

Pastoral Oversight Visits

About This Resource

This resource contains policies and procedures that are mandatory and must be followed. These policies and procedures expand on the policy in Section J.1.2 of *The Manual*.

Policies and Procedures

1. **Background:** The presbytery Pastoral Oversight Committee visits each pastoral charge and other presbytery-accountable ministry at least once every three years. It carries out this responsibility on an ongoing basis by visiting one-third of all presbytery-accountable ministries each year.
2. **Process:** The process for a visit is set out below. The presbytery Pastoral Oversight Committee is responsible for ensuring it is followed. Other steps in addition to those set out below may be included in the process.
3. **Who conducts the visit:** The presbytery Pastoral Oversight Committee arranges for a team of United Church members to conduct the visit. The team includes lay people and members of the order of ministry.
4. **Guidelines:** The presbytery Pastoral Oversight Committee may develop guidelines that describe best practices for pastoral oversight visits. The visiting team follows these guidelines, adapting them to the particular situation.
5. **Preparation:** The visiting team and the officers of the presbytery-accountable ministry prepare for the visit before it takes place. They review all material provided by the presbytery Pastoral Oversight Committee for use in the visit. This material includes
 - (a) the most recent annual report of the presbytery-accountable ministry; and
 - (b) any guidelines that have been set for the visit by the Pastoral Oversight Committee.
6. **Ministry representatives:** The visiting team meets with the ministry personnel and a representative group of officers and other members of the presbytery-accountable ministry.
7. **Police records check:** The visiting team also finds out whether the requirements under the Police Records Check Policy have been met for the ministry personnel serving the presbytery-accountable ministry. The results are noted in the visiting team's report.
8. **Report:** The visiting team prepares a written report on the visit afterwards. It gives the report to the presbytery-accountable ministry and the presbytery Pastoral Oversight Committee.
9. **Follow-up action:** The presbytery Pastoral Oversight Committee reviews the report and takes whatever further action may be necessary, including reporting the results to the presbytery.
10. **Report to Conference:** The presbytery submits the report to the Conference as part of its report on the pastoral charges and other presbytery-accountable ministries within its bounds. The report is submitted to the executive secretary or speaker by April 15 of each year.

