

Presbytery of Boston Personnel Committee
Report to Presbytery
Sept. 23, 2021

The Personnel Committee (Jean Southard, Beverly Shank, Rick Otty and Jeff Ferguson, Chaired by Meagan Manas) continues to meet regularly with Presbytery staff for support and accountability. We worked with the Treasurer to create a detailed Treasurer job description that has been approved by Council. We are currently working to update the Personnel Policy of the Presbytery to be included in the Presbytery policies and procedures handbook.

As a reminder, in August 2020 Presbytery Council created an official Personnel Committee, comprised of these members, to serve for one year ending December 2021. We ask our presbytery colleagues to start considering who might be well suited to serve on this committee as it goes forward as a Committee of the Presbytery.

Respectfully Submitted,
Rev. Meagan Manas, Personnel Committee Chair

ATTACHMENT: Job Descriptions for Proposed Budgets

Stated Clerk

Budget 1

Stated Clerk Position continues at the current hours/stipend

We do not feel that the Stated Clerk will be able to assume any extra responsibilities that will be left open by the elimination of the Resource Presbyter and Communication Coordinator positions. The Stated Clerk's hours are already at a bare minimum to accomplish necessary tasks.

In Budget 1, the following would be **lost** without a Resource Presbyter and Communications Coordinator:

- Communication by email and phone that has been handled by the Resource Presbyter
- Communication with CLC (Church Leadership Connection) regarding employment matters
- Presbytery Newsletter
- Social media posting/communication
- Programming of any kind
- Special support or programs related to the ongoing COVID-19 pandemic
- Website maintenance
- Presbytery Directory maintenance

In order for the Stated Clerk to be able to take up any part of the work above, the following would have to be cut:

- Connection with other mid-councils and any Synod service
- Responses to questions from members of Presbytery and Committees (decreased frequency)

Budget 2

Stated Clerk Position reduced to 40%

In addition to those items listed in Budget 1, the following will be cut:

- Staffing of Response Teams, Task Forces or ACs
- Staffing or resourcing COM (providing advisory support, attending meetings)
- Cutting back in Council responsibilities—either not attending meetings or not being available to advise Council leaders/members

In both scenarios, the occurrence of a PJC case would cause an increase in hours for the Stated Clerk that would have to be compensated financially—or more work would need to be cut.

The following Job Descriptions reflects changes that would occur with Budget 1 and Budget 2.

STATED CLERK: RESPONSIBILITIES

1. Organizes administrative work for the presbytery meeting:
 - a. Recommends to the presbytery a calendar of stated meetings, and on behalf of the presbytery accepts invitations from host churches
 - b. Prepares the docket in consultation with the Moderator
 - c. ~~Cooperates with the presbytery's administrative assistant in the~~ preparation of materials to be distributed for presbytery meetings
 - d. Reports to the presbytery concerning its ecclesiastical responsibilities, on official communications from individuals and from other governing bodies, and on such matters as may require presbytery attention and response, in coordination with the Moderator ~~and the general presbyter~~
 - e. Is responsible for the preparation and distribution of draft minutes of presbytery meetings, is responsible for the preparation of approved minutes, and maintains the approved minutes
 - f. Enrolls presbyters, and keeps the presbytery's records of their attendances and absences
 - g. Serves as a meeting resource to the Moderator and the presbytery in accordance with Robert's Rules of Order and with the bylaws and standing rules of the presbytery
 - h. Participates in Moderators' meetings before Council and Stated Meetings
2. Maintains the permanent records of the presbytery, including its commissions, in keeping with the presbytery's needs and constitutional requirements
3. Acts as an advisor on constitutional and parliamentary matters, and interprets presbytery bylaws and standing rules:
 - a. Serves as parliamentarian to the presbytery
 - b. Advises the Moderator ~~and the general presbyter~~ on the Constitution, bylaws, and standing rules as requested or as needs arise
 - c. Recommends bylaw and standing rule changes to conform with Book of Order
 - d. Documents and interprets previous actions of the presbytery as requested
 - e. Assists teaching elders, ruling elders, sessions, and other entities on constitutional matters at their request
 - f. Attends national and regional stated clerk events for continuing training on constitutional matters
 - g. Participates as an ex-officio member at meetings of the Committee on Ministry
4. Corresponds officially on behalf of the presbytery:
 - a. Maintains communications with the General Assembly, with the Synod of the Northeast, with other presbyteries, and with other religious bodies, ~~in coordination with the general presbyter~~
 - b. Receives, records, and transmits documentation regarding the ordination, installation, reception, dismissal, change in status, removal and discipline of ministers, and regarding the organization, merging, dismissal and dissolution of churches
 - c. Corresponds with sessions concerning annual reports and other presbytery business

- d. Prepares and submits presbytery reports required by the General Assembly and the Synod of the Northeast
 - e. Receives and responds to communications addressed to the presbytery, ~~in consultation with the general presbyter as needed,~~ refers incoming correspondence to appropriate persons and groups in the presbytery
5. Performs other duties as the presbytery may direct or request such as but not limited to:
- a. Staffs the permanent judicial commission in accord the Rules of Discipline
 - b. Convenes the presbytery's permanent judicial commission, providing for its orientation and training
 - c. Provides staff services to the PJC in keeping with provisions in the Rules of Discipline and Form of Government
 - d. Organizes, schedules and leads the presbytery's annual review of session minutes
 - e. Reviews individual session minutes as needed
 - f. Participates in Synod's annual review of Presbytery minutes

Treasurer

Budget 1

Option 1 has no funds for a Resource or General Presbyter. In this option the responsibility for stewardship would fall on the Treasurer unless the Presbytery could put together a functioning stewardship committee. This would entail many hours of additional work for the Treasurer to interface with churches regarding per capita and other mission giving.

Budget 2

Treasurer Position reduced to 40%

In addition to the concerns raised in Budget 1, if the Treasurer's stipend is cut, as in Option 2, attendance at meetings of Council, Presbytery Assemblies, and Trustees could be eliminated. This would mean only written reports to those bodies and a lack of clarifying explanations regarding accounts and financial matters in general.

The current responsibilities of the Treasurer exceed the estimated hours the Treasurer's stipend is based on. Many of these responsibilities must continue for the Presbytery to maintain its basic functioning.

The following Job Descriptions reflects changes that would occur with **Budget 1** and **Budget 2**.

Presbytery of Boston Treasurer: Description of Present Responsibilities

August 2020

The Treasurer is a stipended officer of the Presbytery and not an employee. The following is a description of what the Treasurer is currently doing or has been doing during the past year:

- Manage the payroll: provide paychecks to employees, handle arrangements for taxes, social security, and other benefits
- Prepare and send out income reports to staff and stipended officers
- File income tax reports with commonwealth and federal governments
- File reports with Commonwealth and federal government regarding tax-free status of Presbytery
- Prepare individual "acknowledgement of donation" letters and send out for tax purposes.
- Receive per capita and mission offerings and disburse them as directed
- Pay the Presbytery's expenses
- Do the necessary banking tasks.
- Manage Presbytery financial accounts and assure that the Presbytery is properly using legally restricted funds
- Provide Financial Reports monthly or as often as required to the Presbytery and Presbytery Council.
- **Attend Council and Presbytery meetings to present reports**
- Prepare the annual report to the Presbytery.
- **Attend Presbytery and Council meetings to present reports and answer questions**
- **Attend Meetings** and resource the Board of Trustees as an active Trustee

- Resource the Budget Task Force
- Staff the Investment Committee
- Provide counsel to Presbytery staff, committee chairs, and others who have questions about Presbytery financial matters
- Consider and give advice about the best use of funds to further the ministry of the Presbytery.
- Work with the Trustees to determine best use of property when a church closes.
- When an administrative commission is responsible for a congregation, serve as treasurer of the church and manage the books, payroll, bills, and tax reporting for the church
- Prepare and make records available for annual audits.
- Consult with Presbytery's insurance agent.
- Review trustee funds for minimum required balances.
- Calculate the gains and losses of funds in the Trustees' accounts.
- Manage grants from Presbytery funds to individual churches.
- Verify and distribute funds received for churches from PDA.
- *Added from resource presbyter:* Manage Stewardship, per-capita and all communications with churches about this