

## *National Sisterhood of Presvyteres Metropolis Representative Guidelines*

- Communicate with the Metropolis/Metropolitan as needed (in some metropolises the president does this). Consider meeting with your Metropolitan or writing a letter/email to let him know that you are the representative and to get his blessing.
- Consider having a board (president, treasurer, etc.) as well as regional/conference representatives and committee representatives (Caregivers, Widowed, Retired, Greeting Cards/Secretary). Identify and approach presvyteres within the metropolis who may be interested in these positions and review responsibilities. Check in with everyone regularly to see what is working well in their region/committee and where they could use extra support. You will be able to get so much more accomplished when you are working with a team!
- Work with your board and/or metropolis office to set up a treasury. The money can be used for travel to national meetings, retreats, mailings, etc. Consider sending a stewardship letter specific to your Metropolis and/or doing fundraisers. If your sisterhood does not have the funds for the representative's travel, consider asking your Metropolis Clergy Syndesmos.
- Attend the national board meetings (2-3 per year; work with your Metropolis office or board to get funding if needed). Submit a report prior to the board meeting. At the meeting take notes and gather new ideas from other metropolises and report back to your metropolis sisters (via newsletter, email, etc.) to share pertinent news and events.
- Submit articles for the national newsletter as needed (may be taken from your board meeting report).
- Maintain a master list/spreadsheet for your metropolis (names, assignments, addresses, emails, etc.) and update regularly. If you don't have a Metropolis master list start with the master spreadsheet (from national corresponding secretary). A great place to start checking addresses is using a team to call/email all the sisters on your list, introducing yourself and checking to see if you have the correct contact information.
- Update the national corresponding secretary when there changes to the list (moves within and out of metropolis, deaths, births, etc.). Update any others that would need be notified as well (national board, rep of the metropolis a presvytera is moving into, etc.).
- Let the Sister to Sister committee chairs know of any ordinations so they can send the new diakonissa/presvytera a Welcome Box.
- Let the Social Media committee chairs also know of any ordinations so they can post them on our Facebook page.
- Welcome new diakonisses/presvyteres (husbands are newly ordained) and assign them a Big Sister within the Metropolis. Keep a running list of who has agreed to be a Big sister and which Big/Little sisters you have assigned.

- Consider sending out a directory (printed or email).
- Send out communication as needed via email/listserv, newsletter, private Facebook group, website, handwritten cards or a combination of those. Work with your treasurer (if you have one) to discuss how to fund mailings/printing costs, etc. Maintain communication on website/email/social media or find another presvytera to coordinate this. Communicate Metropolis specific and national news/events/information. Find ways to communicate with those who do not have email (many of our widowed sisters, especially).
- Lead/assist/facilitate in the planning of events (Metropolis Clergy-Laity meeting, retreats, conferences, Vasilopita gathering) or find a committee to plan these events.
- Gather formally and informally at metropolis/regional events for fellowship and coordinate a picture (ordinations, weddings, baptisms, Vasilopita gatherings, metropolis clergy laity, dance festival, Oratorical festival, basketball tournaments, youth rallies, Cross Dive, etc.)

### ***ENTERING/LEAVING METROPOLIS CHECKLIST:***

#### ***When there is a new diakonissa/presvytera (newly ordained or new to Metropolis):***

- welcome her via email/phone and request information for directory; let her know about Big Sister program
- add name and info to Excel spreadsheet
- add name and email to Listserv
- add name and info to printed directory
- add birthday to birthday list (Word Document)
- email corresponding secretary (*Stephanie Gill*) with information
- email Sister-to-Sister chair (*Jeannie Monos*) for Welcome Box
- email possible Big Sister (if needed) asking if she will take on a Little Sister
- email new presvytera letting her know about the Big Sister
- mail new presvytera a copy of the printed directory
- make a note to include information in my monthly email updates
- post on Facebook if/when appropriate

#### ***When a presvytera moves out of the metropolis/falls asleep in the Lord/is divorced and wants to be removed:***

- mail sympathy card/reach out if appropriate
- remove name and info from Excel spreadsheet (add name and info to the bottom section and keep notes for reference)
- remove email from listserv
- remove birthday from birthday list (Word Document)
- update printed directory
- email corresponding secretary with information

- email the representative in new Metropolis (if moving to new Metropolis)
- make a note to include information in monthly email updates
- post on Facebook if/when appropriate (visitation/funeral arrangements)