

**THE PRESBYTERY OF LONG ISLAND**  
**Roles of Presbytery Staff with respect to Congregations in Transition**  
**For the balance of 2010**

In preparation for the retirement of the Interim Executive Presbyter (IEP), the Personnel Committee and the Committee on Ministry (COM) met in consultation to identify areas of the COM's work that need extra support in the absence of the IEP. In addition, the Personnel Committee identified other tasks of the IEP that needed to be met by staff.

The majority of the work will be accepted by the Associate for Congregational Resourcing, Marie Zupka-Ludder. The details of this work have been laid out in a position description for the Transition Presbyter, Marie's new title for her additional time during this period of transition. The work encompasses basically her assuming the role of Head of Staff and of staff resource to a few committees.

**The specific area of the COM's work chosen for staff input was that of congregations in transition. Again, the Transition Presbyter will be prominent in fulfilling these roles.**

**Listed below are the tasks involving congregations in transition and the staff member who will assume responsibility for them.**

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|----|--|---------------------------------|
| 1. | Advise COM on temporary pastoral leadership for congregations with vacant pulpits.                                       | <b>Transition Presbyter</b>     |
| 2. | Support Pastor Nominating Committees (PNC) with the electronic matching process. Provide PNC with login ID and password. | <b>Stated Clerk</b>             |
| 3. | Electronically match churches' information forms with candidates' information forms.                                     | <b>Transition Presbyter</b>     |
| 4. | Do background screening of serious candidates  | <b>Administrative Associate</b> |
| 5. | Perform executive reference checks of serious candidates from other presbyteries.  | <b>Transition Presbyter</b>     |
| 6. | Provide executive reference checks for ministers in our presbytery being considered by churches in other presbyteries.   | <b>Transition Presbyter</b>     |