

Peace River Presbytery
Purpose and Responsibilities Guide
for the
Communication, Connection and Community Team

Purpose Statement - Job Description (per the Standing Rules)

8.5.3.1 Nurturing the Presbytery's understanding and functioning as a learning community.

8.5.3.2 Encouraging, maintaining, and supporting the development of meaningful and value-added relational connections, conversations and gatherings among congregations, sessions and both teaching and ruling elders.

8.5.3.3 In consultation with the General Presbyter, the Stated Clerk, the Steering Committee and Presbytery Committees, developing and planning the themes, locations, and speakers for our Stated Presbytery meetings.

8.5.3.4 To develop a communication strategy for the Presbytery, its philosophy and methodology for building community.

8.5.3.5 To provide communication linkage between Presbyterian Women and the Presbytery.

8.5.3.6 Coordinate the Peace River – Matanzas, Cuba partnership

Vision Statement

Pursue the development and maintenance of strategies for communication that enhance connection across the presbytery and that serve to nurture a community of sharing, learning, worship, and fellowship.

The scope of responsibility of members and leadership

- a. Team member responsibilities: attend meetings, and share expertise/perspective on matters of communications, Presbytery-wide meetings, connection, and other areas of interest
- b. The moderator/co-moderators shall (1) chair meetings, prepare agenda, arrange churches to host presbytery meetings, visit host churches for pre-meeting planning with the presbytery office administrator, (2) identify potential members for the Communication,

Connection and Community Team and refer names to the Human Resources Team for their consideration, and (3) prepare a budget request for the following calendar year as requested by the Finance Team.

- c. The moderator/co-moderators shall serve on the Steering Committee and provide periodic written updates about on-going or new plans/initiatives/actions. When action is required, it is desirable for a written proposal to be sent in advance of a regularly scheduled Steering Committee meeting.
- d. The General Presbyter shall serve as support to the team.
- e. Other PRP staff responsibility or support may be engaged as is necessary.

Authorities Granted:

Items that shall be reviewed by the Steering Committee for action by Presbytery:

- a. Dates, location, times for Stated meetings. Stated meetings are typically held in February, May and October. The team can generally expect and prepare for a called Presbytery business meeting between the May and October meetings if action is warranted.

Team Members (2023) are:

Amy Cerniglia – 1/2025 -1– co-moderator

Jim O’Harrow – 1/2023-1– co-moderator

Carson Brown – 1/2023-1

Dawnmarie Daniels-Carsky – 1/2023-1

Rev. Rob Marrow – 2/2023-2

Rev. Terri Jo Crego – 2/2025-2

Lynn Webster – 1/2023-1

Rev. Eddie Bellis - 2/2024 -1

Rev. Ruth Smalt - 2/2025 - 1

Annual Calendar

The team ordinarily meets on the first Tuesday of each month at 3:00 PM via Zoom meeting. Please check the Presbytery’s calendar on the website for updates or changes

This list is not exhaustive, and does not reflect all of the actions the team may take throughout the year. This list serves to offer the minimum required actions of the team.

January

- Review plans for all Presbytery meetings of the year
- Finalize plans for February meeting including, when applicable, sending out pre-meeting study questions and confirming program plans for February meeting in relation to docket
- With the presbytery office administrator, conduct pre-meeting visit to host church for February stated meeting

February

- Determine plans for seasonal gatherings, such as Cedarkirk retreat or regional gatherings
- Preview May stated meeting, discuss early logistical plans
- Provide orientation to new team members

March

- Debrief February stated meeting
- Begin early planning of next year's stated meetings. This includes: (1) approval of dates and search for host churches, ideally to include parity between the north, central, and south regions, and send to Steering Committee for approval before August 1 of this year; (2) identify, if desired, a theme for the year's presbytery meetings; (3) identify speakers for next year's presbytery meetings. Confirm locations and dates for meetings for the next year for approval by Steering Committee

April

- Finalize plans for May meeting including, when applicable, sending out pre-meeting study questions and confirming program plans for May meeting in relation to docket
- With the presbytery office administrator, conduct pre-meeting visit to host church for May stated meeting

June/July

- Debrief May meeting
- Confirm speakers for next year's Presbytery meetings
- Prepare and submit budget request for next year
- By August 1 (or other date advised), co-moderators work with Human Resource Team to determine candidates for nomination to the CCC Team

September

- Finalize plans for October meeting including, when applicable, sending out pre-meeting study questions and confirming program plans for October meeting in relation to docket

- With the presbytery office administrator, conduct pre-meeting visit to host church for October stated meeting

November

- Debrief October meeting

December

- Review plans for February meeting
- Review accomplishments from the year, confirm plans for upcoming year, and celebrate and thank outgoing team members
- Contact current/incoming Presbyterian Women leadership to identify programs and plans to assist in communicating and promoting across the presbytery.