

**Position Description**  
**Treasurer**  
**Presbytery of Mackinac, Presbyterian Church (USA)**

- Position:** A minister of word and sacrament or ruling elder, elected by Presbytery for a term of one (1) year; may be re-elected at Presbytery's discretion and is accountable to the Coordinating Council
- Type:** Called/Elected Volunteer
- Purpose:** The Treasurer shall be the chief financial officer of the Presbytery of Mackinac, and shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the monies, properties and business transactions of the Presbytery which fulfills the constitutional requirements of the Presbyterian Church (USA).
- Support:** Treasurer will receive the support from the Presbytery's Office Manager and the office's equipment and technology.

**General Goal of the Position:**

To assist, recommend and council the Presbytery in its overall financial well-being and to provide resources for the Presbytery's financial goals.

**Position Responsibilities**

- I. Function:** As directed by the Presbytery, the Treasurer shall oversee and assist the Office Manager to deposit all money and other valuables in the name of and in the credit of the Presbytery and shall disburse its funds.
1. The Treasurer shall make monthly reports available to the coordinating council.
  2. The Treasurer shall make an annual fiscal report for the preceding calendar year at the stated meeting of the Presbytery.
  3. The Treasurer shall have the books of the Presbytery reviewed annually in accordance with accredited accounting procedures.
  4. The books of account shall be available for inspection during normal business hours to any member of the Presbytery.
- II. Function:** The Treasurer is an officer of the Presbytery, and as such will attend meetings of the Presbytery, Presbytery Coordinating Council, and the Finance and Budget Committee with voice and vote.
1. Review all financial reports of the Presbytery monthly.
  2. Provide the Finance and Budget Committee with monthly updates on the Presbytery's investment portfolio and answer questions about market conditions.
  3. Make necessary adjustments to the investment portfolio within the guidelines of the Finance and Budget Committee's Investment Guidelines to rebalance the portfolio as will be beneficial to the Presbytery's overall financial well-being.
  4. Assist the Office Manager as needed for accurate accounting.

5. Be familiar with the Presbytery accounting software as a back-up to the Office Manager.
6. Assist the Finance & Budget Committee in the annual preparation of budgets.

- III. Function:** Serve as consultant and resource person to congregations on financial matters.
1. Be available to congregations of the Presbytery who may need and call for assistance with financial concerns, such as investments, policies, payroll, taxes and forms, tax reporting, and terms of call.
  2. In conjunction with the Finance and Budget Committee provide 'Treasurer Training' events to help local congregational staff and members.
- IV. Function:** Engage in national and ecumenical stewardship and financial events to improve the Presbytery's cooperation and enlightenment in both theological and practical matters regarding the use of resources, as the Presbytery budget allows.

#### **Relationships, Accountability, and Evaluation:**

- Reports to:** The General Presbyter as head of staff, Presbytery Council, and Financial and Budget Committee
- Coordination:** With the Office Manager, the Stated Clerk, the Presbytery Council, and Finance and Budget Committee.
- Evaluation:** Annually by the Presbytery's Personnel Committee

#### **Skills, Knowledge, Attitudes, and Commitments:**

1. Supports the Mission and Vision of the Presbytery of Mackinac
2. Ability to work with others and interact with committees
3. Ability to read and explain financial reports
4. Familiarity with accounting practices for non-profit organizations
5. Computer aptitude including familiarity with accounting software, Word, and Excel Programs
6. Understanding of financial markets: the workings of the stock market, market trends, awareness of bonds and the interest rate impact on the fixed income market

Approved:  
August 1, 2018 – Personnel Committee  
November 13, 2018—Coordinating Council

**Position Description**  
**Stated Clerk**  
**Presbytery of Mackinac, Presbyterian Church (USA)**

**Position:** A minister of word and sacrament or ruling elder, elected by Presbytery for a term of one (1) year; may be re-elected for an indefinite number of terms, at Presbytery's discretion, and is accountable to the Coordinating Council through the Personnel Committee. The Stated Clerk has voice and vote at meetings of the Presbytery and the Coordinating Council.

**Type:** Called/Elected; Compensated for 60 hours per month

**Purpose:** To fulfill the requirements of the constitution of the Presbyterian Church (U.S.A.). To record the transactions of the Presbytery, keep its roll of membership and attendance, preserve its records carefully, and furnish extracts from them when required by another governing body of the church. The Stated Clerk will serve as parliamentarian at meetings of the Coordinating Council and Presbytery.

**Support:** The Stated Clerk will receive support from the Presbytery's Office Manager and have use of the office's equipment and technology. The Stated Clerk will participate in the annual review and training event conducted by the Synod as well as the annual training seminar conducted by the General Assembly.

**General Goal of the Position:**

To serve as parliamentarian, assuring that the Presbytery is following correct processes, procedures, and polity; and to keep all Presbytery records and minutes as directed by the Book of Order.

**Position Responsibilities**

- I. Function:** As directed by the *Book of Order*, the Stated Clerk has the responsibility to keep accurate account of the proceedings of the Presbytery. This includes:
- Issuing a Call to Meeting and Docket at least 7 days before the meeting
  - Working with the Presbytery Moderator to set the docket for each Presbytery meeting
  - Recording the transactions of the Presbytery
    - The Stated Clerk will record, distribute, and maintain the minutes of the Coordinating Council and the Presbytery, which are to be posted to the Presbytery website within 30 days of the meeting.
  - Keeping rolls of membership and attendance
    - The Stated Clerk will keep and maintain the rolls of Presbytery membership, including installed, interim, supply, designated, at-large, and honorably retired pastors.
  - Keeping register of Certified Educators and Commissioned Ruling Elders
  - Preserving the Presbytery's records
  - Furnishing verified extracts when required by another council

- Recommending the safekeeping of the records
- Reviewing annually the Presbytery's proceedings and actions
- Assisting with the Presbytery's annual review of church Sessions
- Participating in any Synod reviews of the Presbytery
- Participating in any General Assembly reviews of the Synod

**II. Function:** As directed by the *Book of Order*, the Stated Clerk has the responsibility of keeping accurate records when the Judicial Process is initiated. This includes:

- Receiving written allegations and requests, documenting them, and interpreting the Book of Order as to the correct process, according to PC(USA) polity
- Sending requests for information to other parties and initiating other communications as required
- Reporting decisions and outcomes of the Permanent Judicial Commission to the Presbytery
- Providing materials and documents that pertain to the case to the appropriate bodies

**III. Function:** As directed by the *Book of Order*, the Stated Clerk has the responsibility for receiving communications and for reporting them to the Presbytery. This includes:

- Receiving letters of renunciation, notification of certifications, written protests, and Administrative Commission reports
- Reporting to the Presbytery renunciations, ordinations, certifications, and votes on proposed amendments

**IV. Function:** As directed by the *Book of Order*, the Stated Clerk is the official communicator of the Presbytery who provides guidance on issues of church polity and offers authoritative interpretations of the *Book of Order*. This includes:

- Communicating with the Presbytery, Synod, and General Assembly
  - Communicating with the General Assembly, which includes keeping track of statistical reports, five part-forms, and pastoral changes.
  - Reporting to the General Assembly actions taken regarding Inquirers and Candidates received by the Presbytery.
  - Certifying that ministers are in good standing in the Presbytery and attesting to the Personal Information Forms (PIF) on the Church Leadership Connection (CLC).
  - Reporting the names of Commissioners to General Assembly
  - Communicating actions of the General Assembly and proposed amendments to the Presbytery
- Providing Guidance to the Presbytery and it's member churches, including:
  - The *Book of Order* and Presbytery policies and procedures
  - Parliamentary procedure and Robert's Rules of Order
  - The Judicial Process
  - Legal Matters and Risk Management
  - Providing orientation and training to Clerks of Session, Permanent Judicial Commission members, General Assembly Commissioners, and new Commissioners to the Presbytery

- Serving as a resource to the Session Records Committee

### **Relationships, Accountability, and Evaluation**

**Reports to:** Presbytery Council and Personnel Committee

**Coordination:** Presbytery Office Manager, Presbytery Treasurer, Presbytery Council, Churches of the Presbytery, Synod of the Covenant, General Assembly of the Presbyterian Church (USA)

**Evaluation:** Annually by the Presbytery's Personnel Committee

### **Skills, Knowledge, Attitudes, and Commitments**

1. Supports the Mission and Vision of the Presbytery of Mackinac and the PC(USA)
2. Ability to work with others and interact with individuals, churches, committees, and other councils of the church
3. Knowledge of the *Book of Order*, Presbyterian polity, parliamentary procedure and Robert's Rules of Order
4. Computer aptitude including familiarity with Word and Excel
5. Can pay attention to detail, deadlines, and has good organizational skills
6. Ability to remain neutral and fair at all times
7. Ability to keep sensitive information in confidence

Approved:

August 1, 2018 – Personnel Committee

November 13, 2018—Coordinating Council

POSITION DESCRIPTION  
**Office Manager**  
**Presbytery of Mackinac, Presbyterian Church (USA)**

- Position:** A hired staff person that is accountable to the General Presbyter and Coordinating Council.
- Type:** A full-time position that is hired by the Committee on Personnel.
- Purpose:** The purpose of this position is to perform administrative and professional duties for the Presbytery.
- Support:** The Office Manager will receive the support from the General Presbytery, Stated Clerk, Coordinating Council and the Personnel Committee.
- General Goal of the Position:**  
To assist the Presbytery in its day-to-day functions and build relationships across the presbytery to enhance connectedness between churches and members.

**Position Responsibilities**

- Engage in those activities that will promote connectiveness of the churches within the Presbytery, especially among church secretaries and other church office personnel. Conference calls, update Presbytery library, create and send out surveys.
- Handle telephone inquiries, typing, filing, copying and mailing for the General Presbyter, Treasurer and Stated Clerk, and Presbytery committees as necessary.
- Work in partnership with the General Presbyter, Stated Clerk, Treasurer, and Coordinating Council providing necessary reports, information, and arrangements for all regularly scheduled Presbytery events.
- Serves as an ex-officio member of Coordinating Council with voice, but no vote.
- Maintain the Presbytery website and post to the website any reports for Presbytery and council meetings as requested.
- Work in consultation with the General Presbyter, Stated Clerk, and Treasurer providing requested information to the Synod and General Assembly.
- Open and distribute any mail that comes to the Presbytery office.
- Maintain an accurate calendar of any events that pertain to the life of the Presbytery.
- Maintain and update the Presbytery Directory.
- Prepare, design and distribute electronic newsletter quarterly.
- Maintain an accurate filing system for any Presbytery records.
- Serve as the purchasing agent for most Presbytery supplies and resources; arrange equipment maintenance and/or repair when necessary.
- Maintain the Presbytery's checking and savings accounts, making disbursements according to a voucher, or when bills become due, clearing non-routine bills with the General Presbyter and Treasurer.
- Perform the day-to-day bookkeeping functions; i.e. making deposits, writing checks, payroll, and maintaining an accurate record of all financial transactions.
- Perform Presbytery payroll functions for all staff, including quarterly and annual tax returns.

- Prepare monthly internal reports for the Presbytery: including per capita, special offerings, year to date basic mission, basic mission worksheet.(Does not include financial reports.)
- Oversee any volunteer staff and any additional employed staff.
- Create and maintain documentation on workflow and usage of technology in a clear and understandable format for the benefit of those who will/may perform routine tasks when the Office Manager is out of the office.
- Provided training of Presbytery Church office managers and bookkeepers as requested.
- Contact and communicate with churches, along with physical church visits throughout the year.
- Visit each region of the Presbytery during the year.

#### **Relationships, Accountability, and Evaluation:**

**Reports to:** The General Presbyter as head of staff and Coordinating Council through the Personnel Committee.

**Coordination:** With the General Presbytery, Stated Clerk, and Coordinating Council.

**Evaluation:** Annually with the Personnel Committee and General Presbyter.

#### **Skills, Knowledge, Attitude, and Commitments:**

1. Supports the Mission and Vision of the Presbytery of Mackinac
2. Skills in computer operations, filing and general office procedures are required. Knowledge of accounting practices, QuickBooks, and Excel spreadsheets, and an understanding of Word are required.
3. Knowledge of website design and maintenance.
4. Ability to communicate professionally on the telephone, in writing and in person.
5. Maintain a high degree of confidentiality.
6. Develop a working knowledge of the Book of Order of the Presbyterian Church (USA), the organization, policies, and programs of the Presbytery of Mackinac, Synod, and the General Assembly of the Presbyterian Church (USA).
7. Be highly organized and able to work independently.
8. Be a self-starter.

Approved:

August 1, 2018 – Personnel Committee

November 13, 2018—Coordinating Council