

Council Report
Moderator – Diane Kenning

For Action:

- 1) That the Presbytery approve the addition of the duties and responsibilities of the Stated Clerk to the duties and responsibilities of the Executive Presbyter.
- 2) That the Presbytery approve the updated Executive Presbyter job description with the added Stated Clerk responsibilities (attached).
- 3) That the Presbytery approve the Assistant Stated Clerk job description (attached).
- 4) That the Presbytery approve the updates to the Office Administrator job description (attached).
- 5) That the Presbytery amend the 2021 budget to include the remaining figure from the New Ministry COVID grant line (\$16,000.00) as not all churches took advantage of the grant in 2020 and there has been a request for a grant in 2021.

For Information:

- 6) Council Subcommittees
 - a) Finance – Bruce Bosley, Brad Culp, Lee Ann Fennel, Diane Kenning (moderator)
 - b) Financial Outlook – Bruce Bosley, Virginia Bunning, Brad Culp, Steve Kucic, Corey Nelson (moderator) Lydia Patrick
 - c) Innovation Team – Mike Gross (moderator)
 - d) Mission – Chris Brown (moderator), Barbara Losche, Amy Morgan, Sue Spencer
 - e) Personnel – Kent Meyer, Lydia Patrick, Pat Waltermire (moderator)
 - f) Presbytery Meetings – Chris Brown (moderator), Diane Kenning, Joseph Moore, Corey Nelson, Lydia Patrick
 - g) Property – Rick Ediger, Deanna Robertson
- 7) Council VOTED to approve the Run River Proposal for Mission and Structure Planning for Highlands. The total cost will be \$8,250 and will come out of one-time monies.
- 8) A church within the Presbytery sent their Peace and Global Witness offering straight to the General Assembly. Council VOTED to have the Presbytery portion of the offering returned to the Presbytery and added to the Peacemaking line item. The total is \$52.50.
- 9) Council VOTED to change the Nebraska registered agent to Lydia Patrick (resides in Scottsbluff, Nebraska).
- 10) The Nominating Committee still has two vacancies – 1 RE class of 2022 and 1 RE class of 2023. If you or someone you know feels called to serve on the Nominating Committee, contact the Presbytery office.
 - a) Currently serving:
 - i) Class of 2021 – RE Pat Waltermire (L), TE Michael Fitzsimmons (PP) (moderator)
 - ii) Class of 2022 – TE Jeff Fiet (PP)
 - iii) Class of 2023 – TE Jacqueline Decker Vanderpol (B)
- 11) Council VOTED to approve the loan refinance for Westview Presbyterian Church in Longmont, Colorado. The purpose is to pay off the balloon payment on their current loan and add money for capital improvements of the needed retaining wall on the east side of the parking lot and parking lot surface maintenance.

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- a) Loan amount – balloon payment + \$60,000.00 (estimated amount is \$160,000)
- b) Term – 5 years
- c) Rate – Low 4's% fixed

12) Council VOTED to ask Rene Myers with the Presbyterian Mission Agency to be the preacher at the May 2021 Presbytery meeting.

13) The Presbytery Meetings Subcommittee has decided that the May 2021 Presbytery meeting will be done by Zoom and not by the Webinar. This will give people the opportunity for more interaction.

14) 2021 Remaining Presbytery Meetings

- a) August 19
- b) October 30
 - i) Council VOTED to offer this meeting as a hybrid meeting and it will be held at First Presbyterian Church in Sterling, Colorado.

15) 2021 Remaining Presbytery Meetings – Offerings

- a) August 19
 - i) The offering will be sent to a Nebraska local food bank – Lydia Patrick is working on finding one in Scottsbluff.
- b) October 30
 - i) The offering will be sent to a local food bank in the Sterling, Colorado area – Chris Brown will contact the church to find one.

16) 2022 Presbytery Meeting Dates

- a) Council VOTED to set the following dates for the 2022 Presbytery meetings.
 - i) February 5 (Saturday)
 - ii) May 10 (Tuesday)
 - iii) August 27 (Saturday)
 - iv) October 27 (Thursday)

17) Council VOTED to accept the resignation of Ruling Elder Mark Kenning as Acting Stated Clerk effective August 31, 2021.

EXECUTIVE PRESBYTER POSITION DESCRIPTION

Rationale:

- The Presbytery has determined a need for Pastoral leadership among its churches and minister members.
- The constitution of the Presbyterian Church (USA) mandates that each Presbytery elect a Stated Clerk to carry out specific responsibilities.
- This shall be a full-time position.

Purpose:

- Provide visionary and strategic leadership consistent with the mission framework, moving the Presbytery of Plains and Peaks forward into the new church
- Facilitate communication between the Presbytery and the members churches of the Presbytery of Plains and Peaks
- Serve as a pastor to the pastors, encouraging and supporting them in their ministries
- Perform the all of the duties of the office of Stated Clerk that are required by the Constitution of the Presbyterian Church (U.S.A.), the Bylaws and Standing Rules of the Presbytery of Plains and Peaks, and this position description.

Expected Achievements:

- Provide leadership in realizing the mission framework, including foundational principles, vision statement, mission statement and mission commitments (adopted by Presbytery in October of 2017) as stated in our current *Standing Rules/Manual of Operations*.
- Fulfill Stated Clerk duties as proscribed by the *Book of Order*, the Presbytery's *Standing Rules*, and the various policies and procedures as have been approved by Presbytery and its committees.

Plans to Achieve Expectations:

- Prayer, prayer, and more prayer
- Develop, with the Committee on Preparation for Ministry and Council, educational and training events with a focus on empowering leadership within the Presbytery of Plains and Peaks, by pastors, Commissioned Pastors, ruling elders, deacons, and volunteers.
- Travel to the churches within the Presbytery to further connectional relationships between the congregations, local leadership, and the Presbytery of Plains and Peaks
- Synthesize information gained from missions and ministries to improve the effectiveness of the Presbytery
- Provide staff support and resources for the work of COM, CPM, Nominating, COR, PJC, Council, and non-permanent subcommittees, commissions etc. as needed. Service is with voice but without vote.
- Delegate appropriate duties as needed to the Assistant Stated Clerk

Relationships:

- Foster positive relationships with all pastors, serving and retired, and congregations in the Presbytery
- Work with the Office Administrator to present efficient, compassionate ministry and services to all aspects of the Presbytery
- Maintain an effective relationship with the higher judicatories of the PC(USA) through participation in Synod and/or General Assembly
- Work with, or designate a proxy to, the Presbytery of Denver on their Leadership Workgroup to create joint educational events for both presbyteries
- Serve as an ex-officio member of the Highlands Committee and serve on the Highlands Personnel Subcommittee, which oversees the work of the Executive Director of Highlands

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Number of Persons Reporting: Three

- Assistant Stated Clerk
- Executive Director, Highlands Presbyterian Camp and Retreat Center
- Office Administrator

Budget Responsibility:

- Responsible for all expenses and continuing education expenses for the Executive Presbyter and Stated Clerk in the Presbytery budget.

Experience, Knowledge and Skills:

- A strong faith in Jesus Christ as evidenced in the reformed tradition of the PC(USA);
- An ordained Minister of Word and Sacrament or a ruling elder in good standing in the PC(USA), with a strong knowledge of PC(USA) governance and the *Book of Order*
- Demonstrated visionary leadership that empowers creative growth and management
- Demonstrated effective relational skills capable of modeling and empowering other leaders
- Demonstrated the ability to collaborate effectively with the members of Presbytery and the Presbytery staff
- Demonstrated both strong listening skills and the ability to achieve compatibility among people of differing theological stances
- Demonstrated ability to equip both lay and clergy to assume effective leadership roles within the Presbytery
- Have a strong knowledge of PCUSA governance, the *Book of Order*, and *Robert's Rules of Order*
- Inspiring communicator - preaching, writing, and adept at multiple forms of media
- Ability to speak the truth in love, a non-anxious presence

Qualifications:

- Organizational skills in a small office environment.
- Able to work effectively with others, both paid and volunteer.

Accountability and Compensation:

- Compensation shall be appropriate for a full-time basis; the position is exempt.
- This person will be accountable to Presbytery through the Personnel Subcommittee of Council
- An annual performance review shall be conducted for the Council by the Personnel Subcommittee of Council

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ASSISTANT STATED CLERK POSITION DESCRIPTION

Rationale:

The duties assigned to the Executive Presbyter/Stated Clerk may, from time to time, be more than can be accomplished by one person. Assistance by a knowledgeable person is in the Presbytery's best interest.

It is often a conflict of interest for an Executive to resource an Administrative Commission, an Investigative Committee, or its resultant Judicial or Remedial case tried by the Presbytery's Permanent Judicial Commission. Support from a knowledgeable person is in the Presbytery's best interest.

Purpose:

- The Assistant Stated Clerk shall perform the any of the duties of the office that are required by the Constitution of the Presbyterian Church (U.S.A.), the Bylaws and Standing Rules of the Presbytery of Plains and Peaks, as directed and delegated by the Executive Presbyter / Stated Clerk. When so delegated by the EP, the Assistant SC shall resource committees with voice and not vote.

Expected Achievements:

- Fulfill duties as proscribed by the Book of Order, the Presbytery's Standing Rules, and the various policies and procedures as have been requested by the Executive Presbyter/Stated Clerk

Plans to Achieve Expectations:

- Continue relevant education related to expected duties
- Maintain a close relationship with the Executive Presbyter/Stated Clerk and Office Administrator.

Relationships:

- Maintain positive relationships with clerks of sessions at all Presbytery congregations
- Work with the Office Administrator and Executive Presbyter/Stated Clerk to provide efficient, compassionate ministry and services throughout the Presbytery

Number of Persons Reporting: None

Budget Responsibility: None

Experience, Knowledge and Skills:

- Will have a strong faith in Jesus Christ as evidenced in the reformed tradition of the PCUSA
- Will be an ordained Minister of Word and Sacrament in good standing in the PCUSA, or a ruling elder in good standing, with a strong knowledge of PCUSA governance, the *Book of Order*, and *Robert's Rules of Order*

Qualifications:

- Prior experience as a Stated Clerk or clerk of session a plus
- Organizational skills in a small office environment
- Able to work effectively with others, both paid and volunteers
- Able to perform tasks both physically and virtually

Accountability and Compensation:

- Compensation shall be on an hourly basis as established by the Personnel Subcommittee in consultation with the Treasurer.
- This person will be accountable to the Executive Presbyter/Stated Clerk
- An annual performance review shall be conducted for the Council by the Executive Presbyter/Stated Clerk.

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OFFICE ADMINISTRATOR POSITION DESCRIPTION

Rationale:

The Presbytery has a need for professional administrative services to support its mission. Establishing a position for procuring such services by knowledgeable person is in the Presbytery's best interest. This is a full-time, non-exempt position.

Purpose:

The office administrator shall be responsible for:

- The day-to-day operations of the Presbytery office (physical and virtual)
- Providing support to the officers, staff, and committee moderators of the Presbytery.

Expected Achievements:

- Manage all administrative activities of the physical office.
- Manage the virtual office operations

Plans to Achieve Expectations:

Office:

- Answer telephones; handle inquiries and requests; handle and route mail to appropriate parties
- Prepare reports, documents, and brochures as requested by the staff and Committee Moderators
- Maintain and update a directory of churches, teaching elders, and committee members; produce and distribute annually. Corrections should be distributed once a quarter.
- Set up and maintain a database of all members of the Presbytery for reports, mailings (electronic or physical), and lists.
- Keep Presbytery office well-equipped and running efficiently, coordinate schedules and office space for meetings, and purchase supplies.
- Maintain a master calendar of all Presbytery events and staff activities and applicable Synod and GA events and staff activities
- Prepare and send materials for committee meetings when asked by moderators
- Maintain a central filing system – physical and virtual
- Monitor inventory of the Resource Center, catalog all new arrivals, and handle requests for materials.
- Maintain an up-to-date copy of the *Standing Rules/Manual of Operations, By-Laws, and the Personnel Handbook*.
- Create, copy, and distribute the Presbytery newsletter.
- Serve as the "communication center" of the office.
- Maintain the website and all virtual files
- Provide other support for the staff as needed

Financial - Assist treasurer by:

- Generate checks (twice a month) and deposits (weekly) using the Presbytery's automated system and its financial policies
- Calculate and inform churches of per capita apportionment and track receipt of all gifts of the churches
- Post general journal entries as required
- Manage cash flow
- Generate reports for the treasurer, the files and for distribution to Council and the Presbytery

Polity and Meetings: Assist the Stated Clerk by:

- Prepare and distribute all materials for Presbytery meetings
- Create power point presentations for Presbytery meetings

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- Record, prepare, publish, and archive minutes of all Presbytery meetings.
- Prepare minutes for Synod review

Relationships:

- Maintain positive relationships with staff, committee moderators, and volunteers.
- Work with the Executive Presbyter/Stated Clerk to provide efficient, compassionate ministry and services throughout the Presbytery.

Number of Persons Reporting: None

Budget Responsibility: None

Experience, Knowledge and Skills:

- A strong faith in Jesus Christ; familiarity with the PCUSA is a plus
- Knowledge of administrative processes and electronic programs for efficiently implementing such processes
- Knowledge of website administration
- Knowledge and use of secure electronic/cloud storage for Presbytery documents

Qualifications:

- Evidence of applicable Office Administrator skills in a physical office setting
- Evidence of organizational skills in a small office environment
- Evidence of knowledge of web and virtual office skills
- Ability to work cheerfully and effectively with others, both paid and volunteers

Accountability and Compensation:

- This person will be accountable to the Executive Presbyter/Stated Clerk
- An annual performance review shall be conducted for the Council by the Executive Presbyter/Stated Clerk