

Personnel Committee Report to Leadership Cabinet
October 13, 2020

The Personnel Committee has had several meetings since the last Leadership Cabinet meeting.

There were two focus points for these meetings. First is the fact that we need to form a Stated Clerk search committee to identify someone to take on the position as of April/May 2020. We evaluated the Stated Clerk job description which was written in 2017. Attachment #1 is that description with some small changes based upon the current environment.

The second focus was on staff evaluations for Susan Seibert, Kathy and George Goodrich. We also began discussion on how to update the job descriptions for these staff members to accurately reflect what they are doing.

We held an evaluation session with Susan Seibert on 10/7/2020. Attachment #2 identifies some things that Leadership Cabinet might address in 2021.

We have a plan for the evaluations for George and Kathy to take place in the near future. The committee will be working on the job descriptions with input from the staff members.

The Leadership Cabinet will need to address the vacancy on the committee resulting from Susi's transition to her new call in Virginia. Also, a person needs to be identified as the moderator of the Personnel Committee.

Commented [SE1]:

Attachment #1
Additions are in blue.

STATED CLERK
PRESBYTERY OF YELLOWSTONE
POSITION DESCRIPTION

ACCOUNTABILITY: The Stated Clerk is accountable to the Presbytery Leadership Cabinet with a cooperative relationship with the General Presbyter as Head of Staff. The Leadership Cabinet, in conjunction with the General Presbyter, shall be responsible for the performance evaluation.

PURPOSE: Perform all duties prescribed in the Book of Order and the Standing Rules of the Presbytery pertaining to documents and records. Responsible for all the communication to other governing bodies of the actions of the presbytery as assigned to the Stated Clerk. Facilitate meetings, **both virtual and in-person**, of the presbytery.

MODE OF ELECTION AND TERM: The Stated Clerk shall be elected by the Presbytery for a three-year term as prescribed in the Standing Rules, and shall not serve for consecutive terms, full or partial, for more than six years.

RESPONSIBILITIES

The Stated Clerk shall have the duties and responsibilities set forth in the Book of Order and the Presbytery's Administrative Manual, as well as the following duties:

1. PRESBYTERY SUPPORT AND MEETINGS:

- a. Attend all meetings, **both virtual and in-person**, of the Presbytery, recording accurately and publishing regularly the transactions of the Presbytery, and maintaining an accurate record of the attendance of Teaching Elders and Elder Commissioners at all meetings of the Presbytery.
- b. Maintain an accurate roll of the particular churches of presbytery, as well as of the teaching elders, commissioned ruling elders in pastoral service (CREs), certified Christian educators, clerks of session and treasurers.
- c. In cooperation with the Leadership Cabinet and presbytery staff, prepare a proposed docket for stated meetings of the Presbytery.
- d. Send to each teaching elder, commissioned ruling elders in pastoral service and each clerk of session due notice of all stated and special meetings of the Presbytery, together with the docket and supporting documents.
- e. Support the Leadership Cabinet in making arrangements for meetings of the Presbytery, e.g., sites, meals, meeting rooms and equipment.
- f. Notify those elected or appointed to a Presbytery office, ministry team, commission, or unit of their selection.
- g. Serve as parliamentarian for presbytery with reference to the Standing Rules of the Presbytery, the Book of Order and Robert's Rules of Order.

- h. Update and maintain the Administrative Manual.

2. RECORDS, REPORTS AND ROLLS:

- a. As custodian, maintain all ecclesiastical and historical records of the Presbytery.
- b. In support of and in cooperation with ministry teams and Commissions,
 - i. maintain the roll, records, and files of inquirers and candidates under the care of presbytery.
 - ii. process all calls, contracts, dissolutions, and transfers of Teaching Elders, providing for the orderly reception and dismissal of Teaching Elders within the bounds of the Presbytery.
 - iii. Provide such advisory services as may be required by Presbytery ministry teams or relating to judicial process.
- c. Prepare and present in writing to each meeting of the presbytery a report of appropriate matters coming to the attention of the Stated Clerk since the prior meeting.
- d. At the proper time, supply each church with forms for their annual reports and receive the same.
- e. Exercise responsibility for the presbytery's annual review of session records of particular churches.
- f. Prepare and forward the reports of the Presbytery required by the Synod and General Assembly.

3. TRAINING AND ORIENTATION

- a. Support orientation for new Ruling Elder commissioners and Teaching Elder members to presbytery.
- b. Support orientation for commissioners to Synod and General Assembly.

4. MISCELLANEOUS

- a. May annually attend the meetings of the Stated Clerks' Conference.
- b. Serve as an interpreter of the Book of Order, Administrative Manual, and, in cooperation with the General Presbyters, the policies and actions of the presbytery regarding polity and constitutional issues to the presbytery, to its Leadership Cabinet, ministry teams, commissions, units and staff, and when requested to do so, to the congregations, sessions and members of the presbytery.
- c. Process all ecclesiastical correspondence from governing bodies, referring it to the Leadership Cabinet and appropriate ministry teams, commissions or units of presbytery and process all matters relating to judicial cases and procedures.
- d. Process all legal transactions of presbytery upon action of the trustees of the presbytery as a corporation of Montana.

- e. Serve as the secretary of the presbytery Leadership Cabinet and Pastoral Ministry Team and any Disciplinary ministry teams and administrative commissions which may be appointed.
- f. Notify Clerks of Sessions of the Presbytery of the per capita assessments on an annual basis.
- g. Attend annual Synod minute review usually in April in Denver.
- h. Maintain and work from a tickler file assuring presbytery's compliance with all legal and ecclesiastical matters.
- i. Regularly back up all stated clerk files electronically.
- j. Perform all such other duties, functions, and services as may be assigned by the presbytery from time to time.

Attachment #2

Action Items for the LC:

- We need to take a look at the Personnel Committee's function and update as necessary.
- Take a look at the Personnel Manual and update as applicable.
- Susan was asked about the website. She noted that the website we have is 10+ years old, it could use some fresh eyes. Could we hire someone to redesign? Maybe look at using one of the web design platforms that now exist.
- As noted in the review – we need to figure out a process to let her more efficiently know changes to the email distribution list, particularly when Pastors leave for a new call.
- For some future discussion – do we keep the office space? If we ask Susan to continue working remotely we should provide here with the equipment she needs to do her job – laptop, printer, pay for her to upgrade her home internet so it doesn't freeze up on her etc.