Buildingless Office Transition Plan
DRAFT proposal to Council

November/December 2012
1. Recruit transition coordinator who has strong organizational and administrative skills (either contracted for pay or volunteer as determined by personnel) and have buildingless office task force serve as advisory body to that coordinator (**No financial implication if volunteer or $$$ 15.00/hour for approximately 80 hours (assuming up front effort that tapers off as transition is completed) for total of up to $1,200**)
2. Actively recruit Session(s) who will allow (in order of priority):
    a. Hosting of Presbytery mailing address at congregation's address
    b. Time from congregation's secretary/admin assist to sort, scan, send Presbytery mail (beginning in January)
    c. Use of space for dedicated storage of permanent files (beginning as early as January) [150 sqft, flood-free, only presbytery personnel have key]
3. Procure services of IT expert to provide tech support (oversee upcoming transition of remote server and data storage and use services of vendors as provided (**$$$ estimate of $60 per hour at 30 hours for total job of all equipment set up or $1,800**)
4. Purchase laptops as necessary for appropriate staff **$$$** [recommendation from Council at Oct 3 mtg; *see NonProfitComputers and check PCUSA purchasing partnership offer*] **$1,114 for laptop, office professional 2011 and adobe acrobat XI estimate cost for a laptop and necessary software.**

January 2013
1. Phone system changes:
    a. Purchase appropriate phone plan for appropriate staff and presbytery leadership if necessary (projecting possible internet/phone bundles and possible cell phone)
    b. Publicize new contact information to Presbytery via every means available
        i. Include "In Person"days (see 6a below)
    c. Keep phone service for one line to PMSC; forward calls to appropriate staff and presbytery leadership; put new #s in voicemail recordings **$$$ 75.00 monthly**
    d. Maintain alarm system in PMSC **$$$ 288/annually**
    e. Make direct calls to Clerks of Session not internet connected to inform them of changes
    f. Establish electronic fax systems as needed (purchase lower end fax machine as needed)
2. Mail delivery changes:
    a. Change official address of Presbytery to either:
        i. PO Box purchased for this reason **$$$ 44.00 annually**
        ii. Address of congregation recruited (as above)
    b. Publicize new address to Presbytery via every means available—and Synod/GA
    c. Have USPS forward mail from PMSC to new address
3. Begin compensating Congregation for use of space/mail sorting services **$$$ up to $100 per month for storage (inclusive of any electricity for server) or annually $1,200**

(unless church denotes space) and $12.00/hour for up to 1.5 hour per week for opening and scanning mail or 78 hours per year for $936/year --- total $2,136.00

4. Committee data processing
    a. Train committee chairs on use of Dropbox/Google Drive/etc for their committees Train same in GoToMeeting and ensure they have programs and passwords
    b. Address need to accommodate those who are not electronically connected
5. Data storage
    a. Set up dedicated server either by:
        i. Placing physical server in "host" congregation **$$$ OR**
            1. **3,400 if you purchase a new server (you currently have 3 desktops and none of them are servers). This price includes a 4-year warranty (next business day; on-site), microsoft small business server at $653.40 and anti-virus at $100)**
            2. **Or you could take an existing desktop (with 250 GB mirrored hard drives and replace the hard drives and add server operating system).** Upgrade the Dell Precision T3400 that the Office Administrator is currently using and replace the current 250MG mirrored drives with two 1TB drives. This computer is already capable of supporting mirrored drives. Cost: $200-250

                Microsoft Small Business Server 2011 $653.40
                Anti-virus $100
                Total: $1,003.40

                Disadvantages: this computer is 3 /12 years old and current warranty expires 2/25/2013; this computer would not be as fast as a new server; hard drives would not be hot-swappable [computer would have to be turned off to change out hard drive]

                You can get a free linux server operating system for both options and eliminate $653.40 from the cost.

        ii. Establishing cloud server storage **$$$ 1,595 annually for dynamic server through 1and1 where the Presbytery currently has their website (you can set up to 99 virtual machines which would allow you to designate portions of the server for groups within the Presbytery to store Presbytery data including some shared storage areas)**

    b. Purchase and establish Carbonite backup account(s) **$$$ 59.00 per account (if purchased for physical server and all data maintained on server, then only one account needed as everything is backed up; with a cloud server, you would not need to do this)**
6. Making the Masses Feel Good
    a. Initiate "In Person" days: one day (or partial day) a month when appropriate staff and presbytery leadership will be in a specific location to network with one another and for anyone who wants to see their faces [Homestead presbytery has

been doing this, and I like it]; establish some evening hours for presbyters who work during the day
   b. For January and February, include gimmick like "Hot Drinks and Cookies"—give added incentive to see what this New Thing is about
7. Pray through The Mess And Confusion that will endure only for a short while

February 2013
1. Troubleshoot with IT expert about problems that have cropped up
2. Continue gimmick to go with "In Person" day
3. File Storage
   a. Install filing cabinets in "host" congregation's space
   b. Implement protocol for storing only e-copies of certain documents and hard copies of permanent documents
   c. Begin scanning records into PDF/A format **$$$ hire temp for $15/hour at 40 hours per week for 1 month (could be less) for $2,400**
      i. Store on server and backup service
   d. As they are scanned, destroy non-permanent hard copies, and move to the "host" congregation the following:
      i. Presbytery minutes
      ii. Teaching Elder files
      iii. Inquirer/Candidate files
      iv. IC/PJC documents
4. Keep praying. It will get better.

March 2013
1. Troubleshoot ongoing IT hang-ups
2. Communicate progress of change to entire presbytery
3. Remind presbytery of changes to phone numbers and mailing addresses, In Person days
4. Pray on; weather frustration and complaints – there is less driving in the snow with a virtual office!

April 2013
1. Troubleshoot IT difficulties
2. Communicate progress to presbytery; remind all members of changes, In Person days
3. Phone system changes and Alarm system changes
   a. **Cancel** phone service to PMSC if feasible **$$$ 75.00 monthly**
   b. **Maintain** Alarm system until building sells **$$$ 15 (if you choose to invest $500-700 in installing alternate alarm service that does not depend on phone service) or maintain phone service and alarm service at $24.00 per month**
4. Present summary of changes and progress at Spring Assembly meeting
5. Pray continually, even when things seem finally to be going well

June 2013
1. Troubleshoot IT
2. Cancel mailing to PMSC **$$$**?
3. Update Assembly at June meeting

September 2013
1. Celebrate with something special at Sep Assembly for how much has been accomplished