

Guidelines for COM Liaisons

Once a nominee has been admitted as a postulant, a COM member will volunteer to assume the role of his or her liaison.

Purpose of Liaison Position

- Helps candidate get to know COM member more personally & vice versa; communicates relevant information from COM regarding formation
- Helps establish trust between candidate & COM which facilitates the process of making the group more supportive vs. evaluative
- Offer words of encouragement or just to keep in contact and say hello

Guidelines for the Role of Liaison:

A. Regular Contact/Get to Know Them

1. Establish contact with the postulant as soon as possible. Introduce yourself by email or phone. Contact 4-5 times a year might be ideal by e-mail, phone and/or in person (depending upon if they are away at seminary or living locally)
2. Establish the best way of communicating between the two of you so that you are enabled to reach each other reciprocally with questions or concerns.
3. Could you hear them preach when they're in the diocese or read a sermon they gave or a paper they wrote that was particularly important to them? Not to be circulated to COM, but simply to get to know them better in their formation process
4. Communicate relevant information from the COM regarding their formation. Make periodic reports to COM to update the group on their discernment and formation.

B. Not an Expert, but an Advocate

1. Should be able to assist in navigating through next steps or expectations that need to be met as outlined by the handbook. Call the COM chairperson with questions or concerns on behalf of the candidate, in other words, act as an advocate.

C. Monitor the Ordination Checklist

1. Make an initial review of their file at Diocesan House.
2. Keep a copy of the ordination checklist and guide the postulant through its steps toward ordination in a timely manner (in consultation with Carolyn McConnell in the Bishop's Office)
3. Arrange interviews with COM at semi-annual interview days in consultation with the chair of COM
4. Eventually attend person's ordinations