

# Checklist for Presbytery Conducting a Section 363 Review

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## Ordering the Review

- Have you adopted a motion ordering a review under Section 363 of *The Manual*?
- Does that motion name the specific ground or grounds under Section 363(c) for the review—using the exact wording contained in that section?
- Have you discussed whether this review should be conducted by a volunteer review committee or by one person for a fee?
- If you have chosen a review committee, have you discussed who should serve on it (same or different presbytery or Conference)?
- Have you checked with the prospective members of the review committee as to their time availability and conflict of interest concerns?
- Have you adopted a motion appointing the review committee (or person)?
- If you have chosen one person to conduct the review, does the motion also specify the fee arrangements for that person?
- Have you made arrangements for one or more people to be assigned to provide pastoral care to the ministry personnel and pastoral charge?

## Informing the Ministry Personnel and Pastoral Charge

- Have you contacted the ministry personnel and advised that a review has been ordered?
- Have you contacted the chair of the Official Board/Church Board/Church Council of the pastoral charge and advised that a review has been ordered?
- Have you consulted with the ministry personnel and chair as to how the pastoral charge will be informed? For example, notice in the order of service for the next two Sundays, announcement at announcement time during Sunday worship, congregational meeting announced this Sunday and to be held after worship next Sunday.

- Have you informed the pastoral charge via notice, announcement, and/or meeting as suggested above?
- Have you shared the names of the review committee with the ministry personnel?
- Have you informed the ministry personnel and pastoral charge of the review?
- Have you informed the ministry personnel and pastoral charge of the name of the person(s) assigned to provide pastoral care to them?

## **Worship**

- Have you considered how to integrate worship into the review process?

## **Preparing to Deal with the Report**

- Have you received the report from the review committee?
- Has the ministry personnel received a copy of the report from the review committee?
- If not, have you given a copy of the report to the ministry personnel?
- Has the pastoral charge received a copy of the report from the review committee?
- If not, have you given a copy of the report to the pastoral charge?
- Have you read the recommendations to see if they specifically affect anyone else (for example, discipline ordered against a named lay member of the congregation)?
- If there are such recommendations, have you given a copy of the report to that person(s)?
- Have you—as an executive—decided whether the report will be dealt with by the executive or by the full court?
- Have you determined the process that will be followed at that meeting, for example, how much time will be allotted for the ministry personnel, the pastoral charge—and anyone else affected—to respond to the recommendations?
- Have you scheduled a meeting at which to deal with the report?
- Have you informed the ministry personnel in writing of the date of that meeting, and of the process that will be followed at the meeting including the right of the ministry personnel to speak to the recommendations?
- Have you informed the pastoral charge (through representatives of the Official Board/ Church Board/Church Council) and anyone else who is specifically affected by the recommendations of the date of that meeting, and of the process that will be followed at the meeting including the right of the pastoral charge representatives/others affected to speak to the recommendations?
- Where the report is to be dealt with by the executive, has a copy of the report been given to each member of the executive in advance?
- Where the report is to be dealt with by the full court, have copies of the report been made and numbered for distribution at the meeting?

## Dealing with the Recommendations at the Meeting

- Do all members of the executive/full court have a copy of the report?
- Where the report has just been distributed to the full court, have you allowed time for reading?
- Have you adopted a motion to make the representatives of the pastoral charge and anyone else speaking to the recommendations corresponding members of the court for the purposes of this meeting?
- If the ministry personnel has brought a lawyer or advocate, have you included that person in the motion as a corresponding member?
- Have you adopted a motion to receive the report?
- Has the review committee presented its report?
- Have you asked any questions of the review committee that you may have about the report?
- Have you heard from the ministry personnel as to any response that he or she wishes to make to the recommendations?
- Have you heard from the representatives of the pastoral charge as to any response that they wish to make to the recommendations?
- Have you heard from anyone else specifically affected by a recommendation as to any response that they wish to make to that recommendation?
- Has the chair thanked everyone making presentations and asked them to leave the meeting so that the executive/full court may deliberate?
- Have you dealt with each of the recommendations by motion, i.e., to adopt the recommendation, to take no action on the recommendation, or to take other action in response to the recommendation other than the action recommended?

Does your motion indicate

- who is responsible for monitoring compliance with the actions ordered?
- who is responsible for making any follow-up decisions such as the details of specific programs (could be the executive or delegated to a presbytery officer or committee)?
- what the timeline is for the action to be completed?
- what the consequence is for the action not being completed within the timeline (e.g., matter to be returned to the executive for further action)?
- that the review committee is discharged with thanks?
  
- Have you collected the reports before members leave the meeting and checked the numbers to ensure that all copies have been collected?
- Have you decided how public the report is to be made? For example, are all copies in the presbytery's possession to be destroyed except for the official copy included with the minutes and the copies needed by anyone who is involved in the implementation of the decision?

## **Informing the Ministry Personnel**

- Have you contacted the ministry personnel immediately after the meeting to inform him or her of the presbytery action?
- Have you contacted the person/people assigned to provide pastoral care to the ministry personnel to inform them about the presbytery action?
- Have you contacted the chair of the Official Board/Church Board/Church Council immediately after the meeting to inform them of the presbytery action?
- Have you contacted the person assigned to provide pastoral care to the pastoral charge to inform him or her about the presbytery action?
- Have you contacted anyone else who may be specifically affected by the recommendations to inform them of the presbytery action?
- Have you written to the ministry personnel, the pastoral charge, and anyone else specifically affected by the recommendations to inform them of the presbytery action? Note that this is in addition to contacting them by telephone/in person immediately after the meeting.
- Have you consulted with the chair of the Official Board/Church Board/Church Council about the process for informing the pastoral charge of the action taken by the presbytery? For example, announcement at announcement time during Sunday worship, congregational meeting announced this Sunday and to be held after worship next Sunday.

## **Following Up with the Presbytery Decisions**

- Have you informed the pastoral charge of the presbytery decision after or during a Sunday worship service or in a special meeting? Have you given members an opportunity to ask questions about the presbytery decision?
- Have you given a copy of the report to the presbytery officers/committees or others responsible for assisting in the implementation of the presbytery decision?
- Have you consulted with the person designated to provide pastoral care to the pastoral charge to determine the ongoing needs for pastoral care? Have you made any further arrangements necessary for pastoral care?