

APPENDIX A

**PRESBYTERY OF ALBANY: SALARY AND BENEFITS RANGES, 2015 AND 2016
INSTALLED FULL-TIME TEACHING ELDERS**

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1. The TOC asks whether they are Full Time or Part Time. For Part Time the hours are requested. Some Full Time TEs also reported their hours, some which are less than 48 hours. I included 2 Part Time values (32 hours) since their cash salaries put them in the upper half of their peers. FYI, I checked with the BOP and for Pension calculation they consider 35hrs or greater/week full time.
2. There are TOCs that have not been submitted. I believe they are asked a few times (but am not sure) to submit them.

TES = Total Effective Salary (lines 1-6 from TOC form)

TES+BOP = TES + Lines 8-10 on TOC form (BOP +SECA+ Other Optional)

TES

TES+BOP

2015:

n=24	\$54,858	Mean			n=24	\$78,422	Mean
	\$85,438	Max				\$124,854	Max
	\$46,180	Min				\$65,895	Min
	\$52,863	Median				\$74,565	Median

2016:

n=20	\$57,896	Mean			n=20	\$81,082	Mean
	\$85,438	Max				\$124,854	Max
	\$47,593	Min				\$67,200	Min

	\$56,601	Median				\$76,250	Median
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APPENDIX B

[This is an actual position description for a full-time Missional Presbyter/Stated Clerk of another presbytery. It is provided as an example, not a proposal for Albany Presbytery.]

Missional Presbyter will be the interpreter of the Presbytery Vision. This includes facilitating cooperative ministry within the presbytery and beyond, encouraging networks and joint ministries by developing an ongoing flow of information regarding the life of the congregations, telling the story of their successes, needs and opportunities in ministry. The Missional Presbyter encourages a permission-giving culture that vitalizes and energizes our connectional commitment to mission. Other responsibilities of the Missional Presbyter will include:

1. Facilitator for Commission on Ministry

- Attend all COM meetings
- Prepare COM report for Presbytery meetings
- Pastoral visits with congregations, pastors and educators as needed

2. Facilitator for Committee on Representation and Participation

- Attend meetings
- Update workbook for nominations
- Resource committee as needed

3. Presbytery meetings

- Coordinate meeting logistics with local churches
- Prepare docket with Leadership Team

4. Other Committee Responsibilities

- Meet with Finance and Property
- Consult with Commission on Preparation for Ministry as needed.
- Meet with Education Networking Committee as time allows
- Meet with Mission Networking Committee as time allows

5. Electronic Communications

- Publish and send Bi-weekly “Ponderings”
- Update Presbytery Facebook Page
- Schedule Go To Meeting times for the internet cafes

6. Relationships outside the Presbytery

- Judicious participation on outside boards
- Represent the Presbytery at non-Presbytery events as time allows
- Maintain connections with denominational and ecumenical entities

Responsibilities of the Stated Clerk will include:

1. Keeper of the Presbytery History, Rolls and Records

- Fulfills the duties of the Stated Clerk as set forth in the Book of Order
- Keeps a full and accurate record of the proceedings of the presbytery, preserves these records and grants extracts from records when properly required; serves as recording clerk for Presbytery meetings and Commission on Ministry, and distributes minutes of those meetings in a timely manner.
- Keeps rolls of membership and attendance for all Teaching Elders, Commissioners, Certified Educators and Commissioned Ruling Elders; maintains a roll of presbytery moderators, Permanent Judicial Commission members, commissioners to General Assembly and commissioners to the Synod of the Southwest.
- Maintains the By-laws, Standing Rules and Manual of Operations for the Presbytery, insuring that all ecclesial and civil requirements are met.
- Notifies the appropriate persons in case of the resignation of any commission or committee members or officers, ecclesial or corporate, of the presbytery. Recommends annually to the presbytery the dates and locations of meetings for the coming year, and provides due notice of all meetings to members of the presbytery.
- On behalf of the Commission on Ministry, grants permission for teaching elder members of other presbyteries to labor within the bounds of the presbytery to conduct on-time events such as weddings and funerals.
- Provides for the reception, release, or transfer of minister members to or from the presbytery.

- Receives the filings of remedial cases, complaints, appeals and requests germane to the presbytery.
- Provides for an annual review of congregational council records.

2. Official Communicator on Behalf of the Presbytery

- Provides rulings when requested on matters involving interpretation of the Book of Order.
- Refers communications and items of business or concern to the appropriate commission, committee, work group, task force or team.
- Performs duties specified by the Office of the Stated Clerk of the General Assembly, the Synod of the Southwest, or by action of the presbytery.

3. Other Duties within the Presbytery

- Provides staff support for the Permanent Judicial Commission.
- Insures that training to prevent sexual misconduct is offered for Teaching Elders and Commissioned Ruling Elders on a routine basis.