

## Office Manager Church Visits

The stated mission of the Presbytery of Mackinac is:

*By God's grace the Presbytery of Mackinac supports, equips and grows healthy congregations for intentional mission.*

*Congregations are healthy and vital when they:*

*-Bring others to Christ*

*-Worship vibrantly*

*-Participate actively in the mission of Christ's church*

The General Goal of the Office Manager position is:

*To assist the Presbytery in its day-to-day functions and build relationships across the presbytery to enhance connectedness between churches and members.*

One of the challenges of our Presbytery, of which we are all aware, is the geographical distance between our churches, which is also noted in the Report of the Administrative Commission of 2018. In order to facilitate the stated mission of the presbytery and the concerns of the Administrative Commission, along with fulfilling the requirements of the Office Manager position, the Office Manager will be visiting with churches throughout the Presbytery to strengthen relationships. The Office Manager will be visiting churches in every region of the presbytery and will meet with the Office Managers/Administrative Assistants at the churches to assist them in their roles and responsibilities. Having face-to-face meetings will help alleviate some of the disconnect felt in some churches, while having a "Presbytery" face that people will have seen in the past year. The goal is to reduce some of the geographical divide that happens in a presbytery of our size.

### Process

1. Prior to traveling to visit churches, the Office Manager will notify the Coordinating Council and COM of time and date and of which churches she/he will be visiting.
2. If, while meeting with the Office Manager/Administrative Assistant, questions are raised regarding areas outside the bounds of office support the Presbytery Office Manager will do the following:
  - a. If the question relates to pastoral concerns or questions, the Presbytery Office Manager will notify COM and also ask the church to contact COM directly.
  - b. If the question relates to PC(USA) polity or procedure, the Presbytery Office Manager will notify the Stated Clerk of the Presbytery and ask the church to contact the Clerk as well.
  - c. If the question relates to financial policies or procedures of the Presbytery, the Presbytery Office Manager will notify the Presbytery Finance Committee and ask the church to contact the Finance Committee as well.
  - d. If the question relates to an area outside the bounds of office procedures, the Presbytery Office Manager will notify the appropriate Council member so that they are made aware of the question and can respond appropriately.
3. At each Council Meeting, the Office Manager will provide a list of churches visited since the last Council meeting.

Faithfully submitted,

Personnel Committee, (Reviewed and agreed upon by Committee on Ministry)