

Presbytery Leadership Support

Coordinated weekly check-ins with the Lead Presbyter; prepared materials for presbytery gatherings; supported planning for joint COM meetings; reviewed agendas, minutes, and policy questions; assisted with transitions and session-moderation needs.

Committee Meetings & Zoom Participation

Participated in Focus & Coordination Team, COM (C-Syr and joint meetings), PSV COM, CPM/under-care Zooms, Council preparation, GA orientation, CORD, PSV Executive meetings, and clergy gatherings. Participated in Zoom interviews and facilitated communication among committee members.

Administrative & Communication Work

Managed high-volume email communication with pastors, PNCs, congregations, and presbytery leaders. Coordinated Protect My Ministry onboarding and administrative duties. Maintained weekly reports, scheduled meetings.

Congregational & Pastoral Support

Provided care and follow-up with clergy; supported congregations in transition (Mexico, Whitelaw, Park Central, Fulton). Assisted with PNC coordination, session-moderation questions, and leadership introductions.

Candidate & Under-Care Support

Guided candidates through coursework questions, discernment conversations, and scheduling. Created and monitored When2Meet polls; coordinated mentoring and CPM follow-up.

Event Planning & Execution

Supported the May 16 presbytery gathering (slides, worship, logistics). Coordinated clergy lunch (May 19), including communication, RSVPs, and hospitality. Facilitated new pastor orientation and PNC chair meetings.

Church Visits

Visits to Port Byron Federated, Cazenovia, Whitelaw, and Auburn First.

Retreat Leadership

Led a retreat for Isaiah's Table, providing facilitation, and relationship building exercises.

Reading & Professional Development

Continued reading *Embracing Mixed Ecology* and reviewed resources relevant to congregational vitality and transitional ministry.