

CHAPTER THREE **PRESBYTERY STAFF**

I. Executive Presbyter

- A. The Presbytery may employ an Executive Presbyter to provide encouraging leadership for the Presbytery to fulfill its stated purpose. An individual so employed, or another individual fulfilling the role of the Executive Presbyter, is a member of the administrative staff. The Executive Presbyter may be either a teaching or ruling elder. In providing this leadership, the Executive Presbyter:
1. Implements strategic partnerships among pastors, ruling elders and congregations within the Body of Christ in the local community and throughout the world, in order to fulfill the Great Ends of the Church;
 2. Coordinates the implementation of the Presbytery mission and decisions;
 3. Serves *ex-officio* without vote and supports the standing committees, steering committees of the Presbytery as identified by this *Manual* in maintaining accountability and integrity in their work;
 4. Implements the church-wide plan for equal employment opportunities and the Presbytery's affirmative action plan;
 5. Leads Presbytery personnel as head of staff for administrative staff members, including conducting annual reviews of all staff personnel;
 6. Supervises paid Presbytery mission project staff for administrative purposes;
 7. Serves as liaison to Synod and General Assembly;
 8. Serves as the spiritual, business and organizational leader of the Presbytery;
 9. Obtains references and reports of past performance from counterparts (or other appropriate individuals) in the presbytery (or denomination) of membership for teaching elders seeking to become members of this Presbytery;
 10. Works collaboratively with congregations and transitioning personnel to support the transition of pastors and commissioned ruling elders (CREs);
 11. Provides personal nurture and support to the individual members of the Presbytery;
 12. Serves as the official spokesperson for the Presbytery; and
 13. Performs any other responsibilities assigned by the Presbytery, Presbytery Executive Committee, or this *Manual*.

- B. The Executive Presbyter is employed to serve an indefinite term. When the individual is a teaching elder, this is a validated ministry when the individual is not serving in an installed position in a congregation.
- C. Performance reviews are conducted as follows:
1. An annual performance review is conducted by the Human Resources (HR) Committee, which solicits input from the various constituencies of the Presbytery. Should the HR Committee determine that the Executive Presbyter's performance during the preceding year has been unsatisfactory, one of the two following is accomplished:
 - a. The Executive Presbyter implements a set of remedial steps agreed upon with the HR Committee, with periodic review of progress during the succeeding year; or
 - b. The HR Committee recommends to the Presbytery that employment be terminated and, upon vote to terminate, the process to fill a vacancy in the office is initiated, as described below (see *BoO* G-3.0110).
 2. Every five (5) years of his/her service in this call, an in-depth evaluation of the Executive Presbyter's position is conducted by the HR Committee. This review evaluates the performance of the incumbent Executive Presbyter and the anticipated needs of the Presbytery for the future, as identified by the Executive Committee.
- D. A special committee of Presbytery is elected to search for a new Executive Presbyter should the office become vacant for any reason.
1. The Nominating Committee nominates an Executive Presbyter Search Committee of seven (7) members, to include at least three (3) each teaching and ruling elders, and to include at least one member of the HR Committee. The Search Committee is elected by the Presbytery and conducts a broad search for a new Executive Presbyter.
 2. The HR Committee reviews the existing position description and, after consultation with other Presbytery committees as deemed appropriate, recommends to the Executive Presbyter Search Committee a position description and range of compensation.
 3. This Executive Presbyter Search Committee reviews the duties of the Executive Presbyter and the anticipated future needs of the Presbytery. The Committee conforms to any Synod requirements for such search committees. It accepts suggestions and applications for a period of not less than 30 days after it has posted notice of the open position. After completion of the search process, it makes a recommendation to the Presbytery regarding the call of a new Executive Presbyter.
 4. The Executive Presbyter Search Committee, in consultation with the HR Committee develops the position description to be used in the search process. The Executive Committee then reviews the position description for final approval.

5. The Presbytery votes to approve the employment and terms for an Executive Presbyter by a majority vote of those presbyters present and voting.
6. An Executive Presbyter, upon election to the position, is approved for membership in the Presbytery as described in section III of Chapter 1 of this *Manual*.

II. Administrative Staff

- A. Presbytery office administrative staff positions may be created for the Presbytery to accomplish its purposes. Position descriptions for these staff members are the responsibility of the HR Committee.
 1. Employment of administrative staff originates with the HR Committee and is reported to the Executive Committee.
 2. Bookkeeper for the Presbytery

The job description for the Bookkeeper includes, but is not be limited to, the following responsibilities, as expressly approved by the HR Committee in consultation with the Budget, Property and Finance (BP&F) Committee:

- a. Support BP&F in the annual Presbytery budget process, which includes the budgets for the Presbytery missions (*e.g.*, Presbyterian Urban Ministries and South-Sudanese American Presbyterian Fellowship);
- b. Maintain current all required local and State of California non-profit organization filings for the Corporation of the Presbytery;
- c. Provide financial oversight of, and review financial reports of, Presbytery mission projects for compliance with good business practices and the Presbytery's financial policies, and advise the BP&F Committee regarding financial support for those Projects;
- d. Present monthly financial reports to the BP&F and E&M Committees and advise those body about financial matters;
- e. Maintain financial records for the Presbytery;
- f. Serve as a resource on call to the BP&F Committee, the Executive Committee, the Board of Trustees, and the standing committees of Presbytery;
- g. Support the BP&F Committee in its implementation of the Presbytery's Financial Policy;

- h. Maintain current, appropriate and adequate insurance, as described in the Standing Rules of this *Manual*, for the Presbytery and copies of such coverage for each church of the Presbytery; and
- i. Maintain all financial records in accordance with Generally Accepted Accounting Principles.

B. Evaluation of administrative staff performance

- 1. An annual performance review of each administrative staff member's performance is conducted by the Executive Presbyter in consultation with the HR Committee.
- 2. The process of employment, the method of annual evaluation of work, and the termination of employment are set forth in the Employee Handbook.

III. Presbytery Mission Project Staff

- A. Each steering committee for a mission project may create one or more paid staff positions to accomplish the work necessary to meet that mission project's approved mission statement.
 - 1. The steering committee is responsible for developing a position description and terms of employment for each position, working collaboratively with the HR Committee. Maintaining current the position descriptions and terms of employment for these staff positions is the responsibility of the steering committee.
 - 2. The steering committee reports changes in necessary paid staff positions for its mission project to the Evangelism and Missions (E&M) Committee. The Committee on Ministry shall immediately be informed of any decision to hire or terminate a teaching elder in a mission project staff position. All calls to teaching elders to serve in a staff position also follow the process for admission into membership of the Presbytery as described in the Standing Rules of this *Manual*.
 - 3. Evaluation of mission project staff performance.
 - a. An annual performance review of each staff member's performance is conducted by the Executive Presbyter in consultation with the project's steering committee.
 - b. Annual evaluations shall be completed in sufficient time to support requests for compensation for the subsequent year.
- B. Employment, the method of annual evaluation of work and the termination of employment are set forth in the Employee Handbook.

1. The director of each mission project, within guidelines set by the HR Committee, requests salaries for paid mission project staff. Salaries are established by E&M through the budget process.
2. The process of employment, the method of annual evaluation of work, and the termination of employment are set forth in the Employee Handbook.

IV. Human Resources Policies

- A. Matters concerning employment hiring, responsibilities, benefits and termination of all staff members are defined in the Employee Handbook.
- B. All paid staff members employed pursuant to this *Manual* and all volunteers that serve the Presbytery or its committees or its mission projects in any capacity or manner are subject to, and shall conform to, the Standards of Ethical Conduct found in the Standing Rules of this *Manual*.
- C. Pursuant to California Labor Code Section 3363.6(a), persons who perform voluntary service without pay are deemed an employee of the organization while performing such service, for the purposes of Worker's Compensation coverage.

V. Accountability

- A. All Presbytery administrative and mission project staff members are accountable to the HR Committee through the Executive Presbyter, as head of staff.
- B. Each paid mission project staff member is accountable to the E&M Committee, through the steering committee, for operational aspects of that project.