

**COM PAPERWORK ROUTING**  
Presbytery of Cincinnati

**CALL PAPERS (for installed pastoral relationships)**

PNC	→	Liaison	→	COM plenary	→	Stated Clerk	→	Teaching Elder
Signed by congregation reps, moderator, teaching elder being called				Signed by COM chair		Signed by SC	→	Clerk of the Session
					→		Presbytery file	
					→		Other presbytery (if applicable)	

**CONTRACTS (for temporary pastoral relationships)**

Session	→	Liaison	→	COM plenary	→	Stated Clerk	→	Teaching Elder
Signed by session clerk, teaching elder				Signed by COM chair or liaison			→	Clerk of the Session
							→	Presbytery file

**CONTRACTS (for ruling elders commissioned to pastoral service)**

Session	→	Liaison	→	COM plenary	→	Stated Clerk	→	Ruling Elder
Signed by session clerk, CRE				Signed by COM chair or liaison			→	Clerk of the Session
							→	Presbytery file

**ANNUAL REPORTS (in validated ministry outside congregation, members-at-large)**

Liaison	→	COM plenary	→	Stated Clerk	→	Presbytery file
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**TRIENNIAL VISITS**

Cluster	→	COM plenary	→	Stated Clerk	→	Presbytery file
	→	→	→	→	→	Clerk of the session