

Personnel Committee Report
October 17, 2018

The Personnel Committee reviewed job descriptions of Presbytery employees: General Presbyter/Stated Clerk, Treasurer, Bookkeeper, Presbytery Staff Assistant, and Gift Shop Coordinator. Given the impending separation of Stronghold Camp and Retreat Center from the Presbytery, the portions of the Treasurer and Bookkeeper positions that pertain to Stronghold as well as the Gift Shop Coordinator, which is a Stronghold entity, were forwarded to Danny Pierce, Stronghold Executive Director, for review.

The changes made to the job descriptions were primarily editorial and for clarification. Items deleted are marked in italics with a strikethrough mark. Items that have been newly added are marked with the expression (*added:*).

Action Item

Presbytery approval of changes made to the General Presbyter/Stated Clerk and Treasurer job descriptions. These positions are elected by the Presbytery and any changes to the descriptions need Presbytery approval.

Attached are the job descriptions of General Presbyter/Stated Clerk and Treasurer for approval and Bookkeeper and Presbytery Staff Assistant for information purposes.

Respectfully Submitted,

The Rev. Dr. Anita Stuart-Steva, moderator
Personnel Committee

Blackhawk Presbytery
Position Description
Treasurer

Revised Draft – 10.17.18

Please note: all references to Stronghold have been removed.

Position Type: Management
Employment Category: Part Time
Pay Classification: Exempt/Stipend
Position Classification: Elected

Reports To: The Presbytery for duties defined in Article V, Section E of the Blackhawk Presbytery bylaws. The General Presbyter for other assigned duties.

Takes Direction From: The Presbytery; General Presbyter
Receives Guidance From: Presbytery Council

Position Purpose:
An officer of the Presbytery with responsibility to oversee the receipts, disbursement and account of the funds of Blackhawk Presbytery.

Position Responsibilities:

- Disperse funds as authorized and vouchered.
- Available to sign checks at least weekly and on a regular day. Sign payroll checks every two weeks *on Monday mornings, except for holidays when payroll is issued on previous Friday.*
- Receive, record, and report all funds of the presbytery and keep accurate records of the same. (Bylaws Article V E.1~~æ~~)
- Serve as the Treasurer of the Corporation. (Bylaws Article VII.B.1)
- Arrange for an annual financial review or audit.
- Serve ex-officio on the ~~Business Affairs Committee~~ Presbytery Council. (Bylaws Article VII.~~HA~~.1).
- Prepare monthly financial reports for management staff as defined.
- Prepare other financial reports as requested by management staff, Council, or committee moderators.
- Keep a record of all mortgages held against church properties, together with debt retirement plans and insurance policies covering church or properties.
- Provide work direction to the Bookkeeper.
- Respond to inquiries from ministers and congregations regarding church finance issues.
- (*added:* Arrange for the annual audit of the Presbytery.)

Qualifications and Call/Election Process:

Qualifications

- Active elder of a congregation that is a member of Blackhawk Presbytery or a Minister of the Word and Sacrament/Teaching Elder on the rolls of Blackhawk Presbytery.
- Knowledgeable of Presbyterian polity and financial management.
- (*added:* Strong commitment to the vision of Blackhawk Presbytery.)

Term of Office

One year with the privilege of re-election

Call/Election

The ~~Board of Moderators~~ Personnel Committee presents a nomination to the Presbytery. Nominations may be made from the floor.

Compensation

Stipend determined by the ~~Personnel Committee and the Business Affairs Committee~~ Council upon the recommendation of the Personnel Committee.

Blackhawk Presbytery
Position Description
General Presbyter/Stated Clerk

Revised Draft - 10.17.18

Please note: "Minister of Word and Sacrament" was added where appropriate.

Position Type: Administrative/Management/Pastoral

Employment Category: Full Time (elected for an indefinite term)

Pay classification: Exempt

Position classification: Called

Position Grade/Salary Range: Defined in terms of call/contract

Reports to: The Presbytery through the Personnel Committee

Takes direction from: The Presbytery through the Personnel Committee

Position Purpose:

As General Presbyter;

To provide administrative and spiritual leadership for the Presbytery.

To provide staff services for the ~~Boards~~, Commissions and Committees as they implement the decisions, strategies and programs of the Presbytery.

As Stated Clerk;

An officer of the Presbytery with responsibility for recording and preserving minutes of the Presbytery, keeping rolls of membership and attendance, and conveying communications from and to the Presbytery and from and to other councils of the church and ecumenical relations.

Position Responsibilities:

As General Presbyter;

- Promote and nurture the Presbytery's vision of its life and vision
- Pray for the congregations, clergy, and other church professionals and elected leadership of the Presbytery.
- Attend to his/her own spiritual life, professional development, and Sabbath rest.
- Affirm, encourage, and support the ministry of congregations, sessions, clergy, and other church professionals by:
 - providing counsel, advice, and consulting services when requested;
 - providing for pastoral care, visitation, and counseling, especially in time of crisis;
 - encouraging and supporting networks of pastoral relationships to provide study, prayer and opportunities for sharing.

- Encourage and promote communication within the Presbytery and between the Presbytery and other councils.
- Interpret the decisions, policies, and mission of the Presbytery to congregations, councils, and the general public.
- Work within the structures of the Presbytery to interpret the mission and programs of the Presbyterian Church (U.S.A.) to the Presbytery.
- Be the chief administrator of the Presbytery for the implementation of Presbytery decisions and matters of strategy, program, and resources; to provide staff support for Presbytery *Boards*, Commissions, and Committees; and to provide liaison support to the Permanent Judicial Commission.
- As head of staff, recruit, hire, and oversee the training, supervision, and review of individuals in staff positions as defined by the Personnel Committee.
- Coordinate the work of Presbytery staff to promote and nurture the Presbytery's vision of its life and mission.
- ~~*Provide administrative oversight of Stronghold Camp and Retreat Center as a ministry program of the Presbytery.*~~
- Promote the implementation of the church's commitment to inclusiveness, diversity and unity.
- Participate in wider church council meetings, including Synod Collegium and Synod-wide staff team.
- Provide for representation of the Presbytery in ecumenical relations.
- Coordinate with Presbyterian Disaster Assistance when a disaster occurs in the Presbytery for assistance.
- Provide for orientation of pastors new to the Presbytery.
- ~~*Provide for training for New Clerk's of Session (moved to Stated Clerk)*~~
- Provide for Interim/transitional pastors support and integration into the Presbytery.
- Work with COM regarding congregations in pastoral transition, providing names of qualified potential Interim/transitional pastors.
- Work with COM, as requested, in interventions in congregations.

Qualifications and Call/Election Process:

- Minister of Word and Sacrament/Teaching Elder or Ruling Elder of the Presbyterian Church (U.S.A.).
- Experience in a mid-council setting.
- A prophetic voice who welcomes and values innovation, leads into change, and models a non-anxious presence.
- A priestly guide who prays with and for the Presbytery, is spiritually mature, is theologically grounded with Reformed understanding, and practices careful discernment and wise judgment.
- A pastoral presence who nurtures and builds relationships (with people, congregations, and communities) communicates effectively (listens well, seek to understand others' perspectives, shares openly and honestly), and develops leadership potential in others.

Call/Election

The Nominating Committee presents nominations for a Search Committee to the Presbytery. Nominations to the Committee may also be made from the floor. The Search Committee conducts a search, in consultation with the Synod, and presents a candidate to the Presbytery for election.

As Stated Clerk:

- Record the transactions of the council, keep its rolls of membership and attendance, maintain any required registers, preserve its records carefully, and furnish extracts from them when required by another council of the church. (G-3.0104)
- Forward to the Presbytery, through the Committee on Preparation for Ministry, any recommendations from sessions to enroll members as inquirers.
- Read to the Presbytery the decision of the Permanent Judicial Commission in a trial and enter the full decision upon the minutes of the Presbytery.
- Preserve the record of cases decided by the Permanent Judicial Commission for at least two years.
- Determine in consultation with the Presbytery Moderator the location of stated meetings.
- Prepare the docket for stated meetings in consultation with the *Moderator of the Presbytery and the Moderators of boards, commissions, and committees* Presbytery Assembly Planning Committee.
- Make the docket available to Presbytery members ten days prior to each stated meeting.
- Serve as Parliamentarian at all Presbytery (*added: Assembly*) meetings (*added: in the absence of the Parliamentarian.*)
- ~~Maintain a rotation list of ministers enrolled in Blackhawk Presbytery, reflecting the year they became members of the Presbytery for use by the Nominating Committee in nominating commissioners to General Assembly.~~
- Serve as the registered agent of the corporation “The Presbytery of Blackhawk of the Presbyterian Church (U.S.A.).
- Prepare and keep current an Administrative Manual for the Presbytery, which shall include all Presbytery policies and guidelines and all ~~board,~~ commission and committee policies and guidelines.
- Coordinate the Network and Partnership Center at each Presbytery (*added: Assembly*) meeting by accepting requests for exhibit space from authorized entities, referring requests from non-eligible entities to ~~the Mission Strategies and Resources Board~~ the Council, and transmitting space and table needs to the host church.
- Receive and transmit to the Presbytery Assembly Planning Committee ~~Accept~~ requests ~~from recognized entities~~ to take responsibility for worship at a particular Presbytery Assembly meeting and coordinate with the host church.
- Keep an accurate role of Ministers of Word and Sacrament/Teaching Elders at all meetings of the Presbytery.

- Keep a permanent record of all proceedings and actions.
- Prepare and forward to the Synod and the General Assembly all necessary reportings.
- Report to the Presbytery matters brought to the attention of the Stated Clerk's office by the Synod and the General Assembly.
- Keep a current list of all ~~boards~~, commissions and committees and their members.
- Keep a roll of all active Ruling Elders of member churches.
- Keep a roll of all Ministers of Word and Sacrament/Teaching Elders.
- Prepare and present to the Presbytery a necrology report (*added:* of Ruling Elders who have died the previous year) at the ~~March~~-February stated meeting.
- Make available by the ~~March~~-February stated meeting to the sessions and ministers a directory of the ministers and Clerks of Sessions of the congregations of the Presbytery as well as lists of the membership of ~~boards~~ commissions and committees, Presbytery officers, staff, and candidates under the care of the Presbytery.
- (*added:* Provide for training for new Clerks of Session.)
- Oversee the annual review of records of individual congregations and report results to the Presbytery.
- Accept requests from groups to serve communion during worship in special gatherings such as conferences, retreats, and camps within the bounds of the Presbytery. Forward these requests to the ~~floor of Presbytery~~ Council for approval.
- Convene a sexual harassment response team if required.
- Appoint the recording clerk for Presbytery Assembly meetings on an annual basis.
- Provide staff support to the Nominating Committee and Commission on Ministry.
- Respond to inquiries from ministers and congregations regarding polity issues.

Qualifications:

A Minister of Word and Sacrament/Teaching Elder member of Blackhawk Presbytery or Ruling Elder of a member congregation of Blackhawk Presbytery who is knowledgeable of Presbyterian polity and parliamentary procedures.

Term of Office:

Three years with the privilege of re-election

Terms of Call:

~~Determined~~ Recommended by the Personnel Committee and ~~Business Affairs Committee~~ the Council to the Presbytery Assembly.

Blackhawk Presbytery
Position Description
Bookkeeper

Revised - 10.17.18

Position Type: Support

Employment Category: Part-Time
Pay classification: Non-Exempt
Position classification: Non-called

Reports to: General Presbyter, Treasurer

Takes direction from: General Presbyter, Treasurer

Position Purpose:

Provide bookkeeping services for the operations of Blackhawk Presbytery.

Position Responsibilities

1. Maintain accounts payable and receivable for Blackhawk Presbytery.
2. Track outstanding accounts receivable, initiate follow-up, and report non-compliance to the Treasurer.
3. Maintain payroll system and prepare payroll checks as scheduled.
4. Upon receipt of authorized vouchered pay requests and invoices, prepare checks for signature by the Treasurer or the General Presbyter.
5. Assist with the annual audit of the Presbytery.
6. Work collaboratively with other staff members to maximize resources, energize service delivery, resolve conflicts, and support a positive work environment.
7. Participate in other aspects of Presbytery work as requested by the General Presbyter.

Position Qualifications

- High School diploma or equivalent.
- Minimum 1-2 years bookkeeping experience.
- Demonstrated computer skills, including word processing, spreadsheets, using internet and e-mail.
- Demonstrated proficiency with QuickBooks Pro.
- Demonstrated knowledge of general accounting practices.
- Demonstrated knowledge of payroll taxes, governmental regulations, and deadlines.
- High level of accuracy.
- Ability to maintain confidentiality.
- Ability to work independently, while seeking and accepting input from individuals, committees, commissions, and staff.
- Flexibility and openness in approach to accomplishing work.
- Christian, with a religious background in the Reformed tradition preferred.

Blackhawk Presbytery
Position Description
Presbytery Staff Assistant

Revised – 10.17.18

Position Type: Support

Employment Category: Part-Time
(25-30 hours/week; office schedule 9 am-2pm M-Th)

Pay Classification: Non-exempt

Position Classification: Non-called

Reports To: General Presbyter/Stated Clerk

Takes Direction From: General Presbyter/ Stated Clerk

Position Purpose:

Support the congregations of Blackhawk Presbytery to grow as thriving faith communities by:

1. Developing, maintaining, and enhancing communication processes between and among the presbytery, its churches and members, and its agencies, including website, electronic communications, paper communications, and interpretive materials;
2. Providing administrative and project support to the general presbyter, stated clerk, and Presbytery entities.
3. Being accessible, welcoming and knowledgeable about programs, facilities and all service aspects of Blackhawk Presbytery.
4. Acting as backup support for the Stronghold Staff.

Position Responsibilities:

1. Annually, set priorities and goals for areas of responsibility, in consultation with the general presbyter, stated clerk.
2. Work collaboratively with other staff members to maximize resources, energize service delivery, resolve conflicts and support a positive work environment.
3. Coordinate Presbytery communication with its minister members, churches, lay leaders, and entities.
 - Act as webmaster and maintain content for the presbytery website.
 - Maintain a regularly scheduled e-mail update program for identified interest groups.
 - Coordinate development of and maintain relevant e-mail groups for the presbytery.
 - Assess potential uses of emerging communication tools; test and implement as appropriate.

4. Provide administrative and project support to the general presbyter/stated clerk, and Presbytery entities.
 - Provide administrative/support services to the general presbyter/stated clerk and to entities of the presbytery as directed by the general presbyter.
 - Manage central filing systems for the presbytery.
 - Develop and maintain a multi-purpose database of minister members and congregations that can be accessed by all staff and used for mailing labels, mass emails, directory production, etc.
 - Provide project development assistance to the general presbyter/stated clerk and other staff as requested/directed.
5. Act as backup support for Stronghold Staff;
 - Answer telephones for Blackhawk Presbytery and, as scheduled/requested, Stronghold.
 - Coordinate with the Stronghold staff assistant the purchase, organization, and care of office supplies and equipment.
 - Pick up, distribute, and take outgoing mail to the post office as scheduled/requested.
 - Register and deposit all monies received in correct accounts following defined policies and procedures, as scheduled/requested.
 - Coordinate with the Stronghold staff assistant the monitoring and addition of funds to the postage meter.
6. Other
 - Participate in other aspects of Blackhawk Presbytery work as requested by the general presbyter.

Position Qualifications:

- High School diploma or equivalent. College preferred.
- Minimum 1-2 years' experience successfully working with people and projects.
- Pleasant, extroverted, service-minded personality.
- Excellent written and oral communication skills.
- Demonstrated computer skills, including word processing, spreadsheets, publishing and presentation applications, using the internet, website content management, and e-mail services.
- Competent with basic bookkeeping procedures (deposits, record keeping, billing statements)
- Demonstrated skills with selection and use of equipment such as DVD players, projectors, copiers, etc.
- Ability to work independently, while seeking and accepting input from individuals, committees, and staff.
- Ability to take on loosely defined projects and concept ideas and develop work plans, timelines, and needed resources.
- Ability to initiate and maintain personal contacts with clergy and laypersons with diverse backgrounds, needs, and interests.
- Ability to build and maintain teams and collaborative relationships.
- Ability to drive and to lift up to 25 pounds.

- Ability to travel and to work flexible hours.
- Flexibility and openness in approach to accomplishing work.
- Commitment to life-long learning.
- Christian, with a religious background in the Reformed tradition preferred.
- Strong commitment to the vision of Blackhawk Presbytery.

Position Benefits:

- Health insurance with employee contribution after probation period
- Paid vacation
- Employee contributed 403B retirement plan