Albany Presbytery

Leadership Manual

2011

LEADERSHIP MANUAL
2011

THE PRESBYTERY OF ALBANY

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ALBANY PRESBYTERY GOALS 2008 – 2012

As the coordinating and visioning body of the Presbytery, the Council will be responsible to ensure that the work of our committees, task forces, board and staff, as well as the budgets which finance our ministries, will focus on meeting our expressed goals. The Council will regularly report to the Presbytery on new initiatives and strategies being developed and their effectiveness in reaching these goals.

GOAL #1 – Developing Vital Congregations

Every committee, task force and board will develop specific strategies for training in various aspects of church ministry and in several locations around the presbytery.

The Committee on Ministry (COM) and Committee on Strategy will develop specific strategies for congregations who want to thrive.

COM will develop specific plans for new church planting in strategic areas in our presbytery.

The Commissioned Lay Pastor Program Task Force (CLP) will prepare candidates for commissioning as lay pastors and develop a variety of educational opportunities for congregations to explore the possibility of calling CLPs.

GOAL #2 – Strengthening Our Relationships

Among Congregations:

COM Strategy will broaden and strengthen mentoring strategies and support greater communication and collegiality between congregations.

COM will work with groups of churches – where practical and welcome – to develop strategies for shared leadership and ministry and will continue to update a *Yearbook of Prayer* for use by ministers and congregations.

Among Minister Members of Presbytery:

COM will develop new pastoral care strategies, including a prayer network, pastoral support groups and triennial visits to those in validated ministries and a retired ministers' network.

COM will develop pilot projects in two congregations for a season of serious Sabbath observation as well as a pastors' retreat for the practice of Sabbath-keeping.

Between Presbytery and Congregations:

COM, through its Triennial Visit Team, will work to improve the connection and mutual understanding between congregations and the presbytery.

The presbytery staff will develop new communication strategies, improve the website, broaden and deepen the content and distribution of the e-news and seek other ways to support, inform and inspire our member congregations.

Among Presbytery, Ecumenical and Interfaith Partners:

The presbytery office and those elected to serve on ecumenical agencies, committees, task forces and boards will develop new communication strategies as we relate to CREO, CRTC, CACC, NYSCC, etc.

The Council and presbytery officers will develop strategies for collaboration on how local judicatories can more effectively support college chaplaincies and other joint ministries.

COM will develop strategies for sharing pastoral leadership with Formula of Agreement denominations.

Our ecumenical officer and others will reach out to other faith communities to foster mutual understanding and respect.

GOAL #3 – Increasing Participation in Mission

The Mission Support Task Force will develop specific strategies for

- publicizing and supporting individual congregations in their mission outreach and promote joint mission trips among our churches
- broadening and strengthening the Guatemala partnership
- interpreting and promoting Presbytery, Synod and GA missions

DUTIES OF A COMMITTEE, TASK FORCE OR BOARD CHAIR

- Welcome and orient new members
- Establish and maintain Norms and Goals and ensure an annual review of said goals
- Schedule Meetings and notify Presbytery Office of date/time/place
- Email an agenda for each meeting – if you need help with this, contact the presbytery office
- Email minutes of each meeting in a timely manner to the presbytery office
- Distribute minutes via email (or snail mail if needed) to each member
- Maintain a calendar for annual committee/task force responsibilities
- Delegate responsibilities to ensure all members work and get involved
- Recruit new members and advise the presbytery office when there are changes, additions, deletions, resignations and inactive members
- Renew the annual Renewal of Covenant with Council by March 31st (task forces only)
- Preparation of an Annual Budget. The Budget Process Calendar near the back of this manual will be helpful.
- Provide Reimbursement Voucher Forms for members as needed and sign when appropriate. Blank forms which you may print on any color paper are in the back of this manual or make request via email to Bill Ramage, Financial Manager.
- Keep track of dedicated accounts and ensure that requests for hold-over of funds are submitted at least two weeks before the last presbytery meeting of the year.

COUNCIL LIAISONS

Committees, task forces and boards have a member of the Presbytery Council who serves as a liaison to your group. The current appointees are below. Changes may be made in 2011. Please keep them apprised of the work you are doing (through minutes and meeting reminders) and the resources and support you may need.

Presbytery Committees

▪ COM	Tom Gregg	revthomasgregg@yahoo.com
▪ COR	TBD	
▪ CPM	Kate Kotfila	kate.kotfila@gmail.com
▪ Nominating	TBD	
▪ SDOP	Kate Kotfila	kate.kotfila@gmail.com

Council Committees

▪ Budget & Finance	Jim Ferris	profjr13@aol.com
▪ Mission Review	Donna Frischknecht	donnaspirithome@aol.com
▪ Personnel	Cara Molyneaux	molyneac@union.edu

Presbytery Task Forces

▪ Christian Education	TBD	
▪ CLP	Donna Frischknecht	donnaspirithome@aol.com
▪ Guatemala Partnership	Tim Coombs	tcoombs@earthlink.net
▪ Regional Youth Events	Shannon Meacham	revmeach@gmail.com
▪ Session Records	Dan Rogers	hdr27@juno.com

Presbytery Boards

▪ Board of Trustees	Shannon Meacham	revmeach@gmail.com

Other Groups

▪ Permanent Judicial Commission	TBD	
▪ PW Coordinating Team	Barbara Cervenka	becervenka@aol.com
▪ Sexual Misconduct Response Team	TBD	

PREPARATION FOR COUNCIL AND PRESBYTERY MEETINGS

Advise the Stated Clerk's Office if you or your group wants time at a Council Meeting. The Council meets once a month on the Second Tuesday beginning at 2:30 pm at Albany's West End Presbyterian Church.
If your group is presenting a motion for Council or Presbytery action, please submit it to the Stated Clerk's office via email at least two days before the Council meeting.

Dan Rogers, Stated Clerk hdr27@juno.com

The Pre-Meeting Packet:
Presbytery has scheduled meetings five times per year. At the time you are planning for a docket request, you need to think about written and powerpoint presentation material. Deadlines for submitting these items are found below and on our website: http://www.albanypresbytery.org/meeting_info.html

Presbytery Meeting	Host Church	Pre-Meeting Packet	Posted on Website	Meeting Packet
Saturday, January 29, 2011	Brunswick	Wednesday, January 12, 2011	Wednesday, January 19, 2011	Friday, January 21, 2011
Tuesday, April 12, 2011	Greenwich	Friday, March 25, 2011	Friday, April 01, 2011	Wednesday, April 06, 2011
Saturday, June 11, 2011	Cohoes	Wednesday, May 25, 2011	Thursday, June 2, 2011	Monday, June 6, 2011
Tuesday, September 20, 2011	TBA	Friday, September 02, 2011	Friday, September 09, 2011	Wednesday, September 14, 2011
Saturday, November 12, 2011	TBA	Wednesday, October 26, 2011	Wednesday, November 03, 2011	Monday, November 07, 2011

For some people, this may be their first presbytery meeting and they need to have a context provided in order to make informed decisions. Therefore, by Presbytery action several years ago, all motions and items requiring action are to be made available in the pre-meeting packet which is posted on the website ten days before a stated presbytery meeting.

When you submit an action item for the pre-meeting packet, it must include some background information and a rationale for the action. Be sure to give citations for the rationale.
In formulating your actions, please keep in mind:

- What action are you requesting the presbytery to take? E.g. loan to a church, endorse a committee action, etc. Can it be placed in the Consent Agenda?
- Is the action permitted by the Book of Order, Presbytery Standing Rules or Presbytery policies? Who is going to do it? Local church, committee, person, staff, volunteers?
- Are there financial implications? How will these be met?
- Are there any special notifications to be completed if the presbytery approves the action? Who will follow through: presbytery staff, your chair or committee member?

Meeting packets need to be created, printed, collated, etc so information needs to be in the office by the stated deadline, usually a week before the meeting date.

Everyone wants to report at the beginning of a presbytery meeting but only one group can! Knowing your preferences and time needed is crucial to planning a docket that works, but no promises can be made.

If your group will be meeting in the last ten days before the presbytery meeting with action items coming out of your meeting AND if there is room on the docket, it will be added to the official business in the meeting packet.

It will be helpful if you call attention to your action item at the opening of the presbytery meeting, especially if you elect to bring it in as new business.

2011 PRESBYTERY MEETINGS

Albany Presbytery's Council is working hard to improve the presbytery's effectiveness and faithfulness in resourcing congregations and supporting vital ministry. To that end we are setting new priorities for presbytery meetings so that our time together is more enriching, informative and creative. We will continue to attend to the business which must be done, but will seek to balance the business portion of each meeting with educational and missional opportunities for commissioners that you can bring back home and apply to your own ministry settings.

Below is a brief outline of the kinds of themes and opportunities we are planning for presbytery meetings in 2011. Though we encourage each Session to elect Presbytery commissioners who can attend all five meetings each year, to provide consistency and allow the commissioner to become familiar with ongoing issues, we are aware that many of you send elders on a rotating basis. If that is your practice we urge you to consider the specific themes and emphases of each of the upcoming presbytery meetings and try to elect elders to particular meetings who have strong interest or experience in that area.

If you have particular ideas for how we might plan future presbytery meetings, and what kinds of themes and educational opportunities would be most helpful to the leaders of your congregation , please contact the Presbytery office (info@albanypresbytery.org or 273-4991) to let us know.

Saturday, January 29, Brunswick, 9:30 AM

Theme: **A PRESBYTERY FOR THE 21ST CENTURY** – What should be the top priorities for the presbytery's ministry? How can we respond to God's call to be the most effective, fruitful and faithful presbytery possible?

Worship: An emphasis on multicultural worship. The Pakistani-American Fellowship will lead worship and tell us about the amazing growth of their ministry.

Business: Presbyters will consider and vote on the proposed Form of Government (a much shorter, more flexible Book of Order)

Tuesday, April 12, Greenwich, 4 PM

Theme**: CONFESSING OUR FAITH –** How shall we witness to our faith and our experience of God? How are we Presbyterians called to tell our stories of faith and evangelize?

Worship: Harold Delhagen, Synod Executive for the Reformed Church of America will preach. Rev. Delhagen is a strong proponent of the adoption of the Belhar Confession by denominations in the Reformed tradition.

Business: Presbyters will consider and vote on including the Belhar Confession in our Book of Confessions. The Belhar Confession was adopted by the synod of the Dutch Reformed Mission Church in South Africa in 1986 (now the Uniting Reformed Church in Southern Africa). If adopted this will be the first non-European confession in our Book of Confessions.

Saturday, June 11, Cohoes, 9:30 AM

Theme: **DOING MISSION TOGETHER** – Getting involved in hands on mission projects builds relationships and serves our community. Several congregations have experimented with leaving the sanctuary on a Sunday morning and doing mission together, and all have been excited about the results. We will invite all commissioners to meet for worship then go out to various mission projects in the local area for short projects. There will be workshops and bible study for those who prefer not to participate. We will return to our host church to share stories and enjoy lunch, then attend to necessary business in the afternoon and close with communion.

Worship: To be determined

Business: To be determined

Tuesday, September 20, place to be determined, 4 PM

Theme: **WORSHIP** – We will experiment together with forms of worship

Worship: We will use a flexible space for worship, perhaps a large fellowship hall. Use of light, liturgical dance, taking the best of various styles of worship and experiment with fusing them.

Business: To be determined

Saturday, November 12, place to be determined, 9:30 AM

THEME: **A PRESBYTERY FOR THE 21ST CENTURY**

Worship: To be determined

Business: Presbyters will continue to participate in conversations and decisions that move the presbytery toward becoming more missional. Second reading of 2012 presbytery budget.

DISPLAY OF LITERATURE AT PRESBYTERY MEETINGS

Official committees, task forces and mission partners of Albany Presbytery may distribute information at presbytery meetings and in the meeting packet. Please coordinate with Norma in the main office.

Informal groups and others who are not official committees, organizations or sponsored partnerships shall present their request, including a printed copy of the information, to the Council for approval at least one month prior to the month in which the stated meeting will be held (for example, if you wish inclusion at the November meeting, your request must be presented at the October Council meeting). Requests should be submitted via email to the presbytery office: info@albanypresbytery.org. All requests are subject to the availability of space at the host church and its effective support of the meeting theme. Council will use its discretion in approving one-time requests and balancing them with those that are continuous.

If approved, the group/individual will assume the following responsibilities:

- Contact the presbytery office at least one month prior to the stated meeting to arrange for space at the host church
- Arrive at least one hour before the stated meeting begins for set-up
- All set-up and tear-down (not before lunch)
- Cooperate with other committees and organizations that also have display approval
- The administrative assistant for the General Presbyter will be available before and during registration and breaks for help with set-up and questions about displays

Note that the host church may display any material they wish without presbytery approval. Some churches have very limited space for displays beyond the necessary registration area.

Approval to sell items is on a case-by-case basis and follows the same Council approval procedure.

PREPARING A FLYER OR BROCHURE FOR AN EVENT

When preparing a flyer, brochure or registration form for information and/or an event, please remember that color flyers are better than b&w on the website. Be sure to include: **WHO, WHAT, WHEN, WHERE, WHY!**

Keep in mind all the questions you have about an event and answer them in your flyer. Some items to consider:

- Title and sponsor of event
- Date, time, place, address, directions, handicapped accessibility, phone numbers at location
- Cost per person and how to be paid – in advance or at the door
- Deadlines for registration, refund policies, penalties for cancellation
- Meals or drinks provided or bring a bag lunch plus costs if required
- Outline/agenda for the event including speakers
- Description of workshops and identify am/pm choices, if available
- Childcare offered and cost – Please review Guidelines for Child Care at Church-Sponsored Meetings booklet available on the pcusa.org website
- Contact person and their phone numbers and email address

If you need help, the presbytery office will be happy to assist you. However, keep in mind that we do not print color copies for groups, committees, task forces or boards.

We will be happy to post your event on the website under Upcoming Events and/or your group's own web page. The information must be submitted to the office via email only, preferably in .doc.

KEY PHRASES FOR CLEAR COMMUNICATION DURING MEETINGS

These phrases may help your work and ministry by giving ways of communicating in a short-hand understand by all

- **Help me understand that.** You know the person is well-intentioned but the idea seems off target or isn't clear. Asking the person to explain it may get him or her to the realization that the idea is bad without any direct criticism – or it may help the group to see that it really *is* a good idea.

- **Can I push back on that a little?** When you intend to play the adversary, this is a way of asking for permission to press the matter. Remember that they can answer this question with a "no" or "not now" if the subject is too fragile.

- **Please give me an umbrella of mercy.** When you need to say something but are unsure of how your words will come out or be heard, or when you are emotionally tender and need to share something with the group, ask for an umbrella of mercy.

- **Is there an elephant in the room?** When there is a tension which no one is addressing, though most everyone knows what is causing the tension, this helps the group name what's going on.

- **Can we get to the last 10%?** Acknowledging that it is time to speak the hard truths when we are getting close (the first 90%), but knowing the last part may be the most difficult, one asks for permission to get everything on the table.

- **Are we all right?** This is a good way to end any discussion or meeting where differing opinions were expressed with some passion and/or intensity. Those being asked the question may answer "yes" (but only if it's true) or "I think we have more work to do."

- **Can we get on the solution side of this?** This helps when something we have discussed before comes up again. This is a non-confrontational way to change the direction of the discussion and point us to resolution without having to go through all the grisly details of the past one more time.

- **I need to hear from you on this OR have those who have been silent something to say?** Sometimes several voices dominate a discussion. Those not speaking may have something important to add but need an opening to speak. Silence should never be assumed to be consent unless clear opportunity is given for everyone to speak.

- **Let's pray about this right now.** While meetings begin and end with prayer, there is often need for a prayer pause in the middle of a meeting, particularly at a time of intense give-and-take or before and after a major decision. Any member can call for such a time without explanation.

- **Where does this go now?** Sometimes a good decision is made a celebrated but then we don't' give clear assignments for what follows. It is important to ask questions about the implementation of a good idea or decision.

- **Let's take a parking lot break.** Important conversations often happen right after the meeting in the parking lot! Some people need more time to process a matter than meetings allow. A parking lot break lets people be alone and silent or cluster in small groups to talk and listen. When this happens during a meeting, there must be a time frame, like five minutes.

- **How much time do we want to give this matter?** If a discussion is rambling on – often not in proportion to its importance to the body – this helps the moderator/chair to set some limits.

CONTACT INFORMATION AND DIRECTORIES

- Having up-to-date contact information is vital to the efficient operation of everyone in the presbytery.
- When contact information changes for your committee, task force or board – or membership changes – please contact the presbytery office so that a correct, updated directory may be posted on the secured portion of the website.
- Contact information should include the person's name, address, city and zip, home/work/cel phone numbers and an email address. A church affiliation is also helpful.
- We realize that a few persons do not have internet access or an email address. For those individuals, it is up to each chairperson to make sure those individuals are kept "in the loop."

COMMUNICATION IN A PAPERLESS SOCIETY

Albany Presbytery went paperless in 2008. Unless specifically requested, communication is generally via email from our office.

COMMUNICATION OF YOUR NEWS AND EVENTS

- The Presbytery's website is continually being updated and revised. This is especially true for the pages listing Upcoming Events, Yearbook of Prayer and our Home page. Our website is: albanypresbytery.org.
- Chairs are responsible for notifying the presbytery office of changes they wish to be made to their specific web page and we encourage you to provide timely and accurate information for website visitors. All information should be emailed to us at: info@albanypresbytery.org.
- To access the secured access Directory portion of our website:
  - **the username is: albanypres. The password is: access. All letters should be lowercase.**
- The Presbytery E-News is distributed via email near the first of each month. Deadline for submission of articles, pictures, blurbs, etc is approximately one week prior to the first of the month.
- Announcements may be placed on the projection screen at presbytery meetings. Information must be received in the presbytery office approximately two weeks before the meeting. Questions may be placed via email or by phone: 273-4991.

THOUGHTS AND SUGGESTIONS ON MODERATING/CHAIRING MEETINGS

From Rev. Rick Otty, Designated Pastor, State Street Presbyterian Church, Schenectady, New York

As Moderator/Chair, you are a member of the committee/task force

There are times when people confuse Roberts' Rules of Order for the role of moderator of an assembly with that of moderator/chair of a committee/task force. In this setting, you are free to participate in discussion and debate and you have the right to vote on any motions. As chair, you have the added role of moderating debates - being sure all voices are heard – and calling for votes.

Seek to organize your setting so members sense you want them to be an active part

Ideally, members will have eye contact with each other as well as you, the Chair. Circles are the best configuration to enable this. Sitting in rows is the worst. Gathering in a circle without tables can encourage freer discussion. Long tables can leave the impression that power belongs to those who sit on the ends. Also, leave room for latecomers so they do not take a place outside the circle.

Try not to surprise members!

If an important issue is coming to the group, do your best to let members know prior to the meeting. Ideally, information can be sent to enable them to study it to make prayerful and informed decisions. Avoid having some members "in the know" and others "in the dark."

(From the presbytery office: Information is best sent via email so that any or all may respond as they so desire. After your first meeting – or sooner if you have the information – please send the contact information of all members to the office. We will keep a copy on file in the office, post a copy on the secured part of our website and distribute copies to you for all members: name, home/work/cel phones, affiliated church, address, city, zip and email address).

Use the Stated Clerk for motions

Most motions are fairly routine but the Stated Clerk is always available to consult on wording and clarity. Unfortunately, if a motion is confusing, a good idea can be lost – and time wasted - as people seek to figure out that upon which they are being asked to vote.

FINANCIAL ISSUES

(By Lynn Brown, former Presbytery Financial Manager, St. Peter's Presbyterian Church, Spencertown, NY)

- ## Expense Reimbursement:

Expenses incurred in the performance of committee and task force work are reimbursable under an accountable reimbursement plan for all committee and task force members. Reimbursable expenses include travel (to and from committee meetings as well as other travel on committee business), meals, parking, tolls, supplies and postage. Other expenses not listed here may also be reimbursable; please check with the Presbytery Office.

Mileage is reimbursed at the standard IRS business rate – 50 cents per mile for 2010, 51 cents per mile for 2011.

Committee and task force members should be aware that reimbursement at this rate is higher than the volunteer mileage rate allowed by the IRS. This creates income to the recipient to the extent that the reimbursement exceeds the 14 cents per mile allowed. Should an individual travel more than 1090 miles during 2010, this income would exceed $600 and a 1099 form would be issued to the individual from the Presbytery office.

If a committee member chooses to not be reimbursed for their committee-related expenses, they may be entitled to a charitable contribution tax deduction. A professional tax adviser should be consulted. The Presbytery is not allowed to provide documentation for charitable mileage related to committee work. IRS guidelines are available at www.irs.gov. IRS Publication 526 says: "If you claim expenses directly related to the use of your car in giving services to a qualified organization, you must keep reliable written records of your expenses…. Your records must show the name of the organization you were serving and the date each time you used your car for a charitable purpose. If you use the standard mileage rate of 14 cents a mile, your records must show the miles you drove your car for the charitable purpose." Please see http://www.irs.gov/pub/irs-pdf/p526.pdf for further information and consult your own tax adviser.

Expenses should be vouchered, either using a paper voucher form or an email. Supporting documentation for all expenses should be submitted with the voucher request. For mileage requests, a statement including the date of the expenses, the places traveled to and from, and the reason for the travel is sufficient documentation. For any items purchased, a paper receipt should be submitted. The Presbytery is exempt from sales tax and any individual expecting to purchase reimbursable items which would be subject to sales tax should carry a tax-exempt form with them and present it to the vendor.

ALL reimbursements are to be submitted through the committee or task force chair by the end of the month following the month in which the expense was incurred – for example, by the end of February for any January expense. This is required by the IRS for the reimbursement to be considered non-taxable to the recipient.

Please tell your members to allow at least two weeks for the reimbursement to be received, although we will try to reimburse you sooner. We have a two-party system (one person writes the checks, another signs the checks). These are part-time people and, depending on the calendar, checks are only completed for mailing every week or two.

A reimbursement voucher form and a tax exempt form are included at the back of this manual.

- ## Budgeting:

Please refer to the Budget Process calendar and the Task Force Covenant Application for the details of the Presbytery's budget process. Financial reports are printed in most Presbytery meeting packets that will help you in tracking your committee's or task force's spending during the year. We can provide you with up-to-the-minute information and reports anytime you ask. Email requests are the quickest and easiest way to get the information you need.

- ## Dedicated Accounts:

Many committees and task forces have Presbytery money set aside and dedicated by Presbytery action to a particular use. A report showing the balance in these accounts is included in the financial reports printed in most Presbytery meeting packets. These are accounts that are currently active and the committee or task force that oversees their disbursements:

Dedicated Account	**Responsible Entity**
Judicial Expense Reserve	Council
James H Miller Fund	Council/Presbytery
Summer Camperships	YAP (Youth of Albany Presbytery)
Youth Triennium	Regional Youth Events
Calvin Worship Grant	COM Strategy
Peacemaking	Council
Local Church Initiative	Council
Dedicated/Miscellaneous	COM
Presbyterio Mam	Mission Review
Pakistani-American Fellowship	COM
Frank E Clark Grant	COM
Pensions & Ministerial Assistance	COM
Church Reconciliation Fund	COM
New Initiative Fund	Council/Presbytery
Commissioned Lay Pastor	CLP Task Force
Student in Seminary	CPM
Clergy Colleague Grant	COM
Rural Initiatives Fund	Council
Mission Scholarship Fund	Mission Trip Review Team

If a committee or task force wishes to carry money over from one budget year to another, whether in an existing dedicated account or by establishing a new one, the request must be submitted to and approved by the Presbytery prior to December 31 of the given budget year.

To do meet that deadline, the request for approval must be on the docket for the November stated meeting which means it must also be on the Council meeting docket more than ten days prior to the November Presbytery Meeting - in some cases, this would mean being on the October Council meeting docket. Follow the procedures for getting on the docket with the Stated Clerk.

Budget Process Calendar

	Budget & Finance Committee (B&F)	Mission Review Committee (MRC)	Council /Board of Trustees	Presbytery Office
January	Ensure that all groups using Ecclesiastical funds use the first quarter of the year to plan and budget for the following year	Ensure that all groups using Mission funds use the first quarter of the year to plan and budget for the following year		
February		Ensure that all committees and groups who fund partner organizations arrange to meet with them to discuss funding needs		
March	All ecclesiastical budget requests are due to B&F by March 31st	All mission budget requests are due to MRC by March 31st	Ensure that all Task Force applications to (re)covenant with the Council are made by March 31st	
April	B&F begins to prepare the first draft of the Mission and Ecclesiastical (M&E) budget and reports to Council the status of budget requests - B&F, MRC and Personnel chairs meet to confer - B&F begins reviewing and shaping the ecclesiastical budget	Narrative and interpretive materials to support budget requests from all groups funded by mission budget are due to MRC by April 30st - B&F, MRC and Personnel chairs meet to confer - MRC begins reviewing and shaping the mission budget		Presbytery Office sends out 1st Q report to all churches on per capita and mission pledges
May	All groups who fund partner organizations shall inform those organizations of their decision regarding funding levels - B&F continues reviewing and shaping the ecclesiastical budget	All groups who fund partner organizations shall inform those organizations of their decision regarding funding levels - MRC continues reviewing and shaping the mission budget		Presbytery office begins updating interpretive stewardship materials for distribution throughout the Presbytery
June			Council sees the first draft of the Mission and Ecclesiastical budgets and returns them to B&F and MRC with comment.	
July & August	B&F reviews Council's input and amends the ecclesiastical budget for a second reading by Council - B&F decides what per capita figures and % breakdown of mission monies to recommend to Council		**Trustees:** Notify B&F of endowment draw for Mission and Ecclesiastical budgets	A mission interpretation packet is compiled by Sept. 1st using materials submitted. July - Presbytery Office sends out 2Q report to all churches on per capita and mission pledges
September			Council receives a second draft of the M&E budgets and forwards to the Presbytery for a first reading, along with the ecclesiastical per capita and % breakdown of mission monies.	The Presbytery office creates interpretation packets for use throughout the Presbytery, and distributes at first fall Presbytery meeting
October	B&F reviews Presbytery's input and amends the budget for a third reading by Council and second reading by Presbytery			Presbytery Office sends out 3Q report to all churches on per capita and mails out mission support Mission Pledge Forms for next year are sent by Presbytery Office to each church
November	Final reading and adoption of budget	MRC reports mission pledges to Presbytery		Presbytery Offices sends out Year-End Treasurer Mailing including M&E remittance forms for next year
December	Distribute budget request worksheets to all groups			Presbytery Office sends out 4th quarterly report to all churches on per capita and mission pledges

Covenant Agreement for Task Forces in Albany Presbytery
(To Be Submitted no later than March 31st via email to the presbytery office)

All Task Forces in Albany Presbytery, to be established and receive funding and resources, will maintain a covenantal relationship with the General Council and the Presbytery. This relationship will be reviewed annually by the task force and the Council, and renewed if both groups agree that:

a) the ministry continues to be vital and effective
b) and contributes to the realization of the goals of the Presbytery.

____
Name of Task Force

____
Chair

Members of the Task Force (for each member and a copy to the presbytery office):

Last Name	First Name	Church	Street Address	City	Zip	Work Phone	Home Phone	E-mail address

How often, where and when do/will you meet?

What are the purposes/goals of your Task Force?

What were your accomplishments in the past year?

What were your frustrations and/or uncompleted tasks in the past year?

What is your work plan for the coming year?

What budget do you need to do your work?

Do you receive Presbytery staff support and if so, from whom? What other resources do you need to do your work?

Norms and Goals Template for Committees, Task Forces, Board of Trustees

Consisting of _____ members with a minimum of _____ clergy and a minimum of _____ elders
(or other distribution as directed by the Book of Order and/or Standing Rules of Albany Presbytery)

Class of 201 Class of 201 Class of 201

Duties: Please list your group's duties as listed in the Book of Order (quote the page/chapter), the Standing Rules of Albany Presbytery or as directed by Council. Are there other priorities you are called to address?

Norms:

Communication: One - two weeks before each meeting, a meeting reminder of the next meeting date and time will be emailed the Presbytery office unless the Chair has chosen to send the reminders. Any member who cannot attend a meeting informs the Presbytery office as soon as he or she is aware of the conflict…or if an emergency arises, as soon after the missed meeting as possible. Meeting documents (agenda, minutes), as required, will be sent prior to the meeting.

Accountability: All members are expected to attend all meetings. Any unexcused absences will be followed up by a phone call; more than _____ excused or unexcused absences in a year may signal that the member really can't fit this commitment into his or her schedule and the Chair will ask whether resignation is the best solution.

Meeting Format: All meetings will begin and end on time. They are held on the __________________ of each month beginning at ___________ and held at ______________________________. Meetings open with a prayer/devotional/ Responsibility for the opening will rotate among committee members. The Chair(s) provides a draft agenda which can be amended by committee members.

Role of Chair(s): The Chair(s) moderate and serve as Liaison to Council. They also make reports to the Presbytery, delegating certain responsibilities when appropriate. The Chair(s) also ensure that members know their responsibilities and have the resources and support they need to meet those responsibilities. The Chair(s) ensure the development of a yearly workplan, a budget which reflects the goals of the committee and the Presbytery, and a review of the work done at year's end.

Role of Staff: ________________________ is the staff member advising this committee. He/she acts as advisor and has voice but no vote in committee meetings.

Role of Member: Members are expected to spend up to ______ hours at meetings and up to ______ hours doing other work of the group between meetings. Members are strongly encouraged to attend presbytery stated meetings.

Workplan for the coming year:

Goals: How to meet them? Who does what/when? Resources needed? Deadlines?

Objectives: When will we review and critique our progress? How will we communicate our successes, learn from our failures?

USE AND DISTRIBUTION OF TRAINING FUNDS

1. At the annual Leadership Orientation/Workshop in December, all Chairs will be appraised of how training funds had been spent for the current year and what opportunities for training for the following year are available, as far as we know at that point.

2. Requests for funding of training events occurring in the first half of the year will be submitted for the January Council meeting. As many requests as possible will be funded, with up to half of the funds available in that calendar year.

3. At the May Council meeting, the same process will be used to dispense the funds set aside for the second half of the year.

4. A small portion of the "pot" will be set aside and made available for those opportunities that always come up at the last minute, allowing the Presbytery officers to make determinations on funding which will be reported at the next Council meeting.

Approved by Council 11/01/05

PARKING AT PRESBYTERY OFFICES FOR MEETINGS

Troy's First United Presbyterian Church in downtown Troy, where the presbytery offices are located, has a small parking lot. Tenants are allowed designated reserved parking spaces with a small number of spaces for visitors (approximately five).

If the lot is full, parking on the streets is free for two hours on Fifth Avenue and surrounding blocks (not the business district which has metered parking and certain areas near the post office which allow only 15 minute parking), after which time a ticket could be issued by the Troy Police Department. Also be careful of parking in handicapped spots unless you have a visible tag or handicapped access license plate.

At no time should you park in the Franklin Ballroom parking lot. That is private property and they do tow cars.

Evening meetings may find parking space a half-block east on Fulton Street behind the Gurley Building. The entrance looks like an alley (which comes out at Grand Street).

Chairs are encouraged to find meeting space elsewhere that may provide a central location for their members with more available parking.