

OPERATIONS COMMITTEE - REPORT TO THE PRESBYTERY

November 30, 2021

From the regular meetings of October and November 2021

ITEMS FOR THE PRESBYTERY'S ACTION

1. The Operations Committee moves the Presbytery of Geneva to **receive** the 2022 Budget for the Presbytery's first reading.
2. The Operations Committee moves the Presbytery of Geneva to **approve** the updated portfolio description for the Camp Whitman Executive Director.
3. The Operations Committee moves the Presbytery of Geneva to **approve** the following changes to the Personnel Manual:

III. EMPLOYMENT INFORMATION (page 6)

A. REGULAR EMPLOYEES

Regular employees are divided into the following categories for the purpose of compensation and benefits. Presbytery policies apply to all categories of personnel.

1. Primary

There are two positions that are considered primary personnel for all compensation and benefit purposes. They are:

- Presbytery Leader
- Camp **Executive** Director

IV. ADDITIONAL EMPLOYMENT INFORMATION (page 8)

D. POSITION DESCRIPTIONS

A position description, including employment category and exempt status, is required for each position in the Presbytery. The position description will include purpose of the position, responsibilities, and accountability. Position descriptions shall be reviewed annually and may be modified over time when necessary or appropriate. Presbytery position descriptions will be reviewed and modified by the Committee on Operations during the annual performance evaluation process.

Changes in the position description of the Presbytery Leader must be approved by the Committee on Operations, with the concurrence of General Council and the Presbytery.

Camp Whitman seasonal employee position descriptions will be reviewed and modified by the Camp Whitman Committee with concurrence of the Camp **Executive** Director.

Any changes in title, position description, work assignments and/or compensation rate during a calendar year shall not be put in effect until they are first approved by the Committee on Operations with the concurrence of the Head of Staff.

VIII. OFFICE PROCEDURES (page 11)

B. CREDIT CARDS

Employees may be issued credit cards for Presbytery-related expenses.

Expenses must be reconciled with receipts monthly. Misuse of the credit card or failure to provide proper documentation of expenses may result in the cancellation of the card and other disciplinary action.

Authorized holders are: Presbytery Leader, Administrative Support Services, Stated Clerk, Camp **Executive** Director, **Camp Program Director**, and Camp Caretaker.

ITEMS FOR THE PRESBYTERY'S INFORMATION

Financial reports are provided by the Treasurer.

Mission challenge letters have gone to congregations so you can reflect them in your budget for next year.

The Operations Committee conducted personnel reviews in October, and personnel compensation is recommended as part of the 2022 budget.

Operations wishes to recognize our staff for their gracious, thoughtful, creative, diligent, and faithful service to the Presbytery in the past year under extraordinary circumstances: the sale of the building and the move to a virtual office; the many challenges of the COVID-19 pandemic; and the time we have been without a Presbytery Leader, requiring even more initiative and work than usual. We express our gratitude to Elena Delhagen, Administrative Support; Amy Loving Austin, Stated Clerk; Cheryl Battaglia, Financial Services; Lea Kone, Camp Whitman Executive Director. (RE James Varner)

Respectfully submitted,
TE David Ashby, chairperson

How can the Operations Committee help your congregation?

While the Presbytery of Geneva is searching for a Presbytery Leader, there are things we can help you with. So instead of sending a general email request to the Stated Clerk or Administrative Support, consider how our committee might assist you directly!

Our primary focus is supporting the work of the Presbytery with budget and financial oversight, care of our personnel, and acting as the Trustees, the Operations Committee has also acquired quite a bit of knowledge about matters that overlap the local congregation, and we are happy to be your partners thinking about them. We can share our knowledge about personnel matters, budgeting and finance, audits, real estate transfers and legal requirements, legal matters and litigation involving religious corporations, financial recordkeeping, and all those behind-the-scenes institutional things that keep your congregation serving your community and members. Some of our policies can be adapted for local use, and we have lots of resources and contacts that we might share with your Session or staff. Just email operations@presbyteryofgeneva.org or the current chairperson, David Ashby pastorashby@stny.rr.com!