

OUR PRESBYTERY STAFF

Elected Leadership

Moderator: George Budine - (moderator@susvalpresby.org)

Cabinet Chair: Patricia Wolff – (Cabinetchair@susvalpresby.org)

Vice Moderator: Robert Peak – (vicemoderator@susvalpresby.org)

Executive Team: The above three officers, together with the Stated Clerk, coordinate any duties not assigned below.

Personnel Chair and Head of Staff: (is assigned to one of the Moderators)

COM co-chairs: Pat Raube and ?
(comcochairs@susvalpresby.org)

COM Advisor: ?

Healthy Congregations Facilitator Team Leader: Marilyn Myers –

- Make Healthy Congregation workshop assignments in consultation with COM
- Facilitate Team Meetings

(hcfacilitators@susvalpresby.org)

Finance Chair: Dave Johnson – (financechair@susvalpreby.org)

Office Administrator: Mrs. Christine Rogalski 32 hours per week
pmc@susvalpresby.org

Office hours: Monday-Thursday 8:00 a.m. – 4:30 p.m.

- Provide administrative and clerical support to the Moderator, Cabinet Chair, and Vice Moderator (one serves as chair of personnel and head of staff)
- Receive phone calls and visitors to the Presbytery Mission Support Center and ensure availability of supplies for daily hospitality
- Coordinate the Presbytery master calendar (staff calendar, building usage, committee meetings, Presbytery special events)
- Update the database and website on a regular basis
- Maintain files (Church, Minister, Presbytery) including minutes (paper and electronic), directories, memberships, equipment manuals and directory of files
- Receive and post all mailings
- Prepare and distribute Thursday thoughts, quarterly mailings, the directory, and other communication functions
- Special events registration as directed by head of staff
- Maintain office procedures; order supplies and arrange for equipment maintenance
- Ensure basic maintenance of office building and grounds takes place
- Under the guidance of the Personnel Chair (who serves as head of staff), coordinate the work of all part-time, temporary, and volunteer office personnel

OUR PRESBYTERY STAFF

Stated Clerk: The Rev. Dr. Jim Martin 20 hours per week

statedclerk@susvalpresby.org

Mailing address is: PO Box 87, Nineveh, NY 13813

Phone: 607-323-4477

- Fulfill the responsibilities of 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 Ministry policies and all other polices of the Presbytery
- Advise the Presbytery on constitutional and parliamentary matters
- Preparation and arrangements for Presbytery Assemblies including registration, preparation of docket and materials for Assembly, host church arrangements
- 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 ensure that PMSC has current information to maintain
- Provide a current list of minister members, including dates of ordination, reception into the Presbytery and the years in which ministers previously served as commissioners, for the Committee on Nominations through database and ensure that PMSC has current information to maintain
- Orient and oversee Administrative Commissions and ensure completion of their work
- Provide training manual for clerks of session and oversee review of session records
- Assist ministers, elders and sessions and members of Presbytery in constitutional matters at their request
- Serve as member of Presbytery staff team

Treasurer: Lisa Heckman

treasurer@susvalpresby.org

- Serve as signer for checks (as needed) for payments and review documentation as prepared by the Bookkeeper
- Oversee Presbytery's accounting and bookkeeping system with Finance subcommittee
- Oversee all Presbytery investments in conjunction with Cabinet's Finance Subcommittee
- Oversee reconciliation of checking accounts
- Present quarterly financial report to Cabinet and Presbytery and have current budget information available at Presbytery meetings as provided by the Bookkeeper
- Present financial information and report to Presbytery at its first Assembly of the year as provided by the Bookkeeper
- Provide financial information to Finance Subcommittee for annual budget preparation through Bookkeeper
- Present all accounts for the annual financial review or audit through Bookkeeper
- Provide all sessions with annual per capita apportionment prepared by the Bookkeeper and asses periodically throughout the year through the Bookkeeper
- Keep Presbytery updated with information about Social Security and other state and federal regulations