

**REVIEW OF MINISTRY
SAMPLE TERMS OF REFERENCE**

SAMPLE 1

TERMS OF REFERENCE

1. That the Committee is established under the authority of the Presbytery of **(name of presbytery)** to conduct a non-disciplinary review of ministry at **(name of congregation)**, in terms of sections 336-340 of the Book of Forms.
2. That the Committee conducting the review of ministry be **(names of committee members)**, **together with the presbytery clerk in an advisory capacity.**
3. That the Committee will have the authority to call for and examine all documents and records it deems to be relevant.
4. That the Committee will have the authority to cite the Rev. **(name of minister)**, the Session, Board of Managers, and Congregation of **(name of congregation)**, and any others it deems necessary.
5. That the Committee will review the deliberations of the Investigative Committee of Presbytery and the Visitation Team appointed in **(date)**.
6. That the Committee will review the causes of the conflict and strained relationship between the Minister of **(name of congregation)** and the complainants, as stated in the letter of complaint.
7. That the Committee will review the efforts to reconcile with the Minister prior to the letter of complaint being lodged with the session on **(date)**.
8. That the Committee will review the congregation's ministry goals and what has been achieved.
10. That the Committee will provide the opportunity for changes or actions to take place within the ministry at **(name of congregation)** that will help to rectify or improve the pastoral relationship, or to determine fairly that the pastoral relationship is no longer viable.
11. That the Committee will report regularly to Presbytery on its progress. At the end of the period of review, and not less than four months from the time of its appointment (BF 338), the Committee will give a final report with recommendations in terms of section 339 of the Book of Forms.

SAMPLE 2

An Investigating Committee was appointed and following their investigation recommended to the Presbytery that a non-disciplinary review of ministry at **(name of congregation)** be initiated and conducted in terms of Sections 336 to 340 of the Book of Forms. The recommendation was adopted and the Committee was empowered by the Presbytery to conduct the review. The Committee was directed in its work by Terms of Reference that state that the Committee will review the causes of the conflict and strained relationship between the Minister of **(name of congregation)**, ruling elders, Board of Managers and the congregation.

The Presbytery notified the congregation by letter, dated **(date)**, that a review of ministry was being initiated. During the four-month period of review, the Committee reviewed the deliberations and actions of the Special and Investigating Committees; examined all documents and records that we deemed relevant; and met with parties directly involved in the leadership of the congregation, as well as congregational members.