

Overview of the Metro NY PPG



Hudson River



New York City



Long Island

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What do these three presbyteries have in common?

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- Beaches, City life, peaceful getaways...

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- COMs, CPMs, CLPs, transformation, small churches, young adult ministry, emerging congregations...

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- Need to shared resources, provide peer support, participate in problem solving, train leadership and support mutual mission projects...

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What is the Metro NY Presbytery Partnership Group or PPG?

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- The Metro NY PPG is an agent of mission and ministry of the Synod of the Northeast working closely with presbyteries supporting the development of congregations.

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- Each PPG consists of the Synod Commissioners and the Young Adult Advisory Delegate from each presbytery with voice and vote. When commissioners are not able to attend, their alternates may attend with voice and vote. Otherwise, if the commissioner and alternate are present, the alternate has voice but not vote.

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- The Executive or General Presbyter from each presbytery and the Synod Executives are advisory members with voice only.

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- The Synod Moderator of Presbyterian Women shall be a member of the Presbytery Partnership Group to which her presbytery belongs (Synod Bylaws, 04.02.05).

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- In order to achieve our purpose, the PPG may fund existing programs or projects sponsored by one or more presbytery or by a related non-profit group, initiate new programs or projects and encourage cooperative efforts among presbyteries.

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Each Presbytery Partnership Group determines the use of mission funds allocated to it by the Synod Assembly through the regular budget process.

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Overview of the Metro NY PPG

26 It is the hope of the Metro NY PPG that this new restructure of the Synod of the
27 Northeast will be the catalyst that will encourage intentional discussions between
28 committees, councils and special interest groups in each presbytery to build relationships
29 and to form new partnerships with one another.

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31 HOW DOES THIS SYSTEM WORK FOR OUR PPG?

32 The Metro NY PPG is allocated funding in the following ways:

33 1. 50% of all available funds will be awarded to projects sponsored by two or more
34 presbyteries within the Metro NY PPG. As a team, we encourage multi-presbytery
35 projects.

36 2. 30% of all available funds will be available to each presbytery (10% per presbytery)
37 for projects proposed by individual Presbytery Councils.

38 3. 20% of funds will be reserved for emerging concerns, PPG expenses and projects
39 coming from other presbyteries and/or the Synod of the Northeast.

40 Projects may be funded on an annual or multi-year basis.

41 Those budget items previously funded by the Synod may now be funded through the
42 local PPGs.

- 43 • Leadership Training
- 44 • Mission Conferences
- 45 • Career Development Counseling
- 46 • Youth Connection and Youth Triennium
- 47 • Mission
- 48 • Partnership grants
- 49 • Shared Ministry Grants
- 50 • Peacemaking activities

51 How often does the Metro NY PPG meet?

- 52 • We meet three times a year in February, July and October.
- 53 • The February meeting is usually a conference call meeting.

Overview of the Metro NY PPG

- 54 • The meeting in July can either be at a location of our choice or by conference call.
55 The date and location of the meeting would be determined at the February
56 meeting.
- 57 • The October meeting takes place during the Synod Assembly meeting.
58 ○ The PPG would elect their convener, vice-convener and recorder at the
59 October meeting for a one-year term.
- 60 • Any member of the PPG with consent of the Convener can call additional
61 meetings if an urgent need presents itself.
- 62 • All members must be notified at least 21 days prior to a regular and/or special
63 meeting (Synod Bylaws, 04.03.02)
- 64 • In the absence of the convener, the vice-convener will moderate the meeting.

65 Commissioners and terms

- 66 • Each presbytery shall elect commissioners to the Synod Assembly in pairs based
67 on one Teaching Elder and one Ruling Elder for each twelve thousand ministerial
68 and active church members or major fraction thereof. No presbytery shall be
69 represented by fewer than two Teaching Elders and two Ruling Elders (Synod
70 Bylaws, 02.01.01a).
- 71 • Alternate Commissioners: When a synod commissioner is unable to attend a
72 session or complete his or her term, the presbytery shall designate another
73 presbyter to serve in place of that commissioner, a Teaching Elder to replace a
74 Teaching Elder , a Ruling Elder to replace a Ruling Elder, either for a specific
75 designated meeting or to complete the commissioner's term (Synod bylaws,
76 02.01.02)
- 77 • Commissioners shall be elected to staggered three-year terms. A commissioner
78 may be elected to a second consecutive term. No commissioner who has served
79 two consecutive, full three-year terms shall be eligible for election to another term
80 until at least two years has elapsed. A commissioner elected to fill a partial term,
81 which is more than one year in length, shall be considered as having served a full
82 term (Synod Bylaws, 02.01.01b).
- 83 • Young Adult Advisory Delegates (YAAD): One representative youth or young
84 adult shall be elected by each presbytery from within its bounds as a Young Adult
85 Advisory Delegate. Each YAAD would be elected for a term of one year to begin
86 with the Synod's Annual Meeting. They may be elected to a second term. (Synod
87 Bylaws, 02.02.01a)
- 88 • *Beginning in 2011, commissioner terms will end according to the calendar year*
89 *(Class of 2013 ends December 31, 2013; Class of 2014 begins on January 1, 2012)*

Overview of the Metro NY PPG

90 *and ends on December 31, 2014, etc).* Those elected prior to the beginning of
91 their term may be invited to attend PPG meetings without vote in order to become
92 acquainted with the process and its membership. **As per the new bylaws, the**
93 **former Class of 2012 is now the Class of 2011 and their term shall end as soon**
94 **as their replacement is elected by their presbytery or when the October 2012**
95 **Synod Assembly convenes, whichever comes first. In turn, the new**
96 **commissioners' term begins upon their election by their presbytery.**

- 97 • Schedule for terms of commissioners as per the Appendix C of the Synod Bylaws:
 - 98 ○ Hudson River, Long Island and New York City – one Teaching Elder and
 - 99 one Ruling Elder beginning 2009, 2012, 2015
 - 100 ○ Hudson River – one Teaching Elder and one Ruling Elder beginning 2010,
 - 101 2013, 2016
 - 102 ○ Long Island and New York City – one Teaching Elder and one Ruling
 - 103 Elder beginning 2011, 2015, 2018
- 104 • Commissioners may be nominated to serve on other councils and committees of
- 105 the Synod of the Northeast. Some councils, committees and/or task groups may
- 106 require at least one member of each PPG to serve on them, as well. These may not
- 107 necessarily be a commissioner but a member of the three presbyteries,
- 108 representing the PPG.

109 Presbytery Partnership Group service to other entities

- 110 • Council Committee on Personnel – one person from PPG not necessarily a
- 111 commissioner
- 112 • Council Committee on Budget and Finance – one person from PPG not necessarily
- 113 a commissioner
- 114 • Council Committee on Grants – one person from PPG not necessarily a
- 115 commissioner
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- 117 • Committee on Nominations - Two persons, one teaching elder and one ruling elder,
- 118 representing two different presbyteries from within each Presbytery Partnership Group,
- 119 divided into three classes, nominated by the Synod Council for election by the Synod
- 120 Assembly for a term of three years on a calendar year basis. The Synod Council shall
- 121 seek first to nominate persons who are currently serving as synod commissioners or
- 122 persons who have recently served as synod commissioners but not to the exclusion of
- 123 other qualified persons. The Synod Council shall strive for diversity in selection of
- 124 nominees and shall include at least one racial-ethnic person. (Synod Bylaws 08.01.02A)
- 125 • New York State Council of Churches – one person from PPG not necessarily a
- 126 commissioner
- 127 • PPAN – one person from each PPG not necessarily a commissioner

Overview of the Metro NY PPG

128 What is the quorum for PPG meetings?

- 129 • The quorum for a meeting of a Presbytery Partnership Group shall consist of one
130 more than one third of its members and represent a majority of its presbyteries,
131 (Synod Bylaws, 04.03.03). As the Metro NY PPG has a total of 12 commissioners
132 and 3 Young Adult Advisory Delegates, the quorum for our meetings would be at
133 least six members from two presbyteries.

134 How are proposals submitted to the PPG?

- 135 • Any church, committee, council and/or special interest group may complete a
136 Metro NY PPG proposal application that is available on the Metro NY PPG File
137 cabinet on the Synod of Northeast website or in file cabinets on presbytery
138 websites.
- 139 • The proposal would be forwarded to the council within their own presbytery for
140 approval.
- 141 • Once approved, the applicant forwards the proposal to the other two presbyteries
142 for their endorsement. The second presbytery does not have to participate in the
143 proposal but they do have to acknowledge that this is a worthwhile project for the
144 PPG to consider.
- 145 • Once the applicants receive letters of endorsement from their own presbytery and
146 at least one other presbytery, it is forwarded to Nancy Lomberk at the Synod of
147 Northeast. She will distribute all documents to the PPG. She would usually send
148 it to the convener who would then forward to all members and presbytery staff.
- 149 • Those Organizations not limited to the bounds of a particular presbytery, only
150 need to complete the application and send it directly to Nancy Lomberk, who will
151 send it to the PPG convener.
- 152 • The cut-off dates for receiving proposals prior to meetings are February 1, July 1
153 and October 1.
- 154 • When the proposal is approved by the PPG, the convener sends an approval letter
155 to Nancy Lomberk who ensures disbursement of funds to the presbytery.
- 156 • The applicants are required to report how the funds are spent to the Finance
157 Officer at the Synod of the Northeast.
- 158 • The applicants are required to send a report of the project within 60 days of the
159 completion of the project to the PPG. In cases of ongoing projects, the applicants
160 are required to send an annual report by October 1. These reports are provided to
161 the PPG for their information. All applicants must provide a financial accounting

Overview of the Metro NY PPG

- 162 of how the funds were spent to the Synod office. Any funds not spent would be
163 returned to the Synod office in a timely manner.
- 164 • Whenever possible the convener may invite applicants to give verbal reports when
165 submitting proposals and progress/final reports to the PPG.
 - 166 • Applicants must repeat the process each year they are seeking funding for on-
167 going projects.
 - 168 • For distribution of funds available to each Presbytery (10%), the council in the
169 presbytery approves the disbursement, sends a letter to Nancy Lomberk who then
170 will ensure disbursement of funds. She may contact the convener to ensure that
171 the funds should be or available to be disbursed. The PPG will maintain records
172 of what each Presbytery uses in order to ensure that they do not spend more than
173 10%.

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175 **Responsibilities of Officers**

176 The Metro NY PPG may assign certain responsibilities to other members of the PPG as
177 needed.

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179 **Convener**

- 180 • Call the meetings as described above
- 181 • Notify Nancy Lomberk of election of convener, vice-convener and recorder
182 following October meeting
- 183 • Set up conference call meetings with the Synod
- 184 • Moderate meetings
- 185 • Maintain open communication with PPG commissioners, presbytery and Synod
186 staff throughout the year
- 187 • Arrange for meeting locations for those meetings held separate from the Synod
188 Assembly
- 189 • Prepare docket for meeting in conversation with vice-convener and recording
190 secretary
- 191 • Monitor funding reports coming from Synod
- 192 • Keep track of 10% funding for each Presbytery
- 193 • Authorize release of funds with the Synod (Form should be submitted immediately
194 following approval by the PPG.)
- 195 • Authority to post articles, pictures and documents to the Synod website
- 196 • Receive and post news releases to the Synod website and to mini-Nor'easter

Overview of the Metro NY PPG

- 197 • Distribute proposals to the commissioners and presbytery staff prior to the
- 198 meetings
- 199 • Conduct polls via e-mail as needed between meetings
- 200 • Maintain e-mail group
- 201 • Assist anyone seeking to apply to the PPG for funding.
- 202 • Invite newly elected commissioners, staff members, YADs, etc to the any meeting
- 203 of the PPG following their election and prior to their term beginning (January 1).
- 204 • Distribute this “Overview” document to new commissioners and provide for
- 205 orientation.
- 206 • Follow-up on funds not yet disbursed with appropriate persons.
- 207 • Ensure that applicant’s submit reports according to our guidelines.
- 208 • Arrange for guest speakers to report on a prior event or to present new and
- 209 continuing proposals
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211 **Vice-convener**

- 212 • Moderate meetings in the absence of the convener
- 213 • Assigned special projects by the Convener or by the PPG
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215 **Recorder**

- 216 • Keep accurate meetings of all meetings
- 217 • Write correspondence as needed
- 218 • Submit minutes to the Synod Website
- 219 • At the discretion of the PPG, the Recorder may have access to the Synod website
- 220 for posting articles, news releases, pictures and documents.
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222 **PPG Administrative Assistant at the Synod**

- 223 • Receives all proposals from applicants
- 224 • Forwards the proposals to the convener or other designated persons within the
- 225 PPG
- 226 • Receives authorization forms for disbursement from convener
- 227 • Forward quarterly accounting statements of expenditures and funds remaining to
- 228 the convener for their review. Errors should be reported to the Administrative
- 229 Assistant as soon as possible.
- 230 • Sets up Conference call meetings and notifies all participants