

PRESBYTERY OF GREAT RIVERS PERSONNEL POLICIES AND GUIDELINES FOR ITS SESSIONS

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PERSONNEL POLICIES

1.00 PURPOSE, SCOPE AND APPLICATION OF THESE PERSONNEL POLICIES

The following guidelines are established as personnel policies of the Presbytery with regard to all staff which it employs for service. These policies are designed to be consistent with all applicable provisions of the Form of Government of the Presbyterian Church (U.S.A.).

The Presbytery is free to amend, modify, and change these policies at any time and will keep staff members informed of such amendments, modifications, and changes.

200 PRINCIPLES FOR THE DEVELOPMENT AND ADMINISTRATION OF PERSONNEL POLICIES AND PROCESSES

The following principles will guide the development and administration of all personnel policies and processes:

201 Equal Employment Opportunity

To establish and administer a process that develops and implements employment practices which are administered without discrimination. We are an Equal Employment Opportunity/Affirmative Action employer according to federal, state and local laws (except where religious affiliation is determined to be a bona fide occupational qualification).

202 Compensation

To establish and administer a process of compensation wherein the staff member's ~~compensation~~ **salary and benefits are** is determined on the basis of a ~~system~~ of job evaluation and classification, equitable salary scales, and increments determined in light of economic factors. ~~and an annual performance review and evaluation.~~ **An annual review in participation with the staff member will happen annually to discuss performance and salary considerations..** ~~Such a process will include interpretation of the salary program to staff members, and participation of staff members in describing their responsibilities.~~

203 Reimbursement of Expenses

To establish and administer a process wherein authorized expenses incurred by staff members, in the performance of their work assignments, are reimbursed through an adequate, uniform, voucher-based accountability plan.

204 Career Development

To establish and administer a process of career development which will afford staff members the opportunity to acquire new skills and knowledge and/or refresh old skills and knowledge, consistent with the need of the Presbytery and ~~with~~ **in consideration of** personal career goals and objectives. Staff members may, at the recommendation of the Lead Presbytery ~~for Transformation (LPFT)~~ with approval of the Personnel Committee, receive assistance through financial grants and needed time away from the job to participate in employer-conducted or approved training programs. The process of staff development will be an integral part of their annual performance review and evaluation.

205 Benefits

To assist in meeting the needs of the staff members for medical services and insurance, pension coverage, regular vacations, regular and special leaves, etc., consistent with the goals and financial capacity of the Presbytery.

3.00 DETERMINATION OF PERSONNEL POLICIES

Personnel policies are determined by the Presbytery Assembly ~~upon recommendation of the Administration Team~~ after review by the Lead Presbytery ~~for Transformation (LPFT)~~ and the Personnel Committee.

400 EMPLOYMENT CATEGORIES, TERMINOLOGY, AND PROCEDURES

- 401 Employer
The legal corporate employer of all Presbytery staff is the Presbytery of Great Rivers, a not-for-profit corporation in the State of Illinois.
- 402 Non-exempt
Those persons employed in non-exempt positions shall not work in excess of 40 hours without prior approval. Those persons are expected to manage their schedule to provide them two days off each week.
- 403 Ministers of the Word and Sacrament
In accordance with federal and state statutes and Church policy, all Ministers of the Word and Sacrament employed by the Presbytery in exempt or executive functions are considered self-employed persons, engaged in the exercise of their ministry, and are not subject to withholding for certain taxes per IRS regulations. They are, however, included in all other policies which apply to "staff members," except where excluded by federal or state law.
- 404 Employment of Support Staff
Support staff shall be employed by the designated Lead Presbytery for Transformation- (LPFT) in consultation with the Personnel committee. All support staff are non-exempt. Alternatively, Support staff could be obtained through contractual means of Virtual service providing agencies. This will be done with the input and review from the Lead Presbyter (LP), Stated Clerk, Leadership Team, Administration Team and Personnel Team.
- 405 Adjunct Staff
From time to time the presbytery may contract with adjunct staff for specific time periods and specific assignments. In these instances, such staff shall be considered self-employed persons, and are not subject to withholding for certain taxes per IRS regulations. They are, however, included in all other policies which apply to "staff members," except where excluded by federal or state law.
- 406 Position Descriptions
A position description shall be required for each position. The position description shall be in accordance with guidelines established in the Personnel Section by the Personnel Committee and subject to periodic review.
- 407 Approval of Positions
All positions shall be approved by the Presbytery Assembly upon review and recommendation by the Personnel Committee and with approval of allocation of funds by the Administration Team.

500 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

- 501 Equal Employment Opportunity
It is the policy of the Presbyterian Church (U.S.A.) and the Presbytery not to discriminate in employment policy and practices and to promote equality of opportunity in all aspects of employment. The Presbytery will be guided by the mandate of the Form of Government, the various policies of the General Assembly, and related federal, state and local laws.
- All employment policies and practices will be consistent with Equal Employment Opportunity/Affirmative Action laws of the State of Illinois (except where religious affiliation is determined to be a bona fide occupational qualification).

600 FILLING VACANCIES (AND ELIGIBILITY) FOR EXEMPT AND NON-EXEMPT STAFF

- 601 Church wide Advertising for Positions
All positions shall be advertised by the Personnel Committee as they deem appropriate.

700 **CALL**

701 ~~Call for the Lead Presbytery for Transformation (LPFT)~~
If the Lead Presbytery for Transformation (LPFT) is a Minister of Word and Sacrament, They shall be provided with a written ~~call~~ **document** stating the terms of the call/**terms of contract**. Such a ~~call~~ **document** is to be prepared by the Search Committee established by the Presbytery Assembly and issued by the Presbytery.

800 **OTHER EMPLOYMENT PRACTICES**

801 Probationary Employment
The first three (3) months of employment of support staff are considered a probationary or a trial period giving the employee and the supervisor an opportunity to evaluate interest and qualifications for the position under actual working conditions.

802 Performance Review for Probationary Employees
Prior to regular employment, a performance appraisal is prepared and discussed with the staff member by her/his supervisor. When all requirements for regular employment are completed satisfactorily, regular employment will begin with the next pay period.

803 Conflict of Interest
No staff member shall accept any gift, gratuity, grant, service, or any special favor from any person(s) or business which provides or receives goods and services or which seeks to provide or receive goods and services to or from the Presbytery. However, minor courtesies such as luncheons, dinners, or similar arrangements in connection with business discussions may be received.

804 Sexual Harassment
See Presbytery Policies and Guidelines on Ethical Conduct.

805 Privacy
The Presbytery shall guarantee the confidentiality of medical and employment records in accordance with privacy laws.

806 Honoraria
Presbytery personnel will not retain honoraria for any services rendered as a part of their normal job function. **The giver of such honoraria will be encouraged to make the donation to Presbytery so there is no tax burden for the staff member.** Executive staff may receive remuneration for services outside the scope of their position descriptions. Any exception to this policy will need the approval of the Personnel Committee Chair.

807 Governmental Investigations
In the event of an inquiry by the police, F.B.I., or other governmental investigating agency or official concerning the work of the Presbytery, its activities, records, or personnel; or in the event a staff member of the Presbytery is sought to be queried by such governmental agency, the following shall be the policy in this area:

- a. all such inquiries shall be referred to the ~~Lead Presbytery for Transformation (LPFT)~~.
- b. no information or documents of any kind will be released until the ~~Lead Presbytery for Transformation (LPFT)~~ has consulted with and attained the clearance of the Stated Clerk in matters regarding governmental investigating agency.
- c. the ~~Lead Presbytery for Transformation (LPFT)~~ may release information or documents following the consultation and agreement described above or may request the Stated Clerk to release the information or documents.
- d. staff members shall be informed if there is an inquiry regarding their personnel records.

808 Policy on Corrective Action of PGR Employees

It is the policy of Great Rivers Presbytery to maintain standards of employee performance, attendance, and conduct which will allow the employer to fulfill its mission. The goal of corrective action is to assist an employee to achieve an acceptable level of performance, attendance, or conduct.

The determination of appropriate corrective action is within the discretion of the supervisor (GLP/Head of Staff); however, to ensure consistent and fair treatment of all employees and to protect the Presbytery and the supervisor from liability, the supervisor should consult with the Personnel Committee, appropriate legal counsel, or other appropriate resources to determine the history of corrective action for specific actions or performance problems and to assist in determining the appropriate action for individual circumstances.

To ensure fair and equitable treatment of all employees the following elements should be part of any corrective action:

- a. The employee should be informed of the unacceptable performance or conduct and advised of the consequences of continued unacceptable actions/performance;
- b. If appropriate, an action plan should be developed with the employee to resolve the problem;
- c. The supervisor or Personnel Committee chair should prepare a report in writing of any corrective action; this report will be retained in the employee's personnel file;
- d. The employee may respond in writing and have the response placed in the employee's personnel file.

900 SALARY ADMINISTRATION

901 Philosophy and Principles

The Presbytery is committed to salary administration which will provide: fair pay for the work performed; incentive for personal achievement and growth; and flexibility to meet changes in organization, functions, positions, and personnel over a period of time. Salary levels will be maintained in a manner which results in their being consistent internally, responsive to changes in economic indices, and in keeping with the Church's philosophy and objectives.

902 Salary Review and Increments

Presbytery staff salaries will be annually reviewed by the Personnel Committee or if there are changes in duties or responsibilities.

Any changes in terms for exempt staff will be approved by the Presbytery Assembly upon review and recommendation of the Personnel Committee ~~and with concurrence of the Administration Team,~~ through the Administration Team.

Changes in terms for non-exempt staff are determined by the ~~designated~~ Lead Presbytery ~~for Transformation (LPFT) with~~ and Personnel Committee and ~~adjusted~~ within the approved budget.

903 Staff Salaries, Ministers of the Word and Sacrament

In accordance with Form of Government, changes in terms of the call of a staff member who is a Minister of the Word and Sacrament must be approved by the presbytery.

904 Housing Allowances

In accordance with the Internal Revenue Code, an ordained minister may exclude from their gross income, any housing allowance paid as part of her/his compensation if it is designated in advance, ~~and meets IRS regulations.~~

905 Reimbursement of Expenses

Staff will be reimbursed for expenses on a vouchered basis according to the presbytery's accountable reimbursement policy.

1000 CAREER OPPORTUNITIES

1001 Staff Development Programs

Staff members are encouraged to participate in programs for development of skills and knowledge with the advanced approval of the Lead Presbytery ~~for Transformation~~ (LPFT).

The content of such a program will be based upon the agreed work and career goals of the staff members as they relate to the needs of the Presbytery.

Presbytery staff members with at least six months' credited service are eligible for inclusion in the staff development program.

If staff members are requested by the Lead Presbytery ~~for Transformation~~ (LPFT) to attend training, they will be paid for actual travel time and time attending the training. If the training will require the employee to work more than 8 hours/day or 40/hours per week, the employee will either reduce their work hours for that week or be paid overtime as applicable. The Presbytery will pay the expense of the training.

If staff members request to attend training for personal development, **with** the Lead Presbyter's ~~sy~~ ~~for Transformation~~ (LPFT)'s approval, they may attend during normal work hours and be paid for their time. They will not be paid any more than their normal salary and will not be given comp time for training that takes place outside of the employee's normal work hours. The Presbytery may pay for the training upon approval by the Lead Presbytery ~~for Transformation~~ (LPFT).

1002 Study Leave for Exempt Staff

Study leave for staff will be administered under the following conditions.

- a. The purpose of the study leave is to improve the skills and potential usefulness of the staff member for the ~~church~~ **presbytery**. The study leave is not a reward for past services and is not an additional vacation, though it may be taken in conjunction with a vacation.
- b. The written application for a study leave shall include (a) the purpose of the study leave; (b) a comprehensive proposal indicating how the purpose is to be achieved; (c) a suggested date when the study leave may be taken.
- c. When a study leave has been approved, the Lead Presbytery ~~for Transformation~~ (LPFT) will determine with the applicant the most convenient time for the study leave to occur so that the work of the Presbytery ~~office~~ will not be disrupted unduly.
- d. Upon completion of the study leave, a report will be submitted to the Lead Presbytery ~~for Transformation~~ (LPFT), indicating the benefits derived and the extent the general purpose of the leave was achieved.
- e. Study leave expenses must be vouchered to receive reimbursement.
- f. A study leave will not be granted as part of the severance conditions when a staff member leaves the employ of the Presbytery.

1003 Study Leave for Non-Exempt Support Staff

It is anticipated that most study needs of support staff can be met through means other than extended study leave. Under special circumstances, when it can be demonstrated to be for the good of the Presbytery, as well as for the staff member, study leave for support staff may be approved in line with annual provisions for executive staff. The Lead Presbytery ~~for Transformation~~ (LPFT) will have the authority to make the determination.

1004 Extended Study Leave/Sabbatical for Executive Staff

To enable employees to do a concentrated study for subjects which will contribute to the work of the Presbytery, to explore their own sense of Christian call, or to enable a period of sabbatical rest and revitalization, an extended study or Sabbatical leave, with pay, may be granted within the following guidelines:

- a. The staff member must have completed five years of service.
- b. At least five years must have elapsed since any previous extended study leave or Sabbatical.
- c. The Staff member makes a commitment to remain in his or her current position with the Presbytery for a minimum of one year when they return. If the staff member terminates employment before this year has elapsed, she/he will agree to reimburse the Presbytery for the salary received during the study leave/Sabbatical time away.
- d. The request must be made to the Personnel Chair, nine months prior to the leave for recommendation to the Personnel Committee and Administration Team so that budgeting and staffing needs can be worked out.
- e. A detailed written plan for the time away with goals (i.e. topic to be studied, how time will be spent, what the Staff member hopes to gain, etc.), will be submitted as part of the planning for this Sabbatical or Extended Study Time.
- f. The maximum length of Sabbatical or Extended Study Leave shall be 3 months and may be extended by another month by taking it in conjunction with annual study leave or vacation time.
- g. The on-going work of the staff member and the particular needs of the Presbytery will be primary factors in granting this time away.

1100 PERFORMANCE REVIEWS

11.01 Annual Performance Review

An annual performance review and evaluation will be conducted for each staff member. ~~Evaluations~~ **Reviews** will be done honestly and fairly, and ~~will be~~ documented in writing. The annual review will include:

- a. the staff member's skills and knowledge in light of her/his current assignment;
- b. evaluation and **modification of** long and short-range work objectives and career plans with the Presbytery or elsewhere.
- c. specific skills and knowledge required to reach those goals and objectives.

1200 SEPARATION PRACTICES

The term "separation" shall refer to any and all terminations of the relationship between a staff member, exempt or non-exempt, and the Presbytery.

1201 Voluntary Resignation

A voluntary choice of separation freely made by the staff member may take place after one month's written notice for Executive staff members, or two weeks written notice for support staff. Clergy are subject also to action by the Committee on Ministry and the Presbytery of Great Rivers.

1202 Dismissed Without Prejudice

A staff member's employment may be terminated by the Presbytery for reasons other than those enumerated under Dismissal for Cause in paragraph 13.03 below. Termination without prejudice will be upon the recommendation of the supervisor and the written approval of the ~~designated~~ Lead Presbytery for Transformation (LPFT).

Staff members dismissed without prejudice will be entitled to notice, severance allowances, and out placement assistance as outlined and limited in paragraph 12.041 and paragraph 12.042 below.

1203 Dismissal for Cause

Dismissal for cause may take place by written notice from the Lead Presbytery for Transformation (LPFT), in accordance with this personnel procedure, giving specific reasons for termination. Notice will be given or **payment of one month's current salary**, in lieu of notice, for exempt staff members or two weeks for non- exempt support staff members. No severance allowance will be paid, but staff members who are dismissed will receive the cash equivalent of the unused earned vacation.

The reasons for dismissal for cause shall include but not be limited to:

- a. unsatisfactory performance;
- b. insubordination in the line of assigned duties;
- c. neglect in the care and use of Presbytery property and funds;
- d. repeated, unexcused absence and/or repeated absences or tardiness;
- e. illegal, dishonest, or unethical conduct;
- f. repeated failure or refusal to observe Presbytery policies.

Discharge of a staff member is always considered to be an action of last resort taken after remedial measures have proven ineffective or when the staff member's conduct is such as to preclude further employment. Written documentation is required prior to recommendation for dismissal unless immediate dismissal is considered to be necessary for the safety of persons or property. Dismissal is subject to the complaint procedure as outlined in these policy guidelines. All dismissals of employees of the Presbytery will be reviewed by the Personnel Committee for concurrence.

1204 Reduction in Force

42.41 12.041 Reduction in the Number of Regular Staff

If the Presbytery makes a fundamental change in long-range objectives, reorganization changes, or experiences a serious change in financial outlook, a reduction in the work force may be necessary. The decisions and procedures by which staff members will be released will be fairly and consistently applied to all staff of the Presbytery. Written notice will be issued by the Lead Presbytery for Transformation (LPFT) and/or Personnel Committee to all staff announcing the reduction and reasons for it.

The policies and procedures outlined below apply to an action involving reductions in staff of the Presbytery. Reduction of force will be accomplished in a manner that preserves overall organizational effectiveness. The steps in the termination process will be as follow:

- a. a moratorium on the hiring of new staff in the Presbytery;
- b. ~~affirmative action~~ **Equal employment opportunity** and age discrimination analysis;
- c. staff member performance and qualification analysis;
- d. formal notice of termination from the Lead Presbytery for Transformation (LPFT);
- e. completion of termination procedures and work force reduction severance and benefits allowance.

If a position or similar position calling for similar qualifications is reinstated within a period of two (2) years, the individual who was previously employed in the position will be given first opportunity for employment in that position.

42.42 12.042 Schedule of Allowance and Assistance (Reduction in Force or Termination Without Prejudice)

Three months' notice will be given to exempt employees and one months' notice will be given to non-exempt employees.

If during the notice period, the employee secures employment elsewhere, the obligations of the employer with regard to the remainder of the notice period and severance are forfeited.

In addition to the period of notice, a severance allowance will be given in relation to the length of continuous service with the Presbytery as follows:

Non-exempt employees with more than one year of service will receive a minimum of one-~~week~~ **month** severance pay, and will receive an additional week of severance pay, pro-rated, for each additional year of service, up to 5 years of service. Additional severance may be given at the discretion of the Personnel Committee and at the recommendation of the Lead Presbytery ~~for Transformation~~ (LPFT).

Exempt employees will receive one month's continuance of all salary and benefits for each year of service. This severance begins at the end of the three months' notice and as subject to the provisions above.

12.043 Payment of severance allowance

Severance allowance will be paid in one of the following two ways as determined by the ~~Presbytery~~ **Lead Presbyter and Personnel Chair** after consultation with the staff member:

- a. A lump sum payment - the total amount of the salary due as severance will be paid in not more than two (2) payments. The payment or payments shall be completed within six (6) months of the staff member's last day of work.
- b. Continued salary - the staff's salary will be continued on the regular schedule through the severance period.

The Presbytery's share of the staff person's pension and other benefits payments will continue to be paid by the Presbytery during the severance period.

No additional vacation entitlement will accrue during the severance period. ~~No severance allowance shall exceed the limits listed here.~~

1205 Dismissal of Presbytery Staff who are Ministers of the Word and Sacrament

All conditions for separation shall be compatible with the provisions of the Form of Government and the Rules of Discipline of the Presbyterian Church (U.S.A.).

1206 Exit Interviews

The Presbytery wants all employees to have an opportunity to share their impressions of the employment experience and welcomes input about possible improvements for the future. All terminated staff members will have an exit interview. ~~For non-exempt support staff,~~ The interview will be conducted by the Lead Presbytery ~~for Transformation~~ (LPFT) **and Personnel Chair**. ~~For exempt support staff and executive staff, the interview will be conducted by the Personnel Committee Chair and/or the Lead Presbytery for Transformation (LPFT).~~

1207 Death in Service

In the event of the death of either an exempt or non-exempt staff person, the salary of that person will be continued to the spouse or dependent for four (4) weeks from the date on which the death occurs

Death benefits are also provided through the pension and benefits plan of the Presbyterian Church (U.S.A.), for those participating in the plan.

1300 VACANCY PROCESS

The vacancy process will include the following steps:

- a. exit interview results shared with Personnel Committee;
- b. review Staffing Rationale and evaluate need for the position;
- c. determine need to fill vacant position on an interim basis;
- d. implement appropriate search process.

1400 BENEFITS

1401 Social Security

Personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The only exception will be a minister who has chosen not to participate because of conscience. The staff member's share of the tax is withheld from the wages of staff who are not Ministers of the Word and Sacrament. Staff who are Ministers of the Word and Sacrament are considered self-employed, and Social Security taxes are not withheld, nor paid for them.

1402 Minister of Word and Sacraments

All Ministers of Word and Sacrament staff that work 20 or more hours per week will be included in the Presbyterian Church (USA) Board of Pensions Pastor Participation Plan. Health Insurance, Defined Pension Plan and Death/Disability are included at no cost to the employee in the Pastor Participation Plan.

1403 Office Staff

Office staff working 20 hours or more per week are eligible for medical, retirement and Death/Disability benefits. **The inclusion of such benefits shall be factored into salary considerations and negotiations upon hiring. Such benefits are not mandatory.**

~~Medical Insurance — Medical Insurance through the Board of Pensions menu plan are available. The Presbytery will pay 95% of the premium for eligible employee coverage. Spouse/family coverage is available with the Presbytery paying 85% of the premium. Employees who decline the health benefit will receive the equivalent of 95% of the single coverage dues in employer contributions to the Board of Pensions' Retirement Savings Plan.~~

~~Retirement Plan — Eligible employees that are participants of the Board of Pensions' Defined Benefit Pension Plan as of 12/31/16 are eligible to remain in the plan with the Presbytery paying the 11% dues. All other eligible employees will receive an 11% employer contribution to the Board of Pensions Retirement Savings Plan.~~

~~Death and Disability — Eligible employees will be covered under the Board of Pensions Death and Disability Plan at no cost to the employee. That rate is 1% for employees in the defined benefit pension plan 3.5% and for those that are not in the pension plan. BOP does not allow employee payment, if offered employer pays.~~

1404 Retirement Savings Plan

All permanent **Full-Time** Presbytery staff are eligible to participate in Retirement Savings Plan of the Board of Pensions of the Presbyterian Church (USA) with Fidelity.

1405 Holidays

The same number of holidays will be given to staff at all levels. The holidays (a total of 12 days) for staff of the Presbytery include:

- New Year's Day
- Good Friday
- Easter Monday
- Martin Luther King's Birthday
- Memorial Day
- **Juneteenth**
- Independence Day
- Labor Day
- Thanksgiving and the day following
- Christmas Eve
- **Christmas Day and the following day (providing two consecutive days off other than Saturday and Sunday)**
- In addition; **the office Presbytery staff will be off** closed between Christmas and New Year's, ~~The office will be closed the week between Christmas and New Year with all employees receiving full pay that week.~~
- ~~Two floating holidays (to be determined in consultation with the Lead Presbyter y for~~

~~Transformation (LPFT))~~

- When a holiday falls on a Saturday or Sunday, it will be observed as a holiday on the nearest Friday or Monday respectively.

14.06 Sick Leave

~~Permanent full-time~~ Employees will receive ten (10) working days of sick leave each calendar year. Unused days may accumulate up to 120 days, to be used in case of injury/illness of the employee. Sick leave entitlement during the first year of employment will be prorated according to the length of employment, using a ratio of one day for each two months of employment. The ten (10) days of additional sick leave will be credited on January 1 of each successive year of employment. Total credited service will be included in computing of sick leave.

Part Time Employees

~~For part-time employees, staff will not receive~~ sick time will be prorated based on the number of hours an employee works. For example, an employee who works 24 hours per week, will receive 60% (24 hours worked divided by a full time equivalent of 40 hours) of an eight-hour day or 5 hours per sick day. In this example, the employee would earn 50 hours (5 hours X 10 days) of sick time per year. Sick time will accumulate for part time employees up to 120 days.

At the time of termination of employment (either voluntary or involuntary), staff will not receive pay in lieu of unused sick leave.

14.07 Worker's Compensation Insurance

All staff members shall be covered by Worker's Compensation Insurance, provided by and in accordance with Illinois law.

14.08 Off-The-Job Disability Benefits Insurance

~~Staff of the Presbytery~~ who are enrolled in the Board of Pensions Plan are eligible for the disability benefits (for total disability) that are provided by the Presbyterian Church (U.S.A.) Pension Plan. ~~All Ministers of Word and Sacrament shall be covered by this plan.~~

The Presbytery may cover an interim disability.

14.09 Unemployment Insurance

The Presbytery, as a not-for-profit corporation, is not liable for State Unemployment Insurance.

14.10 Vacation

Vacation with pay is provided for all employees. Vacations must be used within the calendar year, except when special provision has been made by the ~~Head of Staff~~ Lead Presbyter (LP). Vacation time unused by 12/31 each year may be carried over for one quarter with the prior approval of the ~~Head of Staff~~ Lead Presbyter (LP). Vacation time that has been carried over will be forfeited without reimbursement if not used by 3/31.

a. Eligibility

Vacation time is available to all regular full-time and part-time employees. ~~who work 18 hours or more a week.~~

b. Actual

On January 1 of each year, exempt employees are eligible for accrual vacation time according to the following service schedule.

Up to one year through 5 years	22 days
6 years through 10 years	25 days
11 years through 25 years	27 days
Twenty-six years and over	30 days

On January 1 of each year, non-exempt employees are eligible for annual vacation time according to the following service schedule.

Jan. 1 Year 1.....	10 days
Jan. 1 Year 2.....	11 days
Jan. 1 Year 3.....	12 days
Jan. 1 Year 4.....	13 days
Jan. 1 Year 5.....	14 days
Jan. 1 Year 6.....	15 days
Jan. 1 Year 7.....	16 days
Jan. 1 Year 8.....	17 days
Jan. 1 Year 9.....	18 days
Jan. 1 Year 10.....	19 days
Jan. 1 Year 11.....	20 days
Jan. 1 Year 26.....	25 days

During the first year of employment, vacation time will accumulate at the rate of .83 days per month, beginning with the first day of employment.

For part-time employees, vacation time will be prorated based on the number of hours an employee works. For example, an employee who works 24 hours per week will receive 60% (24 hours worked divided by a full time equivalent of 40 hours) of an eight- hour day or 5 hours per vacation day. So if the employee would receive 12 days based on the schedule above, they would receive 60 (5 hours X 12 days) hours of vacation per year.

c. Determination of Service

Determination of the amount of vacation to which the employee is entitled is based on the employee's total credited service. The accrual rate for paid time will change after the completion of the appropriate year of service. For example, the accrual rate for a non- exempt employee will change from 20 days to 25 days on the January 1 after the end of the 25th year of service.

d. Usage and Approval

Employees who are newly hired are not eligible to take vacation time during their probation period unless arranged prior to employment. Such time will be without pay. Every reasonable effort to grant vacation requests will be made. If conflicting vacation requests cannot be resolved, preference shall be given to the employee with the longest period of service. Employees must exhaust vacation time before moving into any unpaid leave status (except military).

e. Payment at Separation

In the year of termination, any unused vacation time will be paid out to the employee if 2 weeks of termination notice is given. Vacation pay is forfeited if notice is not given.

14.11 Leaves of Absence, With Pay

Leaves of absence, with pay, are provided under the following circumstances:

- a. For regular training period in the U.S. Armed Forces (up to two weeks annually);
- b. For jury duty (up to two weeks annually; in exceptional cases, the ~~designated~~ Lead Presbytery for Transformation (LPFT) may grant additional leave of absence with pay for jury duty);
- c. ~~For marriage of a staff member who has one or more years of credited service with the Presbytery (up to three days);~~
- d. ~~For serious illness/injury of an employee's spouse or child (up to three days) annually. This time is to be arranged in consultation with Lead Presbytery for Transformation (LPFT);~~
- e. ~~In case of death in the immediate family (husband, wife, parent, parent-in-law, child, brother, sister, grandparent) the staff member will receive full pay for absence on the day of death up to and including day after burial. This leave should not exceed four (4) working days. Additional days without pay may be negotiated with the Lead Presbytery for Transformation (LPFT) or the Personnel Chair;~~
- f. Adequate time off for voting where election hours and work schedules would cause a hardship on staff members.

~~14.12 Parental Leave~~

~~In addition to other benefits, an employee is entitled to parental leave in the period immediately preceding and following the arrival (birth or adoption) of a child as follows:~~

- a. ~~a staff member must serve six (6) months of employment with the Presbytery before parental leave may be granted;~~
- b. ~~the leave can be for up to six (6) months. The leave may include a period in advance of the expected arrival of the child and some may be taken after the child has arrived. The leave normally should be unbroken except for any periods of absence due to medical reasons;~~
- c. ~~six (6) weeks of the maternity leave may **shall** be with pay and benefits;~~
- d. ~~two (2) weeks paternity leave with salary and benefits may **shall** be taken **offered** following the arrival **birth or adoption** of a new child. Additional time without pay may be negotiated with the Lead Presbytery for Transformation (LPFT) or the Personnel Chair.~~
~~*Ann will review Family Leave Policy passed by GA.*~~

14.12 Paid Family Leave

Family leave with full salary and benefits will be offered to all staff members for up to 12 weeks. Family leave may be used to accommodate the birth, foster placement, or adoption of a child, to provide care to an ill or disabled family member or to heal following a loss or tragic event. Additional time without pay may be negotiated with the Lead Presbyter and in consultation with the Personnel Chair.

14.13 Leaves of Absence, Without Pay

Leaves of absence without pay for up to six (6) months are provided under conditions such as the following, with the approval of the Lead Presbytery for Transformation (LPFT), in consultation with the Personnel Committee. ~~of the Administration Team.~~

- a. for study toward the fulfillment of a degree requirement or the completion of a study project;
- b. for personal reasons related to health, **family issues** or career assessment.

~~Minimum~~ Pension dues may **shall** be paid by the employee during the leave.

14.14 Flexible Spending Account (FSA)

A Flexible Spending Account (FSA) is a tax-favored program offered by PGR that allows their employees to pay for eligible out-of-pocket health care and dependent care expenses **up to \$2,500** with pre-tax dollars. By using pre-tax dollars to pay for eligible health care and dependent care expenses, an FSA gives you an immediate discount on these expenses that equals the taxes you would otherwise paid on that money. Employees are eligible for enrollment 90 days after employment begins. Enrollment must take place prior to the month end of the 90th day of employment.

~~The Administration Team approved an amendment to the Health Flexible Spending Plan that lowers the annual limit to the IRS limit of \$2,500 effective 1/1/13.~~

1500 INTERIM STAFF PERSONS

1501 General Provisions

To provide continuity of administrative and/or program services in the Presbytery, interim staff may be hired to fill a vacancy, to serve until the position is filled (or abolished).

This policy is applicable to all positions, whether filled by full-time, part-time, ordained, or non-ordained personnel.

1502 Position Description

~~A position description will be prepared by the Personnel Committee and approved by the Administration Team and then~~ A position description will be prepared by the Personnel Committee and approved by the Presbytery Assembly. A description will clearly identify the kinds of accomplishments and administrative/programmatic leadership desired during the interim period. The accountability of the position will be clearly defined and be consistent with the accountability provisions of the Form of Government.

1503 Selection

The selection and hiring of an interim will be in accordance with the provisions of the Form of Government and/or the Manual of the Presbytery.

1504 Compensation

Compensation will be based on the position description, **hours of employment** and salary range of the previous staff person.

1505 Benefits

15.51 Housing

Housing or a housing allowance ~~will~~ shall be provided if the appointment requires relocation.

15.52 Pension

Where the person is covered by the Presbyterian Church (U.S.A.) Pension Plan, pension benefits will be according to the plan's formula.

15.53 Continuing Education

Continuing education benefits may be granted in accordance with existing provisions for regular staff members at the interim work location.

1506 AA/EEO

~~The Affirmative Action/Equal Employment Opportunity Program, established by the Presbyterian Church (U.S.A.) and its agencies and governing bodies, shall be followed in the employment of personnel for interim positions.~~

1507 Review of Work

The Presbytery should provide for a review of the interim staff person's work on a scheduled basis. The review may be conducted on the basis of regular accountability reports to the Lead Presbytery ~~for Transformation~~ (LPFT) and/or Personnel Committee.

1508 Dismissal

Dismissal for cause shall be as provided for in the Presbytery's Personnel Policies.

1509 Special Provisions

Interims presently retired under provisions of the Presbyterian Church (U.S.A.) Pension Plan and Social Security and desiring to continue to receive their pension benefits, should consult with the Board of Pensions regarding the applicable post-retirement service rules as they affect compensation and other benefits.

Because of the temporary nature of interim service, special consideration will be given in the case of interims who must be separated from their immediate family who are unable to relocate. Arrangements for travel or other expenses for a reasonable number of visits with the family will be part of the agreement.

Reasonable and clearly defined moving expenses for personal effects will be provided for in any agreement with an interim, but without providing for moving all domestic goods for the relatively short period of time an interim is employed.

16.00 PART-TIME STAFF MEMBERS

~~Part time staff members are those who are employed to work less than the full weekly schedule. If they are employed at least eighteen (18) hours a week, they are eligible for the following:~~

- ~~a. holiday pay, if the holiday falls on one of the regular scheduled working days for that part-time staff member;~~
- ~~b. jury duty pay;~~
- ~~c. merit increases in salary;~~
- ~~d. regular pay up to 40 hours; compensatory time for any hours worked beyond their normal hours;~~
- ~~e. vacation and sick pay in proportion to hours worked each week;~~
- ~~f. Worker's Compensation;~~
- ~~g. Social Security participation;~~
- ~~h. severance allowance in proportion to hours worked each week;~~

~~If a part-time staff member is later placed on a full-time basis, prorated credit will be given from the first day of her/his part-time employment for purpose of sick leave, vacation, and other benefits.~~

STAFF POSITION DESCRIPTIONS

Presbytery of Great Rivers Stated Clerk Position Description **Replace this job description with current job description as per below.**

I. ~~_____~~ Purpose/Function

~~The Stated Clerk is one of two elected Constitutional officers of the Presbytery, the other being the Moderator of the Presbytery Assembly. The Stated Clerk shall perform all such duties as are prescribed in the Constitution of the Presbyterian Church (U.S.A.), the Standing Rules of the Presbytery and as may be required by the acts of higher governing bodies, or as may be assigned by the Presbytery or the Presbytery Teams; including, but not limited to, those duties pertaining to documents and records, communication to other governing bodies, and facilitating meetings of Presbytery.~~

~~The Stated Clerk "shall record the transactions of the Teams Presbytery, keep its Presbytery rolls of membership and attendance, maintain any required registers, preserve its records, and furnish extracts from them when required by another Team of the church." See G-3.0104 *The Stated Clerk shall also maintain rolls of Presbytery Teams.*~~

II. ~~_____~~ Duties

~~The duties of the Stated Clerk include:~~

- ~~1. Supporting and interpreting the church's *Constitution* and the *Manual of Operations* and policies of the Presbytery in light of the Presbyterian Constitution;~~
- ~~2. With cooperation of the Presbytery Office Staff: publish the minutes and policies of Presbytery;~~
- ~~3. Participate in organizing and managing **Assembly** meetings of the Presbytery;~~
- ~~4. Collecting annual membership statistics; reviewing the minutes of sessions annually;~~
- ~~5. Assisting the Lead Presbytery for Transformation (LPFT), Moderator, Vice-Moderator of Presbytery;~~
- ~~6. Supporting the administrative commissions of Presbytery;~~
- ~~7. Preserving the archives of minutes and records;~~
- ~~8. Providing support and training to clerks of sessions;~~
- ~~9. **Ensureing** fair and effective representation on Presbytery committees and agencies.~~

III. ~~_____~~ Expectations and Relationships

~~The Stated Clerk will:~~

- ~~1. Work with the Presbytery's Administrative Assistant in consultation with the Lead Presbytery for Transformation (LPFT).~~
- ~~2. Work as a member of the Presbytery staff team and will report to, and meet regularly with, the General **Lead** Presbyter/Head of Staff.~~
- ~~3. Facilitate communication to and among the teams, networks and various constituencies of the Presbytery.~~
- ~~4. Be accountable to the Presbytery of Great Rivers through the Administration Team (through the Personnel Committee) and the Lead Presbytery for Transformation (LPFT)/Head of Staff.~~

IV. ~~_____~~ Responsibilities

- ~~1. Secretary to the Presbytery's Admin Committee,~~
- ~~2. Resource person to all committees of Presbytery, as needed,~~
- ~~3. Resource person most often to the Committee on Ministry and the Committee on Preparation for Ministry~~
- ~~4. **Assist in forming** Form the Presbytery docket in conjunction with the Lead Presbytery for Transformation (LPFT), **Leadership Team.**~~
- ~~5. **Serve as** Parliamentarian of Presbytery,~~
- ~~6. Coordinate the constitutional process in judicial and disciplinary cases,~~
- ~~7. Serve as clerk in trials before Permanent Judicial Committee (PJC),~~
- ~~8. Serve as constitutional resource person for PJC,~~
- ~~9. Assist the Lead Presbytery for Transformation (LPFT) whenever needed,~~
- ~~10. Insure that proper records of the business of the Presbytery are maintained and coordinated with the Synod and General Assembly,~~
- ~~11. Attend annual General Assembly meetings and Stated Clerks meetings.~~

V. Specific Duties

The Stated Clerk shall:

1. ~~Notify each member of the Presbytery, and the clerk of each session, at least 10 days in advance, of the time and place of each meeting. In consultation with the moderator, the Stated Clerk will adjust the time and place of a meeting as an emergency warrants.~~
2. ~~Keep and engross in a suitable record book the minutes of all meetings; furnish extracts of the same, duly attested, whenever properly required; keep a roll of ministers, churches, and candidates, together with their addresses.~~
3. ~~Notify all commissioners and committee personnel of their appointment, and other appointees of their assignment to specific duties; prepare and forward to the General Assembly, or Synod, the statistical reports required by them.~~
4. ~~Make an annual report at the second stated meeting and report at such other times as the Presbytery may direct.~~
5. ~~Be a member ex-officio and without vote of all committees of the Presbytery (attend committee meetings as needed or desired), and serve as secretary and officer of the corporation.~~

VI. Additional Duties:

The search term might elect to delete this following section as some of these duties are done by the Administrative Assistant but are none the less a part of the needed function within the Presbytery that is often overseen by the Stated Clerk.

The stated clerk shall also have the following duties:

1. ~~Keep a permanent record of all the actions of Presbytery.~~
2. ~~Keep a roll of the committees of Presbytery, minister members, the churches of Presbytery, session-clerks, active elders of each church, candidates for the ministry, and certified Christian educators.~~
3. ~~Conduct the official correspondence of Presbytery.~~
4. ~~Report to Presbytery all actions of the General Assembly that shall require action by the Presbytery.~~
5. ~~Compile and transmit to the General Assembly and synod all required statistical reports.~~
6. ~~Notify all persons of their elections or appointments to specific duties.~~
7. ~~Keep chronological lists of minister members, officers, committees, commissioners to General Assembly and synod, and churches from which elder commissioners to General Assembly and synod have been elected.~~
8. ~~Receive and record papers, material, and overtures addressed to Presbytery and transmit the same to the proper commissioners, committees, or persons.~~
9. ~~Bring to each stated meeting of the Presbytery Assembly the current statistics of the General Assembly, the Book of Order, and a copy of the current Robert's Rules of Order, Newly Revised.~~
10. ~~Serve as secretary of the Presbytery.~~
11. ~~Include with the call for each regular meeting a copy of the docket for that meeting, and a handbook of needed documents and materials.~~
12. ~~Edit the minutes within the intent of Presbytery's actions.~~
13. ~~Print the minutes of the Assembly meetings to mail to the commissioners of Presbytery within fourteen days after the meeting.~~
14. ~~Publish minutes annually of the February, May, and October meetings and mail copies to all sessions, synod, candidates, Historical Foundation, selected libraries, and other institutions supported by the Presbytery. regular assembly meetings and distribute as needed.~~
15. ~~Report to the moderator of Presbytery any vacancies to be filled.~~
16. ~~Secure a place for the meeting of Presbytery provided no invitation has been given at the previous meeting of Presbytery.~~
17. ~~Notify the Committee on Examination, or the Committee on Ministry, when a minister or candidate is to be received into the Presbytery.~~

VII. Review

1. ~~The Stated Clerk shall meet regularly with the Lead Presbytery for Transformation (LPFT)/Head of Staff.~~
2. ~~He/she shall provide quarterly reports to the Administrative Team.~~

~~3. An annual evaluation will be compiled by the Personnel Committee.~~

~~VIII. Physical Demands~~

~~It is helpful for the Stated Clerk to hold a valid Illinois Driver's license and be able to travel to churches and governing body meetings. The Stated Clerk must be able to attend denominational events/workshops when appropriate. The position requires the ability to stand, stoop, climb stairs, walk, crouch, sit, and regularly lift objects weighing less than 10 pounds. The position also requires the ability to use the phone and computer, with or without reasonable accommodation. The position requires physical and cognitive endurance; candidate must be able to coherently and accurately perform the duties of the position.~~

~~XI. Term~~

~~The Presbytery Assembly elects the Stated Clerk for a term of two years.~~

~~X. Qualifications for the position~~

- ~~• Strong communication skills, writing, public speaking, electronic mail, listening.~~
- ~~• Working knowledge of Robert's Rules.~~
- ~~• Proficiency in Presbyterian polity; research skills.~~
- ~~• Knowledge in the field of records management.~~
- ~~• Strong in establishing and maintaining interpersonal relationship.~~
- ~~• Familiarity with the constitution of the PC (USA).~~
- ~~• Strong planning and organizational skills.~~
- ~~• Demonstrated leadership ability.~~
- ~~• Skilled in work management and control.~~
- ~~• Available for some travel.~~

I. Purpose/Function

The Stated Clerk is one of two elected Constitutional officers of the presbytery, the other being the Moderator of the Presbytery Assembly. The Stated Clerk shall perform all such duties as are prescribed in the Constitution of the Presbyterian Church (USA), the Standing Rules of the Presbytery and as may be required by the acts of higher governing bodies, or as may be assigned by the Presbytery; including, but not limited to, those duties pertaining to documents and records, communication to other governing bodies, and assistance with meetings of presbytery.

The Stated Clerk "shall record the transactions of the council, keep its rolls of membership and attendance, maintain any required registers, preserve its records and furnish extracts from them when required by another council of the church." --See G-3.0104

II. Duties

The duties of the Stated Clerk include:

1. Supporting and interpreting the church's Constitution, the Manual of Operations and policies of the Presbytery in light of the Presbyterian Constitution.
2. With cooperation of other staff, publish the minutes of Assembly and policies of presbytery.
3. Participate in organizing and managing meetings of the Presbytery.
4. Collecting annual membership statistics and reviewing the minutes of sessions biannually.
5. **Maintain all Minister Member Files.**
6. Assisting the Lead Presbyter, Moderator, Vice-Moderator of presbytery.
7. Supporting the administrative commissions of presbytery.
8. Preserving the archives of minutes and records.
9. Providing support and training to clerks of Session.
10. Doing the background **or reference** checks ~~and check references~~ for incoming pastors as requested by COM and/or Lead Presbyter, **or making sure they are done by other authorized individuals of the Presbytery.**
11. **Work with Administrative Assistant to maintain and publish Presbytery Directory.**

III. Expectations and Relationships

The Stated Clerk will:

1. Work with the presbytery's Administrative Assistant in consultation with the Lead Presbyter.
2. Work as a member of the presbytery staff and will meet regularly with the Lead Presbyter/Head of Staff.
3. Be accountable to the Presbytery of Great Rivers through the Personnel Team and the Lead Presbyter/ Head of Staff.

IV. Responsibilities

1. Act as resource person to all committees of presbytery as needed—especially to Committee on Ministry.
2. Parliamentarian of presbytery, bringing the current Book of Order, Roberts Rules of Order to each presbytery assembly meeting.
3. Coordinate the constitutional process of judicial and disciplinary cases.
4. Serve as constitutional resource person for Permanent Judicial Commission.
5. Assist the Lead Presbyter whenever needed.
6. Insure that proper records of the business of the Presbytery are maintained and coordinated with Synod and General Assembly.
7. Attend annual General Assembly meetings and Stated Clerk's meetings.

V. Specific Duties

The Stated Clerk shall:

1. Keep and engross in a suitable record book the minutes of all meetings; furnish extracts of the same, duly attested, whenever properly required; keep a roll of ministers, churches, candidates, and certified Christian Educators, together with their addresses. Direct the Administrative Assistant to assist in this task.
2. Keep chronological lists of minister members, officers, committees, commissioners to General Assembly and Synod, and churches from which elder commissioners to General Assembly and Synod have been elected.
3. Hold workshops for Sessions, Clerks and others on record keeping, Book of Order requirements and other clerical matters that will further the work of congregations and our presbytery.
4. Notify all commissioners and committee personnel of their appointment, and other appointees of the assignment to specific duties; prepare and forward to the General Assembly, or Synod the required statistical reports.
5. Make reports at meetings of presbytery.
6. Be a member ex-officio and without vote of all committees of the presbytery, attending as necessary.
7. Serve as the secretary and officer of presbytery and of the corporation.
8. Conduct the official correspondence of presbytery.
9. Report to presbytery all actions of the General Assembly that shall require action by the presbytery.
10. Receive and record papers, material and overtures addressed to presbytery and transmit the same to the proper commissioners, committees, or persons.
11. Compile, edit and publish the minutes of Assembly meetings on the web site in a timely Manner, and direct the Administrative Assistant to assist in this task.
12. Perform background checks and references for incoming pastors as requested by COM or Lead Presbyter.
13. Notify the Committee on Ministry when a minister or candidate is to be received into the presbytery.

VI. Review

1. The Stated Clerk shall meet on a regular basis with the Lead Presbyter/ Head of Staff and the Personnel Chair for review.
2. An annual evaluation will be compiled by the Personnel Team.

VIII. Term

The presbytery assembly elects the Stated Clerk for a term of two years.

IX. Qualifications for the position

- Strong communication skills: writing, public speaking, electronic mail, listening.
- Working knowledge of Robert's Rules.
- Proficiency in Presbyterian polity; research skills.
- Knowledge in the field of records management.
- Strong skills in establishing and maintaining interpersonal relationships.
- Familiarity with the constitution of the PCUSA.
- Strong planning and organizational skills.
- Demonstrated leadership ability.
- Skilled in time management and work organization.
- Available for some travel.

Presbytery of Great Rivers Accountant Position Description **Replace with job description for Bookkeeper below**

I. Purpose

To enhance the ministry and mission of the Presbytery of Great Rivers.

II. Accountability

This person is employed by the Presbytery and is accountable to the Presbytery through the Personnel Work Group of the Administration Team and under the supervision of the Lead Presbytery for Transformation (LPFT).

III. Responsibilities

Areas of responsibility: To manage the financial affairs of the Presbytery, with the counsel of the Trustees, Treasurer, and the Lead Presbytery for Transformation (LPFT).

A. General Ledger

1. Oversee the preparation of bank deposits and entry into the financial software.
2. Recording of receipts and disbursements.
3. Preparation of checks for the Treasurer's signature after verifying the vouchers/invoices for arithmetic accuracy, account number assigned and approving signatures.
4. Preparation of bi-weekly employee payroll checks, monthly payroll tax liability deposits; quarterly payroll tax returns; annual forms W-2s and W-3s; annual forms 1099 and 1096, and related reports
5. Maintain bank deposit authorization forms.
6. Maintain financial files and subsidiary records.
7. Analysis of investments, interest allocation and fund balances.
8. Reconcile monthly financial accounts with bank statement.
9. Prepare quarterly financial statements for the Administration Team
10. Prepare Financial Statements for Assembly papers.
11. Prepare flexible spending reimbursement checks and maintain accounting of individual employees' flexible spending accounts.
12. Maintain fixed asset inventory listing; maintain depreciation schedule.
13. Transmit General Assembly & Synod mission funds on a monthly basis.

B. Mission

1. Review of mission remittances for consistency with the church's pledge or its history of giving.

C. Budget

1. Work with the treasurer in the annual preparation of the detail budget for Presbytery approval and enter into the financial software, making adjustments when directed by the appropriate Presbytery unit.

D. Resources

1. Annually compute and prepare a statement of per capita due for the succeeding year for the Senior Administrative Assistant to mail to each church.
2. Provide financial advice to the Administration Team and to member churches.
3. Maintain a record of per capita delinquencies for follow up by the Administration Team and correspond with churches concerning per capita status upon direction of Trustees.

E. Audit

1. Preparation of schedules for auditors prior to their arrival.
2. Work with auditors during the audit providing data as requested.

~~G. Maintain Corporation Records~~

- ~~1. File the Annual Report of the General Not for Profit Corporation Act with appropriate signatures and statements from the Trustees.~~
- ~~2. File any Corporation Name Changes, Statement of Change of Registered Agent and/or registered office with appropriate signature and statements from the Administration Team.~~

~~H. Other Responsibilities~~

- ~~1. Serve as resource to various Presbytery units upon request.~~
- ~~2. Serve as resource for trustees regarding issues of closing churches.~~
- ~~3. Act as consultant to church financial officers.~~
- ~~4. Annual financial training with church treasurers and other training as requested by churches~~

~~IV. Evaluation~~

~~The Lead Presbytery for Transformation (LPFT) and a representative from the Personnel Work Group of the Administration Team shall make a complete review and evaluation of this person's work annually.~~

Bookkeeper Position Description

- I. Purpose
To enhance the ministry and mission of the Presbytery of Great Rivers.
- II. Accountability
This person is employed by the presbytery and is accountable to the presbytery through the Personnel Committee. ~~of the Administration Team~~ and under the supervision of the Lead Presbyter (LT). ~~for Transformation.(LPFT)~~
- III. Responsibilities
 - A. General ledger
 1. Verify bank deposits and enter into the financial software.
 2. Record all receipts and disbursements.
 3. Preparation, in a timely manner, of checks for the Treasurer's signature after verifying the vouchers/invoices for arithmetic accuracy, account number assigned and approving signatures. Usually issued every other week.
 4. **Manage payroll for Presbytery staff.**
 5. Maintain bank deposit authorization forms.
 6. Maintain financial files and subsidiary records.
 7. Reconcile monthly financial accounts with bank statement.
 8. Prepare quarterly financial statements for the Administration Team.
 9. Prepare financial statements for assembly papers.
 10. Assist the Treasurer in maintaining fixed asset inventory list and depreciation schedule.
 11. Transmit General Assembly & Synod mission funds on a monthly basis.
 - B. Mission
Review of mission remittances for consistency with the church's pledge or its history of giving.
 - C. Budget
Work with the treasurer in the annual preparation of the detail budget for Presbytery approval and enter into the financial software, making adjustments when directed by the appropriate Presbytery unit.
 - D. Resources
 1. Annually compute and prepare a statement of per capita due for the succeeding year and mail to each church.
 2. Maintain a record of per capita receipts/delinquencies for follow up by the Administration Team and correspond with churches concerning per capita status upon direction of ~~Trustees.~~ **Administration Team.**
 - E. Audit
 1. Preparation of schedules for auditors prior to their arrival.
 2. Work with auditors during the audit, providing data as requested.

- F. Maintain Corporation Records (assist the Stated Clerk in the following)
 - 1. File the Annual Report of the General Not for Profit Corporation Act with appropriate signatures and statements from the ~~Trustees~~ **Administration Team**.
 - 2. File any Corporation Name Changes, Statement of Change of Registered Agent and/or registered office with appropriate signature and statements from the Administration Team.

IV. Evaluation

The Lead Presbyter ~~for Transformation~~ and a representative from the Personnel Committee ~~of the Administration Team~~ shall make a complete review and evaluation of this person.

Presbytery of Great Rivers
Executive Administrative Assistant Position Description

A. IT TECH SUPPORT

Able to work on own initiative.
Demonstrate practical knowledge and problem-solving strategies.
Manage Dropbox files.

Software

Install new software as needed.
Liaise with the Stellar Systems Inc. to maintain computer & software inventory.
Assist with Stellar in the deployment of computer hardware and software.
"Go-To" person when technical problems arise, track technical issues, work with Stellar Liaison,
when necessary to correct problem.

B. ASSIST STATED CLERK

Quarterly Fineline Report.
Manage Session Record Review reports.
Prepare Stated Clerk report for assembly papers.
Prepare Permanent Minutes.
Take committee minutes and disburse accordingly

C. WEBSITE & DATABASE

Created and maintain website.
Maintain and update all data changes for the People and Organization modules of AGS.

D. COMMITTEE DUTIES (Under direction of Lead Presbytery for Transformation (LPFT) and Stated Clerk)

COM Committee

Maintain communication with COM members.
Collect various COM correspondence/documents.
Assist in preparing Agenda.
Send out reminder along with all documents necessary.
Maintain spreadsheets for various COM functions.
Take COM meeting minutes.
Process all documents—transfers, status changes, etc.
Maintain a process of memos and reports for all Installation/Ordination and Administrative
Commissions.
Prepare COM report for Assembly Papers.

CPM Committee

Maintain communication with CPM members.
Maintain communication with CPM inquirers and candidates.
Collect various CPM correspondence/documents.
Preparing Agenda.
Send out meeting reminder along with all documents necessary.
Maintain spreadsheet for candidates & inquirers.
Take CPM meeting minutes.
Prepare CPM report for Assembly Papers.

Nominating Committee

Maintain committee members database.
Notify members of meetings.

Administration Team and Visioning Team

Maintain committee members database.
Notify members of meetings.

E. ANNUAL REPORTS

Coordinate, prepare, and mail the churches annual report packet including the Changes in Terms of Call, directory change sheet, necrology report, trustees annual report, GA clerk's annual questionnaire and booklet. Collect and process all returned information.

Yearly Per Capita mailing.

Yearly Shared Mission Pledge.

Yearly Specialized and Member-at-Large mailing. Track reports received and report to COM.

F. SR. ADMINISTRATIVE ASSISTANT DUTIES

Create & edit video for website.

Create and edit CDs & DVDs.

Maintain all Minister Member files.

Background checks for pastors entering our Presbytery.

Maintain and publish Presbytery Directory.

Maintain forms for the Presbytery office, the Presbytery and on the web.

Maintain the PGR Manual for office and website with any additions or corrections.

Learn new software as need arises.

Misc. routine mailings.

Make travel arrangements as necessary.

Serve as resource for instructions/questions.

Maintain and update office and website calendar.

Read and respond to e-mails.

Provide other routine clerical/secretarial duties as required.

Answer the telephone and route calls, make copies. Use of fax machine, postage machine, paper folding machine and computer.

Sort and distribute incoming mail.

Receive and welcome visitors, with attention to their comfort and staff schedules.

Run errands as needed, pick up office supplies, etc.

File all papers into church files.

Misc. routine mailings — Assembly postcards, Mission Initiative Grant display letters, Session Records

Review letters, retired minister's group invitations, Elder Training letters, thank you notes, etc.

Send items to Presbytery Historic Society.

G. PGR OFFICE PURCHASING AGENT

Oversee the purchase of office supplies.

Supervise the maintenance and disposal of office equipment.

Obtain bids and make recommendations for purchase of office equipment.

H. MISCELLANEOUS

Ethical Conduct Classes

Prepare mailing.

Track attendance in ACS & spreadsheet.

Create certificates for attendees.

Upload training video to website and send out notification.

Assembly Meetings

Prepare all documents to be uploaded to website.

Assist in set-up for meeting.

Create ordination anniversary certificates.

- I. ~~FINANCIAL RESPONSIBILITIES (Under direction of the Accountant)~~
~~Log in checks daily into Dropbox~~
~~Prepare the deposit.~~
- J. ~~EVENT PLANNING RESPONSIBILITIES~~
~~Coordinate reservations, menus, mailings and RSVPs for social events.~~
~~Order catering as needed for meetings.~~
~~Run errands as needed, purchase drinks, cookies, chips for meetings and go to SAMS to buy food for Assembly Meeting lunches.~~
~~Coordinate logistics and registration for presbytery assembly meetings, events and conferences, working along with Lead Presbytery for Transformation (LPFT) and Presbytery committees as needed.~~
~~YOUTH TRIENNIAL.~~
- K. ~~COMMUNICATION RESPONSIBILITIES~~
~~Prepare the weekly presbytery e-newsletter through Constant Contact.~~

Administrative Assistance or Office assistance will be secured as needed with input and review from the Lead Presbyter (LP), Stated Clerk, Leadership Team, Administration Team and Personnel Team. I have incorporated this under 4.04

CP COORDINATOR JOB DESCRIPTION

Commissioned Pastor Coordinator

- I. Purpose
To provide support, connection and maintain lines of communication between Commissioned Pastors and the Presbytery at large.
- II. Accountability
This person is an independent contractor who will be accountable to the Lead Presbyter/ Head of Staff of Great Rivers Presbytery and the Personnel Committee.
- III. Responsibilities
1. Maintain open lines of communication with all CPs and work in direct relationship with CPs and candidates for that position.
 2. Develop and maintain a list of the CPs serving in Great Rivers Presbytery.
 3. Work cooperatively as a peer with the chairs of Committee on Ministry and the Committee on Preparation for Ministry.
 4. Serve as a resource person for individuals who have interest or questions about becoming a CP.
 5. Work with the CPs to discover what level of connection and support they want with one another and with the CP Coordinator and help to implement that support.
 6. Plan events to foster connection, learning and renewal for the CPs.
 7. Function as a supervisor to CPs in a mentoring role in accordance with Book of Order G..21004.
 8. Attend PGR Staff meetings and report to Lead Presbyter.
 9. Participate in Leadership Team as time permits or when the Coordinator's expertise or insights are requested.
 10. Participate in Presbytery Assembly meetings with written or verbal reports as needed.
 11. Help develop a new handbook for Commissioned Pastors.
 12. Explore resources and ways to partner with other presbyteries to better serve our CPs.
- IV. Evaluation
The Lead Presbyter and a representative from the Personnel Committee of Great Rivers

shall make a complete review and evaluation of this person's work annually.

Great Rivers Job Description: **Replace with job description below. Ann will determine if more specific delineation of tasks is appropriate.**

Lead Presbyter

~~Presbytery of Great Rivers is a cluster of 95 churches in West Central Illinois. Our Lead Presbyter for Transformation will facilitate and assist us as we discern how God is leading us to function in the world today. This leader will listen to our concerns, help us to envision new ways of relating to one another, seek out pathways to create leaders for tomorrow and live his or her faithful call in Christ. They will serve as head of staff for the Presbytery and as spokesperson of the PCUSA within the geographic bounds of our Presbytery and to the greater denomination.~~

Qualifications Required

- ~~1. Must be an ordained minister or ruling elder within the Presbyterian Church, USA.~~
- ~~2. Possesses a lively, Christ-centered faith and spirituality with the capacity to help form faith leaders in our Presbytery.~~
- ~~3. Experience in middle body governance is preferred.~~
- ~~4. Ability to bring vision and imagination for faithful innovation.~~
- ~~5. Capacity to juggle multiple demands and administrative needs in a complex system.~~
- ~~6. Has the heart of a pastor to listen, communicate, and help us to be a united people of Christ.~~
- ~~7. Ability to work with us, providing pastoral care and leadership to our small, rural churches, as well as larger, urban congregations and their leaders. This will require good self-differentiation and professional boundaries.~~

Duties

~~Our Lead Presbyter for Transformation will be responsible to work in these four areas:~~

~~**Faith Leadership and Pastoral Presence. They will...**~~

- ~~• Visit, support, and counsel congregations and clergy in our Presbytery, providing an approachable presence that invites collaboration.~~
- ~~• Model faith leadership that inspires us to become disciples and help us continue to grow into the Body of Christ.~~
- ~~• Help us foster healthy and collegial relationships throughout the Presbytery.~~
- ~~• Attend and participate in Presbytery Assemblies.~~

~~**System and Process Orientation. They will...**~~

- ~~• Help us evaluate and modify our structures to become more responsive to the needs of our churches and our communities.~~
- ~~• Help us build communication systems in the Presbytery that allow our members to grasp our shared vision and to connect with our leaders through electronic means, as well as personal contact.~~

~~**Leadership Development. They will...**~~

- ~~• Help us identify and equip Presbytery leaders for our future.~~
- ~~• Serve and counsel (without vote) on our teams and committees: Committee on Ministry, Leadership Team, Administrative Team, Committee on Preparation for Ministry, Visioning Team, Personnel Committee and Nominating Committee.~~

~~**Administrative Tasks. They will...**~~

- ~~• Serve as chief administrative officer of the Presbytery.~~
- ~~• Represent the Presbytery to other governing bodies of the denomination and serve as a Synod Colleague.~~
- ~~• Represent the Presbytery in matters of civil litigation and, together with the Stated Clerk, advise in ecclesiastical and disciplinary matters.~~
- ~~• Represent the Presbytery, as appropriate, in ecumenical, inter-religious, and community affairs.~~
- ~~• Act as head of staff to supervise Presbytery employees and adjunct staff.~~
- ~~• Work with the Personnel Committee to oversee the development and maintenance of job descriptions for each member of the staff, the annual performance review process, programs for staff development, and make recommendations on matters such as pay and benefits.~~

Standard Elements for All Exempt, Supervisory Positions

~~The Lead Presbyter for Transformation must be able to attend denominational events/workshops when appropriate. Job descriptions are intended to be guidelines for position responsibilities. As such, each employee of the Presbytery of Great Rivers may be asked to perform tasks outside of the duties outlined in this document. The Lead Presbyter for Transformation may be assigned to tasks and projects as necessary in order to support the vision and mission directions of the organization.~~

Evaluation and Review

~~This position will be reviewed and evaluated annually by the Personnel Committee in accordance with the Personnel policies of the Presbytery.~~

Structure of this Position

~~This is a three-year position that has been created to help us to become more vital and to attain greater energy and connections. We seek to grow in our confidence to do the ministry of Jesus Christ in our communities. Therefore, the following plan is being implemented;~~

- ~~• After two years there will be a conversation in which we evaluate the work that has been done to determine if goals have been met (or are in line to be met within the next year.)~~
- ~~• If more time is needed, and both parties are in agreement, the contract can be extended beyond three years.~~
- ~~• If the goals are mostly accomplished (or in line to be) the Presbytery will create the next goals for our Presbytery and do one of two things.
 - ~~— Invite this Lead Presbyter for Transformation if he or she feels called to walk with us along this next part of our journey. If so, we will write a new contract. If not, we will engage in a search for our next Presbytery leader.~~
 - ~~— Thank our Lead Presbyter for Transformation, and without impunity or negation of his or her skills, sever our relationship after year 3 is concluded. We will use the remaining year to complete our transformational work and to search for a new candidate to meet the new goals of the Presbytery. Our Lead Presbyter for Transformation would also use the remaining year to complete the scheduled tasks with us while also searching for the next position to which God is calling.~~~~

~~This Presbytery is an equal opportunity employer.~~

In Conclusion

~~We pray God's presence and grace upon Great Rivers Presbytery and on our Lead Presbyter for Transformation. Through our joint efforts and growing faith, may God's will be done.~~

~~This Presbytery is an equal opportunity employer and this position is an equal employment opportunity.~~

~~The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Holy Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for the discrimination against any person. The Presbytery Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403)~~

POSITION PURPOSE

Great Rivers Lead Presbyter's role is to provide visionary leadership, practical support and connectional, team-building assistance to the presbytery and its members. In collaboration with the Stated Clerk and Leadership Team, this person will facilitate the transition to a new presbytery structure, building upon the work of the Finance & Staffing Task Force report, 2020 Mission Statement and our Matthew 25 Initiative.

MAJOR RESPONSIBILITIES

➤ PRIMARY TASKS

- Lead the presbytery in refining and implementing a new structure that will awaken, enliven and enhance our worshipping communities, building upon the work of the Finance &

Staffing Task Force Report, 2020 Mission Statement and the Matthew 25 Initiative.

- Participate in the life of the churches of the presbytery, through a regular schedule of visitation, worship participation and faith-filled leadership.
- Work with Leadership Team to assist congregations and members to connect and support one another in our common ministry goals and fellowship needs.
- Provide pastoral support and coaching to our minister members.
- Provide ongoing assessment of the ministry and mission of the Presbytery of Great Rivers, developing and facilitating plans to address challenges, cultivate accountability and build upon our strengths.
- Encourage and foster new forms of ministry and new visions of worship and service in alignment with the intent of our 2020 Mission Statement.
- Coach and encourage the development and training of lay leadership, and encourage participation in the work of presbytery by all of our churches.

➤ **SECONDARY TASKS**

- Be a staff resource to presbytery committees--in particular working closely with the Leadership Team, Committee on Ministry and the Committee on Preparation for Ministry.
- Oversee **or perform** critical tasks such as background checks.
- Serve as head of staff for presbytery personnel.
- Speak for the presbytery on issues which call for public comment.
- Relate to local seminaries, presbyterian colleges, the Synod of Lincoln Trails, and the General Assembly to discover and share resources for our shared mission.

PERSONAL CHARACTERISTICS

The Lead Presbyter will demonstrate:

- A deep, contagious, and abiding faith in Jesus Christ as Lord and Savior with a willingness to live this faith in daily life and work.
- A visionary, forward looking leadership style.
- An ability to listen respectfully and fairly to all voices, to facilitate healing and create a safe atmosphere for discussion of our work together.
- Sensitivity to the needs of a diverse community and the challenges presented by rural, city and suburban churches and ministries.

- Solid experience as a middle governing body church leader.
- Integrity of character, maturity in faith and action.
- Respect for the Presbyterian Church (USA) and our Reformed theology, its history, its heritage, its polity, its processes and its mission in the world.

PROFESSIONAL QUALIFICATIONS

A Teaching Elder or a Ruling Elder in the PCUSA with demonstrated experience and skills in the following:

- Visionary Leadership: One who can assist in formulating, initiating and implementing creative models and practices of ministry.
- Pastoral Leadership: One who has the sensitivity and ability to confidentially care for others.
- Organizational Leadership: One who can help put feet to a vision and work towards practical implementation of clear goals.
- Equipping Leadership: A team player who will share ministry with Presbytery staff and presbyters. One who encourages participation and assists in leadership development as mentor and coach.
- Reformed Leadership: Experience and knowledge of Presbyterian polity, history and process.

STATUS

- Full-time, exempt
- Head of Staff
- Designated contract for a 3 year time period--with possibility for renewal
- Annual Review
- Board of Pensions benefits