their financial situation. Do they have any endowments or special funds to draw from if giving becomes an issue. Do they conduct a Stewardship campaign? Do folks tithe? Do they support Per Capita and Connectional giving?**
- 14. What is the demographic of the congregation?**
- 15. Be on time for meetings.**
- 16. Respond to any emails in a timely manner so that they know that you have read and received it. This goes a long way in letting them know that they are connected and supported.**
- 17. The first time that you meet with them, bring greetings from COM and the Presbytery.**
- 18. Thank them for their ministry and the work they are doing. If they have lost a pastor and Session is leading the congregation, etc. let them know if they are doing a good job and provide encouragement to them. There will be one or two that you may develop a rapport with and this is a valuable connection. It is important to build relationships.**