

On What Subjects You Can Expect to be Contacted
Presbytery of Susquehanna Valley

Presbytery Leader	Subject -- Specific Source (if any)
Presbytery Moderator	<p>Internally</p> <ul style="list-style-type: none">• Ethiopian Partnership needs - Team Leader• Call for special Presbytery Assembly• Items on Docket for Presbytery Assembly• Various subjects ó any Committee Chair or Team Leader since Moderator is ex-officio on all committees• Preside over Cabinet meeting ó Cabinet Chair• Various subjects ó Cabinet Chair as facilitator of Executive Team• Various subjects ó Pastors, other Teaching Elders, Ruling Elder Commissioners, Clerks of Session, members of Session• See also Personnel Chair unless assigned to Presbytery Cabinet Chair <p>Externally</p> <ul style="list-style-type: none">• Registration for Synod Assembly ó Synod Office• Registration for General Assembly (even-numbered years) ó GA Meeting Service at Office of the General Assembly (OGA)• Communications (non-financial) to Executive Presbyters -- Office of the General Assembly including Ecumenical Relations, Immigration Issues, Publications, Constitutional Issues, etc.; other Presbyteries• Interview on background for news report (except for judicial matters that go to Stated Clerk)• Invitations to Special Events ó other Presbyteries, Synod, General Assembly, Bloomfield College, Seminaries especially Princeton because it's within Synod bounds
Presbytery Vice Moderator	<p>Internally</p> <ul style="list-style-type: none">• Information about worship at Presbytery Assembly• Information about special programs, workshop, or activities, in conjunction with Presbytery Assembly• Worship at Presbytery Assembly -- members of Worship Committee, Executive Team, members of Presbytery, Ruling Elder Commissioners• Serve in the absence of Moderator ó Moderator

- Various subjects ó Cabinet Chair as facilitator of Executive Team
- Various subjects ó Pastors, other Teaching Elders, Ruling Elder Commissioners, Clerks of Session, members of Sessions
- See also Personnel Chair if that responsibility has been assigned to Presbytery Vice-Moderator

Externally

- Registration for Northeast Collegium ó Synod Office
- Registration for Fall Polity Conference -- GA Meeting Service in Office of the General Assembly (OGA)

Presbytery Cabinet Chair

Internally

- Presbytery Cabinet Agenda ó members of Cabinet, members of the Executive Team, Committee Chairs, Team Leaders, etc.
- Reports to Cabinet ó Stated Clerk, members of Executive Team, Cabinet Sub-committee Chairs, other Committee Chairs, Team Leaders, any current Task Force Chairs
- Cabinet matters ó anyone in Presbytery
- Serve in the absence of Moderator or Vice Moderator ó Moderator or Vice Moderator
- Church Loans ó Moderators of Sessions, Clerks of Session, Church Treasurers
- Various subjects ó other members of the Executive Team
- Various subjects ó Pastors, other Teaching Elders, Ruling Elder Commissioners, Clerks of Session, members of Sessions
- See also Personnel Chair if that responsibility has been assigned to Presbytery Cabinet Chair

Externally

- Registration for BOP regional consultation
- Disaster Assistance ó PDA
- Mission Yearbook Entry for PSV ó Presbyterian Mission Agency (GA)
- Communications to Executive Presbyters (non-financial) ó Presbyterian Mission Agency (GA), Information ó other departments of Presbyterian Mission Agency (GA) such as Mission Program Grants for new worshipping communities; Compassion, Peace and Justice; Evangelism and Church Growth; Racial

Ethnic & women's Ministries/Presbyterian women;
Special Offerings; Stewardship; Theology Worship and
Education, World Mission, etc.

- Surveys ó Research Services or others
- Trustee-related matters ó Synod Office or Synod Trustees

Stated Clerk

Internally

- Constitutional questions
- Parliamentary Procedure questions
- Annual Statistical Reports ó Clerks of Session, Moderators of Session, Church Treasurer, church staff
- Clerk of Session Annual Survey -- Clerks of Session or Moderator of Session
- Session minutes ó Clerks of Session or Moderator of Session
- Judicial Process
- Eligibility of persons for nomination -- Nominating Chair
- Reports of Administrative Commissions ó chair of Administrative Commission, Presbytery Cabinet Chair, Presbytery Moderator

Externally

- Registration for General Assembly ó GA Meeting Service in Office of General Assembly (OGA)
- Registration for Synod Assembly ó Synod Office
- Registration for Presbytery minutes reading ó Synod Office
- Recording Transfer of Teaching Elders ó COM Co-Chairs, other Presbytery Stated Clerks
- Background on judicial matters ó Media/Press, Synod Permanent Judicial Commission

COM Co-Chairs

Internally

- Committee on Ministry (COM) meeting agenda ó members of COM, others
- Correspondence ó PSV Teaching Elders, PSV Commissioned Ruling Elders, PSV Sessions, Synod and General Assembly
- Policies and Procedures of the Committee on Ministry (COM)
- BOP benefits plan
- BOP general questions
- Calling a Pastor

- Conflict in Congregation - Teaching Elders or Session members only
- Applying for Disability
- Applying for Emergency Grants
- Information on EMI [Early Ministry Institute]
- Laboring inside or outside the bounds ó PSV Teaching Elders
- Honorable Retirement
- Pulpit Supply
- Submitting Terms of Call
- Following Minimum Terms of Call
- Specialized support and consultation -- other members of Committee on Ministry (COM)
- Request to transfer membership of PSV Teaching Elder to another Presbytery
- Validating non-congregational ministries
- Passwords for GA Church Leadership Connection (CLC) -- chairs of Pastor Nominating Committees (PNC)

Externally

- Emergency Grants and Assistance - Board of Pensions
- Passwords for GA Church Leadership Connection (CLC) - Church Leadership Connection
- CIFs ó Church Leadership Connection
- Matching PIFs and CIFs ó GA Church Leadership Connection (CLC)
- Congregational investments ó Presbyterian Foundation
- Concern about a particular congregation ó Presbyterian Foundation
- EMI [Early Ministry Institute] ó Synod Office
 - Names and contact info for new pastors
 - Names and contact info on mentors
- Reference checks on PSV Teaching Elders
- Permission to labor inside the bounds ó Teaching elders from other Presbyteries
- Reference checks for PNCs on Teaching Elders from outside the Presbytery ó Designated person from other Presbytery

Internally

- Developing and nurturing ongoing groups for mutual support, for building skills and for spiritual formation ó COM Co-Chairs

- Presbytery-wide clergy gatherings and annual retreat ó COM Co-Chairs, Teaching Elders
- Various subjects ó Pastoral Wellness and Vitality sub-committee of COM
- Support and Orientation ó New Pastors and new Commissioned Ruling Elders
- Designating Mentors for First Call Pastors and Ruling Elders, Chair of COM sub-committee on Pastoral Wellness and Vitality, New Pastors and new Commissioned Ruling Elders
- Outside professional intervention
- Spiritual/Pastoral Care in response to illness, membership transition and personal crisis ó Pastors, other Teaching elders, Commissioned ruling Elders
- Evaluation, advising and referral of pastors in crisis situations ó Pastors, members of Session
- Referral of individuals to Board of Pensions and Employment Assistance Program
- Continuing education opportunities
- Spiritual Directors ó Teaching Elders
- Job and Leadership Coaches ó Teaching Elders

Finance Chair

Internally

- Annual Presbytery Budget
- Financial reports
- Church Property (buy, sell, lease, mortgage)
- Presbytery-related finance questions
- Check Approval ó Presbytery Bookkeeper, Presbytery Treasurer
- Loans to churches
- Per Capita ó how much is it?
- Per Capita ó how is it used

Externally

- Financial Information ó Synod and General Assembly
- Presbytery Investment Portfolio ó Presbyterian Foundation
- Current Church loans ó Presbyterian Investment and Loan Program
- Current Church loans ó Synod office or HSBC bank
- Remittance of Synod Per Capita and Mission Giving ó Synod Office
- Remittance of General Assembly Per Capita and other Giving to GA

Personnel Chair

Internally

- Staff Reviews
- Personnel section of budget
- Personnel Policies and Practices
- Time Sheets -- Current staff, Presbytery Bookkeeper
- Approval of Vouchers -- Current staff, Presbytery Bookkeeper
- Approval of Time Off ó Office Administrator
- Monthly Staff Meetings ó Current staff
- Annual Board of Pensions forms ó Current staff, Board of Pensions
- Tech Support ó Current staff, Tech support person
- Concerns of current staff ó Current staff
- Concerns about current staff
- Applications for staff positions

Externally

- Applications for staff positions
- References on current staff by possible employers
- Personnel Policies and Practices ó other Presbyteries

Executive Team

Internally

- Agenda for Presbytery Cabinet
- Various subjects ó individual members of the Executive Team, Presbytery Cabinet, etc.
- Orientation and annual planning for Presbytery leadership
- Review of Leadership Handbook
- Annual Cabinet Retreat ó Members of Cabinet, staff of retreat facility, outside leader (if any)
- Investigating Committee ó Presbytery Stated Clerk
- Committee of Counsel -- Synod Stated Clerk, Presbytery Stated Clerk

Externally

- Names and Contact Information for PSV Contact Persons for different entities outside PSV

Synod Commissioners

Internally

- Questions about Presbytery Partnership Group (PPG)
- Various questions about Synod
- Report to Cabinet or Presbytery Assembly

Externally

- Registration for Synod Assembly -- Synod office
- Serving on a Synod Committee ó Synod Committee on Nominations
- Presbyterian Partnership Group-related subjects: PPG convener or scribe; Convener or scribe from other PPGs, Synod Commissioners from other Presbyteries in the Central New York Presbytery Group (PPG)

Outgoing Cabinet Chair

Internally

- Training of new Moderator, Vice Moderator and Cabinet Chair ó other members of Executive Team, newly elected Vice Moderator; officers transitioning from Vice Moderator to Moderator or from Moderator to Cabinet Chair

Externally

- None

Chair, Committee on Preparation for Ministry

Internally

- Application process to become an Inquirer ó Potential Inquirers, Moderators or Clerks of Session
- Session responsibility for Inquirers and Candidates from their congregation ó Moderators or Clerks of Session, individual Inquirer or Candidate
- Annual meeting with Inquirers and Candidates
- PSV Candidates ready to receive a call -- Pastor Nominating Committees (PNCs)
- Appointment of Theological Education Fund representative for PSV

Externally

- Candidates from other Presbyteries ready to receive a call ó Chair of Committee on Preparation for Ministry (CPM) or equivalent from other Presbyteries, candidates from other Presbyteries ready to receive a call
- PSV Representative for the Theological Education Fund (TEF) ó Staff of TEF, other Presbyteries

Healthy Congregations Team Leader

Internally

- Questions about the Healthy Congregations program and process ó Moderators or Clerks of Session, COM Co-Chairs, Executive Team
- Healthy Congregations workshops ó Moderators or Clerks of Session. COM Co-Chairs, Executive Team

- Team of Healthy Congregations Facilitators working with a Session and participating in Session meetings -- Moderators or Clerks of Session, COM Co-Chairs, Executive Team
- Meetings and ongoing training of Healthy Congregation Facilitators ó COM Advisor, Facilitators

Externally

- Questions about PSV's Healthy Congregations program and process ó Synod, Other Presbyteries, Presbytery-level Cabinets of other denominations

Chair, Committee on Lay Preaching

Internally

- Questions about the process of becoming a Commissioned Ruling Elder
- Questions about the process of becoming a Commissioned Lay Preacher
- Certification of Commissioned Ruling elders and Commissioned Lay Preachers
- Continuing Education for Commissioned Ruling Elders and Commissioned Lay Preachers

Externally

- Questions about PSV program for training Commissioned Ruling Elders and Commissioned Lay Preachers ó Other Presbyteries, Presbyterian Mission Agency, Vocations; Synod

Office Administrator

Internally

- Change in contact info
- Correct error in contact info
- Order Mission Yearbooks
- Order Planning Calendars
- Submit item for Thursday Thoughts

Externally

- Contact information for referrals to particular Presbytery leader

Bookkeeper

Internally

- Status of Per Capita giving ó Church Treasurers, Church or Presbytery Finance Committee Chair
- Status of remittances -- Church Treasurers, Church or Presbytery Finance Committee Chair

- Status of committee budget ó Committee Chair or Team Leader
- Status of vouchers being processed
- Monthly Financial reports ó Finance Committee Chair, Presbytery Treasurer

Externally

- Remittance of Synod Per Capita ó Synod Manager of Finance
- Remittance of GA Per Capita ó Office of the General Assembly (OGA)
- Remittance of other giving to Synod and Presbyterian Mission Agency (GA) -- Synod Manager of Finance, Presbyterian Mission Agency (GA)

Chair, Committee on Representation (COR)

Internally

- Questions about Representation
- Annual Report of the Presbytery Committee on Representation (COR)

Externally

- Report to Synod Committee on Representation (COR) ó Synod Office, Chair of Synod Committee on Representation (COR)
- Information for GA Committee on Representation
- Questions or Contact from another Presbytery's Committee on Representation

Nominations Chair

Internally

- Suggestion for nominees
- Questions about Nominating process
- Report to the Presbytery

Externally

- Names and contact information for synod commissioners ó Synod Office
- Recommendation of PSV Synod Commissioner to serve on Synod Cabinet or as Synod Moderator or other Synod entities ó Synod Committee on Nominations
- Recommendations of suitable candidates - GA Nominating Committee
- Names and contact information for persons elected by Presbytery for Synod vacancies

Christian Nurture Team Leader

Internally

- Youth Triennium

Externally

- Campus Ministry Grants

1/28/2015