

Checklist for Review Committee Conducting a Section 363 Review

When Asked to Serve on a Review Committee

- Do you have adequate time available to devote to this task?
- Do you have any connection with the pastoral charge or ministry personnel under review?

Getting Started

- Do you have a copy of the presbytery action appointing you to the review committee and setting out the review committee's mandate?
- Has the presbytery arranged for pastoral care for the ministry personnel, his or her family, and the pastoral charge?
- Has the presbytery informed the ministry personnel about the review?
- Has the presbytery informed the pastoral charge about the review?
- Have you met as a review committee to establish your process?
- How soon can you meet with the ministry personnel (high priority)?
- Who will contact the ministry personnel and make arrangements?
- Have you identified people with whom you particularly want to meet (e.g., congregational staff, Official Board, individual officers of Official Board)?
- Who will contact these people and make arrangements?
- What times and dates are you available for interviews with other people who may wish to meet with you?
- Who do these other people contact to make interview arrangements?
- How will you communicate this process to the pastoral charge?
- Have you booked a location at which to hold interviews? Is it easily accessible?
- Have you decided how the review committee will keep notes of all interviews?

Gathering Information

- Have you met with the ministry personnel to explain your process, to hear his or her story, and to obtain names of people that the ministry personnel would like you to contact?
- Have you communicated your process to the pastoral charge?
- Have you developed a list of questions that you wish to ask?
- Who—among review committee members—will take the lead in questioning?
- Have you explained to each person interviewed that names and information cannot remain confidential?
- Have you conducted interviews with all people with whom you wish to speak?
- Have you conducted interviews with all people who wish to speak to you?
- Have you kept notes of all the interviews?
- Have you read any written submissions given to you?
- Are there any questions remaining that require follow-up interviews?

Preparing for the Response by the Ministry Personnel

- Have you identified themes emerging from the interviews and written submissions?
- Have you discussed each theme individually with all the information gathered that relates to each theme?
- Who will collate and summarize the information in writing?
- After the information summary is written, have other review committee members had an opportunity to review it and make any additions or corrections?
- Have you given the information summary to the Conference executive secretary or personnel minister for review?
- After the information summary is finalized, have you given a copy to the ministry personnel?

Response by the Ministry Personnel

- Have you made arrangements with the ministry personnel for a response meeting to hear his or her response to the information summary?
- Have you met with the ministry personnel to hear the response?

Deliberating

- Have you arranged for the review committee to meet to deliberate?
- Have you decided how you will keep notes of your deliberations?
- Have you referred to your mandate again as to the issues on which you are to make conclusions (effectiveness, peace and welfare, authority of presbytery)?

Have you come to a conclusion that the ministry personnel

- is effective/ineffective?
- fails/does not fail to maintain the peace and welfare of the church?
- refuses/does not refuse to recognize the authority of the presbytery?

- Have you discussed—and agreed upon—the reasons for your conclusion?
- Have you discussed—and agreed upon—your recommendations?

Writing the Report

- Who will write the report?
- What is the process for the other review committee members to read and comment upon the draft report?
- Have you read “Section 333 and 363 Reviews: Writing the Report”?
- Have you followed the steps that document?
- Have you given the draft report to the Conference executive secretary or personnel minister for review?
- Have you finalized the report based on input from all committee members and the Conference officer?
- Have all review committee members signed the final version of the report?

Final Steps

- Have you given your final report to the presbytery?
- Have you given a copy to the ministry personnel?
- Have you given a copy to anyone else affected by your recommendations? For example, where recommendations relate to the pastoral charge, Official Board/Church Board/Church Council of the pastoral charge c/o the chair or secretary?
- Have you made arrangements to attend the meeting at which the presbytery (executive) will deal with your recommendations?
- Have you kept your notes until the period has expired for any appeal from the presbytery decision on the report?
- Have you then destroyed your notes in a secure way (e.g., shredding)?