

Job Description: Clergy Care Committee

Overview: The Clergy Care Committee supports the clergy of Northeast Georgia Presbytery in their work. Its primary and current methods are through:

- Clergy Cohorts – In partnership with Macedonia Ministry, offering an intensive three-year clergy cohort experience. The Committee provides general support and guidance to the cohort facilitators, commits a significant portion of its annual budget to support the cohorts, and provides additional financial assistance as needed.
- Resources and Recommendations – The Committee shares resources for clergy health through the presbytery e-newsletter and a dedicated page on the NEGA Presbytery website.
- Prayer and Ordination Anniversary Recognition – Committee members send cards to clergy who are celebrating their ordination anniversary each month, and list ordination anniversaries in the presbytery monthly e-newsletter, inviting folks to pray for those individuals.

Clergy Care Committee also makes contact with new minister members and plans gatherings for clergy to connect and learn.

The Clergy Care Committee submits an annual report to Coordinating Team, highlighting its accomplished, ongoing, and planned work.

Terms of Service: The Committee is composed of nine (9) persons, with parity between **non-ordained persons, Ruling Elders, and Ministers of the Word and Sacrament** elected in classes of three (3) persons for **three-year terms and renewable for one term**.

Meetings: Clergy Care Committee meets monthly, generally the third Wednesday at 2:00 p.m. (via Zoom).

Requirements: Committee members should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order*, as well as the Presbytery's [Manual of Operations](#). Members should have a genuine interest in the well-being of and care for NEGA clergy, and be able to give 2-4 hours per month to Committee work.

Responsibilities of the Chair: The Chair is responsible for oversight and functioning of the Committee, as defined in the overview above; and for facilitating meetings, including developing agendas, gathering documents and other information, communicating these to the committee members in a timely and effective manner; and ensuring minutes of meetings are taken and provided to the Presbytery Office. Other duties include reporting (written) to the presbytery via the Stated Meeting handbooks; developing, in consultation with the committee, an annual budget request with rationale; and attending Stated Meetings of Presbytery when the committee has business or announcements. The chair may also serve as the committee's representative to the Coordinating Team, which requires attendance at four meetings per year, and fulfilling the responsibilities of the Team (see separate job description).