

JOB DESCRIPTIONS FOR STANDING TEAMS/COMMITTEES/WORKING GROUPS OF THE PRESBYTERY

Big Picture Team

The Big Picture Team is responsible for the work of the whole Presbytery. The Big Picture Team includes many of the functions of the prior Presbytery Council including when necessary, acting on behalf of the Presbytery between its meetings, primarily with respect to recommendations from the Board of Trustees regarding a congregation's property.

The Big Picture Team will meet the alternate months of Presbytery Meetings, excluding July and December.

The primary foci of the Big Picture Team are:

- **Dreaming and Discerning:** for strategizing and making recommendations to the Presbytery, long-range planning, identification, and initial support of the denominational initiative—1001 New Worshipping Communities
- **Engaging the three other teams** in processes of evaluation and, where necessary, coordination
- **Communication**, both listening and sharing, with Presbytery members, commissioners, church members, the Neighborhoods, and the wider community, through social media and face-to-face gatherings
- **Presbytery meetings and gatherings:** for decision-making, education, building relationships, and spiritual nurture

The structure of the Big Picture Team will be designed by the Team to best accomplish its functions. The Team will bring its design to the Presbytery for approval, allowing for experimentation, pilot projects, and collaborative work across Teams and Neighborhoods of the Presbytery.

Membership—includes both elected and appointed persons:

- **Convener:** nominated by the Moderator and Moderator-Elect from among its members, and elected by the Team from its members
- **Officers of the Presbytery:** Moderator, Moderator-Elect, Immediate Past Moderator
- **One representative each from:** 1) the Healthier Congregations Team (appointed by its Coordinating Council), 2) the Healthy Pastoral Leaders Team (COM), 3) the Healthy Presbytery Team, 4) Pastoral Care and Development Committee, and 5) Personnel Committee
- **One representative from each neighborhood:** serving up to three consecutive years
- **Two at-large members:** for discerning and dreaming (appointed annually by the Moderator), serving up to three consecutive years
- **Ex-officio members:** Transitional Leader/Stated Clerk, Journal Clerk

Quorum for the Big Picture Team is half (50%) of voting membership.

The Big Picture Team will include these Working Groups:

- **Communication and Technology** – works with all the committees and working groups of the Presbytery to develop strategies and identify tools for equipping churches and fostering connections and community within the Presbytery
- **Interfaith and Ecumenical Relationships** – through covenant agreements with groups such as the Greater Rochester Community of Churches, the Rochester Interfaith Network Alive, campus ministries within our bounds, and others to participate in ecumenical and interfaith dialogue and life, and mission opportunities within the wider community

- **Mission Linkages** – relationships with designated Presbytery missions including, but not limited to: Lagom Landing, Rochester Presbyterian Home, Cameron Community Ministries, Camp Whitman, our Commissioners to the Synod of the Northeast and Synod’s Mission and Ministry Council, the General Assembly, including our Commissioners
- **Racial Justice** – acknowledging the presence and reality of systemic racism in our communities and the Church, the RJWG seeks to address our mutual responsibility and participation in systems of oppression and strive to usher in Christ's peace and reconciliation
- **Visioning**— approximately 6-8 members from a diversity of affiliation in the Presbytery in order to re-envision our Presbytery’s mission and structures in light of the changing realities of the Church and our world; members feel energized by challenging, daring, and honest conversations about the future, and 1-3 members also participate with the multi-presbytery conversation
- **Advocacy** – works with Neighborhoods, congregations, and the Presbytery to claim our call as partners in the global and local mission of justice and peace; advocate and work for systemic change to promote justice and challenge forces that oppress people and the environment

A member of the Big Picture Team will convene each Working Group of that team and serve as the liaison to the Team. Working Groups recruit their own membership and are not term limited.

Additionally, the Big Picture Team shall:

1. Nominate members of Presbytery’s Committee on Representation.
2. Recruit and appoint ministry teams as it deems necessary, or by request of Presbytery.
3. Coordinate the relationship of the Presbytery with Synod and General Assembly.
4. Review the *Policies & Procedures Manual* and propose amendments as may be appropriate.
5. Have the full authority to consider and approve recommendations and actions of the Board of Trustees to the same extent as Presbytery could consider and act. Such authority shall apply to such matters that require action before the next regularly scheduled stated meeting of Presbytery. Any such actions shall be reported to Presbytery at the next stated meeting and fully spread in the minutes.
6. Have the authority to make decisions on behalf of Presbytery in the approval of grant applications. Any such actions shall be reported to Presbytery at the next stated meeting and fully spread in the minutes of such stated meeting.
7. Receive and recommend the disposition of overtures, resolutions, proposed amendments to the Constitution and proposed Presbytery policies. Other motions to be brought before Presbytery need not come through the Presbytery Big Picture Team unless the mover seeks the Big Picture Team’s advice regarding the proposed action, and the Convener of the Big Picture Team deems it wise.
8. Presbytery Big Picture Team shall receive the proposed annual budget, evaluate it in light of the vision and strategies, and recommend Presbytery action.
9. Presbytery Big Picture Team shall have the authority to act on behalf of Presbytery in approving duly elected members of committees, commissions, ministry teams or boards.
10. Presbytery Big Picture Team shall have the authority to act on behalf of Presbytery in appointing an *acting stated clerk* for the presbytery in the event of the stated clerk’s illness, incapacity, or death. The acting stated clerk shall serve up to one year. At such time as it becomes clear that the stated clerk will not be able to resume his or her office, the Big Picture Team shall provide for the election of a new stated clerk at a presbytery meeting, in conformity with *Book of Order* procedures. The Big Picture Team shall determine appropriate compensation for an acting stated clerk, subject to approval by the presbytery, and such compensation shall be paid through per-capita apportionment.

Board of Trustees *approved 11/28/06, revised 01/29/19*

The Board of Trustees is responsible for property and investments of presbytery and those held in trust by congregations.

Membership: 9

The Trustees shall:

- Record and maintain all capital assets of the Presbytery except for operating and budget accounts
- Receive requests for loans, grants, or other uses of capital assets of Presbytery for comment or recommendation prior to being submitted to Presbytery for action
- Consult with churches or agencies of the Presbytery on property, legal, and financial matters as requested by particular churches or as directed by Presbytery
- Recommend action to the Presbytery, or the Big Picture Team (in months the Presbytery does not meet,) on requests from churches planning to make any contract for the purchase of property with or without encumbrances or conditions, or the enlargement, improvement, or extension of their properties in excess of 25% of the last year's current receipts
- Approve Capital Fund Drives and capital improvements greater than 25% of the yearly budget (not receipts as stated)
- Recommend action to the Presbytery, or the Big Picture Team (in months the Presbytery does not meet,) on requests from churches planning to sell, mortgage, or lease their properties for a period longer than five years; the dissolution of churches and the sale of buildings that include a sanctuary must be approved by the Presbytery; the Big Picture Team may approve the terms of the sale following Presbytery approval
- Oversee the custody, control, administration, investment, and management of all restricted and unrestricted funds, including donor specific use funds, Presbytery designated funds, and undesignated equity, in accordance with New York Religious Corporation Law; make recommendations to the Presbytery for loans or any use from the Revolving Loan Fund and shall supervise repayments to the Fund
- Maintain the lease agreements and building maintenance concerns related to lease agreements for the Presbytery office
- Oversee the Master Insurance Program of the Presbytery of Genesee Valley
- Appoint a member liaison with each church as an active consultant on building projects and capital campaigns as a resource on property financial issues and as a member of a Neighborhood consultation team
- Wherever possible, Trustees will partner as a team with representatives of the Healthier Congregations Team to work directly with congregation(s) or Neighborhood(s)
- Maintain oversight of the work of the Presbytery Attorney, including recommending to the Big Picture Team any change in retainer agreement or fees; the Presbytery Leader, in consultation with the Board of Trustees, will supervise the on-going work of the Presbytery Attorney

Budget Development and Oversight Committee

The Budget Development and Oversight Committee is charged with engaging in good stewardship in the development and monitoring of the Presbytery's budget.

Its responsibilities include:

- In consultation with committee chairs and Trustees, preparing an annual operating budget for the Presbytery and presenting it to Council for information and to Presbytery for a first reading in September and a vote in November each year
- In September, bringing to Presbytery for its approval a proposed Presbytery per capita assessment for the following year
- Overseeing the current year's budget and recommending changes as necessary to deal with any surplus/deficit situation that may arise
- Maintaining a three-year income projection for planning purposes

This committee shall establish and monitor the Presbytery's annual budget through:

- Development and oversight of a yearly line-item budget for Presbytery
- Development of a budget-building process which incorporates input from committees of Presbytery; this includes educating and assisting committees in developing and implementing goal-directed budgets
- Recommending an initial working budget and challenge budget to Presbytery in May, and recommending a final working budget for adoption in November; this shall be a balanced budget which reflects Presbytery's mission priorities
- Projecting future income and expenditures at least three years in advance, making these projections available to committees for their use in planning and to Presbytery for its use in the prioritization process
- Recommending to Presbytery financial procedures for the receipt and expenditure of funds as related to the development and oversight of the working budget
- Maintain computerization for the financial management of the Presbytery

Committee on Ministry

Committee on Ministry

Committee on Ministry furthers spiritual and temporal welfare of congregations, ministers, certified Christian educators, and commissioned lay pastors of presbytery. Responsible for churches going through pastoral transitions.

Membership: 24

The Presbytery shall elect a Committee on Ministry, which shall function as the pastor, counselor and advisor according to the *Form of Government* G-3.0307. In its work the Committee on Ministry shall seek to be open at all times to communication regarding the life and ministries of the Presbytery's congregations and minister members; and to further the spiritual and temporal welfare of congregations, ministers, certified Christian educators, and commissioned pastors of the Presbytery.

The Committee on Ministry shall ordinarily have twenty-four (24) members in three classes of eight (8) persons. The Committee on Ministry shall ordinarily be comprised of twelve (12) ministers and twelve (12) elders. Care shall be taken to ensure that the Committee on Ministry is representative of both the demographics and the geography of the Presbytery.

With the provision that all such actions be reported to the next stated meeting of Presbytery, the Committee on Ministry shall have authority to act on behalf of Presbytery to:

- facilitate the oversight of Presbytery's minister members, including granting Honorable Retirement status
- find in order calls and covenant agreements issued by churches
- approve and present calls to the Presbytery for services of ministers per G-3.0307.
- approve pastor members of Presbytery accepting new calls within the Presbytery, including pastors serving designated terms being called by the congregation to an indefinity term and examine and approve Honorably Retired and at large members of other presbyteries requesting transfer to, or temporary membership in, the Presbytery per G-3.0306
- establish administrative commissions for ordination and/or installation services as per G-2.0703 and G-2.0805
- grant permission, and annually review, minister members laboring within or outside the bounds of Presbytery
- dismiss ministers to other presbyteries
- dissolve the pastoral relationship when requested and/or necessary G-2.09

- settle difficulties on behalf of the Presbytery where possible and expedient
- consult with congregations and neighborhoods regarding its strategy for mission, in collaboration with the Big Picture Team and the Relationships Working Group of the Healthier Congregations Team
- conduct and approve clearance and exit interviews with pastors and sessions
- establish minimum compensation standards for pastoral calls and Certified Christian Educators
- counsel with a session concerning reported difficulties within a congregation, including:
 - (1) advising the session as to appropriate actions to be taken to resolve the reported difficulties
 - (2) recommending resources for mediation
 - (3) acting to correct the difficulties if requested to do so by the session or, if the session is unable or unwilling to do so, following the procedural safeguards of the Rules of Discipline with the provision that all such actions be reported to the next stated meeting of Presbytery
 - (4) walking with congregations through the grieving process resulting from difficulties
- encourage congregations make full use of the resources available to them, such as Congregational Learning Day and Pastoral Care & Development, and be an active participant in its Presbytery Neighborhood

The Committee on Ministry shall make recommendations to Presbytery to:

- Oversee the division, dismissal, revitalization, union or dissolution of congregations in consultation with their members
- Assume original jurisdiction in accordance with G-3.0303e The Committee on Ministry shall:
 - walk with congregations through times of transition
 - work in conjunction with other appropriate committees of the Presbytery for the care and well-being of the minister members and congregations of the Presbytery.
 - shall oversee training and education regarding sexual misconduct awareness and prevention. For more information see the Presbytery's Sexual Ethics Policy.
 - shall conduct on-going evaluation of the work of the committee and its impact on the Presbytery

approved 4/26/22

Committee on Preparation for Ministry *approved 11/28/06, revised 01/29/19*

Committee on Preparation for Ministry assists inquirers and candidates as they prepare to become Ministers of the Word and Sacrament.

Membership: 6-12 (*equal number of elders and ministers, as is practicable*)

To enter into a covenant relationship with those preparing to become Ministers of the Word and Sacrament so as to ensure that those who are to be ordained receive full preparation for their task. The Committee on Preparation for Ministry not only assists inquirers and candidates as they prepare for ministry but it also provides nurture and care for those enrolled as inquirers or under care as candidates.

The Committee shall:

- Be authorized to act on behalf of the Presbytery of Genesee Valley in accordance with G-2.06 of the *Book of Order*
- Meet with sessions when a member of the church desires to become an inquirer in order to provide an orientation to the preparation process and instruct sessions as to their role in the inquiry and candidacy phases
- Interview prospective inquirers and enroll them as inquirers or grant their withdrawal from the process if so requested and report that action at the next Presbytery meeting in accordance with the *Book of Order*
- Provide consultation and guidance during the inquiry phase, ensuring that all requirements of the *Book of Order* are met

- Confer with inquirers and review evidence that they are ready to proceed to candidacy
- Act as a commission to receive an inquirer into candidate status and notify the Stated Clerk so that the candidate may be enrolled; at the next following Presbytery meeting, recognize and lift the candidate in prayer
- Provide continuing consultation and guidance during the candidacy phase in order to determine whether each candidate to be ordained has fully demonstrated readiness to begin the Ministry of the Word and Sacraments or grant withdrawal from the process if so requested and report the same to the next Presbytery meeting as required by the Book of Order
- Consult annually with each inquirer and candidate as required by the *Book of Order* and report such actions to the Presbytery
- Recommend to Presbytery, or to the Big Picture Team (in months in which the Presbytery does not meet), persons to be elected as readers for candidates' examinations. [See the *Book of Order* Section G-2.0607(d)]

Committee on Representation *as of June 2019*

The Committee on Representation, as defined by the *Book of Order* (G-3.0103), shall nominate persons to serve in positions requiring election by the presbytery with attention to reflecting the PC(USA) commitment to provide for full participation and access to representation in decision-making and employment practices.

Membership: 6, 2 persons per class

The Big Picture Team shall nominate the members of this committee to the Presbytery for election.

Responsibilities:

- Advise the Presbytery regarding the implementation of principles of unity and diversity; to advocate for diversity in leadership; to consult with the Big Picture Team on the employment of personnel (F-1.0403)
- Promote and review the Presbytery's implementation of the church's commitment to inclusiveness and representation
- Nominate officers of the Presbytery, elected members of committees, and the Permanent Judicial Commission members (G-3.0111)
[NOTE: Committee leadership is elected by their own membership. Ministry Teams and Working Groups created by a standing committee or the Big Picture Team of Presbytery will be recruited and appointed by the creating committee.]
- Nominate persons to fill vacancies in elected positions in a timely manner
- Nominate commissioners from the Presbytery to serve the higher governing bodies of the church as well as members to any committees or other entities of those higher governing bodies

Healthier Congregations Team

The Healthier Congregations Team equips and empowers congregations and neighborhoods to support one another for the risky work of discerning how to share God's love more fully in our community, build healthier relationships, explore new ways of being church together, and live as a sign of hope for the world.

Membership: Healthier Congregations Coordinating Council – 1 year term, renewable

Healthy Pastoral Leaders Team

Leaders and members are encouraged to communicate regularly with each other on matters of common interest and concern. Leaders are encouraged to meet at least annually to discuss an overview of the work in which the committees are engaged, identifying overlapping responsibilities and concerns, and developing a plan to coordinate their work.

Membership: Comprised of three standing committees of the Presbytery; members of these committees are nominated by the Committee on Representation and elected by the Presbytery—*see committee descriptions listed under committee heading:*

- Committee on Ministry
- Committee on Preparation for Ministry
- Pastoral Care and Development Committee

Healthy Presbytery Team

Leaders and members are encouraged to communicate regularly with each other on matters of common interest and concern. Leaders are encouraged to meet at least annually to discuss an overview of the work in which the committees are engaged, identifying overlapping responsibilities and concerns, and developing a plan to coordinate their work.

Membership: Comprised of five standing committees of the Presbytery; members of these committees are nominated by the Committee on Representation and elected by the Presbytery—*see committee descriptions listed under committee heading:*

- Board of Trustees
- Permanent Judicial Commission
- Budget Development & Oversight Committee
- Personnel Committee
- Committee on Representation

Pastoral Care Committee *(inactive)*

Permanent Judicial Commission

The Permanent Judicial Commission serves as the “law court” for the Presbytery. Meets as required.

Membership: 7

In accordance with the Rules of Discipline (D-5.0100) there shall be a Permanent Judicial Commission consisting of seven (7) members (four ministers and three elders or four elders and three ministers). The term of office shall be six (6) years in three classes as nearly equal in size as possible. The duties, structure, and meetings of the Permanent Judicial Commission shall be as described in Chapter 5 of the Rules of Discipline. No person who has served a full term of six years shall be eligible for re-election until she or he has been out of office for at least four years.

Investigating Committee

When necessary, presbytery shall elect an Investigating Committee according to the provisions of the Rules of Discipline (D-10.0201). The names shall be placed in nomination by the Stated Clerk after consultation with appropriate officers of the Presbytery. The Stated Clerk shall be responsible for convening and training the Investigating Committee. The Investigating Committee

shall function as described in Chapters 10 through 14 of the Rules of Discipline. The work of the Investigating Committee shall begin upon their election by the Presbytery.

Committee of Counsel

When necessary, presbytery shall elect a Committee of Counsel according to the provisions of the Rules of Discipline (D-6.0302). The names shall be placed in nomination by the Stated Clerk after consultation with appropriate officers of the Presbytery. The Stated Clerk shall be responsible for convening and training the Committee of Counsel. The Investigating Committee shall function as described in Chapters 6 through 8 of the Rules of Discipline. The work of the Committee of Counsel shall begin upon their election by the Presbytery.

Personnel Committee

Oversees presbytery personnel, develops staff position descriptions, develops and reviews personnel policies. Meets monthly at discretion of current committee members.

Membership: Normally between 4 and 6. The Head of Staff is an ex-officio member, without vote. The Presbytery Treasurer may be invited to attend to give counsel on budgetary matters, with voice only.

The Presbytery's Personnel Committee exists to help the Presbytery support and develop the people who serve it. This committee may act as a whole, by delegation, or by the use of ministry teams.

This committee shall oversee personnel employed by Presbytery, their development, staff position descriptions, and staffing levels. These responsibilities include:

- Reviewing the Personnel Policies & Practices document annually and recommending revisions to the Presbytery as necessary
- Developing and updating position descriptions for all positions
- Conducting annual performance reviews for all employees of the Presbytery
- Recommending support and temporary staff positions to the Big Picture Team
- Assisting the Head of Staff in the selection, retention, and termination of non- exempt Presbytery employees
- Recommending to the Budget Development & Oversight Committee annual compensation packages for employees of Presbytery, including the Stated Clerk
- Maintaining open communications with employees on matters concerning their welfare and the employer's interests
- Conducting annual and exit interviews of the Head of Staff, Stated Clerk and the Treasurer

In connection with the responsibilities enumerated above, this committee shall recommend appropriate changes to Presbytery policies.

Working Groups

Membership: appointed chair, open membership

Advocacy Working Group – works with Neighborhoods, congregations, and the Presbytery to claim our call as partners in the global and local mission of justice and peace; advocate and work for systemic change to promote justice and challenge forces that oppress people and the environment (*merged with Racial Justice Working group to create Racial Justice, Peace, and Advocacy Working Group, 10/2022*).

Grants Working Group

The Healthier Congregations Team Grants Working Group (GWG) operates as one of the primary ways the Presbytery supports mission. The GWG grants funds to congregations within the Presbytery and community agencies that have connections to Presbytery.

Funds are granted in two ways:

- Transformational Grants are awarded to congregations and community agencies for projects that promote positive change, are creative or innovative, and have a reasonable chance of success. Transformational Grant applications are due by May 1 of every year; the size of these grants varies from year to year
- Peacemaking Grants are awarded to congregations, organizations, or individuals who are, in some way, working toward restorative justice and addressing oppression; Peacemaking Grant applications are accepted at any time and are reviewed and awarded quarterly; the size of these grants is up to \$500

Interfaith and Ecumenical Relationships Working Group

Participates in ecumenical and interfaith dialogue and life, and mission opportunities within the wider community through covenant agreements with groups such as the Greater Rochester Community of Churches, and the Rochester Interfaith Network Alive, campus ministries within our bounds, and others.

Investment Working Group

Creates and implements Presbytery investment policies.

Mission Linkages Working Group

Oversees relationships with designated Presbytery missions including, but not limited to: Lagom Landing, Rochester Presbyterian Home, Cameron Community Ministries, Camp Whitman, our Commissioners to the Synod of the Northeast and Synod's Mission and Ministry Council, the General Assembly, including our Commissioners.

Racial Justice Working Group

Provides resources for intentional anti-racism work and ensures the Presbytery exemplifies equity and respect; addresses our mutual responsibility and participation in systems of oppression and strives to usher in Christ's peace and reconciliation. *(merged with Advocacy Working group to create Racial Justice, Peace, and Advocacy Working Group, 10/2022).*

Relationship Working Group

Encourages relationships, provides a liaison with each neighborhood group, connects neighborhoods with tools and training, supports local congregations through prayer profiles.

Tools and Training Working Group

Responsible for overseeing training events that promote healthier congregations.