Report of the General Presbyter

With the staffing changes coming up in the Presbytery, I would like to clarify a few things related to some questions we have received in the office and through the Roundtable:

Staffing/Hours

For the rest of 2019 all staffing and contractor coverage will remain as they have been with the exception of the administrative assistant. Pam's work with the Presbytery ends on November 8, 2019. Her official last date is November 15 but next week she is using a few personal days alongside Monday, Veteran's Day, when the office is closed. We will post the updated staffing hours for 2020 the first week of the new year. We are currently searching for the Communications Manager position. That listing/position description can be found at this link: https://psne.org/job-postings/

Phone System

We have had a number of questions about the phone number for the Presbytery and who will answer the phone. When the Presbytery went to a virtual office a number of years ago they began using a Voice Over Internet Provider (VOIP). There hasn't been a landline for quite some time! The same phone number continues and the phone system set up is the same as it has always been. Our new staff position, the Communications Manager, will begin to deal with answering the phone in 2020. Between November 8 and that day the phone system will continue to operate as usual. All extensions for our VOIP system continue to either link directly or point you to staff cell phone numbers as it has been for a few years. Nothing is changing with our phone system.

Email

All staff emails remain the same. You can reach the Presbytery office at office@psne.org and that email will be monitored by Shannan and David until our new staff person starts in 2020.

Check in for Presbytery Meetings

We will continue to have personal greeters at the check-in table for Presbytery meetings. These will be volunteers from the local host congregation. There was a concern raised at the last Presbytery meeting that check in for Presbytery meetings would begin to be a computer kiosk going forward. This is erroneous. We will continue as we have in the past with pre-meeting online registration and lunch payments.

Space

In 2018 we installed a smart room at the Westminster Church in West Hartford for ease of the blended in-person/virtual meetings we have. This has been working out very well for committees and teams of the Presbytery. There is also physical storage for the Presbytery in that room and we have installed a small fireproof cabinet at Westminster for legal documents. All files that remained have been uploaded to the Presbytery cloud.

Mailing Address

Our mailing address remains the same: PO Box 388 Chester, CT 06412

As always, if you have any questions at all, please do not hesitate to reach out to myself, our Stated Clerk, the Rev. David Baer, and/or the co-chairs of Roundtable, the Revs. Julie Emery and Jinny Smanik. We are here to serve you!

Blessings,

Rev. Shannan Vance-Ocampo, General Presbyter