THE SESSION OF

**ORDINARY VISITATION PROGRESS REPORT**

After the Report of Ordinary Visitation and Presbytery resolutions are delivered to the Session by the Presbytery Clerk, the Moderator/Minister of the pastoral charge or home mission station is required to report regularly on progress to the Visitation Convener. It is recommended that Presbytery Clerks email the Ordinary Visitation Progress Report to all members every quarter, with the expectation that relevant members will return a compliant Progress Report to their designated Visitation Convener within a two-week deadline. Moderators/Ministers will record all required actions from their Report of Ordinary Visitation and Presbytery resolutions the first time they complete the Progress Report, but every quarter thereafter they will merely modify their actual or estimated completion dates, and provide relevant comments to account for outstanding action/s. If the Moderator/Minister, the Session (and other pastoral staff) and/or the Committee of Management fail to comply with any required actions specified in the Report of Ordinary Visitation or instruction from the Presbytery, Presbytery should consider their response in light of a range of non-exhaustive graded options in the Explanatory Statement.

**1. Recommendations for the Moderator/Minister**

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Action/s**  (Record every required action for this category) | **Due Date**  (Calculate from the date the Report was received) | **Completion Date**  (Record the actual or estimated completion date) | **Comment on Outstanding Action/s** (if required) |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |

**2. Recommendations for the Session (and other pastoral staff)**

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| --- | --- | --- | --- |
| **Required Action/s**  (Record every required action for this category) | **Due Date**  (Calculate from the date the Report was received) | **Completion Date**  (Record the actual or estimated completion date) | **Comment on Outstanding Action/s** (if required) |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |
| **7.** |  |  |  |

**3. Recommendations for the Committee of Management**

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Action/s**  (Record every required action for this category) | **Due Date**  (Calculate from the date the Report was received) | **Completion Date**  (Record the actual or estimated completion date) | **Comment on Outstanding Action/s** (if required) |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |

**4. Any other comments for the Presbytery**