

MANUAL OF ADMINISTRATIVE OPERATIONS
PRESBYTERY OF SOUTHEASTERN ILLINOIS
4/16/2015

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I. PERSONNEL COMMITTEE STRUCTURE AND DUTIES

A. ORGANIZATION

MEMBERSHIP of Personnel Committee shall be formed with a moderator and six members (one from each region) nominated by the Committee on Nominations and elected by the Presbytery. A secretary is selected annually by the committee to record minutes of the meetings.

MEETINGS are scheduled by the Presbytery office to be held regularly, at least semi-annually, as agreed upon by the moderator. Other meetings or conference calls may be scheduled at the discretion of the moderator.

ACCOUNTABILITY As a committee of the General Council, it is accountable to the Council, forwarding its minutes, reports, and recommendations to the Council through the committee moderator.

QUORUM is a majority of the members of the committee.

STAFFING RATIONALE We recognize the Presbytery of Southeastern Illinois is an essential part of the Church universal and the Presbyterian Church (USA). Therefore, the PSEI seeks to be faithful to our calling, hoping to grow in grace and wisdom as a church reformed and ever reforming by living into a new style of leadership. In adopting the team goals, the Presbytery announced its intention to shift emphasis from administrative to a team leadership model. Whereas there have been two separate offices, one for the Stated Clerk and one for the Executive Presbyter, the staff team model calls for one office to facilitate the work of the Presbytery of Southeastern Illinois. The Presbytery office is currently located at 132 South Water Street, Suite 352, Decatur, IL 62534-2320.

The following guidelines are established as personnel policies of the Presbytery of Southeastern Illinois with regard to all staff which it employs for service. These guidelines are consistent with all applicable provisions of the Book of Order of the Presbyterian Church (USA). The Presbytery is free to amend, modify, and change these guidelines at any time and will keep staff members informed in writing of such amendments and modifications.

B. RESPONSIBILITIES

1. Submit to the General Council position descriptions for all staff of the Presbytery and recommend changes as needed. Communicate to all staff members the personnel guidelines pertinent to their employment.
2. Conduct an annual review of the performance of each staff member by March and submit those findings to the General Council at its April meeting. It may coordinate and consult with moderators of any of the Standing Committees, and/or other members of the General Council.
3. Consult with the Synod in the calling of a Presbyter for Congregational Care and, when necessary, negotiate with other governing bodies the sharing of staff members when they are reimbursed for services.
4. Provide direction to and be supportive of all staff members of the Presbytery by establishing and sustaining a process that assures the staff member of equitable working hours, necessary equipment to perform tasks, humane treatment, clean, pleasant, and safe working conditions, consonant with the goals and financial capacity of the Presbytery.
5. Assist staff members in preparing annual goals and objectives.
6. Recommend to the General Council salaries and office budget for consideration and review.

7. Recommend to the General Council, prior to the formation of the Presbytery budget, committee projections of expenses.
8. Act as the employing agent of the Presbytery, subject to the review of the General Council, in the recruitment and hiring of support staff in the Presbytery office. Interviews will be conducted following AA/EEO guidelines, and compensation will be set within the current budget, subject to review by General Council.
9. Executive Staff (Presbyter for Congregational Care and Stated Clerk) are responsible for the work of the office. Any situation considered unmanageable is to be referred to the Personnel Committee for complete review.
10. In case of a grievance, a staff member may discuss a concern with the Executive Staff or the moderator of Personnel Committee. In the case of sexual misconduct, a separate policy exists and will be implemented.
11. In the year prior to the (re)election of a Presbyter for Congregational Care (PCC), or a Stated Clerk (SC) or a Treasurer to a term up to five years, the committee will make recommendations for these positions to General Council. Election to a new or partial term may occur at the next available stated meeting of the Presbytery. The PCC, SC and Treasurer terms all end in May. The Camp Director's term expires in December so make sure that item appears at the November Presbytery meeting.
12. Administer a process wherein authorized expenses incurred by staff members, in the performance of their work assignments, are reimbursed through an adequate voucher-based system.

C. THE MODERATOR - POSITION DESCRIPTION

1. Serve as a voting member of the General Council of the Presbytery and present committee reports and recommendations to the Council.
2. Be available as a counselor to the Executive Staff and other personnel in matters of professional and/or personal concerns.
3. Be available to consult with committee moderators in questions of staff services.
4. Provide a written agenda and moderate meetings. Authorize members' vouchers for budgeted expenses and submit to the Presbytery office.

II. PERSONNEL GUIDELINES AND PROCEDURES

A. Employment Practices (Equal Employment Opportunity/Affirmative Action)

1. It is the policy of the Presbyterian Church (USA) and the Presbytery that they will not discriminate in employment policy and practices and will promote equality of opportunity in all aspects of employment. The Presbytery will be guided by the mandate of the Book of Order, the policies of the General Assembly, the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, and Age Discrimination in Employment Act of 1967, and related laws and executive orders of state and local authority.

All employment policies and practices will be administered without discrimination based on race, religious affiliation (except where religious affiliation is determined to be a bona fide occupational qualification), national origin, sex, age, marital status, or disability.

2. To establish the safest possible work environment for our employees and for members of the Presbytery and its congregations, a standard State of Illinois Criminal Background Check will be conducted for each employee (exempt and non-exempt) at the time of hire. If the check reveals convictions, the Personnel Committee will investigate and determine whether the person is appropriate for the position.

B. Employment Categories and Procedures

1. The Fair Labor Standards Act provides for non-exempt (eg: secretary) and exempt (eg: Presbyter for Congregational Care) positions with respect to overtime.

Persons employed in non-exempt positions shall be paid overtime wages for hours worked in excess of 40 hours per week. Overtime pay is at the rate of one-and-one-half-times the regular hourly rate. All overtime work must be approved by a supervisor in advance.

If the normal work week for a non-exempt position is less than 40 hours a week, all hours worked up to 40 hours a week will be paid at the regular hourly rate. However, compensatory time off, (i.e., one hour for each hour worked), may be given in lieu of payment for hours worked in excess of normal work schedule but less than 40 hours a week.

Persons employed in exempt positions are not paid overtime wages. Staff members are expected to work 10 - 14 units with an average of 12 units a week.

2. All exempt staff shall be provided with a written "call." The call of a Teaching or Ruling Elder shall be submitted to the Presbytery for approval. Non-exempt staff are employed by the Personnel Committee with recommendation to General Council.
3. Tenure for the Presbyter for Congregational Care, Stated Clerk, Treasurer and Camp Director shall be election to a term up to five years. In addition to an annual performance review and evaluation, all elected staff shall be subject to a comprehensive review and evaluation at least every five years.

Non-exempt staff shall be hired for a 90-day probationary period subject to review by Personnel Committee and shall receive an annual performance review by the Personnel Committee, in consultation with the Executive Staff.

4. When a Vacancy Occurs

a. When the Presbyter for Congregational Care, Stated Clerk, Camp Director, or Treasurer resigns or retires the Personnel Committee will make the recommendation of whether to accept the resignation or retirement to the General Council for approval by Presbytery. Personnel Committee will review staffing rationale and position description and make recommendations to General Council for changes.

1. If an interim is to be hired, the General Council will determine the process for advertising, interviewing and hiring the interim. The General Council will hire the interim and the Personnel Committee will supervise and review the work of the interim.
2. The elected search committee advertises the position and conducts interviews during the time of the interim's service and makes a recommendation to General Council.
3. Presbytery votes to call the PCC, SC, CD, and Treasurer for a term of up to five years upon recommendation from General Council.

b. When the PCC, SC, CD, or Treasurer's term is up, the Personnel Committee will review the position description and make recommendations to General Council for changes. Personnel Committee may recommend the re-nomination of the current staff person to General Council with election by the Presbytery

c. When office staff resign or retire, the Personnel Committee will review the position description and make recommendations to General Council for changes.

1. An exit interview will be led by a Personnel Committee member with the Presbyter for Congregational Care and Stated Clerk participating.

2. Advertise position in appropriate places.

3. Resumes are read and rated by the PCC, SC, and member of Personnel Committee

4. References are contacted and a complete background check is ordered. The top rated applicants are contacted and interviews set up

5. Interviews are conducted by the PCC, SC, and member of Personnel Committee

6. The best applicant is offered the position.

7. Personnel moderator reports to Personnel Committee and the General Council on the selection of person to fill the position.

5. Description of Work (Position Descriptions found in appendices)

A position description, subject to periodic review, shall be required for each position. These descriptions shall be approved by the Presbytery, upon recommendation of the General Council and the Personnel Committee. Duties set forth in these descriptions may be varied by mutual agreement among the Personnel Committee, the Presbyter for Congregational Care, the Stated Clerk and the staff person involved.

6. Promotions

It is the policy of the Presbytery to conduct an open search process for all new or vacant positions. In order to provide for maximum advancement and development of all persons employed by the Presbytery, current staff are eligible to apply for all vacancies.

7. Probationary Employment

The first 90-days of employment of non-exempt personnel is a probationary period giving the employee and his/her supervisor an opportunity to evaluate interest and qualifications for the position under actual working conditions. At the end of the 90-day probationary period, a performance appraisal is prepared and discussed with the employee by his/her supervisor. When all requirements for employment are completed satisfactorily, regular employment shall begin with the next pay period.

C. Salary Administration

1. Salary Guidelines

a. Salaries for all exempt staff will be determined after evaluation and classification by the General Council. Salaries for non-exempt positions will be determined on the basis of the position descriptions established. Skills required, responsibilities involved, and unusual demands upon time and energy will all be taken into account. This section does not apply to volunteer workers.

- b. The Presbytery is committed to fair pay for work performed; incentive for personal achievement and growth; equity of payment for positions of relative value; flexibility to meet changes in organization, positions, and personnel over a period of time. Salary levels will be responsive to changes in the cost of living.
 - c. Initial placement within a salary range should reflect a judgment of the General Council of the qualifications and experience of the appointee relative to the position requirements. An employee will normally start at a salary no higher than the mid-point of the range of the position for which he/she is employed.
- 2. Adjustment of salary scale
 - a. Salary scales for exempt staff are reviewed annually by the Personnel Committee, based upon information on cost of living changes, salary information on pastors and other exempt staff in the Synod and Presbytery.
 - b. Salary scales for non-exempt staff will be reviewed annually by the Personnel Committee. The U.S. Department of Labor Area Wage Survey and Cost of Living Index shall be consulted before establishing wage scales.

3. Salary Review

Any cost of living increase authorized by the Presbytery will be given to all employees at the same time. Salaries will be reviewed annually in relation to the fiscal year. Salary reviews are also made on the basis of any changes in responsibilities which may call for a re-evaluation of the position. In accordance with the Book of Order, changes in terms of call for an ordained staff member must be approved by Presbytery.

4. Honoraria

Presbytery staff are permitted to keep honoraria or fees received for preaching or teaching within the bounds of the Presbytery, so long as such duties are performed over and above normal duties (as listed in staff position descriptions or modified by the Personnel Committee). However, if an honorarium or fee is received for a particular duty, the staff person may only charge travel mileage outside their home area to their travel allowance. Any long-term commitment beyond normal job related duties must be approved by the Executive Staff and the Personnel Committee.

5. Services to an Employer other than Presbytery

Exempt employees shall not regularly provide services to any other employer without the approval of the Personnel Committee and General Council.

D. Continuing Education

- 1. All employees will be given an annual opportunity by the Personnel Committee to review and determine their short and long term career goals and objectives by the Personnel Committee as part of the Presbytery's Affirmative Action Program.
- 2. Up to two weeks annual study leave with pay for exempt staff may be granted:
 - a. Study leave is directly related to career goals as well as the development of skills that are useful to the Presbytery. It is granted only when clearly identified purposes have been agreed upon for the particular study leave requested, and the request for leave has been submitted to the Personnel Committee for approval.

- b. Satisfactory provision must be made to cover the employee's work.
 - c. Study leave can be accrued up to six weeks. Study leave may be taken in conjunction with earned vacation
 - d. A report on the specific accomplishments of the study leave will be submitted on the request of the Personnel Committee.
- 3. Sabbatical or extended study leave with pay for exempt staff may be granted:
 - a. Employee must have completed two years continuous service with the Presbytery.
 - b. At least five years must have elapsed from the time of any previous extended study leave, and at least one year from any previous two week study leave.
 - c. A detailed written plan of study with clearly identified goals set forth, must be approved by the Executive Staff and Personnel Committee far enough in advance to be covered by the Presbytery's budget and staffing plans.
 - d. The maximum length of sabbatical will be four months. It may be taken in conjunction with earned vacation within a particular year, but may not be combined with a two week study leave.
- 4. Study leave for non-exempt employees may be approved when it can be demonstrated to be for the good of the Presbytery, as well as for the employee. The Executive Staff, in consultation with the Personnel Committee, may approve study leave for non-exempt staff.

E. Performance Reviews (Sample Questions in Appendices)

- 1. An annual evaluation and review of the work of each staff member enables the Presbytery to set directions and priorities for staff in light of the mission goals of the Presbytery. Staff are encouraged to grow professionally and spiritually. The review provides an opportunity to provide staff with support and feedback concerning their work performance.
- 2. Personnel committee members and staff will be advised of the annual review/evaluation process. Position descriptions will be reviewed regularly and updated to reflect the Presbytery's mission goals.
- 3. Personnel Committee may invite a Synod representative to participate in the review/evaluation of the performance of Executive Staff.

F. Separation Process

- 1. All matters regarding staff separation shall be presented in writing by the Executive Staff to the Personnel Committee with a copy to the Moderator of the General Council. The reasons for staff leaving shall be furnished in detail.
- 2. The separation process shall not be concluded until the Personnel Committee acts upon it and the body that made the hiring decision (General Council or Presbytery) concurs.
- 3. The staff person will have the opportunity to be heard by the body that will make the final decision regarding his/her discharge. The records of events, facts, and discussions regarding the proposed discharge of a staff person shall be treated with strict confidentiality. Separation shall be without discrimination based on race, sex, national origin, age or ordination status.

4. Reasons for Separation:

Release of Probationary Employee: If a probationary employee is unresponsive to recommendations for improvement, the employee may be terminated without notice.

Resignation: Voluntary separation (resignation) may take place after a two week written notice (one month's notice for exempt staff) to the Executive Staff with copies to the Personnel Committee, and the Moderator of the General Council. Staff will be paid the cash equivalent of their unused earned vacation at the date of separation. No severance allowance will be provided. Staff who resign shall vacate the position within three months, unless special arrangements have been made with the Executive Staff and the Personnel Committee.

Reduction of Forces: Separation because of the discontinuation of a project, retrenchment in budget, or for other circumstances arising out of no fault of the employee, is at the discretion of the Presbytery. Written notice of such separation will come from the General Council after consultation with the Personnel Committee. Subject to the financial ability of the Presbytery, it is hoped that up to three months' notice, or pay in lieu of notice, will be given to staff. Salary payment will not continue beyond the date when other employment is begun.

Suspension: Suspension shall not occur without consultation with the person involved by his/her immediate supervisor. Concurrence for suspension is required by the Executive Staff, Moderator of the Personnel Committee and Moderator of General Council.

Following suspension, the next step shall be investigation of the facts that led to the suspension under the aegis of the General Council who shall notify the suspended person of the right to appear before the Council, or representatives thereof, with or without advocate, in order to provide the Council with the facts to defend his/her position.

The final step shall be the decision by the Council regarding extending the suspension, reinstating the suspended person, or discharge.

Separation for Cause shall include but not be limited to:

- ☐ falsifying records or revealing unauthorized information
- ☐ failure to perform satisfactorily in accordance with the position description
- ☐ failure to follow the orders of one's supervisor
- ☐ unauthorized or unexcused absence from work or being excessively tardy
- ☐ inability or unwillingness to work harmoniously with others
- ☐ for any other reason deemed appropriate by the Executive Staff and the Personnel Committee

When performance of employees not in installed positions is unsatisfactory, the employee may be dismissed by the following process:

A conference will be held between the Executive Staff and staff person outlining the employee's deficiencies and expected areas of improvement, if the deficiencies are deemed by the Executive Staff to be remediable. Content of the conference will be documented and placed in the personnel file, with a copy being sent to the Moderator of the Personnel Committee.

Failure to meet expectations within 60 days and continued non-compliance will result in a meeting with the Personnel Committee which will hear both sides of the problem and settle the issue. Termination (or such further action as the Personnel Committee deems appropriate) may result.

If the Executive Staff does not consider the deficiency remediable or if he or she considers the situation serious enough to warrant immediate suspension, he or she may suspend the employee immediately with or without pay subject to having this action reviewed by the Personnel Committee, which may affirm or reverse the decision or take such other action as it deems appropriate.

When performance of employees in installed positions is unsatisfactory, the employee may be dismissed by the following process:

A conference will be held between the Personnel Committee and staff person outlining the employee's deficiencies and expected areas of improvement, if the deficiencies are deemed by the Committee to be remediable. Content of the conference will be documented and placed in the personnel file. Failure to meet expectations within 60 days and continued non-compliance will result in a second meeting with the Personnel Committee to make recommendation to the General Council for Presbytery action.

If the Personnel Committee does not consider the deficiency remediable or if it considers the situation serious enough to warrant immediate suspension, it may suspend the employee immediately with or without pay subject to having this action reviewed by the General Council and the Presbytery, which may affirm or reverse the decision or take such other action as it deems appropriate.

A termination conference shall be held, including the moderator of Personnel Committee, Executive Staff and the moderator of General Council or their appointees, with every person who is terminated for any reason, giving all parties an opportunity to make uninhibited comments. Such information shall be given careful consideration. The final paycheck shall be held until all necessary pay deductions are declared, and keys, credit card, cell phone, office equipment, work related files and materials are returned to the Presbytery office.

2. Retirement

- a. Executive Staff - upon recommendation of the General Council, after consultation with the Synod when there has been a satisfactory comprehensive review and evaluation and a majority vote by the Presbytery.
- b. Other exempt Presbytery staff - upon recommendation of the General Council, when there has been a satisfactory comprehensive review and evaluation and a majority vote by the Presbytery.
- c. Non-exempt employees of Presbytery - upon recommendation of the Personnel Committee, with concurrence of the Executive Staff.

G. Disability leave will be negotiated with the Board of Pensions or the appropriate insurance company.

H. Benefits

1. Social Security - All personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee's share of the tax is withheld from the wages of non-ordained staff. Ordained staff (Teaching Elder or Commissioned Ruling Elder) are

considered self-employed and taxes are not withheld unless voluntary withholding is elected, nor paid for them.

2. Pension/Health Insurance - All employees working at least half-time who have completed a probationary period are eligible for pension or health benefits. All ordained exempt staff will be enrolled in the pension plan of the Presbyterian Church (USA) for which dues are paid by the Presbytery. Non-ordained exempt staff may elect to be enrolled by the Presbytery in the pension plan. Those who elect not to be enrolled in the pension plan shall receive the equivalent of the pension portion of the plan dues (currently 12%) toward either an annuity or health insurance. Full-time non-exempt employees shall receive an amount up to 10% of their salary toward either an annuity or health insurance.
3. A vacation with pay is provided for all non-probationary employees. Vacations are not cumulative, and therefore must be used within the calendar year, except when special provision has been made with the Executive Staff, in consultation with the Personnel Committee.

Non-exempt staff shall receive vacation of ten working days after the completion of one year's service. After five years of service, employees shall receive fifteen working days of vacation, granted in one period of time or a few days at a time. However, employees are encouraged to use vacation time in blocks of several days at a time, in order to benefit from the time off. All vacations shall be arranged with and approved by the Executive Staff.

Exempt staff are entitled to one full month (30 days) vacation per year.

4. The following days are considered holidays and will be granted with pay:
 - New Year's Day and the day after
 - Martin Luther King Jr. Day
 - Presidents Day
 - Good Friday
 - Memorial Day (last Monday in May)
 - Independence Day
 - Labor Day (1st Monday in September)
 - Columbus Day
 - Veteran's Day
 - Thanksgiving Day and the day after
 - Christmas Day and the day after

If the above listed holidays fall on Saturday or Sunday, additional days will not normally be granted, except to guarantee that a minimum of 12 holidays a year will be granted, in which case the Executive Staff will determine the days which will be observed as holidays.

The Presbytery office is closed following the Friday before Christmas through the Monday following New Years' Day and will not count towards vacation days nor comp days for the office staff.

5. Leave of absence with pay is provided under the following circumstances with approval by the Executive Staff:
 - For a regular training period with the U.S. Armed Forces (up to two weeks)
 - For marriage of an employee who has been with the Presbytery for one year or longer (up to three days)
 - For personal or family emergencies, for other personal business which cannot be cared for outside of working hours, or for days lost to bad weather (up to five days annually)

-For medical leave, to be taken only in cases of actual personal illness or for employee's doctor or dental appointment. Such leave shall accrue at the rate of five days per year. Unused medical leave may accumulate up to a maximum of three months (66 working days). However, at the time of termination of employment (either voluntary or involuntary), an employee shall have no claim for pay in lieu of unused sick leave.

- For jury duty: Regular salary will be paid during jury duty, and compensation, minus expense reimbursement, for jury duty will be turned over to the Presbytery office. If the employee's absence will seriously affect the operation of the office, postponement of jury duty may be requested of the court.

6. Parental Leave: In addition to other benefits, an employee who has been employed for at least one year is entitled to parental leave in the period immediately preceding and following the arrival (birth or adoption) of a child as follows:
 - a. Maternity Leave - The employee will normally apply for leave at least one month in advance of the expected arrival of the child, specifying the amount of leave time desired. The leave can be for up to six months [Up to six weeks of the leave may be with full salary, housing and benefits. The remainder of the leave, if longer than six weeks, will be with benefits only.] The leave may include a period in advance of the expected arrival of the child as well as some after the child has arrived. The leave normally should be unbroken except for any periods of absence due to medical reasons.
 - b. Paternity Leave - The employee shall 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 leave may be for up to two weeks with full salary, housing and benefits.
 - c. Sick leave and/or vacation time are separate issues and are not to be confused with parental leave; each is taken on its own merit and eligibility.
 - d. Benefit coverage (except vacation and sick leave accrual) and service credit will continue during the entire leave, with the cost of benefits paid by the Presbytery.
 - e. If both parents are employed by the Presbytery, only one parental leave may be granted. However, leave may be shared by the two parents.
 - f. Upon completion of parental leave, the employee will be entitled to return to his/her position.
 - g. Any salary increase action for which the employee may become eligible in the course of the leave will be effective upon return to employment.

I. Grievance Process

For the purpose of these guidelines, a complaint of grievance is an alleged violation of an approved personnel policy or practice, or of an applicable State or Federal law not adequately dealt with in these guidelines or practices. In order to deal promptly and fairly with all complaints or grievances, the following steps are to be taken:

1. Prior to filing a formal written grievance, the following preliminary steps are to be taken:
 - a. The complaining party must first discuss his/her problem with his/her immediate supervisor.

- b. If not satisfied with the supervisor's action, the complaining party is to approach the Executive Staff who will seek to resolve the issue in consultation with all parties involved.

2. Formal Grievance Procedure

If the preliminary complaint procedure fails to resolve a grievance, a formal grievance may be filed by submitting a written statement to the Moderator of the Personnel Committee, with a copy to the Executive Staff and the person's supervisor. Formal grievances must be filed within 30 days of the alleged grievance.

- a. The Moderator of the Personnel Committee shall call a meeting of the committee which shall review the grievance with all parties concerned. It shall make a determination of the grievance.
 - b. If the complainant is dissatisfied with the decision of the Personnel Committee, the person may file an appeal within fifteen days to the General Council. The Council, in consultation with all parties concerned, shall make the final determination. It shall supply all parties concerned with its decision in writing.
- 3. Right of Advocacy: It is understood that the complaining party may arrange to have an advocate with him/her at all steps in the formal process.
 - 4. A written record of all decisions arrived at in all meetings shall be kept in the Executive Staff's offices. Letters of decision from the Personnel Committee or the General Council shall contain provision for the complaining party to indicate his/her acceptance or rejection of the decision.

J. Part-time and Temporary Employees

- 1. Part-time employees are employed to work less than 35 hours per week. If they are not temporary, and are employed at least 20 hours a week, they are eligible for the following on a pro rata basis.
 - a. Holiday pay, only if the holiday falls on one of the regularly scheduled working days for that part-time employee.
 - b. Jury duty pay.
 - c. Vacation and sick pay in proportion to hours worked each week.
- 2. Temporary employees employed for less than three months are not paid for holidays, sick leaves, or other leaves, and do not earn vacation leave during their temporary employment. They are not eligible for pension or medical benefits. If a temporary employee joins the regular staff, his/her temporary employment is considered in computing vacation and other benefits.

K. Sexual Misconduct Policies: Issues of sexual misconduct are addressed under a separate policy statement ("Policy and Procedures on Sexual Misconduct," adopted by the Presbytery September 15, 1994). A copy of those policies and procedures shall be given to all employees.

VI. APPENDICES

- A. Historical Perspective
- B. Organization Chart
- C. Position Description for Presbyter for Congregational Care
- D. Position Description for Stated Clerk
- E. Position Description for Treasurer
- F. Position Description for Camp Director
- G. Position Description for Administrative Assistant
- H. Position Description for Secretary
- I. Sample questions used for all staff to facilitate conversation during annual review

APPENDIX A: Historical Perspective

In 1972 the Presbytery of Southeastern Illinois was formed from two whole presbyteries and parts of three other presbyteries. Some of these presbyteries had a staff of one General Presbyter and one office support staff person. Some of these persons were part-time or served more than one Presbytery. They were also perceived to be staff of the Synod serving presbyteries. The officers of the Presbytery were Moderator, Vice-Moderator, Stated Clerk and Treasurer. Usually, the only paid officer was the Stated Clerk. All others were volunteers. Seldom was there any office support for the Stated Clerk.

Beginning in 1972, with the urging of the Commission, the newly formed Presbytery was now found to be one of seven in the Synod of Lincoln Trails. The new Synod boundaries covered both the states of Illinois and Indiana. The headquarters for the new Synod were located in Indianapolis, Indiana. The Presbytery Executives were directly employed by the Presbytery with the concurrence of the Synod. The Synod proceeded to elect its own staff with particular areas of Ecclesiastical and Programmatic responsibility. This staff was somewhat equal in staff numbers as either of the two former Synods of Illinois and Indiana.

The first Presbytery Executive was the Rev. Allan A. Kohler. He served from his election in 1972 until his death in 1975. The first executive was seen to have wide areas of responsibilities in all of the programmatic areas and some of the ecclesiastical areas. Usually the latter were shared with the Stated Clerk. The first Stated Clerk in the new Presbytery was Ruling Elder Jackson L. Hale. His office staff was one support person. For most of the years he was supported in his office work by his wife Phyllis. Jackson and Phyllis served in this capacity until their retirement in February 1992. In 1975, the Rev. Dr. David MacDonna was elected as the Executive Presbyter.

In 1982 the national church made some structural changes which released the Synod from direct oversight of the Presbytery Executives. This was also the year that required direct funding of the Office of Executive Presbyter by the Presbyteries. The national church prior to this time had used matching funds from the Council of Administrative Services at the General Assembly level. The source of these funds were from benevolence funds of the General Assembly. This placed an added financial burden on the Presbyteries. In 1991, the Presbytery of Southeastern Illinois reorganized its staffing pattern. Prior to this time, there were two separate offices at opposite ends of the presbytery. At this time they were merged into one office. This office is supported by two persons, an Administrative Assistant and a Secretary.

The Executive Presbyter is a full time Exempt position. This person has oversight of the Presbytery Office. Elder Marie V. McNabb was elected Stated Clerk on the retirement of Jackson Hale. At that time the Stated Clerk's position was reduced to a fifty percent Exempt position. In 1993, the Presbytery raised the position to a sixty-five percent time level because of responsibilities to the Committee on Ministry. Due to unusual circumstances, the Stated Clerk had a number of special responsibilities in 1992 and 1993.

The Personnel Sub-Committee has reviewed the time spent by the Stated Clerk on Presbytery affairs for 1992 and 1993 up to the date of its meeting on November 30, 1993. It is of the opinion that she has spent at least an estimated 65% of a full time position on Presbytery affairs.

APPENDIX B: ORGANIZATION CHART (2014)

PRESBYTERY

GENERAL COUNCIL

COMMITTEES OF THE PRESBYTERY (Personnel)

STAFF TEAM

Presbyter for Congregational Care, Stated Clerk, Treasurer, Camp Director

Office Staff

Pertinent to

Congregational Care

Office Staff

Pertinent to

Stated Clerk, Treasurer, Camp Director

The staffing rationale is to clarify the roles and relationships of those persons employed by the Presbytery to facilitate its work, including the following positions:

Staff Team:

Presbyter for Congregational Care PCC (65%) and Stated Clerk SC (65%)

Treasurer (currently volunteer)

Camp Director (full time)

Office Staff

Administrative Assistant (full-time) and Secretary (part time)

The purpose of each of the positions in the team staffing rationale is to facilitate the work of the Presbytery as it seeks to be faithful as a council of the Presbyterian Church (USA.). In the team staffing rationale, the Stated Clerk, an elected officer, facilitates the ecclesiastical, judicial and legislative life of the Presbytery. The Presbyter for Congregational Care is responsible for the overall facilitation of the Presbytery's life by working collegially with leaders to provide pastoral care to clergy, congregations, and members of the Presbytery staff. The Presbytery office staff provides administrative support for the staff team and other officers of the Presbytery. The position descriptions will further define the purpose, functions, and relationships of members of the team.

We approach our work as equal partners in ministry set apart by our different functions. We are excited about calling upon our individual gifts, unique experiences and different points of view to enhance the work of the team. Working as a team enables us to complete the work we are called to do most efficiently and effectively.

As brothers and sisters in Christ, we strive to model positive, collegial working relationships for the Presbytery. We commit ourselves to speaking the truth in love, to building up one another, to praying for one another and the entire Presbytery. We are honored to serve the body of Christ in this amazing, dynamic, and challenging way. The Staff Team will:

- a. Read, sort, and respond to all mail as appropriate; answer the telephone and care for messages, voice mail, and social media.
- b. Maintain the Presbytery calendar, scheduling all meetings, facilities, and menus.
- c. Share schedule and calendar for the Presbyter for Congregational Care and the Stated Clerk.
- d. Share and inform members of serious illnesses or deaths in the Presbytery and respond as appropriate (i.e. cards, flowers, memorials).
- e. Lend support to all office personnel regarding computer programs.
- f. Send notices, agendas, and minutes of all meetings in a timely fashion, as needed.
- g. Care and handling of the forms necessary to support the work of its teaching elders and ruling elders (transfers, retirements, annual reports).
- h. Care and handling of the updating of the minute book, manuals, teaching elders register book, standing rules, directory, mailing lists, terms of call.
- i. Carry out special projects as requested.
- j. Maintain files and storerooms, destroying or forwarding files to Department of History.
- k. Maintain connections and relate to professional networks in PC(USA) and ecumenical circles

APPENDIX C: POSITION DESCRIPTION FOR THE PRESBYTER FOR CONGREGATIONAL CARE (PCC)

PURPOSE OF THE POSITION: The Presbyter for Congregational Care is a member of the leadership team and is a pastor called to support, strengthen, and challenge the life of Southeastern Illinois Presbytery as it prepares to move into the future to which it is being called by God.

BASIC UNDERSTANDINGS: The Presbyter for Congregational Care will relate to and work with the Stated Clerk as a team to address the work of the Presbytery and will relate to and work collegially with all leaders in the Presbytery.

EXPECTATIONS AND RELATIONSHIPS: The Presbyter for Congregational Care will:

1. Be responsible to the Presbytery through the General Council and the Personnel Committee.
2. Seek to maintain a collegial staff team, incorporating the gifts of each member of both the exempt and non-exempt staff.
3. Meet regularly with the General Council, Committee on Preparation for Ministry, and the Committee on Ministry.
4. Assist the Committee on Ministry to provide pastoral care to the clergy, congregations, and members of the Presbytery staff.
5. Meet with other committees, teams and networks as necessary.
6. Be a partner in communication to and among the teams, networks, and various constituency groups of the Presbytery.
7. Represent the Presbytery in gatherings of the Synod of Lincoln Trails Collegium, the General Assembly, and the church ecumenical, in consultation with the Personnel Committee.
8. Perform other duties and responsibilities as determined in consultation with the staff team and Personnel Committee.

ELECTION: The Presbyter for Congregational Care shall be a teaching elder or a ruling elder and shall be recommended by the leadership search team to the Personnel Committee. The leadership search team, with Personnel's blessing, moves to take the nomination to the General Council. Once General Council endorses the candidate, he/she is presented to the Presbytery for a vote. The candidate is elected by the Presbytery for a term of up to five years with no nominations from the floor.

ACCOUNTABILITY: The Presbyter for Congregational Care shall provide timely reports to the Presbytery, General Council, Committee on Ministry, and Personnel Committee and shall participate with the Personnel Committee in an evaluation of this ministry. The position is a 65% position (32.5 hours/week).

PERSONAL CHARACTERISTICS

The Presbyter for Congregational Care will be able to work collegially with staff and elected leaders; be familiar with and committed to the workings and polity of the PC(USA) and have at least five years experience in leadership positions.

APPENDIX D: POSITION DESCRIPTION FOR THE STATED CLERK

PURPOSE OF THE POSITION: The Stated Clerk is part of the leadership team working with the office staff and the Presbyter for Congregational Care. The clerk is called to provide administrative leadership and support; to facilitate the ecclesiastical, judicial, and legislative life of the Presbytery; and serve as a resource to congregations and their leaders in ecclesiastical matters.

BASIC UNDERSTANDINGS: To work with the Presbyter of Congregational Care as a member of the leadership team, working together to address the needs of the Presbytery.

RESPONSIBILITIES: (specific duties are listed in the PSEI Manual of Operations)

1. Maintain official records for the Presbytery.
2. Conduct official correspondence for the Presbytery and with clerks of other governing bodies of the church.

3. Management of the Presbytery meetings.
4. Facilitate and manage the work of General Council, Board of Trustees, Committee on Ministry and Nominating/Representation Committee.
2. Other ecclesiastical duties as required by the PC(USA) Form of Government and Standing Rules of the Presbytery.
3. Represent the Presbytery at General Assembly.
4. Perform other duties and responsibilities as determined in consultation with the staff team and the Personnel Committee.

ELECTION: The Stated Clerk shall be a teaching elder or a ruling elder and shall be elected according to the personnel guidelines. The Stated Clerk shall be nominated by the General Council and elected by the Presbytery.

TERM AND ACCOUNTABILITY: The term of office shall be up to five years. When a vacancy occurs during the term, the election to fill the vacancy shall be for the un-expired portion of that term. The position is a 65% position (32.5 hours/week). The Stated Clerk shall be accountable to the Presbytery primarily through the Personnel Committee.

PERSONAL CHARACTERISTICS: The Stated Clerk needs to understand and be able to articulate the Book of Order and the Standing Rules of the Presbytery, to have a working knowledge of parliamentary procedure based on Robert's Rules of Order, and to be a good administrator who gives careful attention to detail. This position requires at least five years of experience in a leadership role in the PC (USA).

APPENDIX E: POSITION DESCRIPTION FOR TREASURER

PURPOSE OF POSITION: The duties and responsibilities of the Treasurer shall be to serve as the fiscal agent, budget coordinator, and funds manager for the Presbytery. The Treasurer shall work collegially with the leadership team to provide for the mission and ministry of the Presbytery.

RESPONSIBILITIES:

I. Fiscal Agent:

1. Receive and disburse all funds of the Presbytery in accordance with approved budgets and procedures.
2. Per Capita Apportionment.
 - a. Shared Mission Support – received by the Presbytery and remitted to the Synod, General Assembly or other as directed.
 - b. Loan Repayments
 - c. Interest on Invested Funds
3. Disbursements include:
 - a. Committee Expenses - to be paid on presentation of a voucher properly approved by the committee moderator.
 - b. Presbytery Office Expenses - to be paid on authorization of the PCC, the Stated Clerk, or the Administrative Assistant; payrolls to be paid periodically in accordance with the budget.
 - c. Shared Mission Support - to be paid in accordance with General Council authorization, specifying causes to be paid routinely and causes which are contingent upon receipt of adequate monies.
 - d. The PCC may authorize payment of items not otherwise provided for and will assist the Treasurer to determine the proper accounting classification of expenses.

II. Maintain accurate and adequate financial records.

- a. The system of accounting records and procedures shall be approved by General Council.
- b. A monthly financial report shall be prepared and provided to the PCC, the Stated Clerk, and General Council Moderator.

- c. A quarterly summary financial report shall be provided to each member of the General Council.
- d. A summary financial report shall be provided at each stated meeting of the Presbytery.
- e. All records for the annual audit shall be available by February 1, of the year following.

III. Budget Coordinator

- A. Study documentation and consult with the budget team in the negotiations with Presbytery-funded agencies.
- B. Provide to various moderators current status reports, identifying which projects or accounts need closer scrutiny or management.

IV. Funds Manager

- A. Keep a current accounting of all cash balances.
- B. Seek investment opportunities for all surplus monies at greatest return and minimal risk.
- C. Report regularly to the General Council on the status of funds and the return being realized.

ELECTION

The Treasurer shall be nominated by the General Council and elected by the Presbytery. The term of the Treasurer shall be for five years. Should a vacancy occur within the term, the officer elected to fill the vacancy shall serve the unexpired portion of the term. The Treasurer shall be bonded.

APPENDIX F: POSITION DESCRIPTION FOR DIRECTOR OF CAMP CAREW

Mission: *"Discovering and celebrating God at work in Nature and in one another."*

PURPOSE OF POSITION:

To work collegially with the Camp and Conference Board of Directors
 To work collegially with Leadership Team of the Presbytery and Camp Carew staff
 To promote Camp Carew's ministries throughout the Presbytery and its member congregations.
 To be gracious and welcoming to the campers, guests, and visitors of the camp
 To communicate honestly, openly and effectively

RESPONSIBILITIES:

1. As a manager:
 - a. Manage the business operations of the camp, developing appropriate financial policies and practices
 - b. Keep the Camp Board informed of the capital needs of the camp
 - c. All facilities are clean and safe and in good repair
 - d. Follow the legal requirements of the camp, including
 - i. Accreditation with the American Camp Association, et al.
 - ii. Employment practices for the staff
 - iii. Food service preparation approval from the appropriate agency
 - iv. Site relationship with the appropriate land management agencies of the State of Illinois and the U.S. government
 - v. Sexual harassment and child protection guidelines
 - e. Aware of health and safety of all campers, guests, and staff
 - f. Provide General Council of the Presbytery with a quarterly summary of the financial report.
2. As a promoter and advocate:
 - a. To speak regularly at Presbytery meetings
 - b. To be reasonably available to speak to individual congregations (their youth groups, sessions, etc.)

- c. To coordinate the creation and distribution of promotional materials, including those for program and the camp's financial development
3. As a program director:
 - a. To organize, guide, and supervise all aspects of the summer camps program (encouraging and utilizing help from the Camp Board and its committees), including authentic, relational leadership with summer staff and summer campers
 - b. To work cooperatively with other camps and service providers (stables, recreational facilities, etc.) to enrich the camping experience
 - c. To develop other programs and ministries of the camp beyond summer camps, including retreats and hosting of Presbytery meetings and events
4. As a planner and visionary:
 - a. Facilitating setting goals and developing short-range and long-range plans for the growth of Camp Carew and its ministries. Motivating the Camp Board and the Presbytery to meet such goals and fulfill such plans

PERSONAL CHARACTERISTICS:

It is vital that the Director of Camp Carew have a strong faith in God through Jesus Christ and a personal history of active membership and service to the church. A working knowledge of the polity of the Presbyterian Church (USA), its worship practices, and theological traditions will help a new director to better lead the people of the Presbytery of Southeastern Illinois.

Here are some other characteristics that we are looking for:

- + hope and joy in the Christian faith
- + passion for spiritual formation and outdoor ministries
- + approachable, open, and appreciative of others
- + comfort and facility in working with people
- + considerable experience in Christian camping programs and ministries
- + a genuine love for working with people, especially children

COMPENSATION:

1. The Director of Camp Carew will be elected per appropriate Presbytery personnel guidelines and in accordance with the PC (USA) Book of Order.
2. The term of office will be up to five years, with annual reviews provided by the Personnel Committee of the Presbytery. Representatives of the camp board of directors may be asked to attend.
3. This is a full time position (12-14 work units per week average- a work unit being a morning, an afternoon, or an evening).
4. Compensation shall be negotiated with the Director by the Presbytery's Personnel Committee and shall be considered for approval by the Presbytery.
5. If the Director is an ordained PC (USA) teaching elder, then he or she will receive at least the Presbytery's minimum effective salary and appropriate benefits for ministers. A Director who is a layperson or non- PC (USA) clergy director will receive a comparable beginning compensation package. Compensation is negotiable based upon relevant experience and qualifications.

APPENDIX G: POSITION DESCRIPTION FOR ADMINISTRATIVE ASSISTANT

PURPOSE OF POSITION: The Administrative Assistant will work in partnership with the staff team to facilitate the work of the Presbytery. This is a full time position.

SPECIFIC RESPONSIBILITIES:

1. Order office supplies within budget guidelines.
2. Maintain office equipment, instruct in its proper use, supervise needed repairs and upkeep in accordance with maintenance agreements.
3. Attend the Presbytery and General Council meetings, taking minutes as required.
4. Oversee the sending of notices, agendas, and minutes of all meetings in a timely fashion.
5. Check math, code, write and authorize payment of checks to cover costs for meetings, office

- expenses, mileage, staff credit cards, staff pension and annuity, with proper vouchers and authorization by the Treasurer
6. Research expenditures and provide computer printouts for committee moderators as requested.
 7. Account for Stated Meeting offering and petty cash fund.
 8. Order lunches for committees.
 9. Submit online changes to the Clerk of Session Reports to General Assembly.
 10. Update database information after COM, GC, and Presbytery meetings.
 11. Prepare Pastor Compensation Form.
 12. Mail letters concerning Per Capita.
 13. Prepare BOT certificates of churches that purchase or sell property.
 14. Email/mail Annual Budget Request to committee moderators.
 15. Email/mail Nomination Packets to persons currently serving in a pastoral or leadership role.
 16. Email/mail Session Records Packets to its members.
 17. Maintain the files of the Inquirers and Candidates as requested by CPM moderator.
 18. Maintain the check voucher file.
 19. Prepare and email/mail letters to those elected to a Presbytery committee and to those whose term has expired.
 20. Email/mail a letter to churches hosting Presbytery meetings and send a thank you letter.
 21. Keep track of those needing display space at a Stated Meeting.

ACCOUNTABILITY: The Administrative Assistant shall be bonded and is accountable to the Presbytery through the Staff Team, the General Council and its Personnel Committee.

PERSONAL CHARACTERISTICS:

The Administrative Assistant will be supportive in assisting the Stated Clerk and Presbyter for Congregational Care; be people-oriented, friendly and approachable. The person in this position will be flexible and skilled in multi-tasking, networking and resourcing. They will be experienced in use of computer software and respect confidentiality.

APPENDIX H: POSITION DESCRIPTION FOR PRESBYTERY SECRETARY

PURPOSE OF POSITION: The secretary will work in partnership with the staff team to facilitate the work of the Presbytery by providing secretarial assistance. This is a part time position.

SPECIFIC RESPONSIBILITIES:

1. Prepare mailings/postings as directed by the staff team.
2. Assume responsibility for the management of the office in the absence of the Administrative Assistant.
3. Verify Stated Meeting offering and petty cash fund.
4. Serve as Camp Carew Registrar - process payments, mail brochures and registration packets, track registrations and provide reports, answer questions, make local bank deposits and send financial information to camp treasurer.
5. Serve as registrar for Stated Meetings and special events.
6. Prepare and email/mail letters following Committee on Ministry and Stated Meetings, as directed by the Stated Clerk and/or Administrative Assistant.
7. Maintain the Presbytery website.
8. Care for bulk mailings.
9. Prepare and distribute annual reports, track returns, make necessary changes to office records.
10. Work on special projects as requested by the Leadership Team, General Council or Presbytery.

ACCOUNTABILITY: The Secretary shall be bonded and is accountable to the Presbytery through the Staff Team, the General Council and its Personnel Committee.

PERSONAL CHARACTERISTICS:

The Presbytery Secretary will be supportive in assisting the Stated Clerk and Presbyter for Congregational Care; be people-oriented, friendly and approachable. The person in this position will be experienced in using computer software; be flexible and organized with attention to detail; be willing to try something new and respect confidentiality.

APPENDIX I: Sample questions to facilitate annual evaluations for all staff

1. Describe what you like best about the work you do for the Presbytery.
2. Has your job changed in the past year? What significant accomplishments of the past year would you like to share?
3. Are there any concerns or difficulties you would like to discuss?
4. What are some new things you would like to do in the coming year?