

# Foothills Presbytery

## Personnel Policies and Practices



*Caring, Empowering and Celebrating the churches in Foothills Presbytery*

Approved by Foothills Presbytery Coordinating Council January 19, 2021

**Acknowledgement of Receipt, Disclaimer, and Consent**

This document, Personnel Policies and Practices for Foothills Presbytery of the Presbyterian Church (U.S.A.) (the “Handbook”), prepared by Foothills, contains important information about Foothills policies. This Handbook supersedes all previous employee brochures, handbooks, and personnel policies issued to employees by Foothills, or otherwise, regarding any of the matters addressed herein. All Foothills employees are responsible for reading this Handbook and contacting a member of Foothills Leadership in the event clarification is needed on anything contained herein. Foothills may amend, edit, add or delete, or deviate from the policies contained in this Handbook from time-to-time, subject to and in accordance with applicable law.

**BY YOUR SIGNATURE BELOW YOU ACKNOWLEDGE THAT YOUR EMPLOYMENT WITH FoothILLS IS AT-WILL, MEANING THAT YOU MAY QUIT OR BE TERMINATED AT ANY TIME, FOR ANY OR NO REASON, FOR CAUSE OR WITHOUT CAUSE, AND WITHOUT PRIOR NOTICE. THIS HANDBOOK DOES NOT IN ANY WAY CONSTITUTE, AND SHOULD NOT BE CONSTRUED AS, A CONTRACT OF EMPLOYMENT. NOTHING CONTAINED IN THIS HANDBOOK, INCLUDING THE EMPLOYER AND EMPLOYEE RIGHTS AND RESPONSIBILITIES, ALTERS YOUR AT-WILL EMPLOYMENT WITH FoothILLS. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, CREATE A CONTRACT OF EMPLOYMENT BETWEEN YOU AND FoothILLS UNLESS: 1) THE TERMS ARE PUT IN WRITING; 2) THE DOCUMENT IS LABELED “CONTRACT”; 3) THE DOCUMENT STATES ITS TERM/DURATION; AND 4) THE DOCUMENT IS SIGNED BY FoothILLS STATED CLERK.**

**BY YOUR SIGNATURE BELOW, YOU FURTHER ACKNOWLEDGE RECEIPT OF THIS HANDBOOK AND THE SEXUAL ETHICS AND MISCONDUCT POLICY, YOUR OBLIGATION TO COMPLY WITH THE POLICIES CONTAINED OR REFERENCED HEREIN, AND YOUR UNDERSTANDING THAT THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

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## **Preamble: The Philosophy of the Personnel System**

The Work of the Presbytery is to be understood within the context of the "mission" of the Church as defined by the Book of Order and the Book of Confessions of the Presbyterian Church (U.S.A.).

As Reformed Christians, we believe that God calls each one of us to service through our vocations. As stated in A Brief Statement of Faith, we believe that the Spirit "calls women and men to all ministries of the Church." We believe that each staff member is called by God to serve the Presbytery and the Church through each person's work as a member of the staff.

Foothills Presbytery shall provide staff to support our mission: caring, empowering, and celebrating churches in Foothills through shared ministry.

## **The Style of the Personnel System**

The staff personnel system is based on a commitment to attempt to recognize and affirm the full potential of each employee, and to develop, support and use the full range of human resource potential by securing and maintaining cooperation between employer and employee. The system reflects an open style in which objectives are shared, and in which both employer and employee acknowledge their functions and goals.

### **Employer Functions and Goals:**

Functions:

1. To establish work goals consonant with the mission and purpose of the Presbyterian Church (U.S.A.) and Foothills Presbytery.
2. To establish an overall structure designed to accomplish the basic goals.
3. To establish and administer a personnel system which can meet the personnel needs of the structure.
4. To establish and administer processes for compensation, career development, benefits, working conditions, promotions, transfers, dismissals, and other phases of employment.
5. To expect employees to be productive in their assigned roles.
6. To exercise suitable discipline and to encourage growth.
7. To establish rules as necessary to govern the working environment.
8. To amend, modify, and change these policies as needed.

Goals:

1. To provide opportunity for employee participation in the development and administration of the personnel system, allowing adequate time during regular working hours for such participation.
2. To assure that policies and administration of the personnel system are consonant with the functions of the employee and the PC(USA) Constitutional principles regarding equal employment opportunity.

3. To use every reasonable means of communication for a reasonable length of time to ensure equal opportunity to apply for all available positions.
4. To establish position descriptions and personnel qualifications for particular functions and determine who is qualified to perform such duties.
5. To provide adequate and justifiable compensation to employees.
6. To provide for regular performance reviews and evaluations which relate to work objectives and which give employees the opportunity to participate in evaluating their own performance in relation to those objectives.
7. To assist employees in meeting their career goals and objectives in a manner consistent with the interests of the employer.
8. To establish and maintain open communication with employees on matters concerning their welfare and the employer's interests.
9. To establish and administer a process which provide for hearing and resolutions of complaints and grievances.
10. To inform and consult with employees regarding amendments and modifications to this Personnel Policies and Practices.

### **Employee Functions and Goals:**

#### Functions:

1. To receive adequate information from which to develop an understanding of his/her role and function in the total structure of the organization.
2. To receive regular information on the quality of his/her performance.
3. To have as much control as possible over his/her own career development.
4. To be kept informed of proposed changes in personnel policies and practices.
5. To have input in personnel policies where appropriate to ensure objectivity and fairness (e.g., grievance procedures, development of job descriptions, performance review, evaluation, etc.).
6. To have benefits and working conditions that promote Foothills purpose.
7. To receive appropriate compensation with due consideration by Foothills.

#### Goals:

1. To understand his/her role and function in the context of the goals of the organization.
2. To perform at a standard of excellence expected in the defined role.
3. To take initiative through the proper channels so that employee opinion is presented to the Personnel Committee.
4. To honor his/her commitment to the goals and objectives agreed upon by his/her participation in the personnel system.
5. To make suggestions on the improvement of operations and to act in accordance with the employer's rules and regulations.

### **The Personnel Committee to Foothills Presbytery**

The Personnel Committee shall be open at all times to communication with Sessions, ministers, and active Ruling Elders who wish to express concerns about staff performance. The Committee shall exercise wise discretion in determining when to take cognizance of information concerning perceived difficulties with a staff person. The

Committee may act to correct difficulties in consultation with the Coordinating Council in specific cases. Procedural safeguards as outlined in the PC(USA) **Book of Order** Rules of Discipline shall be established in all situations.

## **Principles for the Development and Administration of Personnel Policies and Practices**

The Presbytery will be guided by the following principles in the development and administration of personnel policies:

**Equal Opportunity Employment:** In accordance with the PC(USA) Constitutional affirmation of Inclusiveness (see F-1.0403 and G-3.0103) Foothills Presbytery is committed to fair and equal opportunity employment for all qualified persons, without regard to race; color; national origin; sex; age; disability; genetic information; veteran status; marital status; or other protected class to the extent required by law as applicable to Foothills as a religious institution. As a religious institution, Foothills reserves the right to base employment decisions in part on religious views as permitted by law. Foothills Presbytery fully endorses the concept of equal employment opportunity.

Employees must show respect and sensitivity toward all other employees, and to demonstrate a commitment to Foothills' equal employment opportunity objectives and prohibition on discrimination and harassment of anyone. Employees who observe or are subject to a violation of this policy, should report it immediately to the Presbytery Leader/Stated Clerk, Associate Stated Clerk, or Foothills' Personnel Committee. Foothills will handle all such complaints according to its Complaint Resolution Procedure (below). Violation of this policy may result in disciplinary action, up to and including separation from employment.

- 1. Compensation and Benefits:** Foothills Presbytery will establish and administer a process of compensation wherein the individual employee's compensation is determined on the basis of a system of qualifications, equitable salary scales and increments determined in light of economic factors and performance in the position.
- 2. Career Development:** Foothills Presbytery will establish and administer a process of career development which will endeavor to afford employees the opportunity for acquiring new skills/ knowledge and/or refreshment of old skills/ knowledge, consonant with the needs of the employing organization.
- 3. Grievances and Complaints:** Foothills Presbytery shall establish and administer a process that will ensure all employees a fair and equitable opportunity, including the right to choose an advocate, for the hearing and resolution of misunderstandings and grievances that may arise in the administration of the total personnel system.

## **Employment Categories, Terminology and Practices**

### **Exempt and Non-Exempt Categories:**

In accordance with the Fair Labor Standards Act, there are exempt and non-exempt positions.

### **Ministers of Word and Sacrament (Teaching Elders):**

In accordance with Federal and State statutes and PC(USA) Church policy, all ordained clergy are considered self-employed persons engaged in the exercise of their ministry and are not subject to withholding for certain taxes (nor are they covered under Unemployment Insurance). They are, however, included in all other policies which apply to “exempt employees,” except where excluded by Federal or State law. Foothills Presbytery provides full SECA reimbursement as a part of salary and benefits.

### **Elected Regular Administrative Exempt Staff:**

All Presbytery administrative staff shall be elected in accordance with provisions of the Form of Government. (see: G-3.0104 and G-3.0110)

### **Employment of Regular Non-Exempt Staff:**

To carry out the mission of the church within the Presbytery, office personnel are employed to assist the exempt staff. The effectiveness of these persons in their work is vital in accomplishing the mission of the church in the Presbytery. Non-exempt staff are employed by the Coordinating Council of Foothills Presbytery. The Personnel Committee will interview candidates and make their recommendations to the Coordinating Council regarding employment.

### **Regular Employees:**

New employees, who work a regular full-time schedule of at least 37 ½ hours a week, or part-time schedule of at least 17 ½ hours a week become regular employees after having satisfactorily completed a 3-month probationary period. They are entitled to full benefits of the Board of Pensions, as it establishes and may amend those benefits from time to time, including credit toward vacation and sick leave during the probationary period.

### **Temporary Employees:**

Those employed for a short period or for a very limited service (example: the PYC Clerk) are not paid for holidays, sick leave or other leaves, and so do not earn vacation leave during their temporary employment. They are not eligible for the full Board of Pensions plan. The Personnel Committee will make the decision about what parts, if any, of the Board of Pensions “menu-option” are available for such positions. If a temporary employee joins the regular staff, his/her temporary employment is not considered in computing vacation, sick leave or other benefits.

### **Office Hours:**

The regular working office hours for Foothills Presbytery are Monday through Thursday, 9 a.m. to 4:30 p.m. The Administrative Assistant/ Bookkeeper will work Fridays, but the

office will not be open for regular business. As the Exempt Staff's work regularly entails night, weekend and multiple travel-day work, they will attempt to keep their work within a 40 hour per week norm.

### **Holidays:**

All Regular employees will be paid for Presbytery holidays, in accordance with local customs and laws. The following will be observed each year by Foothills Presbytery:

- Martin Luther King, Jr.
- Good Friday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving – 2 days
- Christmas and New Year's Break (varies from year to year according to the calendar)

### **Vacation:**

- **Presbytery Leader/Stated Clerk:** The Stated Clerk receives four weeks of vacation and three weeks of study leave annually.
- **Associate Stated Clerk:** The Associate Stated Clerk receives four weeks of vacation and two weeks of study leave annually.
- **Associate for Shared Mission and Ministry:** The Associate Stated Clerk receives four weeks of vacation and two weeks of study leave annually.
- **Administrative Staff:** After the probationary period, the Administrative Staff receive three weeks of vacation annually. Every year thereafter, on a calendar year, they accrue one extra day per year, up to a maximum of four weeks of annual vacation.

Vacation is to be used in the calendar year earned and may not roll over to the next year.

### **Sick Leave/Personal Leave:**

Administrative staff receive ten days per year sick and/or personal leave. Unused days may be carried over, except that total accumulation of unused sick/personal leave may not exceed 90 days. Sick/Personal days may not be redeemed upon retirement or separation.

### **Parental/ Family Care Leave:**

Staff receive full pay for the first month, one-half pay for the second month, third month if desired with no pay. A fourth month will be considered in extraordinary circumstances based upon medical need. During Parental/Family Leave, the Presbytery may continue to provide benefits through the Board of Pensions as allowed by the Board of Pensions policies and plans. For the purpose of Parental/Family Care, family is defined as immediate family (including spouse, parents, children, stepchildren, and siblings). Personnel Committee may approve an exception to this list of immediate family members at their discretion.

**Worker's Compensation Insurance:**

All employees of the Presbytery shall be covered by the South Carolina Worker's Compensation Law which provides benefits in case of an on-the-job accident. On-the-job injuries must be communicated to Foothills as soon as possible. The employee is required to submit an incident report to the Presbytery Leader/Stated Clerk.

**Positions within the Presbytery**

Writing of Position Descriptions: A position description, subject to periodic review, will be required for each position (exempt and non-exempt), to be prepared by the Personnel Committee and approved by Coordinating Council.

Position descriptions should be kept current (at least every two years) and should be reviewed and altered whenever a significant change is made. Since they identify end results expected for each position, they are an excellent tool in setting performance objectives and should be used in the performance review. Major alterations to position descriptions of the Presbytery Leader/Stated Clerk and Associate Stated Clerk (if present) requires Presbytery approval. All other changes may be made by Coordinating Council.

The Stated Clerk and Associate Stated Clerk (if present) will be elected by Presbytery upon recommendation of Coordinating Council. The customary Term is three years. There are no Term Limits on these positions.

**Validation of Positions:** All new exempt administrative positions will be recommended by the Personnel Committee and approved by the Coordinating Council.

**Salary:** All positions of the Presbytery will be reviewed by the Personnel Committee for the purpose of determining the salary to be voted on by Coordinating Council. The final approval of the salaries of the Stated Clerk and Associate Stated Clerk will require approval by the Coordinating Council.

**Recruitment and Selection**

The Stated Clerk shall be the Head of Staff and Presbytery Leader and will be nominated by Council to the Presbytery, unless otherwise determined by the Presbytery. Adequate publicity must be given to the position opening and reasonable efforts made to secure candidates from among women and racial and ethnic persons.

The Presbytery through Council may decide its mission requires the position of Associate Stated Clerk. The Associate Stated Clerk will be nominated by Council to the Presbytery. Adequate publicity must be given to the position opening and reasonable efforts made to secure candidates from among women and racial and ethnic persons.

Non-Exempt Staff: Non-exempt staff are selected by the Council through recommendations by the Personnel Committee in accordance with Presbytery procedures.

The Presbytery Leader/Stated Clerk shall be a voting member of the Personnel Committee.

## **Salary Administration and Performance Reviews**

Performance reviews for the Presbytery Leader/Stated Clerk shall be conducted annually by the Foothills Presbytery Personnel Committee. Any significant outcomes should be reported to Coordinating Council.

The Presbytery Leader/Stated Clerk (PLSC) will lead the annual review for the Associate Stated Clerk (ASC), the Associate for Shared Mission and Ministry (ASMM), and all other presbytery staff. The PLSC will share the evaluation results with the Personnel Committee.

The personnel committee will make salary recommendations to the Coordinating Council for the Presbytery Leader/Stated Clerk's position. For all other positions, the PLSC and Personnel Committee will make salary recommendations to Coordinating Council. These shall be made annually, even if no change in salary is recommended.

## **Separation Practices**

The term "separation" shall refer to any and all terminations of the relationship between an employee, exempt or non-exempt, and the Presbytery.

**Voluntary Resignation:** Voluntary separation (resignation) may take place after a two-week written notice for non-exempt employees or a one-month notice for exempt employees. At the discretion of the Presbytery Head of Staff, some or all of the period of written notice may be waived. At the date of separation, there will be no severance allowance, but employees will be paid cash equivalent of their unused accrued vacation pro-rated on a quarterly basis.

**Dismissal for Cause:** Dismissal for cause may take place by written notice from the Presbytery Head of Staff and the Personnel Committee, giving specific reasons for the termination. Causes for dismissal may include:

- Unsatisfactory performance, including violation of any Foothills policy,
- Insubordination, including, but not limited to, refusal to do any work which falls within the purview of his/her position description, or as assigned by the Presbytery Leader/Stated Clerk,
- Neglect in the care and use of Presbytery property and funds,
- Unexcused absence,
- Repeated tardiness,
- Illegal conduct,
- Failure to observe Foothills Presbytery policies,

- Dishonest or unethical conduct,
- Mistreatment, including discrimination or harassment, of others, including employees, and/or
- Violation of Sexual Ethics and Misconduct Policy.

The above is not an all-inclusive list.

Discharge of an employee is always considered to be an action of last resort taken after remedial measures have been proven ineffective, or when the employee's conduct is such as to preclude further employment in the discretion of the Presbytery Leader/Stated Clerk and the Foothills Personnel Committee. Written documentation is preferred, whenever possible, prior to recommendation for dismissal. Dismissal is subject to the complaint procedure as outlined in these policy guidelines.

At the date of separation there will be no severance allowance, but employees will be paid the cash equivalent of their unused accrued vacation pro-rated on a quarterly basis.

**Suspension:** In the event of unacceptable behavior (e.g., insubordination, apparent involvement of dishonest or unethical acts, etc.), the supervisor of that employee determines that suspension is warranted, the supervisor may suspend the employee, in accordance with Presbytery procedure, pending verification and evaluation of the circumstances or other remedial measures or needs of the Presbytery. Suspended employees will receive pay during the investigation process.

Suspension without pay may be invoked by the Presbytery Head of Staff in circumstances where an offense has been clearly established requiring disciplinary action but not warranting dismissal. Such suspensions shall be considered warnings to the employee that repetition would subject the employee to dismissal. Suspension without pay may be for a period of up to two weeks.

Consultation between the employee, the Presbytery Head of Staff, and the Personnel Committee, should precede suspension when possible. Notice of the reason for the suspension must be given to the employee in writing.

The employee shall be notified in writing of his or her right to use the complaint procedure as outlined in these policy guidelines and shall be given the right to defend his or her position, with or without an advocate, but at the employee's own expense.

**Reduction of Force:** Separation because of the discontinuation of a project or retrenchment in budget, or for other circumstances arising out of no fault of the employee, is at the discretion of the employer. Written notice of such separation will come from the Presbytery Head of Staff and the Personnel Committee.

If the position is reinstated within a period of one year, the individual who was previously employed in that position will be given first opportunity for employment in that position.

A severance allowance may be given, when Foothills finances allow, or otherwise deemed appropriate, and may be in relation to length of continuous service with Foothills Presbytery, for example as follows:

<u>Years of service</u>	<u>Weeks of Severance Allowance</u>
Less than 1	2
1, but less than 5	4
5 years and over	6

**Death in Service:** In the event of the death of a member of either the exempt or the non-exempt staff, the salary of that person will be continued to the spouse, dependent, or estate for one month from the date on which the death occurs.

Additional death benefits may be provided through the Board of Pensions of the Presbyterian Church (U.S.A.), according to its policies, plans, and in its discretion.

**Exit Interview:** Prior to an employee's actual departure, for any reason, an exit interview may be conducted. The exit interview is a personnel process wherein the employee who is being separated sits down with the Presbytery Head of Staff and/or the Chair of the Personnel Committee to review the reasons that occasioned the separation.

The interview can be initiated by the separated employee (exempt or non-exempt) or by the Presbytery Head of Staff, or the Chair of the Personnel Committee. Some of the purposes of the interview are:

- To demonstrate to the staff person the Presbytery's support and concerns for the employee as a person.
- To obtain information which the Presbytery can use to keep staff morale high and improve employee/employer relations and communications.
- To obtain information which will influence the efforts of the Presbytery to keep the number of separations to a minimum.

The exit interview should be arranged and conducted at a time mutually convenient to the separated employee, the Presbytery Head of Staff and/or the Chair of the Personnel Committee. Frankness and a free flow of information should be encouraged.

## **Complaint Resolution Procedure**

Foothills Presbytery aims to maintain among its staff good working relationships that affirm the importance of each individual and of his/her contribution to the work being done, encourage mutual respect of employee and supervisor, provide prompt answers to questions, minimize misunderstandings, and seek resolution of differences as quickly as possible.

Misunderstandings or conflicts can arise in any organization. To ensure effective

working relations, it is important that such matters be resolved before serious problems develop. The procedure described here should be used for bringing a complaint to the management's attention.

**Step One:** When an issue arises, a meeting with the Presbytery Head of Staff should be held to discuss the issue(s) and resolution steps. The Presbytery Head of Staff may consider the facts, conduct an investigation, and may also review the matter with the Chair of the Personnel Committee. The employee will normally receive a response regarding the problem within five working days of meeting with the Presbytery Head of Staff. If the issue involves the Presbytery Head of Staff then the employee should begin the complaint process with Step Two below.

**Step Two:** If the employee is not satisfied with the decision and wishes to pursue the complaint further, he/she may prepare a written summary of concerns and request that the matter be reviewed by the Personnel Committee.

After a full examination of the facts (which may include a review of the employee's written summary, discussions with all individuals concerned, and a further investigation if necessary), the employee will be advised of the resolution as soon as reasonably practicable.

Foothills Presbytery does not tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be constructed, as preventing, or delaying the Presbytery from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the Presbytery deems disciplinary action appropriate.

### **Termination Complaint**

If the employee is not satisfied with the way he/she was terminated and wishes to pursue the complaint further, he/she may prepare a written summary of concerns and request that the matter be reviewed by the Personnel Committee.

## **Administrative Topics**

### Inclement Weather

Foothills Presbytery follows the Greenville County School District decisions. Employees should contact their supervisor with any questions or concerns about working during inclement weather.

### Sexual Ethics and Misconduct Policy

All employees shall conduct themselves in accordance with the Foothills Presbytery Sexual Ethics and Misconduct Policy. Any violation will not be tolerated and may be a cause for disciplinary action.

#### Electronics Communication

As a follower of Jesus Christ, everything we say and do is expected to honor God. Therefore, employees of Foothills Presbytery are expected to use sound judgement with all electronic communications, including social media platforms, both while working and in their personal use, to ensure the peace, unity, and purity of the church. Inappropriate use of electronic communication, including social media, will not be tolerated and may be a cause for disciplinary action.

#### Business Expense Reimbursements

Employees are expected to be good stewards of the Foothills Presbytery budget. Employees will be reimbursed for reasonable business expenses made on behalf of Foothills. Employees are required to complete a check request form and obtain approval from the Head of Staff, made in his/her discretion, prior to submitting the request for reimbursement.

## **Foothills Presbytery Job Descriptions**

Each of the job descriptions for the Foothills Presbytery positions have been added in the appendix.

### **Appendix A: Presbytery Leader and Stated Clerk**

Foothills Presbytery exists to care, empower, and celebrate the shared mission and ministry of our 58 congregations in upstate SC.

Foothills Presbytery is responsible for the government of our churches, for assisting and supporting the witness of our congregations to the sovereign activity of God in the world, so that all our congregations become communities of faith, hope, love, and witness.

In light of this charge, the presbytery has responsibility and power to:

- Provide that the Word of God may be truly preached and heard.
- Provide that the Sacraments may be rightly administered and received.
- Nurture the covenant community of disciples of Christ.

The presbytery also has a responsibility to maintain regular and continuing relationship to the Synod, and General Assembly.

As a servant of Jesus Christ, the **Stated Clerk and General Presbyter's purpose** is to serve Foothills Presbytery, its congregations, the body of Christ, the PCUSA and the Church Universal.

The Stated Clerk and General Presbyter serves as a liaison between presbytery and sessions and guides the Presbytery Council, its teams, committees and commissions to strengthen our community of churches, and our shared mission and ministry together.

The Stated Clerk and General Presbyter provides a ministry of presence within the presbytery.

He/she is to maintain a relationship with the Councils of the Presbyterian Church (USA). As the Stated Clerk of Foothills Presbytery, he/she shall be elected by the presbytery as required by the Constitution of the Presbyterian Church (USA).

**In relation to minister members, sessions and church leaders:** (40% of annual work time)

In collaboration with staff and presbytery leadership ensure that: <sup>[L]</sup><sub>[SEP]</sub>

- Ministers and congregations are supported theologically, ecclesiastically, and pastorally.
- Tools are developed for church leaders to assess their strengths, best practices, challenges and map plans to confront pressure points, create goals and discover new opportunities for ministry. <sup>[L]</sup><sub>[SEP]</sub>
- Communication is effective: active listening, powerful questions, and direct communication with ministers, sessions, and church leaders.
- The flow of information regarding the life of the congregations within the presbytery is ongoing: telling the story of their successes, and the opportunities to serve.

**In relation to presbytery:** (20% of annual work time)

- Lead with a clear understanding of the presbytery's core mission and values, and coach leaders and congregations to develop ways to engage, develop, and interpret the way our mission/values show-up in their context.
- Ensure the purpose, plan and proper management of presbytery meetings.
- Serve as the primary staff leader to Coordinating Council, Committee on Ministry, Committee on Preparation for Ministry, Nominations, Bills & Overtures, Exams Commission, Records & Review, and Finance.
- Build awareness, identify leaders and connect people to opportunities within the presbytery.
- Ensure learning opportunities for presbytery leadership, committees, commissions, and other task forces are designed, include clear steps for action, and are goal oriented. [SEP]
- Oversee, in partnership with the Office Administrator, Treasurer, and Finance Committee, the preparation and administration of the annual budget. [SEP]
- Support the Worship Team as it plans and implements reformed worship for presbytery.
- Ensure staff support for the other Committees and Commissions of the presbytery.

**In relation to presbytery staff:** (25% of annual work time)

- Oversee and collaborate with presbytery staff: Associate Stated Clerk, Office Administrator/Bookkeeper, Communications Coordinator/Assistant Office Administrator.
- Oversee and collaborate with presbytery volunteers: Presbytery Treasurer, Resource Center Coordinator, Presbytery Youth Council Clerk and Adult Moderator.

**In relation to the broader church:** (15% of annual work time)

In collaboration with staff and presbytery leadership ensure that: [SEP]

- The presbytery is represented at governing body levels of the PC (USA). [SEP]
- The presbytery is represented, as appropriate, in ecumenical and interfaith settings.
- As Stated Clerk, the reports and maintenance of required information are accomplished:
  - The minutes of presbytery meetings.
  - The rolls of presbytery: Ministers of Word and Sacrament, Certified Christian Educators, Candidates and Inquirers, Commissioned Ruling Elders,
  - The preservation of the minutes and records of the presbytery.

**Evaluation of Performance:** The Stated Clerk and General Presbyter shall receive an annual review, per accordance with the presbytery's personnel policy.

**Position Expectations:**

- Lead with integrity, enthusiasm, and imagination.
- Hold strong skills in relationship development and communication.

- Cultivate ability to dialogue with persons of different convictions, including skills to navigate conflict.
- Reflect an awareness of interpersonal dynamics, seek opportunity for growth, and can maintain confidentiality in all working relationships.
- Give appropriate attention to the tasks required of the role.
- Lead faithfully, in a time of religious and cultural transition, and change.
- Maintain a strong faith, rooted in God's wisdom, and the saving grace of Jesus Christ.
- Continual commitment to PC (USA) polity.

## **Appendix B: Associate Stated Clerk**

**Classification:** This is a full-time (32 hours per week) salaried position with full benefits.

### **Foundation:**

Foothills Presbytery exists to care, empower, and celebrate the shared mission and ministry of our 58 congregations in upstate SC.

Foothills Presbytery is responsible for the government of our churches, for assisting and supporting the witness of our congregations to the sovereign activity of God in the world, so that all our congregations become communities of faith, hope, love, and witness.

In light of this charge, the presbytery has responsibility and power to:

- Provide that the Word of God may be truly preached and heard.
- Provide that the Sacraments may be rightly administered and received.
- Nurture the covenant community of disciples of Christ.

The presbytery also has a responsibility to maintain regular and continuing relationship to the Synod, and General Assembly.

### **Description and Scope of Duties:**

As a servant of Jesus Christ, the Associate Stated Clerk's (ASC) primary purpose is to serve Foothills Presbytery, its congregations, the body of Christ, the PCUSA and the Church Universal by:

- **Supporting the** Presbytery Leader/Stated Clerk with the regulatory responsibilities of the constitution of the Presbyterian Church (USA).
- **Providing** a support and presence as the presbytery fulfills its Ecclesial responsibility in the PCUSA.
- **Maintaining** a relationship with the Councils of the Presbyterian Church (USA).

The Associate Stated Clerk under the supervision of the Presbytery Leader/Stated Clerk will serve as the primary driver for fulfilling the ecclesiastical, legal and administrative duties of the presbytery.

The Associate Stated Clerk shall be elected by presbytery as required by the Constitution of the Presbyterian Church (USA). The Term is three years.

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Working in collaboration with the Stated Clerk/Presbytery Leader and the Coordinating Council the Associate Stated Clerk will fulfill the following duties:

**Work within Foothills Presbytery:**

**Coordinating Council:** assist in creating the agenda, collect and distribute the committee and commission reports to Council members, update the Manual of Administrative Operations at the direction of Council, assist in matters related to property, record and distribute the Minutes of Council.

**Committees of Council:** Staff the following committees: Finance and Stewardship and the Investments Subcommittee, Bills & Overtures, Nominations, Representation & Review.

**Presbytery Meetings:** assist in creating the Presbytery Docket, gather, organize and distribute the reports and communications for the Presbytery Pack and Supplement. Assist the Parliamentarian to educate Presbytery first-time Commissioners. Work with and review the work of the Recording Clerk to assure that the Minutes of Presbytery meetings are accurate. Work with the Stated Clerk/Presbytery Leader and the Office Administrator/Bookkeeper to compile the annual Minutes, and assure appropriate storage of Approved Minutes. Assist the Stated Clerk and Parliamentarian with appropriate interpretation of the Constitution of the PCUSA as it relates to the business of Foothills Presbytery.

**Committee on Ministry:** attend meetings; support the work of the subcommittees; participate in Session/ congregation visits when asked; work with the Stated Clerk/Presbytery Leader to find Moderators for churches without pastors, to find candidates to serve as Stated Supplies and Interims. Receive Stated Supply contracts, work with the Bookkeeper to make sure the salary and benefits are appropriately recorded, and forward to the Committee on Ministry for their consideration. On request, lead transition meeting with Sessions when their pastor leaves, and to do PNC/APNC education. Receive and record the Annual Terms of Call and Work of the Minister reports. Receive, review and record Background Checks. Communicate with candidates for Pastoral Calls, send Candidates the Examination Questions, receive and distribute the PIF, Bio/Call and Faith Statements to members of the Examinations Commission, and include the Bio/Call and Faith Statements in the Presbytery Pack. Duly record the Ordination and Installation reports.

**Committee on Preparation for Ministry:** work with the Chair and Vice Chair of CPM and the Stated Clerk/Presbytery Leader to assure that all General Assembly files and papers are appropriately documented and stored. Receive, review and record Background Checks, and MDS reports. Coordinate with the CPM chairs and the office

staff to assure that paper work is in order for presbytery meetings. As requested, lead Orientation for Sessions with students coming under care of CPM.

**Permanent Judicial Commission:** work with the Stated Clerk/ Presbytery Leader to assure that any Remedial or Disciplinary cases are handled with the appropriate confidentiality and sensitivity, and assure that the Presbytery follows the Rules of Discipline in dealing with cases.

**Office/ Staffing:** work with the Stated Clerk/Presbytery Leader to deal with regular communications, the Office Administrator/Bookkeeper, the Communications Coordinator/Assistant Office Administrator and the Officers of Presbytery (Treasurer, Assistant Treasurer, Parliamentarian, Recording Clerk and Assistant Recording Clerk), the and any other Part-Time staff (Example: PYC Clerk). Work with the Office Administrator/Bookkeeper on issues related to Office Building repair and upkeep issues.

### **Work Beyond Presbytery:**

#### **General Assembly:**

- **E-Minister:** record Teaching Elder and CRE Positions, retirements, deaths, and assist the Stated Clerk/Presbytery Leader with reference checks.
- **CLC:** record approval of PIFs, create log-ins/passwords for MIFs, do PNC Matching, and partner with CPM to attest PIFs.
- **Statistical Reports:** review the Fine-Line reports and update as appropriate; complete the annual GA Reports: Fine-Line, Per Capita, Meeting Dates, Governing Body Costs, Church Changes, biennially complete the report of GA Commissioners and record the votes on GA Amendments; assists the Communication Coordinator with annual Congregation Reports.
- **Meetings:** attend General Assembly, Big Tent, and the Mid-Council Leaders Gathering.

#### **Synod:**

- **Meetings:** attend the Synod Leaders gathering semi-annually, and the annual Stated Meeting of Synod.
- **SC5:** read/ review the Minutes of another Presbytery annually, assist the Stated Clerk/ Presbytery Leader with the planning and execution of SC5 events (Lay School, GA Commissioner Training, Alphabet Soup, Statewide Staff Retreat, Leader of Leaders).
- **Communications:** Keep abreast of communications from Presbyterian College, Union and Columbia Seminaries, Thornwell and the Presbyterian Communities.

*The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required.*

**Education & Credentials:** Preference given to an individual who is a PC(USA) Ruling Elder or Teaching Elder and has a Bachelor's Degree.

## **Appendix C: Associate for Shared Mission and Ministry**

**Purpose:** To be a servant of Jesus Christ, the Body of Christ, the Church Universal and Foothills Presbytery, its congregations and the PCUSA. The Presbytery's primary role is to fulfill the call of God as is expressed in the Mission Statement of Foothills Presbytery.

**Classification:** This is a full-time (32 hours per week) salaried position with full benefits.

**The Mission of Foothills Presbytery:** We exist to care, empower, and celebrate the shared mission and ministry of our 58 congregations, from the mountains to the lakes, in upstate SC.

Foothills Presbytery is responsible for the government of our churches, for assisting and supporting the witness of our congregations to the sovereign activity of God in the world, so that all our congregations become communities of faith, hope, love, and witness.

In light of this charge, the presbytery has responsibility and power to:

- Provide that the Word of God may be truly preached and heard.
- Provide that the Sacraments may be rightly administered and received.
- Nurture the covenant community of disciples of Christ.

The presbytery also has a responsibility to maintain regular and continuing relationship to the Synod, and General Assembly.

**Focus:** The Associate for Shared Mission and Ministry will be supporting Presbytery Leaders as they seek to form mission and ministry connections among the 58 congregations of our presbytery, the surrounding communities, and across our denomination.

The duties of the Associate for Shared Mission and Ministry primarily include listening, making connections, resourcing, coaching, and facilitating those connections in order to grow the ministry of Jesus Christ through our congregations. This ministry is more about growing ministry amongst the congregations than Presbytery performing ministry on behalf of the congregations.

The Associate will partner with the leaders and members of the Committee on Shared Ministry as they seek to fulfill their mission:

Mission: To equip, connect, and nurture the churches of Foothills Presbytery.

Values: We will celebrate an adaptive environment where grace abounds while striving to strengthen our connectional church and share mission in a spirit of experimentation.

The Committee on Shared Ministry fulfills their mission by listening for themes across the life of the Presbytery. As themes are assessed, the committee discerns how they can best weave connections and invite leaders and congregations to engage and implement mission and ministry together. The Committee on Shared Ministry also nurtures peer connections for pastors, youth leaders, Christian educators, elders, and church leaders.

**The Associate for Shared Mission and Ministry is a person**

- Who is curious about what God is doing in any given situation.
- Who loves to ask people good questions.
- Who is more energized by an unknown future than discouraged.
- Who gets excited by imagination and experimentation.
- Who is committed to a rhythm of prayer and life-giving spiritual disciplines.
- Who is active in the worship life of a congregation.
- Who is committed to a lifestyle that affirms and honors scriptural teachings and values.
- With demonstrated ability in leading groups and ministry initiatives.
- Has demonstrated ability to work with many volunteers across ages, cultures, and backgrounds.
- Has demonstrated gifts to nurture teams.
- Has demonstrated skills in coordinating communications across an organization.
- Has an open heart and mind toward change and new possibilities.
- Who is a spiritual leader, deeply committed to Christ and to the Body of Christ.

**Responsibilities:**

1. Facilitate, empower, and equip shared ministry throughout our presbytery
2. Meet with the Committee on Shared Ministry to facilitate, support and encourage their work.
3. Meet with the Coordinating Council (3 times a year) to report the ways congregations and leaders are in shared mission and ministry together.
4. Be available to Pastors and congregations to visit, share stories, listen, and invite further missional and ministry involvement (may include 1-2 Sunday mornings/month).
5. Create ways to listen to congregations and help them explore ways they can better weave mission and ministry connections across our presbytery.
6. Find ways for us to hold up stories of God's activity for the whole Presbytery to hear and celebrate.
  - a. Help coordinate ideas for our Covenant Connections
  - b. Partner with the Communications Coordinator and office staff to share the good news of our Presbytery
7. Create ways to reach out to the regions of our presbytery and collect information about how they are in shared mission and ministry together.
8. Work with the other South Carolina Presbyteries (SC5) as they seek ways to offer leadership opportunities for church leaders.
9. Work as a team player with other Presbytery Staff and other ministry leaders.
10. Other duties as assigned.

While performing the duties of this job the employee may be required to travel to meet with people in churches, retreat centers or public places.

*The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required.*

**Education & Credentials:** Preference given to an individual who is a PC(USA) Ruling Elder or Teaching Elder and has a Bachelor's Degree and related ministry experience.

#### **Appendix D: Office Administrator/Bookkeeper**

**Purpose:** To be a servant of Jesus Christ, Foothills Presbytery, its congregation, and the PCUSA. To assist the Presbytery in implementing its mission, strategy and programming.

**Classification:** This is a full-time (40 hours per week) salaried position with full benefits.

**Reports to:** Presbytery Leader/Stated Clerk

#### **Duties and Responsibilities:**

- Serve as receptionist
- Serve as secretary to the Stated Clerk
- Maintain Presbytery calendar
- Send out meeting notices and meeting minutes
- Keep postage on postage meter
- Keep petty cash and maintain petty cash ledger
- General office duties such as maintaining the date and message on the telephone, ordering office supplies, and general supplies
- Send out per capita notices to all churches
- For the Presbytery Council-Receive and email copies of reports for meetings, poll council when request are made that require a vote, report results to presbytery, and keep Presbytery manual up to date on any changes.
- For the Committee on Ministry- Email copies of all paperwork for monthly meetings. Keep record of agreements with stated supplies and interim pastors and notify them when they need to be renewed by sending a blank agreement form. Copying completed agreement forms for COM and filling signed copies in the notebook. Send a copy of agreement forms to the church. Update website with changes in terms of call form to every minister at the beginning of the year. Collect the completed forms and report to COM and Presbytery. Summarize salary figures by church size for other churches to use when working on salary changes. Update ministers working in validated ministry annually.
- For the Nominations Committee- Keep an accurate record of all committee/team members and the year of service. Prepare an agenda for Nominations Committee meetings with a list of vacancies to be filled. Meet with Nominations Committee and keep a record of suggested nominees. Receive notifications of people who agree to serve on a team. Write up nominations results and include them in the presbytery meeting handbook.
- For the Governing Body Team- Send out notifications of scheduled meetings to read session minutes with a guidelines sheet for clerks of sessions to use. Work with other teams as needed: NCD, Cultural Context, Racial Ethnic,

Campus Ministry, Finance and Stewardship, Ghana, Corporate Board, PJC, Sexual Ethics, Unity.

- Send letters to host church of the upcoming presbytery meeting with details about the meeting. Arrange for tables for any organization requesting to put up a display in the meeting.
- Create presbytery meeting handbook and distribute at least two weeks before the presbytery meeting. Put the presbytery handbook on the website. Make extra copies of the handbook for the meeting, Take name tags, registration cards, and other necessary material to the meeting. Write a summary of the meeting and post it on the website after the meeting.
- Keep the rolls and attendance for the presbytery.
- Write thank you letters to host church after the presbytery meeting.
- Keep minutes of the presbytery meetings and make a booklet of minutes for the year to be approved by the synod. Fill out the synod questionnaire concerning the minutes.
- At the end of the year send each church their statistical report material including log in, password and workbook. Assist churches with questions filling out the report. Send reminders to churches about the report as the deadline nears.
- Complete the statistical reports for the presbytery, making certain the total number of ministers and churches OGA has for us at the end of the year matches the foothills presbytery records. Fill out all other forms that are sent to foothills presbytery at the end of the year.
- Bookkeeping- Enter credit card deposits, reconcile bank account and note payable balances, monitor and transfer invest cash. Prepare cash projections, reconcile payroll balance sheets and manage the end of month ledger reconciliation. Prepare the monthly budget projections for governing body. Prepare quarterly financial package and budget information for teams and committees reports. Generate accruals for transactions and maintain insurance coverage with reflection in the financial statements. Prepare the records, reports and backup for the annual audit. Post all accounting system balances. Compile the data for the annual budget and attend all financial related meetings.
- Other assigned duties by the Stated Clerk or Associate Stated Clerk.

## **Appendix E: Communications Coordinator and Assistant Office Administrator**

**Purpose:** To be as servant of Jesus Christ, Foothills Presbytery, its congregations and the Presbyterian Church (USA)

**Classification:** Part time position (20 hours/week)

### **Qualifications:**

- A willingness to be open, friendly and accessible
- A corporative, willing spirit

- Ability to manage multiple projects simultaneously
- Desktop publishing skills
- Administrative skills, including proficiency in software programs (i.e. Excel, Microsoft Publisher, Word, Power Point, etc)
- Self-starter and can work independently
- Able to maintain confidentiality
- Familiar with the program and mission of the PC(USA)
- Work in collegial relationship with all other staff members

**Reports to:** Presbytery Leader/Stated Clerk & Associate Stated Clerk

**Primary Duties and Responsibilities:**

- Serve as primary support staff for Associate Stated Clerk
- Maintain correspondence, develop communications, manage databases, responses, registrations, files, and deposits for various committees and ministry areas – Committee on Preparation for Ministry, Committee on Shared Ministry, Female Clergy, Representation & Review, Nominations Committee, Presbytery Youth Council and related events
- Prepare and distribute a Presbytery Directory annually
- Maintain Presbytery Website, attempting to keep news and calendar up to date and current
- Prepare and distribute a Presbytery Newsletter twice a month and maintain the e-mail newsletter mailing list
- Holding checks and preparing bank deposits on a regular basis
- Attend committee and subcommittee meetings on occasion and as directed for awareness and support
- Send out information to clerks throughout the year as needed
- Attend staff meetings and staff retreats
- Initial contact for walk-ins and phone calls in absence of Office Administrator
- A willingness to undertake additional duties as necessary
- Order and maintain office supplies
- Keep Presbytery Manual up to date

*Committee on Preparation*

- Maintain Inquirer and Candidate records, forms, and spreadsheet
- Communicate monthly with committee members, Inquirers, Candidates, and Session Liaisons as needed regarding deadlines for paperwork, meeting notices, questions about the process, etc.
- Make copies of all paperwork for monthly meetings
- Order Lunch when necessary

*Nominations Committee*

- Keep an accurate record of all committee/team members and the year of service
- Prepare an agenda for Nominations Committee meetings with a list of vacancies to be filled
- Meet with Nominations Committee and keeping a record of suggested nominees
  - Receiving notification of people who agree to serve on a team, writing up the Nominations Report and including it in the presbytery meeting handbook

*Representation & Review Committee*

- Send out notice of scheduled meetings to read session minutes with a guidelines sheet for Clerks of Sessions to use
- At the end of the year send each church their statistical report material – log in, password, and workbook. Answer questions and assist when help is needed in filling out the report. As the deadline approaches, remind churches that have not done a report that they need to complete it soon.