

Committee/Team Chair Orientation Information

Dear Presbytery Leader:

Thank you for your service as a committee or team chairperson. Please review the following information and let us know if you have any questions about the office procedures. Thank you.

E-mail Assignments:

Every committee or team chair role (as well as the moderators) has a Presbytery e-mail (@susvalpresby.org) assigned. This is for ease of persons from the outside contacting you about a matter for which you have oversight or a leadership role. The e-mail moderator@susalpresby.org will automatically forward to the moderator's own e-mail address. You may post away messages on the e-mail. You will access the e-mail account by logging into www.landl.com and going to webmail. Here you will enter your Presbytery e-mail and the password. The password has been set and you will be told what the password at your orientation. Please log on and change the password to one that you will remember. You will then turn the e-mail address over to the next person who serves in your leadership role when you complete your term of service. If you have any difficulty navigating the system to change your e-mail, to change the e-mail address to which you would like it to forward, or to set up an away message, please do not hesitate to contact one of the staff members who will be happy to assist you.

General Checklists: As an aid to help you in remembering various administrative aspects of your leadership role, the Presbytery has provided a "checklist." This was something that the executive team thought would be helpful for their leadership role and we welcome your assisting us with updating and enhancing the checklist to make it easier for the next leader in your role.

Meeting Notices:

Each chairperson sends out, via e-mail, notices of their meeting 10 days prior to the meeting. These notices should include date, time and location of meeting and a designated person to contact should the committee/team member be unable to attend. Also send a notice to the Presbytery's Office Administrator for placement on the **master web calendar** at pmc@susvalpresby.org, the Moderator of the Presbytery (committees only please) moderator@susvalpresby.org. If the chairperson is unable to send out these notices please ask the secretary of your committee/team to send them out. If your committee/team is unable to send them out, the Presbytery's Office Administrator can assist.

Meeting Minutes:

When your committee/team minutes are e-mailed and/or sent to committee members, please **e-mail a copy to the Presbytery for electronic filing in the Presbytery records to the Office Administrator at pmc@susvalpresby.org** and send a copy to the Moderator of Presbytery (committees only please because the moderator is ex-officio of all committees) moderator@susvalpresby.org. If you want the Presbytery PMSC staff to mail minutes to your committee, send the minutes as a word document attachment via e-mail at pmc@susvalpresby.org, at least one week prior to your next meeting.

Each committee should designate a secretary to be responsible for taking the minutes of your committee meetings. The minutes of committees should not include extensive descriptions of the discussion within each committee, but should show the actions of the committee, and the fact that the committee considered issues.

Committee/Team Communication

Please include the Moderator of Presbytery (committees only please)

moderator@susvalpresby.org. Please **DO NOT** include the Office Administrator on your regular communication. The Moderator is ex-officio and should be included in the communication. The Office Administrator only needs to be included when there is an administrative task for the Office Administrator to complete on behalf of the committee/team.

Conference Call:

If your committee is using conference calling as part of meetings and/or doing business, please contact the PMSC at pmc@susvalpresby.org or (607) 323-4477. Please note that the Presbytery has a **Gotomeeting** contract that is intended to take the place of conference calls. It uses a voice over internet protocol instead of the telephone. Please see the separate sheet on Gotomeeting for more information.

Events, Workshops, Seminars:

Calendars ~ When planning for any event, workshop, conference or seminar please first check the Presbytery's calendar for coordination. The calendar is on the Presbytery's website www.susvalpresby.org. Then contact the Presbytery's Office Administrator for confirmation. You may do this by e-mail, pmc@susvalpresby.org.

Contracts ~ For some events there will be contracts to be completed and returned to the facility where the event is taking place. Please designate a person on your committee to take care of that and to follow up. A copy of the contract should be sent to the Office Administrator for filing in the office. Please note that committees and teams are not permitted to enter into contracts for personnel services (other than the case of one time workshop leaders, retreat leaders, etc.). Additionally, persons who sign contracts on behalf of the Presbytery should be authorized to sign such contracts and the contracts should demonstrate wise and faithful stewardship of the resources of the Presbytery (on behalf of its congregations). Any contracts that require cancellation notification must be cancelled within the required time frame.

Accommodations ~ For some events attendee overnight accommodations will be needed, please designate a person on your committee to make the arrangements.

Travel & Accommodations ~ If there are guest faculty or speakers for who travel arrangements and overnight accommodations are needed, please appoint a person on the committee to make the arrangements and follow up. Please note that in the interest of stewardship, all travel and overnight arrangements should be booked at the lowest possible rates. If you need assistance, please contact the office administrator at pmc@susvalpresby.org.

Registrars. It is each committee's responsibility to have an onsite registrar.

Supplies ~ If you require supplies for an event, please contact the person at the site where the event will be held.

Refreshments and/or Meals ~ If refreshments and/or meals are to be provided for an event, you may make provisions on your own or you may contact the Office Administrator who will connect you with possible caterers. There are a couple of Presbyterian Church groups that have been willing to cater in the past.

Advertising ~ Flyers and information may be disseminated through Thursday Thoughts and the Bulletin Board. Please have it camera ready and send it via e-mail. Be sure a deadline is listed if it's for an event. You will find information on Thursday Thoughts and electronic mailings under Communication in this Handbook.

Brochures ~ While the PMSC does not have staff available for creating brochures, there are many members within the Presbytery who have this talent.

Copying ~ Currently the presbytery office does not have a copier.

Financial ~ The on-site Registrar should hold all checks and cash until after the event. This allows the committee to return any funds if the event is cancelled or if a person cancels. After the event is over, the registrar should turn in an accounting of funds to the Bookkeeper in Syracuse for deposit and give cash funds to someone to deposit locally.

If the committee/team requires a check prior to the event (this includes seminars the committee members are attending) to be sent to a third party/location please plan at least four weeks notice to make sure the check is processed, and received by the other party.

Finances: Please see the separate general financial information and associated forms.

Office Support:

The Presbytery Mission Support Center hours are 8:00 a.m. to 4:30 p.m. Monday through Thursday. The staff will be off on major holidays (please check the calendar posted on the website www.susvalpresb.org). In addition to providing resources and support to committees, the office staff will duplicate and mail items and maintain directories for all committees. Teams should provide a roster of their members with all contact information so that this information may be entered into the data base. Because team members are not elected by the Presbytery, the teams are responsible for maintaining the accuracy of their membership roster.

Committee/team chairs should notify the Presbytery Office Administrator as soon as possible when your new committee meeting dates are set. If your meeting is cancelled or the date or location has changed, please let the Office Administrator know immediately so that the on-line calendar may be updated. You are responsible for notifying members of your committee or team of all meeting changes.

Report to Presbytery:

Teams report directly to the Cabinet as they are constituted and overseen by the Cabinet. The Stated Clerk has a list of deadlines for you to submit your reports. The Committees report directly to the Presbytery however the Cabinet does receive your reports and address any concerns or issues as needed and the Executive Team sets the Presbytery Assembly Agenda. Again, the State Clerk has a list of deadlines and will send you a note requesting your report. All reports are to be sent to: statedclerk@susvalpresby.org and are to be in electronic form as a word document (no PDF documents as the Stated Clerk has to assign report numbers and needs to add that item to the document).

Copy-ready committee reports are due to the Stated Clerk on the posted date (see list of important dates posted on the website), if they are to be included in the docket posted on the web or/and mailed.

Not every committee or team needs to report at every meeting of the Assembly. If you have a printed report, it does not have to be read to the Presbytery Assembly and may be included in the Consent Agenda. If you have any questions, please contact the Stated Clerk at statedclerk@susvalpresby.org.

Website:

Please submit any website articles and pages for your Committee or Team using MS Word/Rich Text format or Adobe PDF document format (or HTML) to the Office Administrator at pmc@susvalpresby.org. **The website enhances that are being made this year, will involve committee chairs being able to post directly to the website as well as sharing documents with committee members.**

Thursday Thoughts:

Thursday Thoughts were instituted to facilitate the sharing of news among congregations and groups of the Presbytery. You may subscribe by going to the website www.susvalpresby.org and clicking on the link Thursday Thoughts on the right navigator panel.

All articles are due to the Office Administrator by Tuesday in order to be included in the Thursday Thoughts as it takes time to prepare. **All submissions are to be copy ready in either word or rich text.**

We're on Facebook!

öLikeö us on Facebook and then share news of your congregation, your committee or team, or other events. Upload photos, share resources!

Please note that there may be enhancements and/or changes to Office Procedures or Electronic resources during the year. When this happens, you will be notified and given clear information so that communication may flow well within the Presbytery.

NOTE: Procedures in this document are subject to change as the Presbytery is now a “virtual” office.