Administration Team Responsibilities

1. Review contracts for compliance with Presbytery's minimum terms of call.
    a. Yearly for Temporary and Interim Pastor relationships
    b. As needed throughout the year or yearly for CREs
    c. For Called and Installed during the call process and at the request of Clergy when the terms of call are out of compliance with the presbytery minimums.
    d. Communicate the approval of contracts back to the Clerk of Session.

2. Review moderator assignments for churches without pastoral leadership and communicate with church and moderator the appointment.

3. Review grant requests

4. Update the COMMP Handbook as needed