

<b>Position</b>	<b>Duties Redistributed from IEPTT</b>	<b>Current duties</b>	<b>Listening Sessions feedback</b>
Presbytery Moderator	<ul style="list-style-type: none"> <li>- Assist Ethiopian Partnership;</li> <li>- Respond to request for information from the Press or news media (except on judicial matters);</li> <li>- Represent Presbytery at GA in EP slot</li> <li>- Represent Presbytery at Synod in EP slot</li> </ul>	<p>Call Special meetings of Presbytery Assembly (BL 2.2);                      Serve as presiding officer of the Presbytery, with vote and to be an ex-officio member of all committees, without vote (BL 3.1.1);                      Serve as a member of the Cabinet with vote, and to serve as chair of the Cabinet in the absence of the past moderator (BL 3.1.3);                      Chair Personnel Committee or assign to Cabinet Chair or Vice Moderator as agreed upon</p>	
Presbytery Vice Moderator	<ul style="list-style-type: none"> <li>- Fall Polity Conference in EP slot</li> </ul>	<p>Serve in the absence of the Moderator or if the Moderator requests, and to be a member of Presbytery Cabinet with vote (BL 3.1.4);                      Implement the Assembly agenda approved by the Cabinet and arrange special programs, workshops, or activities to be held in conjunction with the Assembly meetings (BL 3.1.5)                      Chair Worship Committee</p>	
Presbytery Cabinet Chair	<ul style="list-style-type: none"> <li>- Facilitate Executive Team meetings;</li> <li>- Insure Cabinet sub-committees are maintaining communication with the Cabinet;</li> <li>- Article for annual Mission Yearbook;</li> <li>- Represent Presbytery at BOP regional consultations in EP slot;</li> <li>- Respond to surveys from the national church</li> </ul>	<p>Serve in the absence or at the request of the Vice-Moderator or Moderator (BL 3.1.7);                      Serve as President of the Trustees (BL 6.7.5)</p> <p>Moderate Cabinet Meetings                      Follow-up with Cabinet members and sub-committee chairs</p>	
Stated Clerk		<p>Fulfill the responsibilities of as outlined in the Book of Order Stated Clerk including ecclesiastical communications, recording and preservation of minutes, maintenance of rolls and lists, maintenance of records including Presbytery Policy Manual and Committee on</p>	

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		<p>Ministry policies and all other polices of the Presbytery;                      Maintain the roll of churches, ministers, candidates/inquirers under care of Presbytery, commissioned lay pastors and lay preachers, clerks of session and current session members through database                      And provide reports to Nominating Committee for all elected positions on dates of service, ordination and membership in Presbytery and ensure that database administrator has current information to maintain;                      Orient and oversee Administrative Commissions and Investigating Committees and ensure completion of their work; act as Judicial process manager for PJC                      Advise the Presbytery on constitutional and parliamentary matters; Assist ministers, elders and sessions and members of Presbytery in constitutional matters at their request                      Preparation and arrangements for Presbytery Assemblies including registration, preparation of docket and materials for Assembly, host church arrangements;                      Provide training manual for clerks of session and oversee review of session records;</p>	
COM Co-Chairs	<ul style="list-style-type: none"> <li>- Respond to reference checks on PSV teaching elders seeking call outside the bounds;</li> <li>- Provide specialized support and consultation for COM members;</li> <li>- Serve as contact for GA Church Leadership Connection (CLC);</li> <li>- Identify first call pastors for participation in EMI;</li> <li>- Identify mentors for first call pastors participating</li> </ul>	<p>Co-preside at COM meetings (COM#1 4.a);                      Prepare agenda (COM#1 4.c);                      Prepare and transmit the Report to the Presbytery and supporting documentation (COM#1 4.d);                      Present the COM report to Presbytery Assembly (COM#1 4.d [sic]);                      Be a resource &amp; support to COM members (COM#1 4.e);</p>	

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	in EMI; - Contact when Presbyterian Foundation is concerned about a congregation	Work in cooperation with and as a confidant for the Executive Presbyter (COM#1 4.f); Carry on all correspondence between COM and ministers, sessions, the Synod and General Assembly, directing the Stated Clerk to file official denominational reports and forms (COM#1 4.g); Appoint special Task Forces as needed to do the work of COM (COM#1 4.h); Provide training and continuous update on policies and procedures of the COM (COM#1 4.i); Assist as necessary with the checking of references on all potential candidates and ministers requesting transfer (with COM chairs) or permission to labor within or labor outside the bounds of the Presbytery (COM#1 4.j); Assign COM members to oversee the annual review of salaries and benefits for all ordained clergy, CLPs, and Certified Christian Educators and make annual report to Presbytery (COM#1 4.l) Do reference checks on teaching elders from other Presbyteries seeking a call in PSV	
COM Sub-committee or Rep.	- Assist teaching elders with BOP emergency grants, BOP disability and PSV COM grants; - Facilitate Transitional Pastors Support Group [Dale Francis]		
Pastor to Pastors	- Assist the Committee on Ministry in developing and nurturing ongoing groups for mutual support, for building skills and for spiritual formation and facilitate such groups as requested by the COM co-	None	

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	<p>chairs and within available time.</p> <ul style="list-style-type: none"> <li>-Work with the Pastoral Wellness and Vitality sub-committee of the COM to plan Presbytery wide clergy gatherings and annual retreat.</li> <li>- Provide support for new pastors (including commissioned lay pastors) through activities such as making sure that welcome packets are sent on behalf of the COM, providing an orientation to Presbytery Mission, and assigning a colleague friend in consultation with the Pastoral Wellness and Vitality sub-committee of the COM.</li> <li>- When necessary, assign a mentor in consultation with the Pastoral Wellness and Vitality sub-committee of the Committee on Ministry.</li> <li>- In circumstances requiring outside professional intervention, identify needs and refer to COM as appropriate in order to secure consultants to provide necessary services.</li> <li>- Provide spiritual/pastoral care in response to illness, membership transition, and personal crisis to pastors (including commissioned lay pastors) and their families and retired clergy and their family.</li> <li>- Evaluate, advise and refer pastors in crisis situations to appropriate resource supports.</li> <li>- Serve as a resource to refer individuals to the Board of Pensions and the Employment Assistance Program in collaboration with the COM advisor and COM co-chairs.</li> <li>- Evaluate, select and disseminate through</li> </ul>		

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	electronic means (Thursday Thoughts, Facebook, and direct e-mail) quality continuing education opportunities to staff and clergy. - Encourage clergy to invest in their gift for ministry by exploring opportunities to work with gifted spiritual directors and job and leadership coaches.		
Finance Sub-committee Chair	- Respond to Synod and GA requests for financial information; - PILP contact on status of loans by PSV churches; Presbyterian Foundation contact about PSV Funds invested with Foundation; - Approve checks to be written along with treasurer based on pdf of proposed checks from bookkeeper	Prepare annual budget and present to Cabinet for approval and presentation to Assembly Receive financial reports from the Treasurer Receive requests to sell/buy/encumber property from congregations and present to Cabinet for approval and action by the Assembly	
Personnel Sub-committee Chair	- Hire staff according to procedures; - Coordinate schedules and facilitate communication; - Supervise and support the office administrator; - Approve time off for the office administrator; - Facilitate monthly staff meetings; - Set annual goals with staff; - Conduct staff reviews; - Sign biweekly time sheet for office administrator; - Sign vouchers for office administrator, stated clerk and bookkeeper; - Make sure annual Board of Pension forms are sent to BOP; - Hire tech support for computer operations as necessary	Supervise the work of the Presbytery Executive Pastor; Consult with the Presbytery Executive Pastor at the initiation of either party; Establish policy for all employed personnel of the Presbytery; Conduct annual performance reviews (BL 6.7.1); Support and counsel staff in light of the mission of the whole church and the relationship of persons, groups, and structure which affect staff performance (BL 6.7.1.1); Ensure that the Presbytery has personnel policies and practices including Affirmative Action and Equal Employment Opportunity, using General Assembly guidelines, so that the personnel policies are consistent with those in other governing bodies and are guided by the experience of the whole church (BL 6.7.1.2);	

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		<p>After receiving recommend-ations from the Presbytery Executive, present nominations for Administrative Staff to the Presbytery through Presbytery Cabinet (BL 6.7.1.3);</p> <p>Review the compensation of the members of the staff and prepare budget recommend-ations for the Finance sub-Committee (BL 6.7.1.4)</p>	
Executive Team	<ul style="list-style-type: none"> <li>- Organize orientation and annual planning for leadership;</li> <li>- Review Leadership Handbook or Manual of Operations at least annually;</li> <li>- Plan and coordinate Annual Cabinet Retreat;</li> <li>- Provide Copy Editor for Thursday Thoughts;</li> <li>- Devise a process for regular communication to members of PSV;</li> <li>- At annual organizational meeting decide contact persons for different entities outside PSV;</li> <li>- Review the punch list for those contact persons;</li> <li>- Provide contact with Presbyterian Disaster Assistance (PDA)</li> </ul>	<p>Plan the agenda for Cabinet and promote communication (BL 6.6);</p> <p>Appoint an investigating committee, a committee of counsel or a response team (BL 6.6)</p>	
Synod Commissioners	<ul style="list-style-type: none"> <li>- Represent PSV at meetings of the Central NY Presbytery Partnership Group (PPG) without Executive support;</li> <li>- Represent PSV at annual Synod Assembly without Executive support</li> </ul>	<p>Representí .with exec support</p> <p>Representí with exec support</p>	
Outgoing Cabinet Moderator	<ul style="list-style-type: none"> <li>- Responsible for training for new Moderator, Vice Moderator and Cabinet Chair with Executive Team</li> </ul>		
CPM	<ul style="list-style-type: none"> <li>- Appoint the representative for the Theological</li> </ul>		

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	Education Fund (TEF)		
Healthy Congregations Team Leader	<ul style="list-style-type: none"> <li>- Facilitate HC Team meetings;</li> <li>- Make HC assignments in consultation with COM</li> </ul>		