

**Presbytery of Carlisle
Personnel Policies
Adopted November 24, 1998
and Staff Position Descriptions**

I. Introduction

The work of presbytery is undertaken to further the ministry and mission of the Church of Jesus Christ. It is guided by Scripture, the *Constitution of the Presbyterian Church (USA)*, and the Leadership Handbook of the presbytery. Presbytery seeks in all matters to glorify God and bear faithful witness to the Gospel of Jesus Christ.

It is the intention of presbytery to treat all personnel with the values derived from the Christian faith. These policies are designed to guide, appraise and motivate the entire organization of presbytery toward maximum contribution and fulfillment. It is hoped that adherence to such policies will result in fair treatment of all employees and minimize inconsistency in decisions affecting employees. These policies may be amended or supplemented from time to time.

1.01 Rights and Responsibilities of the Presbytery

A. Rights

1. to establish basic work goals consistent with the purpose of the presbytery.
2. to establish an overall structure designed to best accomplish the basic goals.
3. to establish and administer a personnel system which can meet the personnel needs of the structure.
4. to establish position descriptions and qualifications for particular functions and determine who is qualified and/or qualifiable to perform such functions.
5. to establish and administer processes for compensation, career development, benefits, working conditions, promotions, transfers, dismissals, and other conditions and aspects of employment.
6. to expect employees to be productive in the assigned functions.
7. to exercise suitable and reasonable discipline.
8. to terminate at any time for any reason all employees who serve at will.

B. Responsibilities

1. to be faithful to the purpose of the organization as it is faithful to the will of God.
2. to assure that policies and administration of the personnel system are consistent with the rights of employees and are supportive of their career objectives.
3. to provide adequate and equitable compensation to employees.
4. to conduct regular performance reviews and evaluations for all employees, which relate their work objectives to the goals of presbytery, and which give them an opportunity to participate in evaluating their own performance in relation to these objectives.
5. to provide benefits and working conditions for the general welfare and well being of all employees in an equitable manner.
6. to establish and maintain open communication with employees on matters concerning their welfare and the presbytery's interests so that the implementation of personnel policies, procedures and practices is a process in which both employer and employees may participate and cooperate.

1.02 Rights and Responsibilities of the Employee

A. Rights

1. to receive adequate information from which to develop an understanding of their role and function in the total structure of the presbytery.
2. to receive regular information on the quality of their performance.
3. to have as much control as possible over their own career development.
4. to be kept informed of proposed changes in personnel policy and procedures.
5. to participate in the application of personnel policies, where appropriate, to insure objectivity and fairness (i.e. job classifications, performance review and evaluations).
6. to have working conditions that promote the general welfare and encourage productivity.
7. to receive adequate compensation and other benefits under a fair and open process.

B. Responsibilities

1. to give their best possible performance in their assigned functions.
2. to provide requested support to, and participate fully in, any committee on which the employee has been granted voice or vote.
3. to provide employee opinion, when requested, to any appropriate forum dealing with the personnel system.
4. to give adequate time and thought to the input which is provided in such forums.
5. to understand their role and function in the context of presbytery goals.
6. to honor their commitment to goals and objectives as outlined in the position description.

1.03 Equal Employment Opportunity/Affirmative Action

The *Constitution of the Presbyterian Church (U.S.A.)* urges all governing bodies to become more open and inclusive and to correct patterns of discrimination of any kind. Presbytery is committed to personnel policies and practices of equal employment opportunity and affirmative action consistent with the *Churchwide Plan for Equal Employment Opportunity and Affirmative Action* which prohibits discrimination or harassment on the basis of sex, age, race, color, national origin, veteran status, citizenship, disability and other personal characteristics.

As long as a person's creed, religion, or belief system is not contrary to the specific nature of the work of the presbytery, they can be considered eligible for employment. We recognize that some persons hold to creeds, religions, or belief systems which are so contrary to the specific nature and work of the Presbytery of Carlisle as to possibly cause conflict and be detrimental. Such persons could not be considered qualified to work within the presbytery.

1.04 Nepotism

To affirm and facilitate equal opportunity for all employees and prospective employees, the employment of persons who are direct relatives of employees is discouraged. Such persons will not be automatically denied employment or fair treatment in the full spirit of these policies. However, individuals will not be employed by or through the involvement of direct relatives and they will in no event be assigned to a position where a direct relative is in a position to influence their salary, promotion or other aspects of their working conditions.

1.05 Sexual Harassment and Sexual Misconduct

It continues to be the policy of the presbytery that sexual harassment in any form is unacceptable conduct which will not be tolerated. All employees are subject to the Sexual Misconduct Policy enacted by the presbytery.

1.06 Substance Abuse

The use, possession, or distribution of alcohol or illegal drugs is prohibited in all presbytery offices. No employee will report to work impaired by alcohol or unlawful drug use.

1.07 Dissent from Policy Statements

Employees are expected to implement the policies and position of presbytery and support such policies when acting on behalf of governing bodies. Personal opinions contrary to presbytery policy may be voiced so long as the policy and position of the presbytery is identified and the areas of conflict with personal opinion are identified.

1.08 Conflicts of Interest

No employee will accept any gift, gratuity, or special favor from any person or business which provides or receives goods or services or seeks to provide or receive goods or services to or from the presbytery. Minor courtesies, however, such as luncheons, dinners, or similar arrangements in connection with business discussions may be accepted.

1.09 Smoke Free Environment

Presbytery offices, including rest rooms and work areas, are smoke free.

II. Employee Classifications

2.01 Exempt (Elected) and Non-Exempt (appointed) Employees

All employees of the presbytery shall be classified as either exempt (elected by vote of the presbytery) or non-exempt (appointed to technical or service positions). All employees shall provide necessary staff and support services to the Coordinating Council and to the permanent committees and other entities as created by the presbytery. Although presbytery, as a religious organization, is not covered by the Fair Labor Standards Act, reference to its definitions is made for selected purposes such as overtime. The provisions of the Federal Wage and Hour Law will apply. Positions in the exempt employee category are exempt from the requirement of overtime pay for hours worked in excess of 40 hours in a work week. In the employment of personnel, the presbytery shall observe the practice of consultation (G 9.0404) as appropriate.

2.02 Exempt Employees

All employees elected under the principles of participation and representation (G 9.0704) and in accordance with the Leadership Handbook of the Presbytery of Carlisle shall be classified as an exempt employee. These positions generally include:

- executive (and interim executive) presbyter
- associate for congregational service
- new church development director
- stated clerk
- permanent clerk

2.03 Non-Exempt Employees

The presbytery may authorize the creation of program or service positions and other staff as needed. Non-exempt employees are paid overtime for hours worked in excess of 40 hours in a work week at the rate of one and one-half times their regular hourly rate. Compensatory time, calculated at regular rate, may be granted for hours worked in excess of the 37.5 hours and up to and including 40 hours in a work week. Non-exempt employees are employed at will and may be terminated at any time for any reason.

2.04 Full-time and Part-time Employees

The usual work week shall consist of 37.5 hours. All employees, whether exempt or non-exempt, shall be deemed to be full-time employees if they are regularly scheduled to work in excess of 30 hours per work week. Full-time employees are entitled to benefits as described herein.

All employees, whether exempt or non-exempt, shall be deemed to be part-time employees if they are regularly scheduled to work less than 30 hours per work week. Part-time employees do not qualify for benefits unless otherwise and clearly described in a call or a letter of agreement.

2.05 Persons Under Contract

Presbytery may, through the executive presbyter and/or the Administration Committee, engage persons for particular temporary services such as interim employment, consultant services or occasional specialized work. In such instances the terms of assignment will be clearly described and limited to those contained in a written letter of agreement. These Personnel Policies do not apply to such persons unless indicated otherwise in such letter of agreement.

III. Position Descriptions, Reviews and Evaluations

3.01 Position Descriptions

A written position description will exist for each employment position and will be provided to each employee. The presbytery shall approve position descriptions for new positions. The Administration Committee is authorized to modify existing position descriptions with the provision that all such actions be reported to the next stated meeting of the presbytery.

3.02 Filling Exempt Positions

Individuals to fill new and vacant exempt positions shall be elected by the presbytery in consultation with the synod (G 9.0701b: G 12.102 f), as appropriate. For each such position, one candidate shall be nominated by a representative search committee (G-9.074). The officers of the presbytery shall be elected as prescribed in the bylaws.

3.03 Filling Non-Exempt Positions

The executive presbyter following consultation with and concurrence by the Administration Committee will employ persons to fill new and vacant non-exempt positions. Such action will be reported to the presbytery.

3.04 Interim Executive Presbyter

When there is a vacancy in the executive presbyter position, the Administration Committee shall designate a committee to search for an interim for the vacant position.

3.05 Reviews and Evaluations

Exempt employees will have a performance review and written evaluation every year and a comprehensive review and written evaluation every five years by the Administration Committee. The comprehensive review of the executive presbyter position will include consultation with the synod Personnel Committee. Written evaluations bearing the signature of the employee (acknowledging receipt of a copy and discussion of the same) will become a part of the employee's file. Appropriate chairs will be invited to provide input to the Administration Committee.

Non-exempt employees will have an annual performance review and written evaluation conducted by the executive presbyter and a member of the Administration Committee. Written evaluations bearing the signature of the employee (acknowledging the receipt of a copy and discussion of the same) will become part of the employee's file. These reviews will be reported to the Administration Committee. Appropriate chairs will be invited to provide input to the Administration Committee.

IV. Personnel Records and Compensation

4.01 Personnel Records

A personnel file on each employee is maintained by the Administration Committee and administered by the executive presbyter. These files are confidential, with access limited to those persons who have authority in personnel matters and the employee involved. Employees may inspect their own file upon request to the executive presbyter. At the request of the executive presbyter, employees will furnish or aid in the acquisition of information for such files such as:

- Personal Information Forms (PIFs) s or Curricula Vita
- Completed applications and credentials
- Retirement and Social Security records
- Income withholding information
- Hospital insurance information
- Performance Ratings and letters of appraisals
- Names, addresses and phone numbers of persons to be notified in any emergency.

4.02 Unemployment Fund

Because the presbytery is a religious organization, it is not covered by the Pennsylvania Unemployment Compensation Law. Therefore, no employee is eligible to receive unemployment compensation upon termination.

4.03 Salary Considerations

All salaries will be reviewed annually. Compensation issues with regard to non-exempt employees will be handled in compliance with the Federal Wage and Hour Law.

Any employee, whether exempt or non-exempt, may be hired either at a stated salary (a fixed rate by week, month, or year for a stated number of hours per week) or for a wage rate (a stated rate per hour to be paid for actual hours worked in a work week). Positions which exceed 30 hours per week are considered full-time and are, generally, paid at a stated salary. Positions which require less than 30 hours per week are deemed part-time and are generally paid a wage rate for the actual hours worked. The Administration Committee shall recommend the type of pay, the salary or wage rate, and the approximate number of hours to be worked in a regular work week. The type of pay, the agreed upon salary or wage, the hours of work and any other unique term or condition are to be contained in a letter of agreement signed by the executive presbyter or the chair of the Administration Committee. This letter of agreement does not constitute a contract for future work nor does it convey tenure rights to the employee.

4.04 Adjustment of Salaries or Wages

Salaries for exempt employees are reviewed annually by the Administration Committee. Any adjustments to the terms of call for an exempt employee are recommended to and approved by presbytery and are incorporated into the budget of the presbytery.

Salaries for non-exempt employees are reviewed annually by the executive presbyter and the Administration Committee.

4.05 Travel Expense Allowance

Employees are reimbursed for actual travel expenses incurred (mileage, tolls, and parking) in the performance of his or her work. The reimbursement must first be authorized by the executive presbyter. The rate (per mile) of reimbursement will be the current standard mileage rate approved by the IRS. A completed daily travel log which documents work-related travel expenses must be submitted.

4.06 Honoraria

Honorarium received for services considered part of an employee's position description will be given to the presbytery. Honoraria received for services unrelated to the employee's position description may be retained by the employee.

4.07 Services for an Employer other than Presbytery

Each full-time employee who may wish to seek additional employment with another employer must report his or her intention to do so to the executive presbyter. Any additional employment by a full-time employee must not conflict with presbytery service in the opinion of the Administration Committee.

4.08 Annual Study Leave for Exempt Employees

Up to two weeks annual study leave with pay may be granted to exempt employees as defined in the terms of call. Study leave may be accumulated up to six weeks. The following guidelines apply: Study leave is not additional vacation but may be taken in conjunction with vacation if approved by the executive presbyter in consultation with the Administration Committee. Approval of study leave for the executive presbyter will be granted by the Administration Committee. Study leave must be related to career goals and/or personal, spiritual or professional growth.

4.09 Time Away for Training

Non-exempt employees are encouraged to develop their knowledge and skills related to employment with the presbytery. Time away with pay and funds for training must be negotiated with the executive presbyter in consultation with the Administration Committee. Time and funds may be accumulated for up to three (3) years with prior agreement of the executive presbyter and the Administration Committee. Upon return, a report on the training will be given to the executive presbyter.

4.10 Compensatory Time for Full-time Non-Exempt Employees

The usual work week consists of 37.5 hours. For work in a work week from 37.5 hours to and including 40 hours, in lieu of financial remuneration, the employee may elect equivalent time off, to be taken during normal working hours at a later time. The signed report of these hours must be submitted to the executive presbyter within two weeks of accrual. Compensatory time may be earned only up to 7 hours per month and must be used within a month from the date of accrual. Prior approval for using compensatory time must be obtained from the executive presbyter.

4.11 Overtime for Full-Time Non-Exempt Employees

Full-time non-exempt employees will be paid overtime wages for hours worked in excess of 40 hours a week. Overtime pay is at the rate of one-and one-half times the regular hourly rate of the position in which the non-exempt employee is working. Prior approval of the executive presbyter must be given for overtime work.

V. Benefits

Introduction

Presbytery reserves the right to increase, decrease, modify or terminate the benefits described in this section at any time at its sole discretion. Only benefits through the Benefit Plan of the Board of Pensions of the Presbyterian Church (U.S.A.) (PCUSA) apply to part-time employees whose work week exceeds 20 hours per week unless otherwise indicated in a letter of agreement.

5.01 Retirement

Full-time exempt employees will have retirement benefits in accordance with the approved terms of call paid to the Board of Pensions, Presbyterian Church (U.S.A.).

Full-time non-exempt employees and part-time employees working at least 20 hours per week will be enrolled in the applicable retirement plan with the Board of Pensions, Presbyterian Church (U.S.A.).

5.02 Social Security

An employee's share of Social Security tax is withheld from his or her wages. Ordained ministers, however, are considered self-employed and Social Security taxes are not withheld nor paid for them.

5.03 Health Insurance

Full-time exempt employees will have major medical and death benefits paid according to the approved terms of call through the Board of Pensions, Presbyterian Church (U.S.A.).

Full-time non-exempt employees and part-time employees working at least 20 hours per week will be enrolled in the applicable benefits plan of the Board of Pensions, Presbyterian Church (U.S.A.).

5.04 Exempt Employee Vacations

Full-time exempt employees are entitled to 30 calendar days of vacation per year to be scheduled with the executive presbyter.

5.05 Non-Exempt Employee Vacations

Based upon the anniversary date of beginning employment full-time non-exempt employees are entitled to paid vacation as follows:

0 to 6 months of employment	0 working days
6 to 12 months of employment	3 working days
1st through 7th year	10 working days
8th through 15th year	15 working days
16th year and beyond	20 working days

All employees must schedule vacation time with the executive presbyter so absences will not affect the workload or preparation time for presbytery meetings.

5.06 Holidays

The following holidays are normally observed:

New Year's Day	Labor Day
Martin Luther King Day	Veterans Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
	New Year's Eve Day

The executive presbyter will approve of holiday time worked and such holiday time worked may be taken at a later date as approved by the executive presbyter.

5.07 Sick Leave Pay

Sick leave is defined as an absence due to personal illness or injury, which keeps the employee from his/her regular work. Leave for illness is allowed to a permanent employee only in the cases of actual illness or disability of the employee or the illness or disability of an immediate relative. An immediate relative shall be defined as a spouse, parent, parent-in-law, grandparent, sister, brother, and children/stepchildren.

Full-time non-exempt employees are permitted one day of sick leave with pay per month for personal illness or accidents. Presbytery reserves the right to require a doctor's explanation for any absence exceeding two days. During the first year of employment, sick leave begins to accrue on the first day of the month following the date of employment. After each full year of service, non-exempt employees may accumulate up to ten days not taken during that year and bank them for use only for long term disability up to a limit of 90 days.

Long term (10 to 90 days) illness will be medically validated and approved by the executive presbyter. Sick leave benefits accumulated will be recorded by the executive presbyter. No payment will be made for unused sick leave days upon termination of employment.

Sick leave with pay for exempt employees (from 1 to 90 days) will be recommended by the Administration Committee on a case by case basis.

All employees are required to notify the executive presbyter as soon as possible in cases of sickness or accidents and in any event by 9:00 a.m. of the day they must be absent. If there is an extended sick time required, the employee is to phone the presbytery office twice a week by 9:00 a.m. If extenuating circumstances exist, this policy may be modified by the executive presbyter.

5.08 Personal Days

Each year two personal days off with pay may be taken by full-time non-exempt employees. Personal days may not be accumulated.

5.09 Disability

A request by an employee for disability leave must be submitted in writing to the Administration Committee through the executive presbyter. The request must be accompanied by a recommendation of a physician and must be approved by the Administration Committee. Exempt employees on approved disability leave will continue to receive their regular salaries while they are unable to work for a maximum of 90 days. Beginning with the 91st day of disability, they may be eligible for disability benefits from the Board of Pensions or other insurance provider. Non-exempt employees on approved disability leave will receive wages based on their average weekly pay over the previous six months while they are unable to work for a maximum of 90 days.

5.10 Parental and Adoption Leave

Employees must be employed at least one year before parental or adoption leave is granted. An employee will be granted two months leave with pay, pension and medical benefits. Following consultation with the executive presbyter, the time may be divided, as needed. The employee should normally apply for the leave at least one month in advance of the expected arrival of the child, specifying the amount of leave time desired. The Administration Committee may waive this requirement under extenuating circumstances.

5.11 Leaves of Absence without Pay

Leave of absence without pay may be granted only with the approval of the executive presbyter in consultation with the Administration Committee.

5.12 Leave of Absence with Pay

Leave of absence with pay may be granted under the following circumstances:

U. S. Armed Services - for regular training period up to two weeks annually.

Jury Duty - for a period as required by the court.

Death of a Family Member - In the case of death within the immediate family, an employee may be allowed up to three days of leave with pay. Immediate family includes spouse, children, parents, grandparents, brothers, sisters, in-laws, or any relative residing in the employee's home at the time of death. Upon request of the employee and under circumstances of severe emotional distress, the executive presbyter may approve extended time off with pay. For the death of any other relative, one day may be allowed with pay.

5.13 Work-Related Disability Leave

An employee who sustains a work-related injury as determined by a decision issued through the operation of the Workers Compensation Insurance Program implementing the Workers Compensation Act, shall be entitled to work related disability leave without pay for the duration of the disability period.

VI. Discipline

6.01 Abandonment of Position

Any employee who is absent from work for three consecutive working days and has not called in to explain the reason for the absence, will be deemed to have abandoned the job and voluntarily quit employment. Exceptions may be granted at the discretion of the executive presbyter.

6.02 Reasons for Discipline

It is presbytery policy to make a reasonable effort to retain good employees. In the absence of a written agreement to the contrary, however, employment with presbytery is for no specified time, regardless of length of service. Just as employees are free to leave for any reason, presbytery reserves the same right to end its relationship with any employee at any time.

This is not a comprehensive list of prohibited conduct, but merely illustrative. Presbytery retains the right to discipline employees as it deems necessary. The following may result in discipline, up to and including discharge.

- unsatisfactory performance
- insubordination or refusal to do work of which the employee is capable and which falls within the purview of his or her position description
- neglect in the care and use of presbytery property and funds
- excessive absenteeism
- illegal conduct
- failure to observe employer policies
- dishonest or unethical conduct
- sexual harassment or sexual misconduct
- substance abuse
- abuse of sick leave policy

6.03 Sexual Harassment or Sexual Misconduct

Any individual who believes that he or she is a victim of sexual harassment and/or sexual misconduct by any employee, visitor or any other person in connection with his or her employment at the presbytery office should report such perceived violation as soon as possible to any member of the Administration Committee or the executive presbyter. A list of all Administration Committee members will always be available in the presbytery directory and made available to every employee.

The presbytery will take no adverse action against any employee, who in good faith, complains of sexual harassment, and will guard against reprisal from other employees. Disciplinary action, including

dismissal where appropriate, will be taken where it is determined that sexual harassment did occur or where the executive presbyter has failed to report knowledge of alleged violation of this policy or employee's complaints of sexual harassment to the Administration Committee. If the complainant is not satisfied, she or he may pursue the path of formal mediation and arbitration. Any complaint received by any member of the Administration Committee must be reported to the committee. The committee will investigate all allegations promptly, objectively, confidentially, and in conformity with the Sexual Misconduct Policy adopted by the presbytery. If possible, the committee will seek an early resolution of the matter between the parties involved.

An employee who feels harassed has the right to file a charge with the Pennsylvania Human Relations Commission and/or the Equal Opportunities Commission. Before doing so, the employee should speak first with the executive presbyter, or if the executive presbyter is not appropriate, to any member of the Administration Committee, in an attempt to reach resolution. The executive presbyter will be open to listening to such complaints and will refer them to the appropriate authority.

6.04 Substance Abuse

Presbytery encourages employees who may be addicted or who may be substance abusers to seek help voluntarily, and will seek to provide assistance and support in such efforts. Employees with an addiction or substance abuse problem may be required to seek treatment and therapy, and to demonstrate satisfactory progress in dealing with such addiction. Failure to do so may result in discipline, up to and including discharge.

VII. Termination of Employment

7.01 Governing Principles

All employees are employees at will. Severance may occur by voluntary resignation or termination.

The process for exempt employees shall follow the requirements of the *Book of Order* and shall include consultation with the synod as appropriate.

No cash equivalent will be paid to exempt or non-exempt employees for unused accrued sick leave, study leave or personal leave.

7.01 Resignation-Exempt Employee

Timely Notice

Voluntary resignation may take place after at least one month's written notice. Notice will be given to the executive presbyter with copies to the Administration Committee. When the executive presbyter resigns, the written notice will be sent to the Administration Committee. When the stated clerk resigns, the written notice will be sent to the moderator with copies to the executive presbyter and the Administration Committee. On resignation exempt employees are paid the cash equivalent of their unused accrued vacation for the current year. Such resignation must become effective within three months of the date such notice is given unless special arrangements have been made with the executive presbyter and the Administration Committee. Exempt employees receive no cash equivalent for their unused study leave. No severance pay will be paid.

Untimely Notice

Exempt employees leaving without notice will be considered as voluntary quits. Exempt employees receive no cash equivalent for their unused study leave. No severance pay will be paid.

7.03 Resignation-Non-Exempt Employee

Timely Notice

Voluntary resignation may take place after two weeks' written notice to the executive presbyter. Upon resignation a non-exempt employee is paid the cash equivalent of his or her unused accrued vacation for the current year. No cash equivalent will be paid for unused study leave. A non-exempt employee who

resigns should make arrangements to leave the job from which he or she has resigned within one month of timely notice unless special arrangements have been made with the executive presbyter.

Untimely Notice

Employees leaving without timely written notice will be considered voluntary quits. No cash equivalent will be paid for unused study leave. No severance pay will be paid.

7.04 Termination - Exempt Employee

Pursuant to the Book of Order, G-9.0705, the relationship between the exempt employees and the presbytery may be dissolved by majority vote of the presbytery on request of the employee (through a letter of resignation) or by the recommendation of the Administration Committee or by a special committee or commission established by the presbytery.

Should such action be deemed necessary, the process shall be guided by G-9.0705, "When the council, committee or commission has decided to prepare a recommendation to terminate, it shall notify the person in writing, stating the reasons for proposing to terminate, and offering the staff member an opportunity to resign or to request a hearing before the recommendations are adopted and reported by the council, committee or commission to the governing body for action. The hearing shall be one in which the staff person may appear personally with counsel (D- 7.0301, D-11.0301) to respond to the findings of the committee or commission and present reasons and evidence why the relationship should not be terminated. The hearing shall afford safeguards as in cases of process following the rules of evidence in the Rules of Discipline, Chapter XIV (D-14.0000). A record shall be made of the hearing, which shall become part of the record filed under D-6.0304 in the event of a judicial complaint following the final action of the governing body."

7.05 Termination - Non-Exempt Employee

Non-exempt employees may be terminated by the executive presbyter following consultation with and concurrence by the Administration Committee. Such action will be reported to the presbytery.

Title: Executive Presbyter

(full time, exempt)

Purpose: The executive presbyter shall facilitate, challenge and encourage ministry, mission and people. The executive presbyter shall be the administrator of the presbytery and fulfill the responsibilities outlined in the *Book of Order* G-9.0701.

Accountability: The executive presbyter shall be accountable to the presbytery through the Administration Committee.

Responsibilities:

1. To be chief administrator of the presbytery, responsible, through the Coordinating Council, for the implementation of the goals and mission initiatives of the presbytery and to make an annual report on the office annually to the presbytery.
2. To be head of staff; to develop, supervise, motivate and coordinate the ministry of the staff team to the congregations and members of the presbytery.
3. To develop and maintain working and supportive relationships with the sessions and pastors in order to nurture and strengthen all the churches of the presbytery, regardless of church size. This includes providing an orientation event for ministers and educators entering the presbytery.
4. To serve as moderator of the Coordinating Council.
5. To serve as the primary presbytery staff resource person to the Committee on Ministry, the Administration Committee and the Mission Advocacy Committee as an ex-officio member with voice but without vote.
6. To serve as the vice-president of the corporation formed by the presbytery.
7. To serve as the presbytery staff contact person for the Committee on Representation, the Nominating Committee, the Camp Krislund Committee, and other action teams created by the presbytery, to serve as an ex-officio member of these and other presbytery committees with voice but without vote, attending meetings as needed.
8. To serve as “parish consultant” for session/congregational planning, conflict management, mission interpretation and other programmatic needs, as time permits.
9. To interpret the needs and vision of the presbytery to other governing bodies in the Presbyterian Church (U.S.A.), including sessions, and to interpret their needs and vision to the presbytery.
10. To participate in the life and/or worship of congregations throughout the presbytery on a regular basis. (A suggested goal is no more than 30 and no fewer than 25 visits per year.)
11. To participate actively in the connectional life of the PC (USA) as a corresponding member of the synod, and through appropriate relationships with the General Assembly, its divisions and entities.
12. To help the several parts of the presbytery to relate, to listen to and understand each other, and to help implement the Church’s commitment to inclusiveness and diversity.
13. To coordinate the efforts of synod and General Assembly staff who may be working in the presbytery in accordance with arrangements and policies established by the presbytery, the synod and the General Assembly.

14. To communicate to pastors, sessions, elected leadership and staff the validity and value of their ministry, and to express the caring of the presbytery for its servants.
15. To perform such other duties as the presbytery or Administration Committee may assign, e.g. ecumenical relations.

Adopted 6/25/2002

Title: Stated Clerk

(part time, exempt)

Purpose: The stated clerk shall serve as an officer of the presbytery, fulfilling responsibilities as described below and outlined in the Book of Order.G-3.0104

Accountability: The stated clerk shall work closely with the executive presbyter who is head of staff and shall be accountable to the presbytery through the Administration Committee.

Responsibilities:

Presbytery Meetings:

1. To provide a schedule of places for meetings of the presbytery for approval at the November meeting of the Coordinating Council and December stated meeting of the presbytery.
2. To give notice of all stated and special meetings of the presbytery, listing the purpose for which special meetings have been called.
3. To provide to the pastor of the church hosting the presbytery, two months prior to the meeting of the presbytery, a sheet of information describing the particular church's responsibilities for that day, and offering assistance.
4. To receive all overtures, memorials and miscellaneous papers addressed to the presbytery and transmit to the appropriate committees all documents which require their attention and to the Coordinating Council all other papers and communications not otherwise assigned; to make a record of the papers received and their disposition.
5. To prepare a tentative docket for each stated meeting of the presbytery for presentation to the Coordinating Council, and following the approval of the council, to have it distributed in advance of the meeting in accordance with the bylaws.
6. To receive from the churches a list of the Ruling Elders deceased during each calendar year and to prepare the Necrology Report for the January February stated meeting of the presbytery.
7. To form the roll of each meeting of the presbytery and keep an attendance record of the clergy and the number of Ruling Elder commissioners attending from each particular church.
8. To notify all newly elected members to presbytery committees of their election.
9. To provide necessary information by October 1 each year to the bookkeeping staff for per capita statements to be prepared and mailed to the clerks of sessions of the particular churches.
10. To provide for a parliamentarian by nominating self or another qualified person in December of each year for election by the presbytery for a term of one year.
11. To nominate a permanent clerk in December of each year for election by the presbytery for a term of one year.
12. To finalize the minutes of each stated meeting of the presbytery, transmit the minutes to the two-person committee authorized by the presbytery to review the minutes of that meeting, and transmit the committee's report to the next stated meeting of the presbytery.
13. To provide for the minutes of each special meeting of the presbytery to be approved at the close of the special meeting.

14. To prepare the official minute book of the presbytery for submission to the Synod Committee on Presbytery Records. To serve as a member of the Synod Committee on Presbytery Records.
15. To annually send the original minutes of the presbytery, as approved by the Synod for each calendar year to the Department of History in Philadelphia. To keep copies of the original minutes, both electronically and hard copies.
16. To provide a form to be used by a commission to install or ordain clergy, to be signed by the participants and reported to the presbytery.
17. To provide copies of amendments to the Constitution of the Presbyterian Church (U.S.A.) which require action by the presbytery and report the votes to the Office of the General Assembly.

Coordinating Council:

18. To serve as secretary of the Coordinating Council with voice but without vote and facilitate ecclesiastical functions.

Synod and General Assembly:

19. To notify all commissioners to the synod and the General Assembly of their election by the presbytery and to send all information requested by the synod and the General Assembly that is to be transmitted through the presbytery office.
20. To plan with the executive presbyter for an orientation of commissioners to synod and General Assembly.

Reports:

21. To distribute the annual statistical report forms to the particular churches in December and, when returned in February to compile the report from the presbytery to the Office of the General Assembly. To follow-up with churches to assure timely submission.
22. To complete report forms required by the synod and the General Assembly, including the annual report as well as the forms on which to report reception and dismissal of clergy, changes in status, retirements, deaths, etc.

Committee Responsibilities:

23. **Committee on Preparation:** To serve as the primary presbytery staff resource person and secretary to the Committee on Preparation for Ministry as an ex-officio member with voice but without vote.
24. **Commission on Ministry:** To serve as secretary and an ex-officio member of the Commission on Ministry with voice, but without vote.
25. To have a working knowledge of and be the primary resource person for The Board of Pensions process and requirements as applies to Teaching Elders.
26. To solicit and review Annual Terms of Call reports from churches in regard to Called and Installed Teaching Elders. To submit to the Commission on Ministry for approval, all Terms of Call reports received.
27. To review all Financial Terms of Covenants of Agreements between Sessions and Temporary Pastors and report to the Commission on Ministry.

28. To consult with Pastor Nominating Committees in regard to Terms of Call for new Pastors and Associate Pastors, and to prepare final Terms of Call forms for use at Congregational Meetings when voting takes place to Call a Pastor of Associate Pastor.
29. To distribute and receive all applications for Validated Ministries outside of a congregation. To distribute and receive the Annual Reviews of Validated Ministries outside of a congregation and Member at Large members of the presbytery. To submit the received applications and reports to the Commission on Ministry for approval.

Rules of Discipline:

30. To be familiar with and prepared to exercise the responsibilities of the stated clerk as defined in the Book of Order, Rules of Discipline, and the Leadership Handbook of the presbytery.
31. To maintain a list of resource persons comprised of Presbyterian Church (U.S.A.) attorneys and other knowledgeable persons who would be willing to advise the parties in judicial process.
32. To provide staff assistance to the Permanent Judicial Commission.
33. To annually review the Rules of Discipline and be responsible for briefing and training members of an investigating committee, a committee of counsel and/or the Committee on Ministry on an as-needed-basis.

General Administration:

34. To send all records of churches that have been closed or merged to the Department of History in Philadelphia.
35. To keep the Leadership Handbook of the presbytery and the Manual for Clerks of Sessions up-to-date in consultation with the Coordinating Council and the with the Associate for Communication and Office Management. (10/1/07)
36. To send the required forms to the stated clerks of presbyteries when persons are received or dismissed.
37. To provide ordination, honorable retirement and other certificates as needed.
38. To send General Assembly referral cards, received from the Office of the General Assembly for persons who have moved into the bounds of the presbytery, to a church in the area for visitation.
39. To provide training for the clerks of sessions of the particular churches when requested by the presbytery (i.e. church officer training, etc.).
40. Through the Coordinating Council, to form and resource an action team to review session records.

Other:

41. To serve as the secretary of the corporation formed by the presbytery.
42. To perform such duties as the presbytery, the synod and the General Assembly require for stated clerks and such other duties as the presbytery or Administration Committee shall from time to time direct.

43. To serve as a colleague with the Executive Presbyter, the other members of the presbytery staff, and other officers of the presbytery.
44. To have a working knowledge of the Book of Order and serve as primary resource person for issues and questions about the polity of the church.
45. To have a working knowledge of the most current Roberts Rules of Order so as to be able to advise the Moderator of Carlisle Presbytery, the Commission on Ministry, the Committee on Preparation for Ministry as well as Moderators of Sessions and Clerks of Session.
46. To maintain the office of the stated clerk, to be located in the presbytery office. All correspondence and papers shall be addressed to and processed at this office.

Approved: 6/25/2002, Amended: 10/7/2007, 2/28/2017

Title: **Associate Executive Presbyter** (full time, exempt)

Purpose: The Executive Presbyter shall provide programmatic support to sessions and congregations of the presbytery in cooperation with the Coordinating Council, assigned committees and staff colleagues.

Accountability: The Associate Executive Presbyter shall be accountable to the executive presbyter as head of staff and to the presbytery through the Administration Committee.

Responsibilities:

The primary responsibilities of the associate executive presbyter shall be:

- 1) To lead the Missional Church Initiative in the presbytery:
Seek to be significantly engaged in the work of the missional theology in the church today. Serve as resource person and resident theologian for missional theology in our presbytery, including coordinating resources in missional theology with the Resource Center Director. The Associate's continuing education may be focused on the study of the missional church theology in order to acquire academic competence in this area.
 - ◆ Support and equip the Missional Church study group and seek to create new study groups of pastors and church leaders.
 - ◆ Gather, support and equip clusters of churches, who have committed together to a strategy of missional transformation and education.
 - ◆ Provide leadership and resources to support congregations through their sessions to engage in missional theology and consider strategies for missional transformation.
 - ◆ Lead the presbytery's professional relationship with the Center for Parish Development and provide the Center's resources to our churches and church leaders.
- 2) To lead, provide resourcing and equip leadership with the Committee on Ministry and the Strengthening Our Congregations Committee in intentionally connecting with our congregations, and to be the primary presbytery staff resource person to the Strengthening our Congregations Committee, the Education Committee and to presbytery-wide ministry initiative teams established by the Coordinating Council as an ex-officio member with voice, but without vote.
 - ◆ Lead, recruit, and equip teams for listening visits to our sessions (in fulfillment of the 2007/09 Book of Order G-11.0502c)
 - ◆ Provide guidance for the purpose and agenda for our listening visits including the intent to communicate our missional theology initiative and connect our congregations with the ministry and mission of other congregations, the presbytery and the General Assembly.
 - ◆ Serve as the primary communication link between the session listening visits and the Committee on Ministry, Strengthening Our Congregations Committee and the Coordinating Council.
 - ◆ Work closely with the listening visit teams to discern any areas of ministry or concerns to which the Coordinating Council should respond.
- 3) With the Executive Presbyter, to work with and resource to the Committee on Ministry, specifically to serve as the resource person for the Churches Seeking Pastors Vision Day curriculum.
 - ◆ Organize and coordinate resources for churches in transition.
 - ◆ Recruit, equip and support Committee on Ministry liaisons to churches in transition.
 - ◆ Prepare, implement and equip leadership for the Churches Seeking Pastors Vision Day curriculum.
- 4) To serve as a one-on-one resource provider, utilizing outside consultants and available technologies where appropriate, with sessions/congregations, who request assistance in areas of ministry such as: evangelism, church growth/revitalization, stewardship, leadership/officer development, Christian

education, and other areas of concern. Specifically, working with the appropriate presbytery committees, recruit leadership and equip teams for creating a “toolbox” of resources for congregations. Work to maintain the toolbox and make it readily available to our congregations. The toolbox of congregations resources may include:

- ◆ Guidance for session personnel committees concerning personnel policies, job descriptions and professional evaluations.
 - ◆ Guidance for understanding church insurance and maintaining critical insurance coverage.
 - ◆ Guidance for financial management and annual financial reviews.
 - ◆ Guidance and training for church treasurers.
 - ◆ Resources for the organization and planning of mission trips.
 - ◆ Resources for capital campaigns.
 - ◆ Guidance and training for session clerks in cooperation with the presbytery’s stated clerk.
 - ◆ Resources for session committee organization and responsibilities.
 - ◆ Resources for understanding and using parliamentary procedure.
 - ◆ Resources for Elder and Deacon equipping and training.
 - ◆ Guidance for understanding General Assembly mission work and participating in it.
- 5) To serve as a member of the Coordinating Council, communicating current session/congregational needs and assisting with the implementation of presbytery-wide ministry initiatives.
- 6) With the Executive Presbyter to work with and resource the New Church Development Committee in order to promote and create new ministry in the presbytery.
- ◆ Recruit and support congregations to create new ministry.
 - ◆ Organize and coordinate the work of new ministry teams in cooperation with sponsoring churches.
 - ◆ Serve as the primary resource and support person for evangelists called by any new ministry teams to work in the presbytery.
- 7) As opportunity allows, other duties of the Associate Executive Presbyter shall be:
- ◆ To assist in the creation of people networks that will help presbytery utilize human resources effectively and respond appropriately to needs identified by sessions and pastors.
 - ◆ To develop supportive relationships with session and pastors in order to nurture and strengthen all the churches of the presbytery, regardless of church size.
 - ◆ To participate in the life and worship of congregations on a periodic basis. (A suggested goal is not less than 12 and not more than 20 visits per year.)
 - ◆ To make an annual report to the presbytery on her/his work.
 - ◆ To perform such other duties as the Executive Presbyter, the presbytery or the Administration Committee may assign.

01/27/09

Title: New Church Development Director
(No incumbent) 9/1/05

(full time, exempt)

Purpose: The new church development director shall explore new church development potential in targeted locations, determine the potential of other new church development possibilities, involve presbytery in the Biblical mandate to plant new congregations, and help presbytery understand the current dynamics and models of new church development.

Accountability: The new church development director shall be accountable to the executive presbyter as head of staff and to the presbytery through the Administration Committee.

Responsibilities:

1. Involve the presbytery in general and individual churches in particular in understanding the need for congregational partnership and cooperation in new church development.
2. Continue demographic interpretation of the areas targeted for new church development. Help the New Church Development Committee determine what models of new church development will work best for a particular location.
3. Participate in conferences and educational events that will enhance the director's knowledge in the area of new church development; i.e., new church development and stewardship conferences.
4. Recruit people for each target area to participate in focus groups, which will help clarify the unique characteristics and needs of the population in the area.
5. Bring together several small groups of people around a common need or interest (Bible study, prayer, fellowship, mission endeavors) that may help develop a nucleus for a new church development.
6. Coordinate with existing local congregations and encourage congregational sponsorship of a particular new church development.
7. When appropriate, recruit and train a leadership team to serve on a steering committee for each new church development.
8. Serve as the primary presbytery staff resource person to the New Church Development Committee as an ex-officio member with voice but without vote.
9. Develop a presbytery wide presence through interaction with local congregations and participate in Sunday worship at direction of executive presbyter and New Church Development Committee.
10. Provide a written report on a monthly basis to the New Church Development Committee as well as provide an annual report to the presbytery.

Adopted 6/25/2002

TITLE: Associate for Office Management and Communications

(full time, non-exempt)

Purpose: The associate for office management and communications shall support the ministry of the Presbytery by managing all aspects of the Presbytery office and work to support and enhance communication within the Presbytery.

Accountability: The Associate shall be accountable to the executive presbyter as head of staff and to the Administration Committee.

Responsibilities:

Office Management:

Serve as a resource person for the creation of the annual budget for Office Operations. Administer the office budget adhering to annual budget constraints.

Oversee the Presbytery's use of technology including support and maintenance of office computers, software support and internet security. Manage the purchase and maintenance of all hardware and software within the constraints of the Presbytery budget.

Prepare directories, manuals and other publications, utilizing computerized data, in-house preparation (copying/collation/assembly) and, when necessary, out-of-house vendors for printing.

Develop an office-wide plan, at least three years into the future, for the upgrade of hardware and software.

Track the presbytery's income at least twice a month, as outlined in the Policies and Procedures for Financial Management and Accounting, preparing a log sheet for the executive presbyter and providing a copy and supporting documentation for the bookkeeper.

Operate, support and maintain all office equipment. Manage all lease and maintenance agreements.

Assist in the scheduling of meetings, including maintaining the presbytery calendar, locating meeting rooms, and etc.

Communications:

Participate in and contribute to the implementation of a comprehensive communication plan for the Presbytery.

As required manage, edit and arrange for the timely distribution of the presbytery's e-newsletters. Explore and enhance opportunities for electronic distribution of the presbytery's communications.

Manage and maintain a comprehensive email database, that includes contact persons to be identified in each congregation with the responsibility to check e-mail weekly and distribute messages within their congregation.

Work to establish and maintain communication networks between churches, church professionals, Presbytery staff and committees.

Presbytery Staff and Committees:

Continually evaluate and enhance both traditional and electronic communication within the Presbytery.

Manage, maintain and enhance the presbytery's web site.

Use available continuing education time for skills development pertinent to the position with approval of the Executive Presbyter.

General

Provide administrative and secretarial support for the Presbytery staff and committees.

Order and maintain adequate office supplies.

Provide, at the direction of the Executive Presbyter, support for and management of the other Presbytery staff positions.

Serve as receptionist via telephone and in person, taking messages and welcoming guests. Create a spirit of hospitality for everyone making contact with the Presbytery office.

Perform such other duties as the Executive Presbyter, the Administration Committee or the Coordinating Council may assign.

Adopted Administration Committee August 30, 2006, Approved by presbytery 9/26/2006, Amended: 2/28/2017

Title: Resource Center Director

(part time, non-exempt)

Purpose: The Resource Center director shall organize, maintain and promote the use of the presbytery's Resource Center.

Accountability: The Resource Center director shall be accountable to the executive presbyter as head of staff and to the Administration Committee.

Responsibilities:

1. To select, order and catalogue new materials and resources.
2. To make reservations for resources and mail them to churches, committees, etc.
3. To answer questions about resources in person, by telephone or e-mail, and to serve as a back-up receptionist.
4. To prepare resource displays for presbytery meetings and events.
5. To prepare a page about available resources for presbytery packets.
6. To provide information about available resources for the presbytery newsletter, web page and other communications to congregations.
7. To update the computerized Resource Center Catalogue information. (Done once every four years in paper format until available on the web page.)
8. To maintain a working relationship with the Education Committee for the purpose of providing guidance concerning the Resource Center.
9. To be aware of resources available in other centers in the presbytery area and in the presbyteries of the synod.
10. To advise staff, presbytery committees, presbytery-wide ministry initiative teams and action teams of resources that may assist in congregational program development.
11. To perform such other duties as the Administration Committee or the executive presbyter may assign.

Adopted 6/25/2002

Title: Bookkeeper

(part time, non-exempt)

Purpose: The bookkeeper shall maintain financial records, prepare financial reports of transactions involving accounts receivable, accounts payable, payroll, per capita billings and mission receipts.

Accountability: The bookkeeper shall be accountable to the executive presbyter as head of staff and to the Administration Committee. The bookkeeper shall perform duties during presbytery work hours under a schedule agreed upon between the bookkeeper and Executive Presbyter.

Responsibilities:

1. Prepare bank deposits.
2. Record receipts and disbursements.
3. Review disbursement vouchers for support, signatures and coding.
4. Prepare checks for disbursements.
5. Assure that computer program is automatically providing proper journal and ledger entries
6. Control invoices and schedule payments.
7. Prepare payrolls.
8. Maintain payroll records.
9. Prepare payroll tax reports.
10. File paid invoices.
11. Reconcile bank statements monthly.
12. Prepare and send annual billing of per capita assessments to churches and maintain records of receipts.
13. Send mission pledge forms to churches and record amounts pledged. Provide these churches with correct mission remittance forms.
14. Maintain records of mission pledges and receipts and send statements of status to churches.
15. Make disbursements of mission receipts to proper recipients.
16. Prepare detailed statements of expenses for individual committees as requested.
17. Prepare financial statements, including a detailed year end statement of each account.
18. Prepare data for budget projections.
19. Respond to audit verification requests from higher governing bodies.
20. Maintain permanent files including back-up disks of computerized records.
21. Attend presbytery or other meetings as requested.

22. Help handle phone calls when in office as needed.
23. Coordinate external audit annually.
24. Prepare mission and per capita pay-up reports for distribution at presbytery meetings.

Adopted 6/1/2005

Presbytery Associate for Connection and Communication with our Sessions

Purpose:

Our Presbytery Associate will:

- Express the Guiding Principles of the Presbytery;
- Promote connectionalism by enhancing and fostering relationships between congregations/sessions and with the Presbytery.

Qualifications:

Our Presbytery Associate will be a person:

- With a vibrant, evident and personal relationship with Jesus Christ;
- Who can develop, instruct, and nurture congregations in faith, hope, and love;
- With an informed and evident commitment to the Reformed Tradition, the ministry of the Presbytery of Carlisle and the Presbyterian Church (U.S.A.);
- With a deep passion for ministry and mission within congregations and an evident sense of call to this ministry;
- Who exhibit many of the following personal attributes: compassion, love, creativity, intuition, energy, organization, active listening and communication diplomacy, initiative, vision, integrity and humility; and will use these attributes to serve the Presbytery.
- Who will maintain confidentiality;
- Who is spiritually and emotionally mature;
- Who will encourage and lead toward harmony and unity in Christ;
- Who knows when and how to either engage or detach;
- Who is committed to team ministry and seek ongoing evaluation, review and accountability;
- Who is dedicated to growing strong local congregations which support one another;
- Who is a Ruling Elder or Teaching Elder not serving in a full time, installed position; and
- Will commit to serve the Presbytery for about five to ten hours each week for at least two years.

Objectives:

The Presbytery Associate will:

- Enhance relationships that are rooted in Christ and spiritually growing;
- Pray for, with, and in the congregations/ sessions;
- Intentionally connect with the sessions and the pastors ;
- Support the sessions in discerning and addressing their needs;
- Facilitate the sharing of resources, information, and training opportunities for mission and ministry;
- Seek to be co laborers with our sessions and their pastors;
- Create dialogue to promote collegiality and collaboration within the Presbytery;
- Encourage and promote networking of ministry and mission

Goals:

Our Presbytery Associate will:

1. Provide direct support to the Strengthening our Congregations Committee (SOCC) including participating in their meetings ex officio.
2. With the SOCC, guide the development of a strategy and purpose for visiting each session in the presbytery.
3. With the SOCC, create an information packet or presentation to be shared with each session as part of a presbytery visit.
4. Organize, schedule, and lead presbytery visits with each session. These visits are intended to support and encourage the work of the session, as well as encourage connections with the presbytery and other congregations.
5. Summarize each session visit in writing, reporting back to the SOCC and to the session. Discern particular gifts, contributions, needs or requests that our session leaders may have. Work to find ways the presbytery may respond.

Compensation:

- Our Presbytery Associate will be compensated and governed by the policies of the Presbytery of Carlisle as an employee.
- This position is part-time for between five and ten hours per week.
- A detailed report of hours worked and mileage must be submitted monthly.
- The position will require a two-year commitment and may be renewed.

Approved by presbytery December 6, 2016