

Presbytery of Susquehanna Valley
Job Description for
Presbytery Administrative Assistant

TITLE: Presbytery Administrative Assistant

PURPOSE: To support the ministry of the Presbytery of Susquehanna Valley through facilitation of the Presbytery's communications and administrative operations.

RESPONSIBILITIES:

1. Administrative Assistance
2. Office Management
3. Presbytery Communication
4. Maintain data/files
5. Hospitality

QUALIFICATIONS:

1. Christian faith commitment
2. Proficient computer and internet skills including Microsoft Office Professional (Word, Excel, Publisher, Powerpoint, and Access.)
3. Ability to use software to maintain the website
4. Ability to proof-read and produce error-free work and reports.
5. Administrative office experience
6. Ability to effectively communicate and relate with a positive attitude to a variety of people.
7. Have organizational skills, initiative and ability to work independently.
8. Able to maintain confidentiality
9. Ability to work as part of a staff team

ACCOUNTABILITY:

To the Cabinet through its Personnel Sub-Committee.

EVALUATION:

After a three month probationary period and three-month performance review, this position will receive annual performance and salary reviews by the Personnel Sub-Committee of Cabinet.

RELATIONSHIPS:

All who are employed by the Presbytery of Susquehanna Valley are engaged with the Presbytery in its mission. In order to effectively serve the church, it is essential that all employees approach their duties and responsibilities with an attitude of support of one another, recognizing that the work flow varies throughout the year, and often requires special support of all to accomplish some tasks. Thus all employees are expected to work collegially with one another, and with the volunteer members of the Presbytery, its officers, council, committees and task forces, the Presbyterian Church (USA) and its governing bodies. The nature of the Presbytery's work requires discretion, tact, and confidentiality.

TERMS AND CONDITIONS OF EMPLOYMENT:

A regular part-time position following a three month initial probationary period and review. Continuation of employment is contingent upon satisfactory annual evaluations, available funding, and the emerging needs of the Presbytery.

Presbytery of Susquehanna Valley
Task List for Presbytery Administrative Assistant

1. Administrative Assistance

- a. Provide administrative assistance to Cabinet, committees, teams, clusters, other boards, task forces, and the office of the Stated Clerk (including filing and information management, assisting with communications, processing mail and other administrative items
- b. tracking appropriate records and files according to office procedures

2. Office Management

- a. Maintain master Presbytery ~~and office~~ calendars and provide correct information, i.e. meetings, etc.
- b. Oversee regular maintenance of office machinery in office
- c. Recommend budget expenditures for office and communication needs.
- d. Supervise the work of temporary or volunteer staff.
- e. Tracking vacations, personal time, leaves, and sick time and reporting to Personnel Chair
- f. Maintain office procedures as described in Presbytery Office Manual and Procedures

3. Communication

- a. Receive and post all mailings
- b. Prepare and distribute the directory, Thursday Thoughts, other mailings, and electronic communications
- c. Distribute materials as received from others doing the work of the Presbytery
- d. Maintain Presbytery website and post information as received in a timely manner.
- e. Attend Presbytery Gatherings and facilitate the distribution of information and registrations.
- f. Provide registration information and serve as registrar for retreats, seminars, conferences, etc.

4. Maintain Data/Files

- a. Maintain files, binders, directories, policies as received from the Stated Clerk, equipment manuals, minutes as received from appropriate persons and groups, and reports as received, allowing for quick and easy retrieval of reports or information.
- b. Maintain data for comprehensive data base and other documents.

5. Other Duties as Assigned by the Cabinet

The Presbytery Administrative Assistant may delegate responsibilities to volunteers or to temporary hired office staff in order to accomplish the work. The PAA may make decisions on matters that are covered by policies, office procedures, and budget line items under their direct jurisdiction. Such matters would be office supplies, web expenses, building and machine maintenance, service contracts, postage, telephones, etc.

Presbytery of Susquehanna Valley Office of STATED CLERK

Position: STATED CLERK

Purpose:

The purpose of the position of Stated Clerk of the Presbytery is to act as the official recorder of the minutes and custodian of the official records of the Presbytery, to correspond officially on the behalf of the Presbytery, and to be an advisor on constitutional and parliamentary matters..

Responsibilities:

The duties of the office are performed in strict adherence to the responsibilities of the Stated Clerk as prescribed in the *Form of Government* (G-9.0203), the *Book of Discipline* (D-1.600, 8.8100 and 8.1900), the *Manual of Administrative Operations* of the Presbytery and *Handbook for Stated Clerks*, and the *By-laws of the Presbytery of Susquehanna Valley*.

1. Act as Recorder of the Minutes and Custodian of the Official Records of the Presbytery and its Cabinet.
2. Execute Ecclesiastical Correspondence on Behalf of the Presbytery and its Cabinet
3. Advise the Presbytery on Constitutional and Parliamentary Matters
4. Work with (relate to) Administrative Commissions and (oversee) Judicial procedures
5. Expedite the Ecclesiastical Business of the Presbytery

QUALIFICATIONS:

1. A Teaching Elder or Ruling Elder member of the Presbyterian Church (U.S.A)
2. Have an understanding and commitment to the faith and work of the Presbyterian Church (USA).
3. Have a working knowledge of the Book of Order and of Parliamentary Procedure (Roberts Rules of Order).
4. Maintain proper boundaries of confidentiality.
5. Have an eye for detail and completion of required work in a timely manner.
6. Be computer literate.

PROFESSIONAL DEVELOPMENT

1. Attend G.A. bi-annually and Synod meeting when requested.
2. Attend annual OGA Stated Clerks meeting and Synod Stated Clerks meeting unless otherwise negotiated with the Personnel Committee.

ACCOUNTABILITY:

The Stated Clerk is accountable to the Presbytery through the Cabinet and the Personnel subcommittees of Cabinet and the Head of Staff.

RELATIONSHIPS:

The Stated Clerk is an officer of the Presbytery as defined in the Constitution of the Presbyterian Church (USA) and the Bylaws of the Presbytery of Susquehanna Valley.

The Stated Clerk serves units of the Presbytery as follows:

1. Secretary and member of the Cabinet ex officio, without vote.
2. Secretary and member of the Coordinating Committee of Cabinet ex officio, without vote.
3. Be available to the Committee on Ministry and the Committee on Nominations, Bills and Overtures as an ex officio member, without vote.
4. Orient and advise administrative commissions of the Presbytery.
5. Orient and advise the Permanent Judicial Commission of the Presbytery and expedite its work.
6. Available to advise or consult with other units of the Presbytery, as requested, in regards to the Constitution or the Bylaws of the Presbytery.
7. Member of the Presbytery staff.

All who are employed by the Presbytery of Susquehanna Valley are engaged with the Presbytery in mission. In order to effectively serve the church, it is essential that all employees approach their duties and responsibilities with an attitude of support for one another, recognizing that the work flow varies throughout the year, and often requires special support of all to accomplish some tasks. Thus all employees are expected to work collegially with one another, and with the volunteer members of the Presbytery, its officers, Cabinet, committees and task forces. The nature of the Presbytery's work requires discretion, tact, and confidentiality.

EVALUATION:

There shall be an annual review by the Head of Staff and the Cabinet through the auspices of the Personnel Sub-Committee of Cabinet.

COMPENSATION:

This is an approximately 20 hour per week position on average and is compensated as determined by the Cabinet on the recommendation of the Personnel sub-committee of Cabinet.

TERMS AND CONDITIONS OF SERVICE:

This is an elected position of the Presbytery. The Personnel sub-committee of Cabinet will advertise the position, recruit, interview and present the applicant to the Nominating Committee of Presbytery for presentation to the Presbytery for election. The Stated Clerk is elected for a three year term and is eligible for re-election for an indefinite number of terms.

Edited by the Personnel Sub-Committee of Cabinet on 9 Nov 2015, and recommended with changes to the Cabinet, pending current Stated Clerk's review.

Edited by Stated Clerk for accuracy to current roles, on 10 Nov 2015.
Recommended by Cabinet for Presbytery adoption 11 Nov 2015
Presbytery Adopted on November 21st, 2015

Presbytery of Susquehanna Valley Office of RECORDING CLERK

Position: Recording Clerk

Purpose: To assist the Stated Clerk by taking and preparing the minutes of Presbytery Gatherings

Responsibilities:

1. Attend Presbytery gatherings and records the initial minutes

Qualifications:

1. An elder or minister member of the Presbyterian Church (U.S.A)
2. Prior experience as a secretary or clerk for sessions or other organizations.
3. Computer literate and knowledge of the Microsoft Word Programs.
4. Accurate note-taking.
5. High skill in Word Processing/document formatting.
6. Access to e-mail and ability to handle files, documents attachments and file conversion.

Accountability: To the Stated Clerk with an annual performance review by the Personnel Sub-Committee of Cabinet.

Compensation: A per-meeting honorarium, vouchered mileage according to the IRS rate, is determined by the Cabinet on recommendation of the Personnel Sub-Committee.

Terms: The Personnel Sub-committee of Council will advertise, recruit applicants, interview and present the applicant to the Nomination Committee of Presbytery for presentation to Presbytery for election. This is an elected office for a three-year term.

Completed on 05/12/08 by the Personnel Sub-Committee of Council
Revised 6/5/08 - Presbytery Adopted 6/10/2008
Revisions proposed by Personnel Sub-Cmte 6/15/2015
Revised by Cabinet 10/21/15
Approved on November 21st, 2015 Presbytery Assembly

Presbytery of Susquehanna Valley Office of Treasurer

revisions by Assembly 11/17/2012

Position: TREASURER

Purpose: To be the chief fiscal officer of the Presbytery and custodian of its funds and securities. To provide counsel to financial entities of Presbytery.

Responsibilities:

1. Sign checks for all payments and review attached documentation as prepared by the bookkeeper and insure accuracy of accounts as needed. Other signers will be available to sign checks on regular basis
2. Keeping Presbytery updated with information pertaining to Social Security and other state and federal regulations. As information is received
3. Report quarterly financial report to Council and Presbytery and have current budget information available at Presbytery Gatherings through bookkeeper.
4. Oversee all Presbytery investments in conjunction with the Council's Finance sub-committee.
5. Perform the reconciliation of bank accounts with the bookkeeper monthly (via logmein to desktop and phone)
6. With the bookkeeper present all accounts for a yearly review or audit, as requested by Council.
7. Provide all sessions with annual per capita apportionment prepared by the bookkeeper, and assess periodically throughout the year through bookkeeper.
8. Provide financial information to Council's Finance sub-committee for the preparation of the annual budget of Presbytery through bookkeeper.
9. Present financial information and report to Presbytery at its first assembly of the year.
10. Serve as an ex-officio member of Finance sub-committee attending a portion of the meeting to present the Treasurer's report.
11. Enter into relationships with financial institutions on behalf of Presbytery (e.g., checking accounts, safe deposit box)

Qualifications:

1. Have the ability to communicate budget information clearly.
2. Have adequate accounting and financial experience.
3. Have knowledge and understanding of the Presbyterian Church (USA) - its structure and mission.
4. Be comfortable using the computer and internet.

Accountability:

The Treasurer is accountable to the Presbytery through the Finance and Personnel sub-committees of Council.

Relationships:

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often requires special support of all to accomplish some tasks. Thus all officers and employees are expected to work collegially with one another, and with the volunteer members of the Presbytery, its council, committees and task forces. The nature of the Presbytery's work requires discretion, tact, and confidentiality.

Evaluation:

There shall be an annual review of the Treasurer's work by the Personnel Committee of Council in conjunction with the Finance sub-committee.

Compensation:

This is a volunteer stipend position. Mileage reimbursement provided for all meetings. Estimate of 1.5 hours per week required.

Bonding:

The Treasurer shall be bonded in such amounts as determined by the Council.

Terms and Conditions of Office:

This is an elected position of the Presbytery. The Personnel sub-committee of Council will advertise the position, recruit, interview and present the applicant to the Nominating Committee of Presbytery for presentation to the Presbytery for election. This position shall be for a 3 year term and is eligible for re-election for an indefinite number of terms.

Completed on 05/12/08 by the Personnel Sub-Committee of Council

Revised 6/5/08 - Presbytery Adopted 6/10/2008

Revised by Council 10/12/2011

Revised 10/31/2012 Personnel committee

Approved by Council 11/7/2012

Amended and approved by Presbytery 11/17/2012