

STAFFING AND CONTRACTING NEEDS FOR THE FUTURE

Note: Listed below is a catalog of areas of need for staff support. The areas are not positions, with the exception of the Stated Clerk, a position required by the constitution. The various functions may be combinable in a number of different ways to create full-time or part-time positions or contracts for services.

Ministry Coordination

Rationale: Though a great deal of work of the committees that deal with ministers, candidates, congregations and mission is done by elected members of the committees, their efforts require resourcing, coordination and tracking of plans and projects by a staff member with wide and deep ministry experience.

Duties: Coordinate the efforts of the *Teaching Elders and Congregations Committee*, the *Church Development Committee*, the *Leadership Development Committee*, and the *Committee on Church Mission*. Implement the Presbytery's Congregational Renewal Recommendations by arranging support (committee liaisons, coaches, consultants) for congregations that are developing their own ministry plans, undergoing pastoral transitions, or dealing with conflict. Assist congregations and committees in seeking grant funding and finding denominational and ecumenical resources. Help congregations that have mission interests in common to find each other.

Estimated need: 1/2 time professional

Stated Clerk

Rationale: Required by the Constitution.

Duties: Serve as parliamentarian of the presbytery and Clerk of the *Permanent Judicial Commission*. Supervise the writing of presbytery minutes and collection and tabulation of annual statistics. Oversee the review of congregational minutes and train clerks of congregations. Maintain the presbytery's ecumenical relationships and communications with the Office of the General Assembly. Staff the *Nominating Committee*.

Estimated need: 1/4 time professional

General Administration

Rationale: Management of part-time staff, increased use of technology, more virtual meetings and assistance to congregations that need administrative advice require focused attention of a well-organized manager.

Duties: Convening staff meetings, supervising support staff, arrangements for Presbytery meetings, arrangements for virtual meetings of committees, software purchase and management (in cooperation with communications staff or contractor), liaison with IT contractor, legal compliance for human resources and other policy areas. Resource to *Personnel Committee and Budget and Finance Committee*.

Estimated need: 1/2 time professional

49 Communications Coordination

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51 Rationale: Communications in a world of social media requires specialized skills.

52 Duties: Oversee website; edit newsletter and other presbytery general communications; help to select
53 communications software; support webinars and virtual meetings. As feasible, offer communications
54 training to congregations. Resource committees as needed.

55 Estimate needed: 1/4 time professional

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58 Financial Management

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60 Rationale: Property issues and increasingly complex tax, employee benefits and payroll regulations
61 require managerial expertise, highly accurate accounting, and support for the budgeting and
62 investment activities of the Presbytery and its Trustees.

63 Duties: Payroll, financial reporting, bookkeeping (supported by the administrative assistant),
64 budgeting, benefits administration. *Staff to the Budget and Finance Committee and the Board of Trustees.*

65 Estimated need: 1/4 time professional

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68 Property Management

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70 Rationale: Many congregations' buildings have substantial deferred maintenance, some of it at crisis
71 levels. Without focused attention, buildings will drain funds and energy needed for nurturing faith
72 and doing the work of mission.

73 Duties: Manage the maintenance, rental and/or sale of redundant properties; assist congregations in
74 solving their building problems and making productive use of space. *Resource to the Board of Trustees*

75 Estimated need: 1/4 time professional

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78 Administrative Assistance

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80 Rationale: With a number of staff likely to be part-time, more administrative assistance is needed to
81 support and coordinate professional staff efforts.

82 Duties: Support the work of professional program and administrative staff; bookkeeping as directed
83 by financial management professional; assist the Stated Clerk by functioning as recording secretary at
84 presbytery business meeting and collecting annual statistical reports from congregations; recording
85 secretary for committees functioning as commissions.

86 Estimated need: full-time or full-time equivalent clerical or managerial

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89 Information Technology Support

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91 Rationale: Technology options change fast these days. Expert advice is required for trouble-shooting
92 and decisions about upgrades.

93 Duties: Assistance in solving technical problems; advice on upgrades and new hardware and
94 software purchases.

95 Estimated need: to be determined

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97 **Congregational Coaching, Training and Crisis Intervention**

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99 Rationale: Congregational revitalization and development may be aided by expert coaching or
100 training; some congregational crises may require on-going support from outside the presbytery.

101 Duties: Consulting and training help and conflict management for congregations, as requested by
102 congregations working with presbytery committees

103 Estimated need: to be determined

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