

Presbytery of Scioto Valley (PSV) OFFICE UPDATE

Jim Hines, Chair, Commission for Presbytery Operations (CPO) 1-19-2022

Despite the on-going pandemic, the Presbytery offices continue to be opened to keep effectively serving the Presbytery. At this time, the Presbytery of Scioto Valley (PSV) Offices are open as scheduled using the staff in a hybrid mode.

OFFICE HOURS - During the initial phase of the pandemic (early-to-mid 2020), the Presbytery offices were closed for a period of time and our staff did work remotely. However, for well over a year now, the Presbytery offices have again been operating on a normal, per-pandemic, schedule and the offices are open Monday to Thursday from 9 a.m. to 4:00 p.m. each day.

COVID RESTRICTIONS - During the early part of the pandemic, the Presbytery's CPO Commission decided that we would try to observe the same COVID precautions as Overbrook Presbyterian, our host church. Overbrook DID NOT at any time restrict our operations and never required that we follow their restrictions - we just opted to be consistent with Overbrook.

STAFFING – it is important to remember that we have a very small staff and most of the staff work part-time. The staff has been operating in a hybrid mode, as follows:

Dagmar Romage our administrative assistant, is generally in the office during office hours (Dagmar is a 32 hour/week staff member). Dagmar "anchors" our office staff.

Bill Gause, Stated Clerk, is a 2-day per week staff member and is also the Senior Pastor at Overbrook. Bill's PSV office is actually a desk in the corner of a small office shared with the PSV Treasurer. Consequently, Bill usually works out of his Overbrook office most of the time (whether he's working on

PSV business or Overbrook business) although he is always available to meet with any of you in either his PSV office or his Overbrook office.

John Wyckoff, our financial assistant, is also a 2-day/week part-time and John also handles finances for Overbrook. Therefore, John has 2 offices in the building - one in the PSV offices and one in the Overbrook section of the building. John has very little reason to meet with any visitors and schedules his time in the office (either PSV or Overbrook) around the needs of the church and/or the PSV. He generally is not in the office when others are there but does most of his work late or on the weekend.

Bob Patterson, our treasurer, does not maintain office hours but comes in for meetings (staff meetings, budget meetings or finance related meetings) as needed.

Jeannie Harsh is our ONLY full-time employee and she splits her time between the office and visiting (and working with) churches throughout the Presbytery.

CONFERENCE ROOM - the PSV conference room is open and available for use if and when any of the commissions or committees want to resume in-person meetings.

ACCESS - the only real change we've made is that we request anyone visiting the office to use our PRIVATE ENTRANCE on the northside (back) of the building. Overbrook is still keeping the doors locked and If you want to come in through another entrance, you will need to call the office so Dagmar can let you in.

So, in summary, the Presbytery offices **ARE OPEN FOR BUSINESS** during normal business hours. My only precaution is that if you want to meet with someone in particular (Dagmar Romage, Jeannie Harsh, Bill Gause, John Wyckoff or Bob Patterson) that you should contact them and schedule a time. This will ensure that they are in the office and not otherwise occupied.