

## **XII COMMITTEES OF PRESBYTERY COUNCIL**

### **A. Personnel Committee (Pe)**

This committee shall enable the Presbytery Council (PC) to be accountable to Presbytery in all matters relating to staff services. The Pe shall:

1. Serve as liaison between Presbytery, other judicatories, and Presbytery staff persons on staff-related matters;
2. Develop and recommend position descriptions for Presbytery staff and engage in an annual review of the adequacy of such descriptions;
3. Confer with Presbytery staff as to their professional and personal needs;
4. Consult with Presbytery staff in the development of staff goals/objectives consistent with Presbytery priorities/goals and staff position descriptions and skills. The Pe shall recommend such goals/objectives to the PC and Presbytery.
5. Develop and implement a process for performance review of all Presbytery staff;
6. Oversee practices relating to all persons, other than ministers employed by local churches and the Presbytery. It shall:
  - a. Provide, when requested by session, pastor, or non-minister employees of churches, information concerning personnel policies, practices, and guidelines, and the skills and insights needed by pastors serving as Head of Staff;
  - b. Provide, when requested, counseling to local church personnel committees, sessions, heads of staff, lay employees of Presbytery and local churches and, (in consultation with the Committee on Ministry) in situations where the pastor, as Head of Staff, is part of the problem;
  - c. Provide, when requested, resources in areas such as compensation, benefits, new legal information, and Affirmative Action Equal Employment Opportunity Guidelines; policy developed by the Synod or General Assembly; the development of local church handbooks of personnel policies; and literature from management journals, personnel studies, and research. This information shall also be made available to the Presbytery library.

Membership of the Pe shall consist of Six (6) members.

**B. Overtures and Bylaws Committee (O&B)**

This committee shall counsel and advise Presbytery concerning all bills and overtures and proposed changes to these Bylaws. The O&B shall:

1. Refer any bill, overture, or proposed change in Bylaws to an appropriate committee or Presbytery Council for study, and/or recommended action;
2. Be responsible for seeing that these Bylaws are reviewed and evaluated in accordance with these Bylaws;
3. Study and report the constitutionality and effect of proposed Bylaws amendments which have been referred to it and make recommendations;
4. Be responsible for regularly reviewing these Bylaws to insure that wording and citations reflect the current Book of Order, and notifying Presbytery Council of any needed revisions.

Membership of the O&B shall consist of Three (3) members.

**C. Finance and Budget Committee (F&B)**

The Council through the F&B shall develop comprehensive mission strategy for the Presbytery.

Seeking to promote Presbytery as a basic unit of mission with responsibilities for particular ministries, it shall develop a unified budget for Presbytery including both operating and mission budgets. The F&B shall:

1. Identify for Presbytery needs which might become projects of mission, working with appropriate committee(s);
2. Equip Presbytery to carry out Presbytery projects;
3. Develop/maintain policy related to the process for annual review and ranking of all aid-receiving mission projects;
4. Review all applications for mission aid, except those from churches, yoked fields, and larger parishes;
5. Work with the PSC in forming a Task Force on Youth Camping and Triennium to develop a timeline for the awarding of scholarships and to co-ordinate the Triennium timeline for information and recruitment.

6. Arrange for annual financial audits and reporting to Presbytery and Synod.
7. Review expense vouchers of Presbytery meetings. Policy shall be developed/maintained with specific criteria for approving expense vouchers;
8. Develop/maintain policy concerning the receipt and disbursement of Presbytery monies.
9. Oversee the administration of the Oberg Fund and Good Faith Loans.

Membership of the F&B shall consist of Six (6) members.