

GENERAL COUNCIL REPORT TO THE PRESBYTERY

November 30, 2021 -- Zoom.us

[From the meetings of 10/12/2021 and 11/09/2021]

ITEMS FOR THE PRESBYTERY'S ACTION: None

ITEMS FOR THE PRESBYTERY'S INFORMATION

The General Council VOTED to:

(Presbytery Meetings)

Approve the Presbytery meeting dates for 2022 as follows:

- o Saturday, January 22, 2022
- o Tuesday, March 29, 2022
- o Tuesday, May 24, 2022
- o Tuesday, September 27, 2022
- o Tuesday, November 29, 2022
- o Saturday, January 28, 2023

(Committee on Operations)

Endorse and recommend the Presbytery receive the proposed 2022 budget for the Presbytery for its first reading.

Endorse and recommend the Presbytery approve the position portfolio for the Camp Executive Director.

Endorse and recommend the Presbytery approve the following changes to the Personnel Manual (edits in red):

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.

(Committee on Vitality)

Approve the Vitality Committee's pilot program to work with and equip one church (to be selected) that does not yet have an electronic presence now.