

# POSITION DESCRIPTIONS FOR PRESBYTERY STAFF

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## **Transitional Leader/Stated Clerk** *approved 1/26/21*

**Category:** In accordance with the Fair Labor Standards Act, this position is an exempt position. It is a full-time salaried position defined at 40 hours/week for a period of (three years). As Stated Clerk, this employee is an Officer of the Presbytery.

**Employment:** Employment for the position is by the Big Picture Team, in accordance with Presbytery policies.

**Accountability:** The position is accountable to the Presbytery, through the Big Picture Team.

### **IN THE ROLE OF TRANSITIONAL PRESBYTERY LEADER:**

#### **RESPONSIBILITIES:**

The Transitional Presbytery Leader will provide leadership in fulfilling the identified purpose of the Presbytery of Genesee Valley while also guiding and engaging in the process of discernment of its future organizational leadership structure. The Transitional Presbytery Leader will work with the Big Picture Team and its committees to empower them to fulfill their responsibilities as completely as possible. As appropriate, the Transitional Presbytery Leader will work with committees and working groups to assist congregations in identifying their needs and obtaining resources to meet those needs. The Transitional Presbytery Leader will be the head of staff in the Presbytery office, supervising the professional and support staff in the implementation of Presbytery decisions, programs and policies. She/he will serve in conducting and providing reference checks for pastors in transition, and lead the Presbytery's presence in the larger church and community as time permits.

#### **Primary Administrative Responsibilities**

1. Assume primary administrative responsibilities for the implementation of decisions in matters of strategy, program, and resources.
2. Serve as Head of Staff:
  - Supervising the professional and support staff in the implementation of Presbytery decisions, programs, and policies
  - Regularly communicating and working collaboratively with the staff
3. Serve on the Leadership Administrative Commission who are the primary contacts in events of crisis.
4. Oversee and coordinate the communication processes within the Presbytery.
5. Support the practice of sound fiscal management and transparency of the Presbytery's financial resources and assets, in collaboration with the Board of Trustees and the Budget Development & Oversight Committee
6. Support and serve as ex officio member on the following committees:
  - Big Picture Team
  - Committee on Ministry
  - Board of Trustees
  - Budget Development and Oversight
  - Personnel
  - Committee on Representation
  - Committee on Preparation for Ministry
7. Along with the Moderators and staff, coordinate and participate in stated and special meetings of Presbytery.
8. Provide emergency pastoral care for congregations and leaders, in collaboration with the Pastoral Care & Development Committee.

## **IN THE ROLE OF STATED CLERK (SC):**

1. As Secretary to the Presbytery:
  - Serve as parliamentarian to the members of Presbytery, interpreting the Constitution, and advising on *Robert's Rules of Order*
  - Prepare Stated Clerk's Consent Agenda for all Presbytery meetings
  - Provide training and support to the Presbytery Moderator and Moderator Elect
  - Provide a plan for parity between teaching and ruling elders attending presbytery meetings
  - Maintain membership rolls of Teaching Elders (Ministers of Word and Sacrament), Commissioned Pastors, and Certified Christian Educators and provide support to COM with the annual review of pastors engaged in validated ministry
  - Supervise and resource the Journal Clerk as needed
  - Properly maintain and preserve all official, historical records
  - Handle official correspondence, attest to the actions of the Presbytery, and respond to inquiries regarding a pastor's standing in the Presbytery, in accordance with the Book of Order
  - In collaboration with the clerks of session, complete the Annual Statistical Report and other required reports from the Office of General Assembly; report results to the Presbytery
2. Recruit, orient, guide and follow up with Investigative Committees and the Permanent Judicial Commission, in accordance with Rules of Discipline and Presbytery procedures; resource Administrative Commissions as requested.
3. Supervise the annual reading of the minutes of the sessions of congregations. Provide on-going training and support to clerks of session.
4. Participate in Synod and General Assembly events appropriate to the position, including the reading of Presbytery's minutes, the fall Mid Council Leaders Gathering and General Assembly.
5. Fulfill other such duties as may be called for in the Book of Order and policies of the Presbytery.

The proportion of the Transitional Presbytery Leader to Stated Clerk work will vary on a weekly basis, and is anticipated to be two-thirds Transitional Presbytery Leader and one-third Stated Clerk. This will be monitored by the Personnel Committee semi-annually.

**Expectations and Qualifications:** This position requires an exceptional degree of professionalism and the ability to work in an ever-changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Candidates will need confidence and proven organizational, communication and interpersonal skills, including that she or he must:

- Be a committed Presbyterian, who seeks to follow Jesus in all aspects of professional and personal life
- Bachelor's degree preferred, with a minimum of 5 years in administration, preferably for a church organization
- Have excellent leadership, organizational and communication skills
- Be comfortable with technology, including proficiency with Microsoft Office (including Word, PowerPoint, and Excel) and with social media and other Web based communication tools, including Zoom, and have a willingness to explore and learn new communications technologies
- Have a caring attitude, excellent people skills, and high integrity
- Be a self-starter, able to work independently and pro-actively
- Be accessible, responsive, and flexible to handle the changing needs of the Presbytery and its churches
- Be able to properly handle confidential information in a careful and secure manner
- Enthusiastically support the mission, values and goals of the Church

**Performance Review:** An annual review by the Personnel Committee for this role will be conducted according to the Presbytery's Personnel policy.

## **Transitional Journal Clerk** *approved 1/26/21*

**Category:** In accordance with the Fair Labor Standards Act, this position is non-exempt, part-time hourly position. Hours worked for this position are expected to vary from week-to-week, with a maximum number of hours worked for each month defined at 36 hours, paid at the rate of \$25 per hour. During times of high demand for support where there could be an overage in hours for a particular month, additional hours may be approved by the Convener of the Big Picture Team or the Transitional Presbytery Leader.

**Employment:** This position is accountable to the Big Picture Team, through the Transitional Presbytery Leader.

**Accountability:** This position is accountable to the Big Picture Team, through the Transitional Presbytery Leader. A review by the Personnel Committee will be conducted according to the Presbytery's Personnel policy. The Big Picture Team and the Transitional Leader will be evaluators; evaluations may be requested from certain other individuals.

### **RESPONSIBILITIES:**

The primary responsibilities of the Journaling Clerk are as follows:

- Record and report minutes for Presbytery
- Record and report minutes, and prepare Consent Agenda for the Committee on Ministry (COM) Report, and for the Big Picture Team Report for Presbytery meetings, and provide administrative support to these bodies
- Additional responsibilities as requested

**Qualifications:** 3-5 years comparable work experience or A.A.S. degree or equivalent; highly organized, efficient time-management skills, detail-oriented, ability to multi-task and prioritize. Excellent verbal, written and editing skills; strong computer skills, with proficiency Microsoft Word, Excel. Experience in a church setting and with church-related software a plus. Ability to maintain appropriate confidentiality is Essential.

## **Financial and Program Administrator** *Last revised June 2018*

**Category:** In accord with the Fair Labor Standards Act, this position is classified as non-exempt, full-time (37.5 hours per week)

**Employment:** Employment is by the Presbytery Leader in consultation with the Personnel Committee in accordance with Presbytery procedures.

**Accountability:** The employee is accountable to the Presbytery Leader and to the Presbytery for Healthier Congregations (PHC) who are the immediate supervisors.

### **RESPONSIBILITIES:**

#### **Financial Responsibilities**

1. Receive and deposit all contributions to the Presbytery.
2. Pay all properly submitted bills either by check or by using the internet banking bill paying service or ACH direct deposit.
3. Prepare the bi-monthly employee payroll for the payroll service and send payroll checks or make payroll direct deposits using the internet banking ACH service.
4. Enter all financial transactions in the ledgers of Presbytery and prepare financial reports as necessary for Presbytery and its Council and committees, for Synod, and for the General Assembly.
5. Maintain files of all vouchers and receipts submitted for payment.

6. Prepare monthly Operating Statement and Balance Sheet reports for Treasurer and the Budget Development and Oversight Committee.
7. Prepare monthly financial reports for Trustees detailing Revolving Loan Fund activity.
8. Maintain records of all RLF loans and repayments.
9. Send reports to the Clerks of Session of the congregations of the Presbytery detailing their congregational contributions to date for Presbytery Mission and Per Capita for Presbytery, Synod, and General Assembly. These statements are to be sent in June, September, and December.
10. Maintain records of Presbytery insurance policies, service contracts, and warranties.
11. Maintain personnel records of employment.
12. Track employee vacation, sick leave, and personal days taken.
13. Reconcile all bank and investment accounts.
14. Provide reports and information as needed for annual audit/review.
15. Receive and track payments from churches for the Master Insurance Policy.
16. Participate in leadership for the Church Treasurer's workshop at Church Leader Development Day, including any updates to the Manual for Church Treasurers, and act as a resource person to church treasurers.

#### **Committee responsibilities**

1. Meet with committees and attend Presbytery meetings.
2. Act as a resource person to the Budget Development and Oversight Committee.
3. Act as a resource person to the Board of Trustees.

#### **Program Office**

Provide secretarial support for the Presbyter for Healthier Congregations (PHC)

1. Support Tools and Training Events Working Group as requested. This includes preparation and distribution of online registration forms and set-up/receive electronic payments for events.
2. Maintain office files, as needed.
3. Prepare, operate and maintain Presbytery meeting equipment, including coordination with report givers and running slideshow at meeting. Participate in site visits.
4. Prepare retirement certificate(s) for Presbytery meetings.
5. Recruit, coordinate and oversee office volunteers. Coordinate Volunteer Luncheons (June/December). Update Volunteer binder, as needed.
6. Share telephone and receptionist duties with Office Administrator, and distribute incoming mail.
7. Assist Resource Center Working Group, as needed; including book entry in RQM software and monthly report. Also, coordinate borrowing of PGV equipment.
8. Support the Pastoral Care Committee, as needed. Coordinate Retiree Luncheons (June/December) for Pastoral Care.

#### **Responsibilities in Support of the Stated Clerk**

1. Assist in the research, collection of data, and mailings for clerk, e.g., necrology, statistical letters.
2. Prepare necrology report.
3. Prepare Presbytery minutes for presentation to the Synod.
4. Format and finalize minutes prepared by the clerk.
5. Arrange finalized minutes for binding.
6. Arrange for shipment/transfer of materials to historical society.

#### **RELATIONSHIPS:**

The Financial and Program Administrator will work collaboratively with the Treasurer and the Chair of the Board of Trustees on financial matters, and will work with the PHC, the Office Administrator, and the Presbytery Leader on program matters. This person will work directly with the Stated Clerk on duties for the Stated Clerk.

#### **PERFORMANCE REVIEW:**

An annual review by the Personnel Committee will be conducted according to the Presbytery's Personnel Policy.

## **Treasurer** *revised 10/30/20*

**Category:** The Treasurer shall be elected at the January Presbytery meeting for a term of one year, effective February 1. The Treasurer may serve for up to six consecutive years after which the Treasurer shall be ineligible to serve until one year has elapsed.

**Accountability:** The Treasurer is an officer of the Presbytery and is accountable to the Presbytery through the Big Picture Team.

### **GENERAL RESPONSIBILITIES:**

The Treasurer is the chief financial officer for the Presbytery of Genesee Valley, Inc. In this role the Treasurer:

- Assures integrity, transparency, and accuracy of the Presbytery financial accounting system
- Oversees the management of all Presbytery financial resources
- Provides financial guidance in support of Presbytery mission
- Works closely with the Financial Administrator of the Presbytery who carries out the day-to-day bookkeeping functions
- Views the Treasurer's position in the context of personal ministry

### **SPECIFIC RESPONSIBILITIES:**

- Ensures an appropriate financial internal control system through the review and maintenance of sound accounting policies and procedures
- Understands restrictions, options and risks associated with all Presbytery funds
- Ensures that all funds receive appropriate committee oversight and stewardship
- Serves as an ex-officio member, without vote, of the Big Picture Team, Trustees, and Budget Development and Oversight Committee, attending meetings as mutually agreed, maintaining open communication and good working relationships with all members
- Attends Presbytery meetings to present the Treasurer's Report and answer pertinent questions
- Provides financial overview summaries and trend analysis for Presbytery budget preparation and financial planning
- Authorizes over-budget and non-budget disbursements according to Presbytery policy
- Assures that there are authorized signatories and approvals for all checks and electronic transactions
- Reviews bank statements monthly.
- Monitors cash flow and coordinates required transfers with the Financial Administrator and participates in the approval process with the Investment Manager
- Collaborates with Trustees and Investment Committee on:
  - Investment Draw requirements for the following year as developed by BDOC
  - Presbytery's insurance coverage
  - Investment and endowment portfolio
- Provides process and policy direction to the financial accounting administrators
- Oversees Financial Administrator in the following processes:
  - Receives all funds payable to the Presbytery
  - Disburses all funds within the adopted budget of the Presbytery
  - Maintains a timely reporting system to track budget variance (both receipts and expenditures)
  - Ensures that financial reports are consistently delivered to the appropriate committees/persons
  - Arranges for an annual financial review of the Presbytery's records by an outside CPA

## **Communications Coordinator** *approved 06/06/19, revised 11/05/19*

**Category:** This is a non-exempt position. Approximately 20 hours/week (Work at office Tuesday-Thursdays, 9-4 p.m., with half hour for lunch). **Remuneration:** \$20/hour. **Vacation:** After successful completion of the probation process, paid vacation allowance will be accrued on a pro-rated basis based on hours worked per week. Per Presbytery policy, observed federal holidays may be paid based on agreed-upon working schedule. The office is closed between Christmas and New Year's Day.

**Accountability:** The Communication Coordinator will be supervised by the Presbytery Leader and accountable to the Big Picture Team, through the Personnel Committee. The Communications Coordinator will work for a probationary period of four months; during the third month of this period, there will be a formal job review. This Position Description will be revisited and revised, as necessary, twelve months following the hire of the Communications Coordinator in order to assess whether the position is meeting the needs of the Presbytery.

### **PURPOSE:**

The purpose of this position is to assist in implementing the Presbytery's vision and programs by developing and maintaining media and communications to grow and enhance relationships within the Presbytery.

### **RELATIONSHIPS:**

The Communication Coordinator will relate to:

- The Presbytery Leader as project/vision collaborator, colleague, support and supervisor.
- The Stated Clerk as project collaborator, colleague, support, and supervisor in the absence of the Presbytery Leader.
- Other elected staff, officers, committee chairs and volunteers as resource.
- Pastors and teaching elders as a resource and aide in communications/media matters.
- The Personnel Committee with whom s/he works on issues of accountability and job performance.

### **RESPONSIBILITIES:**

#### **ADMINISTRATIVE:**

In close conjunction with the Presbytery Leader and Stated Clerk

- Maintain the basic administrative duties of the Presbytery. Including: monitor primary email account, database, directories and list-serves.
- Function as Webmaster by:
  - updating web pages with appropriate resources, dates, photos, and attachments, creating/deleting web pages as needed.
  - responding to requests for new user logins or lost login information.
  - keeping Presbytery directory up-to-date.
  - providing technical support to Committee chairs.
- Prepare and distribute stated meeting packets via the website.
- Maintain Presbytery primary email account.
- Distribute physical mail sent to the Presbytery office.
- Prepare and send Presbytery e-newsletter.
- Presbytery meetings: Coordinate site visit with host church, create online registration form, prepare Mailed & Taken Dockets, create slide show & run slide show at meetings (including: communication with report givers for materials, bring all equipment needed to run the slide show).

#### **RELATIONAL:**

Strengthen ties between the Presbytery, its pastors and churches through appropriate forms of communication, including the use of social media.

- Evaluate the Presbytery's current modes of communication for efficacy and connectional impact.

- Investigate the possibility of using new modes of communication for the Presbytery, including social media outlets.
- Be available to pastors, members, and Presbytery Committee/Commission chairs as needed.
- Be available to attend Presbytery meetings (ordinarily 4/year, either on Tuesdays (2:30-6), or Saturdays (8-noon) within the Presbytery, and other events as requested by the Presbytery Leader and/or Stated Clerk.

**CONNECTING:**

Ensure that communication channels are open and functioning within the Presbytery in order to share resources and information effectively.

- Work collaboratively with the Presbytery Leader and Stated Clerk as a contact point for queries within the Presbytery.
- Forward queries/information/ideas, particularly from the Presbytery email account, to appropriate people/committees/commissions.
- Help to communicate details of training events and other special events within the Presbytery.
- Help to plan and advertise Presbytery Meetings and other appropriate Presbytery events and functions.

**Qualifications:** IT and Software competency; experience with Windows 10, MS Office Professional, Breeze Church Management System, Web-site Management, Facebook, Instagram, and other current applications as they become available.