COM 2.0

Chair - Full Committee

Represent COM on BOD; Facilitate EC's, FR's, Situational Support Consultation, Act as liaison to Pre and Post Authorization; Communicate w/suspended pastors; Facilitate semi-annual mtgs of COM

Monthly Meetings

Pre-Authorization (Pre-Auth) Team		Post-Authorization (Post-Auth) Team
Chair	Sets agenda; Conducts meetings; Extends invitations to meet and follows up afterward; Fills in for COM Chair if needed.	Chair
Vice Chair	Works closely with chair to set agenda; Fills in for Chair if needed; Works w/Scribe to assure minutes are taken, edited and filed correctly; Fills in for Scribe if needed; Manages Zoom activity during meetings	Vice Chair
Registrar	Receives/Disperses all applications to appropriate liaison; keeps data bases updated; works with Conference admin to assure accurate ministerial files.	Registrar
Scribe	Takes accurate minutes at all meetings using common templates (Pre and Post). Edits w/committee, finalizes, files minutes with Registrar.	Scribe
Chaplain	Coordinates to provide monthly devotional (self or other committee members) at meetings and prayers for those with whom we meet.	Chaplain
Hospitality	Sends welcome letters to all incoming transfers, newly ordained or authorized (LMS, DS, POC) including Conference expectations, resources and contact info.	Hospitality
MID Liaison	Receives MID app from Registrar; schedules initial/annual mtg w/Chair; works to establish/educate Advisors/LCDC; attend monthly MID mtgs; o er support and assists w/portfolios/ECs/Ordinations	Transfer of Standing/ Installations
POC/DS Liaison	Receives apps from Registrar; communicates w/applicant and assists to assure all materials are in prior to COM mtg.; schedules meeting w/Chair. Assist if EC needed (POC only)	Clergy Check-Ins
LMS/Licensing	Receives apps from Registrar; communicates w/applicant and assists to assure all materials are in prior to COM mtg.; schedules meeting w/Chair. Assist if EC needed (POC only)	4-Way Covenants
	Receive apps (in or out) fr. Registrar for TOS; works w/applicable Conference to obtain docs/ministerial files. Advise Chair of TOS activity for vote; Assists clergy and church w/Installations	
	Pairs COM members to check in w/clergy to provide written report for ministerial file at least every 3-5 years; works w/Chair/Conference sta if problems are reported; Assures check ins are done in timely manner	
	Works w/wider church clergy (chaplains, educators, non-traditional settings, etc) to develop and renew 4 Ways, including Military Endorsements	
	Monitors and records BT; works w/COM to provide and publicize BT/ART opportunities; Works w/Registrar to distribute and assess Annual Information Review; informs Chair/COM of problematic situations for review	BT/AIR
	Works to establish relationship w/retired ministers across the Conference; communicates and informs of activities, applicable trainings, clergy clusters, COP, etc. Relays retiree concerns to Chair/ACM as needed.	Retired Clergy