

PRESBYTERY OF GREAT RIVERS PERSONNEL POLICIES AND GUIDELINES FOR ITS SESSIONS

| Section | Manual Page |
|---|--------------------|
| 1. PURPOSE, SCOPE AND APPLICATION OF THESE PERSONNEL POLICIES | 4 |
| 2. PRINCIPLES FOR THE DEVELOPMENT AND ADMINISTRATION OF PERSONNEL POLICIES AND PROCESSES | 4 |
| 2.01 Equal Employment Opportunity | 4 |
| 2.02 Compensation | 4 |
| 2.03 Reimbursement of Expenses | 4 |
| 2.04 Career Development | 4 |
| 2.05 Benefits | 4 |
| 3. DETERMINATION OF PERSONNEL POLICIES | 4 |
| 4. EMPLOYMENT CATEGORIES, TERMINOLOGY, & PROCEDURES | 5 |
| 4.01 Employer | 5 |
| 4.02 Non-exempt and Exempt Categories | 5 |
| 4.03 Compensatory Time | 5 |
| 4.04 Ministers of the Word and Sacrament | 5 |
| 4.05 Employment of Support Staff | 5 |
| 4.06 Adjunct Staff | 5 |
| 4.07 Position Descriptions | 5 |
| 4.08 Approval of Position | 5 |
| 5. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION | 5 |
| 5.01 Equal Employment Opportunity | 5 |
| 6. FILLING VACANCIES (AND ELIGIBILITY) FOR EXEMPT AND NON-EXEMPT STAFF | 6 |
| 6.01 Church wide Advertising for Positions | 6 |
| 6.02 Presbytery Advertising for Positions | 6 |
| 7. CALL | 6 |
| 7.01 Call for the General Presbyter | 6 |
| 8. OTHER EMPLOYMENT PRACTICES | 6 |
| 8.01 Probationary Employment | 6 |
| 8.02 Performance Review for Probationary Employees | 6 |
| 8.03 Conflict of Interest | 6 |
| 8.04 Sexual Harassment | 6 |

| Section | Manual Page |
|--|--------------------|
| 8.05 Privacy | 6 |
| 8.06 Honoraria | 6 |
| 8.07 Governmental Investigations | 7 |
| 8.08 Policy on Corrective Action of PGR Employees..... | 7 |
| 9. SALARY ADMINISTRATION..... | 7 |
| 9.01 Philosophy and Principles | 7 |
| 9.02 Salary Review and Increments..... | 8 |
| 9.03 Staff Salaries, Ministers of the Word and Sacrament | 8 |
| 9.04 Housing Allowances | 8 |
| 9.05 Reimbursement of Expenses | 8 |
| 10. CAREER OPPORTUNITIES | 8 |
| 10.01 Staff Development Programs | 8 |
| 10.02 Study Leave for Staff | 8 |
| 10.03 Study Leave for Non-exempt Support Staff..... | 9 |
| 10.04 Extended Study Leave for Executive Staff | 9 |
| 11. PERFORMANCE REVIEWS..... | 9 |
| 11.01 Annual Performance Review | 9 |
| 11.02 Annual Consultation | 10 |
| 12. SEPARATION PRACTICES | 12 |
| 12.01 Voluntary Resignation | 12 |
| 12.02 Dismissed Without Prejudice..... | 12 |
| 12.03 Dismissal for Cause..... | 12 |
| 12.04 Reduction in Force | 11 |
| 12.041 Reduction in the Number of Regular Staff | 12 |
| 12.042 Schedule of Allowance and Assistance (Reduction in Force or Dismissed Without Prejudice) | 12 |
| 12.05 Dismissal of Presbytery Staff who are Ministers of the Word and Sacrament..... | 13 |
| 12.06 Exit Interviews..... | 12 |
| 12.07 Death in Service | 12 |
| 13. VACANCY PROCESS | 12 |
| 14. BENEFITS | 12 |
| 14.01 Social Security | 12 |
| 14.02 Health Insurance | 13 |
| 14.03 Pensions / Retirement Savings | 13 |

| Section | Manual Page |
|----------------|--|
| 14.04 | Holidays 13 |
| 14.05 | Sick Leave 13 |
| 14.06 | Worker's Compensation Insurance 13 |
| 14.07 | Off-the-Job Disability Benefits Insurance 13 |
| 14.08 | Unemployment Insurance..... 14 |
| 14.09 | Vacation..... 14 |
| 14.10 | Leaves of Absence, With Pay..... 15 |
| 14.11 | Parental Leave 15 |
| 14.12 | Leaves of Absence, Without Pay..... 15 |
| 14.13 | Flexible Spending 16 |
| 15. | INTERIM STAFF PERSONS..... 16 |
| 15.01 | General Provisions 16 |
| 15.02 | Position Description 16 |
| 15.03 | Selection 16 |
| 15.04 | Compensation 16 |
| 15.05 | Benefits 16 |
| 15.051 | Housing 16 |
| 15.052 | Pension 16 |
| 15.053 | Continuing Education 16 |
| 15.06 | AA/EEO 16 |
| 15.07 | Review of Work 17 |
| 15.08 | Dismissal 17 |
| 15.09 | Special Provisions 17 |
| 16. | PART-TIME STAFF MEMBERS..... 17 |
| 19. | POSITION DESCRIPTIONS 18 |
| | General Presbyter & Stated Clerk 18 |
| | Financial Secretary 20 |
| | Administrative Assistant 22 |
| | Senior Administrative Assistant..... 23 |

PERSONNEL POLICIES

1.00 PURPOSE, SCOPE AND APPLICATION OF THESE PERSONNEL POLICIES

The following guidelines are established as personnel policies of the Presbytery with regard to all staff which it employs for service. These policies are designed to be consistent with all applicable provisions of the Form of Government of the Presbyterian Church (U.S.A.).

The Presbytery is free to amend, modify, and change these policies at any time and will keep staff members informed of such amendments, modifications, and changes.

2.00 PRINCIPLES FOR THE DEVELOPMENT AND ADMINISTRATION OF PERSONNEL POLICIES AND PROCESSES

The following principles will guide the development and administration of all personnel policies and processes:

2.01 Equal Employment Opportunity

To establish and administer a process that develops and implements employment practices which are administered without discrimination. We are an Equal Employment Opportunity/Affirmative Action employer according to federal, state and local laws (except where religious affiliation is determined to be a bona fide occupational qualification).

2.02 Compensation

To establish and administer a process of compensation wherein the staff member's compensation is determined on the basis of a system of job evaluation and classification, equitable salary scales, and increments determined in light of economic factors, and an annual performance review and evaluation. Such a process will include interpretation of the salary program to staff members and participation of staff members in describing their responsibilities.

2.03 Reimbursement of Expenses

To establish and administer a process wherein authorized expenses incurred by staff members, in the performance of their work assignments, are reimbursed through an adequate, uniform, voucher-based accountability plan.

2.04 Career Development

To establish and administer a process of career development which will afford staff members the opportunity to acquire new skills and knowledge and/or refresh old skills and knowledge, consistent with the need of the Presbytery and with personal career goals and objectives. Staff members may, at the recommendation of the General Presbyter with approval of the Personnel Section, receive assistance through financial grants and needed time away from the job to participate in employer-conducted or approved training programs. The process of staff development will be an integral part of their annual performance review and evaluation.

2.05 Benefits

To assist in meeting the needs of the staff members for medical services and insurance, pension coverage, regular vacations, regular and special leaves, etc, consistent with the goals and financial capacity of the Presbytery.

3.00 DETERMINATION OF PERSONNEL POLICIES

Personnel policies are determined by the Presbytery Assembly upon recommendation of the Administration Council after review by the General Presbyter and the Personnel Section.

4.00 EMPLOYMENT CATEGORIES, TERMINOLOGY, AND PROCEDURES

4.01 Employer

The legal corporate employer of all Presbytery staff is the Presbytery of Great Rivers, a not-for-profit corporation in the State of Illinois.

4.02 Non-exempt and Exempt Categories

Those persons employed in exempt positions are not paid overtime wages for hours worked either in excess of the normal work schedule or 40 hours a week. Such staff members are expected to manage their schedule to provide them with a minimum of one day off each week.

4.03 Compensatory Time

The Presbytery does not pay over-time. All non-exempt staff are expected to compensate for any hours worked beyond their normal hours on a one-to-one basis within four weeks of the extra time being worked. Any extra hours not compensated within that time frame are lost. Any extra hours worked must be approved by the General Presbyter

4.04 Ministers of the Word and Sacrament

In accordance with federal and state statutes and Church policy, all Ministers of the Word and Sacrament employed by the Presbytery are considered self-employed persons, engaged in the exercise of their ministry, and are not subject to withholding for certain taxes per IRS regulations. They are, however, included in all other policies which apply to "staff members," except where excluded by federal or state law.

4.05 Employment of Support Staff

Support staff shall be employed by the designated General Presbyter in consultation with the Personnel Section. All support staff are non-exempt.

4.06 Adjunct Staff

From time to time the presbytery may contract with adjunct staff for specific time periods and specific assignments. Adjunct staff will work no more than 40 hours per month and will be reimbursed at a rate to be specified in a written agreement.

4.07 Position Descriptions

A position description shall be required for each position. The position description shall be in accordance with guidelines established by the Personnel Section and subject to periodic review.

4.08 Approval of Positions

All positions shall be approved by the Presbytery Assembly upon review and recommendation by the Personnel Work Group and the Administration Council.

5.00 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

5.01 Equal Employment Opportunity

It is the policy of the Presbyterian Church (U.S.A.) and the Presbytery not to discriminate in employment policy and practices and to promote equality of opportunity in all aspects of employment. The Presbytery will be guided by the mandate of the Form of Government, the various policies of the General Assembly, and related Federal, State and local laws.

All employment policies and practices will be consistent with Equal Employment Opportunity/Affirmative Action laws of the State of Illinois (except where religious affiliation is determined to be a bona fide occupational qualification).

6.00 FILLING VACANCIES (AND ELIGIBILITY) FOR EXEMPT AND NON-EXEMPT STAFF

6.01 Church wide Advertising for Exempt Positions

So that exempt staff openings of the Presbytery may be known throughout the Church, advertisement of vacancies for exempt Presbytery positions may be included in appropriate publications of the Presbyterian Church (U.S.A.), as well as other publications as may be designated by the Presbytery, or its elected search committee.

6.02 Advertising for Non-Exempt Positions

Notice of vacancies in non-exempt positions of the Presbytery may be posted for the information of local, non-exempt church employees and shall be advertised more broadly as needed.

7.00 CALL

7.01 Call for the General Presbyter

If the General Presbyter is a Minister of Word and Sacrament, he/she shall be provided with a written call stating the terms of the Call. Such a call is to be prepared by the Search Committee established by the Presbytery Assembly and issued by the Presbytery.

8.00 OTHER EMPLOYMENT PRACTICES

8.01 Probationary Employment

The first three (3) months of employment of support staff are considered a probationary or a trial period giving the employee and the supervisor an opportunity to evaluate interest and qualifications for the position under actual working conditions.

8.02 Performance Review for Probationary Employees

Prior to regular employment, a performance appraisal is prepared and discussed with the staff member by her/his supervisor. When all requirements for regular employment are completed satisfactorily, regular employment will begin with the next pay period.

8.03 Conflict of Interest

No staff member shall accept any gift, gratuity, grant, service, or any special favor from any person(s) or business which provides or receives goods and services or which seeks to provide or receive goods and services to or from the Presbytery. However, minor courtesies such as luncheons, dinners, or similar arrangements in connection with business discussions may be received.

8.04 Sexual Harassment

See Presbytery Policies and Guidelines on Ethical Conduct.

8.05 Privacy

The Presbytery shall guarantee the confidentiality of medical and employment records in accordance with privacy laws.

8.06 Honoraria

Presbytery personnel will not retain honoraria for any services rendered as a part of their normal job function. Executive staff may receive remuneration for services outside the scope of their position descriptions. Any exception to this policy will need the approval of the Personnel Committee Chair.

8.07 Governmental Investigations

In the event of an inquiry by the police, F.B.I., or other governmental investigational agency or official concerning the work of the Presbytery, its activities, records, or personnel; or in the event a staff member of the Presbytery is sought to be queried by such governmental agency, the following shall be the policy in this area:

- a. all such inquiries shall be referred to the General Presbyter.
- b. no information or documents of any kind will be released until the General Presbyter has consulted with and attained the clearance of the Stated Clerk in matters regarding governmental investigations.
- c. the General Presbyter may release information or documents following the consultation and agreement described above or may request the Stated Clerk to release the information or documents.
- d. staff members shall be informed if there is an inquiry regarding their personnel records.

8.08 Policy on Corrective Action of PGR Employees

It is the policy of Great Rivers Presbytery to maintain standards of employee performance, attendance, and conduct which will allow the employer to fulfill its mission. The goal of corrective action is to assist an employee to achieve an acceptable level of performance, attendance, or conduct.

The determination of appropriate corrective action is within the discretion of the supervisor (GP/Head of Staff), however, to ensure consistent and fair treatment of all employees and to protect the Presbytery and the supervisor from liability, the supervisor should consult with the personnel committee, appropriate legal counsel, or other appropriate resources to determine the history of corrective action for specific actions or performance problems and to assist in determining the appropriate action for individual circumstances.

To insure fair and equitable treatment to all employees the following elements should be part of any corrective action:

- a. The employee should be informed of the unacceptable performance or conduct and advised of the consequences of continued unacceptable actions/performance;
- b. If appropriate, an action plan should be developed with the employee to resolve the problem;
- c. The supervisor or personnel committee chair should prepare a report in writing of any corrective action; this report will be retained in the employee's personnel file;
- d. The employee may respond in writing and have the response placed in the employee's personnel file.

9.00 SALARY ADMINISTRATION

9.01 Philosophy and Principles

The Presbytery is committed to salary administration which will provide: fair pay for the work performed; incentive for personal achievement and growth; and flexibility to meet changes in organization, functions, positions, and personnel over a period of time. Salary levels will be maintained in a manner which results in their being consistent internally, responsive to changes in economic indices, and in keeping with the Church's philosophy and objectives.

9.02 Salary Review and Increments

All individual salaries will be reviewed annually by the Personnel Section and will also be reviewed when there are changes in duties or responsibilities which may call for a change in position classification.

Any changes in terms for exempt staff will be approved by the Presbytery Assembly upon review and recommendation of the Personnel Section through the Coordinating Council.

Changes in terms for non-exempt staff are determined by the designated General Presbyter in consultation with staff supervisors and the Personnel Section and within the approved budget.

9.03 Staff Salaries, Ministers of the Word and Sacrament

In accordance with Form of Government, changes in terms of the call of a staff member who is a Minister of the Word and Sacrament must be approved by the presbytery.

9.04 Housing Allowances

Under the Internal Revenue Code, an ordained minister may exclude from her/his gross income, for tax purposes if it is designated in advance, any housing allowance paid as part of her/his compensation.

9.05 Reimbursement of Expenses

Staff will be reimbursed for expenses on a vouchered basis according to the presbytery's accountable reimbursement policy.

10.00 CAREER OPPORTUNITIES

10.01 Staff Development Programs

To encourage staff members to participate in programs for development of skills and knowledge related to work or career goals with the approval of the General Presbyter.

The content of such a program will be based upon the agreed upon work and career goals of the staff members as they relate to the needs of the Presbytery. Staff members must obtain advance approval to participate in such programs.

Presbytery staff members with at least six months' credited service are eligible for inclusion in the staff development program.

10.02 Study Leave for Staff

Study leave for staff will be specified in each person's contract, and will be administered under the following conditions.

- a. The purpose of the study leave is to improve the skills and potential usefulness of the staff member for the church. The study leave is not a reward for past services and is not an additional vacation, though it may be taken in conjunction with a vacation.
- b. The written application for a study leave shall include (a) the purpose of the study leave; (b) a comprehensive proposal indicating how the purpose is to be achieved; (c) a suggested date when the study leave may be taken.
- c. When a study leave has been approved, the General Presbyter will determine with the applicant the most convenient time for the study leave to occur so that the work of the Presbytery office will not be disrupted unduly.
- d. Within one month upon completing the study leave, the staff member shall submit a report to the General Presbyter, indicating the benefits derived and the extent to which the initial purpose of the leave was achieved.

- e. Annual study leave and allowance may be cumulative from year-to-year for up to three years. The total accumulation will be no more than six weeks. Study leave allowance in lieu of leave will not be provided. Study leave expenses must be vouchered to receive reimbursement.
- f. A study leave will not be granted as part of the severance conditions when a staff member leaves the employ of the Presbytery.

10.03 Study Leave for Non-Exempt Support Staff

It is anticipated that most study needs of support staff can be met through means other than extended study leave. Under special circumstances, when it can be demonstrated to be for the good of the Presbytery as well as for the staff member, study leave for support staff may be approved in line with annual provisions for executive staff. The General Presbyter will have the authority to make the determination.

10.04 Extended Study Leave for Executive Staff

To enable executive employees to gain extended study to subjects which will contribute to the work of the Presbytery and to their own technical or professional development, an extended study leave, with pay, may be granted within the following guidelines:

- a. the staff member must have completed five years of service;
- b. at least five years must have elapsed since any previous extended study leave, and at least one year since any study leave;
- c. the request will normally be made to the Personnel Chair, six months prior to the leave for recommendation to the Personnel Section which will make the final decision;
- d. a detailed written plan of study with clearly identified goals and expected end products must be approved by the Presbytery and/or Personnel Section, long enough in advance so that budget and staffing needs may be met;
- e. the maximum length of extended study leave will be four (4) months. It may be taken in conjunction with earned vacation within a particular year but may not be combined with annual study leave since a staff member is not eligible for both types of leave in the same year;
- f. the on-going work of the particular position and the total functions of the Presbytery will be primary factors in considering the granting of extended study leave;
- g. an extended study leave will not be granted as part of the severance conditions when a staff member leaves the employ of the Presbytery;
- h. following an extended leave, it is expected that executive staff will continue in the employ of the Presbytery for at least three months for each month of leave. If the staff person terminates employment with the Presbytery without fulfilling this expectation, she/he will reimburse the Presbytery for the salary received during the leave according to the percentage of this expectation which is unfulfilled.

11.00 PERFORMANCE REVIEWS

11.01 Annual Performance Review

An annual performance review and evaluation will be conducted for each staff member. Evaluations should be done honestly and fairly. They will be documented in writing. The annual review of the work of the Executive staff will be in accordance with the Form of Government.

Among other things, the annual review will help to determine the merit increase the staff member may receive.

11.02 Annual Consultation

Annually, as part of their annual review, all staff members will review their work progress, with specific attention to:

- a. the staff member's skills and knowledge in the light of her/his current assignment;
- b. the opportunity to evaluate and modify long and short-range work objectives and career plans with the Presbytery or elsewhere.
- c. specific skills and knowledge which will be required in reaching those goals and objectives.

12.00 SEPARATION PRACTICES

The term "separation" shall refer to any and all terminations of the relationship between a staff member, exempt or non-exempt, and the Presbytery.

12.01 Voluntary Resignation

A voluntary choice of separation freely made by the staff member may take place after one month's written notice for Executive staff members, or two weeks written notice for support staff. Clergy are subject also to action by the Committee on Ministry and the Presbytery of Great Rivers.

12.02 Dismissed Without Prejudice

A staff member's employment may be terminated by the Presbytery for reasons other than those enumerated under Dismissal for Cause in paragraph 13.03 below. Termination without prejudice will be upon the recommendation of the supervisor and the written approval of the designated General Presbyter.

Staff members dismissed without prejudice will be entitled to notice, severance allowances, and out placement assistance as outlined and limited in paragraph 12.041 and paragraph 12.042 below.

12.03 Dismissal for Cause

Dismissal for cause may take place by written notice from the General Presbyter, in accordance with this personnel procedure, giving specific reasons for termination. Notice will be given or pay in lieu of notice of one month for exempt staff members or two weeks for non-exempt support staff members. No severance allowance will be paid, but staff members who are dismissed will receive the cash equivalent of the unused earned vacation.

The reasons for dismissal for cause shall include but not be limited to:

- a. unsatisfactory performance;
- b. insubordination in the line of assigned duties;
- c. neglect in the care and use of Presbytery property and funds;
- d. repeated, unexcused absence and/or repeated absences or tardiness;
- e. illegal, dishonest, or unethical conduct;
- f. repeated failure or refusal to observe Presbytery policies;

Discharge of a staff member is always considered to be an action of last resort taken after remedial measures have proven ineffective or when the staff member's conduct is such as to preclude further employment. Written documentation is required prior to recommendation for dismissal unless immediate dismissal is considered to be necessary for the safety of persons or property. Dismissal is subject to the complaint procedure as outlined in these policy guidelines. All dismissals of employees of the Presbytery will be reviewed by the Personnel Section for concurrence.

12.04 Reduction In Force

13.041 Reduction in the Number of Regular Staff

If the Presbytery makes a fundamental change in long-range objectives, reorganization changes, or experiences a serious change in financial outlook, a reduction in the work force may be necessary. The decisions and procedures by which staff members will be released will be fairly and consistently applied to all staff of the Presbytery. Written notice will be issued by the General Presbyter and/or Personnel Section to all regular staff announcing the reduction and reasons for it.

The policies and procedures outlined below apply to an action involving reductions in staff of the Presbytery. Reduction of force will be accomplished in a manner that preserves overall organizational effectiveness. The steps in the termination process will be as follow:

- a. a moratorium on the hiring of new staff in the Presbytery.
- b. affirmative action and age discrimination analysis.
- c. staff member performance and qualification analysis.
- d. formal notice of termination from the General Presbyter.
- e. completion of termination procedures and work force reduction severance and benefits allowance.

If a position or similar position calling for similar qualifications is reinstated within a period of two (2) years, the individual who was previously employed in the position will be given first opportunity for employment in that position.

12.042 Schedule of Allowance and Assistance

(Reduction in Force or Termination Without Prejudice)

Three months notice will be given to exempt employees and one months' notice will be given to non-exempt employees.

If during the notice period the employee secures employment elsewhere the obligations of the employer with regard to the remainder of the notice period and severance are forfeited.

In addition to the period of notice, a severance allowance will be given in relation to the length of continuous service with the Presbytery as follows:

Non-exempt employees with 1 to 5 years of service will receive a minimum of one week severance pay and those with more than 5 years of service will receive a minimum two weeks severance pay at the discretion of the Personnel Committee.

Exempt employees will receive one month's continuance of all salary and benefits for each year of service. This severance begins at the end of the three month's notice and as subject to the provisions above.

Payment of severance allowance will be achieved in one of the following two ways as determined by the Presbytery after consultation with the staff member:

- a. a lump sum payment - the total amount of the salary due as severance will be paid in not more than two (2) payments. The payment or payments shall be completed within six (6) months of the staff member's last day of work.
- b. continued salary - the staff's salary will be continued on the regular schedule through the severance period.

The Presbytery's share of the staff person's pension and other benefits payments will be continued to be paid by the Presbytery during the severance period.

No additional vacation entitlement will accrue during the severance period.

No severance allowance shall exceed the limits listed here.

12.05 Dismissal of Presbytery Staff who are Ministers of the Word and Sacrament

All conditions for separation shall be compatible with the provisions of the Form of Government and the Rules of Discipline of the Presbyterian Church (U.S.A.).

12.06 Exit Interviews

The Presbytery wants all employees to have an opportunity to share their impressions of the employment experience, and welcomes input about possible improvements for the future. All terminating staff members will have an exit interview. For non-exempt support staff, the interview will be conducted by the General Presbyter. For exempt support staff and executive staff the interview will be conducted by the Personnel Section Chair and/or the General Presbyter.

12.07 Death in Service

In the event of the death of either an exempt or non-exempt staff person, the salary of that person will be continued to the spouse or dependent for four (4) weeks from the date on which the death occurs.

Death benefits are also provided through the pension and benefits plan of the Presbyterian Church (U.S.A.), for those participating in the plan.

13.00 VACANCY PROCESS

The vacancy process will include the following steps:

- a. exit Interview results shared with Personnel Section;
- b. review of Staffing Rationale and evaluate need for the position;
- c. determine need to fill vacant position on an interim basis;
- d. implement appropriate search process.

14.00 BENEFITS

14.01 Social Security

Personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The only exception will be a minister who has chosen not to participate because of conscience. The staff member's share of the tax is withheld from the wages of staff who are not Ministers of the Word and Sacrament. Staff who are Ministers of the Word and Sacrament are considered self-employed, and Social Security taxes are not withheld, nor paid for them.

14.02 Health Insurance

Major medical insurance for all staff persons who work at least 20 hours per week is offered to employees through the Board of Pensions. The Presbytery may also provide other supplementary health insurance coverage. If employees decline the health benefit, the Presbytery will provide the equivalent in retirement savings. The Presbytery is required to provide this benefit for Ministers of Word and Sacrament.

14.03 Pension / Retirement Savings

All Ministers of Word and Sacrament staff will be included in the Presbyterian Church (U.S.A.) Pension Plan. All staff are eligible to participate in the 403 B retirement savings plan with the Board of Pensions of the Presbyterian Church (U.S.A.).

14.04 Holidays

The same number of holidays will be given to staff at all levels. The holidays (a total of 12 days) for staff of the Presbytery include:

New Year's Day

Good Friday

Martin Luther King's Birthday

Memorial Day

Independence Day

Labor Day

Thanksgiving and the day following

Christmas Day and the following day (providing two consecutive days off other than Saturday and Sunday)

In addition; the office will be closed between Christmas and New Year's.

When a holiday falls on a Saturday or Sunday, it will be observed as a holiday on the nearest Friday or Monday respectively.

14.05 Sick Leave

Permanent employees will receive ten (10) working days of sick leave each calendar year., Unused days may accumulate up to 120 days, to be used in case of injury/illness of the employee. Sick leave entitlement during the first year of employment will be prorated according to the length of employment, using a ratio of one day for each two months of employment. The ten (10) days of additional sick leave will be credited on January 1 of each successive year of employment. Total credited service will be included in computing of sick leave.

At the time of termination of employment (either voluntary or involuntary), staff shall have no claim for pay in lieu of unused sick leave.

14.06 Worker's Compensation Insurance

All staff members shall be covered by Worker's Compensation Insurance, provided by and in accordance with Illinois law, to provide benefits in case of an on-the-job accident.

14.07 Off-The-Job Disability Benefits Insurance

Staff of the Presbytery are eligible for the disability benefits (for total disability) that are provided by the Presbyterian Church (U.S.A.) Pension Plan. All Ministers of Word and Sacrament shall be covered by this plan.

The Presbytery may cover an interim disability.

14.08 Unemployment Insurance

The Presbytery, as a not-for-profit corporation, is not liable for State Unemployment Insurance.

14.09 Vacation

A vacation with pay is provided for all employees. Vacations are not cumulative, and must be used within the calendar year, except when special provision has been made by the designated General Presbyter.

a. Eligibility

Vacation time is available to all regular full-time and part-time employees who work 18 hours or more a week.

b. Actual

On January 1 of each year, exempt employees are eligible for accrual vacation time according to the following service schedule.

| | |
|-------------------------------|---------|
| Up to one year through 5years | 22 days |
| 6 years through 10 years | 25 days |
| 11 years through 25 years | 27 days |
| Twenty-six years and over | 30 days |

On January 1 of each year, non-exempt employees are eligible for annual vacation time according to the following service schedule.

| | |
|----------------|---------|
| Jan. 1 Year 1 | 10 days |
| Jan. 1 Year 2 | 11 days |
| Jan. 1 Year 3 | 12 days |
| Jan. 1 Year 4 | 13 days |
| Jan. 1 Year 5 | 14 days |
| Jan. 1 Year 6 | 15 days |
| Jan. 1 Year 7 | 16 days |
| Jan. 1 Year 8 | 17 days |
| Jan. 1 Year 9 | 18 days |
| Jan. 1 Year 10 | 19 days |
| Jan. 1 Year 11 | 20 days |
| Jan. 1 Year 26 | 25 days |

During the first year of employment, vacation time will accumulate at the rate of .83 days per month, beginning with the first day of employment.

c. Determination of Service

Determination of the amount of vacation to which the employee is entitled is based on the employee's total credited service. The accrual rate for paid time will change after the completion of the appropriate year of service. For example, the accrual rate for a non-exempt employee will change from 20 days to 25 days on the January 1 after the end of the 25th year of service.

d. Usage and Approval

Eligible employees who are newly hired may not take vacation time until they have successfully completed their probationary period. Every reasonable effort to grant vacation requests will be made. If conflicting vacation requests cannot be resolved, preference shall be given to the employee with the longest period of service. Employees must exhaust vacation time before moving into any unpaid leave status (except military).

- e. Carryover
Vacation time unused by 12/31 each year may be carried over for one quarter with the prior approval of the Head of Staff. Vacation time that has been carried over will be forfeited if not used by 3/31.
- f. Payment at Separation
In the year of termination, any unused vacation time will be paid out to the employee if 2 weeks of termination notice for employees is given. Vacation pay is forfeited, if notice is not given.

14.10 Leaves of Absence, With Pay

Leaves of absence, with pay, are provided under the following circumstances:

- a. For regular training period in the U.S. Armed Forces (up to two weeks annually);
- b. For jury duty (up to two weeks annually; in exceptional cases, the designated General Presbyter may grant additional leave of absence with pay for jury duty);
- c. For marriage of a staff member who has one or more years of credited service with the Presbytery (up to three days);
- d. For serious illness/injury of an employee's spouse or child (up to three days) annually. This time is to be arranged in consultation with General Presbyter.
- e. In case of death in the immediate family (husband, wife, parent, parent-in-law, child, brother, sister, grandparent) the staff member will receive full pay for absence on the day of death up to and including day after burial. This leave should not exceed four (4) working days. Additional days without pay may be negotiated with the General Presbyter or the Personnel Chair;
- f. Adequate time off for voting where election hours and work schedules would work a hardship on staff members.

14.11 Parental Leave

In addition to other benefits an employee is entitled to parental leave in the period immediately preceding and following the arrival (birth or adoption) of a child as follows:

- a. a staff member must serve six (6) months of employment with the Presbytery before parental leave may be granted;
- b. the leave can be for up to six (6) months. The leave may include a period in advance of the expected arrival of the child and some may be taken after the child has arrived. The leave normally should be unbroken except for any periods of absence due to medical reasons;
- c. six (6) weeks of the maternity leave may be with pay and benefits;
- d. two (2) weeks paternity leave with salary and benefits may be taken following the arrival of a new child. Additional time without pay may be negotiated with the General Presbyter or the Personnel Chair.

14.12 Leaves of Absence, Without Pay

Leaves of absence without pay for up to six (6) months are provided under conditions such as the following, with the approval of the General Presbyter, in consultation with the Personnel Section of the Administration Council.

- a. for study toward the fulfillment of a degree requirement or the completion of a study project.
- b. for personal reasons related to health or career assessment.

Minimum pension dues may be paid by the employee during the leave. Upon return the employee will apply for the position previously held.

14.13 Flexible Spending

A Flexible Spending Account (FSA) is a tax-favored program offered by PGR that allows their employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars. By using pre-tax dollars to pay for eligible health care and dependent care expenses, an FSA gives you an immediate discount on these expenses that equals the taxes you would otherwise pay on that money. Employees are eligible for enrollment 90 days after employment begins. Enrollment must take place prior to the month end of the 90th day of employment.

15.00 INTERIM STAFF PERSONS

15.01 General Provisions

To provide continuity of administrative and/or program services in the Presbytery, interim staff may be hired to fill a vacancy, to serve until the position is filled (or abolished).

This policy is applicable to all positions, whether filled by full-time, part-time, ordained, or non-ordained personnel.

15.02 Position Description

A position description should be prepared by the Personnel Section and approved by the Presbytery Assembly after review by the Administration Council. It should clearly identify the kinds of accomplishments and administrative/programmatic leadership desired during the interim period. The accountability of the position should be clearly defined and be consistent with the accountability provisions of the Form of Government.

15.03 Selection

The selection and hiring of an interim should be in accordance with the provisions of the Form of Government and/or the Manual of the Presbytery.

15.04 Compensation

Compensation will be based on the position description and salary range of the previous staff person.

15.05 Benefits

15.051 Housing

Housing or a housing allowance shall be provided if the appointment requires relocation.

15.052 Pension

Where the person is covered by the Presbyterian Church (U.S.A.) Pension Plan, pension benefits will be according to the plan's formula.

15.053 Continuing Education

Continuing education benefits may be granted in accordance with existing provisions for regular staff members at the interim work location.

15.06 AA/EEO

The Affirmative Action/Equal Employment Opportunity Program, established by the Presbyterian Church (U.S.A.) and its agencies and governing bodies, shall be followed in the employment of personnel for interim positions.

15.07 Review of Work

The Presbytery should provide for a review of the interim staff person's work on a schedule basis. The review may be conducted on the basis of regular accountability reports to the General Presbyter and/or Personnel Section.

15.08 Dismissal

Dismissal for cause shall be as provided for in the Presbytery's personnel policies, including consultation with the interim staff member's permanent employer, if there is one.

15.09 Special Provisions

Interims presently retired under provisions of the Presbyterian Church (U.S.A.) Pension Plan and Social Security and desiring to continue to receive their pension benefits, should consult with the Board of Pensions regarding the applicable post-retirement service rules as they affect compensation and other benefits.

Because of the temporary nature of interim service, special consideration will be given in the case of interims who must be separated from their immediate family who are unable to relocate. Arrangements for travel or other expenses for a reasonable number of visits with the family will be part of the agreement.

Reasonable and clearly defined moving expenses for personal effects will be provided for in any agreement with an interim, but without providing for moving all domestic goods for the relatively short period of time an interim is employed.

16.00 PART-TIME STAFF MEMBERS

Part-time staff members are those who are employed to work less than the full weekly schedule. If they are employed at least eighteen (18) hours a week, they are eligible for the following:

- a. holiday pay, if the holiday falls on one of the regular scheduled working days for that part-time staff member;
- b. jury duty pay;
- c. merit increases in salary;
- d. regular pay up to 40 hours; compensatory time for any hours worked beyond their normal hours;
- e. vacation and sick pay in proportion to hours worked each week;
- f. Worker's Compensation;
- g. Social Security participation;
- h. severance allowance in proportion to hours worked each week;

If a part-time staff member is later placed on a full-time basis, prorated credit will be given from the first day of her/his part-time employment for purpose of sick leave, vacation, and other benefits.

STAFF POSITION DESCRIPTIONS

GENERAL PRESBYTER FOR MISSION AND TRANSFORMATION AND STATED CLERK

Presbytery of Great Rivers
Position Description Revised May 2009

I. PURPOSE OF POSITION

The General Presbyter's primary responsibilities are to develop and implement a missional presbytery, assisting congregations to be spiritually transformed, and to oversee the work to accomplish the Presbytery's approved goals. The General Presbyter's main focus and the bulk of the presbyter's time will be spent in encouraging the congregations of the presbytery and their pastors to seek ways to discern God's call to them and to act on that call for the 21st Century.

The Stated Clerk is one of two elected Constitutional officers of the Presbytery, the other being the Moderator of the Presbytery Assembly. The Stated Clerk shall perform all such duties as are prescribed in the Constitution of the Presbyterian Church (U.S.A.), the Standing Rules of the Presbytery and as may be required by the acts of higher governing bodies, or as may be assigned by the Presbytery or the Presbytery Councils.

II. ACCOUNTABILITY

The General Presbyter/Stated Clerk is accountable to the Presbytery through the Council, which is the supervisor, and to the Personnel Committee.

III. RESPONSIBILITIES OF THE GENERAL PRESBYTER

1. To assist the presbytery to live into its vision statement and goals.
2. To provide leadership in the areas of Mission and Transformation as outlined in the 2007 Vision Structure.
3. To act as Head of Staff.
4. To participate in the work of other governing bodies and to provide for participation in ecumenical bodies.
5. To contribute to a collegial relationship within the presbytery by doing the following:
 - a. Praying for the congregations, clergy and other church professionals and elected leadership of the presbytery.
 - b. Providing for pastoral care, especially in times of crisis.
 - c. Attending to his/her own spiritual life, professional development and Sabbath rest.
6. To provide guidance in the following Mission/Transformation areas:
 - a. Develop strategies.
 - b. Initiate mission.
 - c. Encourage and build momentum.
 - d. New church development.
 - e. Church growth and transformation.
 - e. Evangelism.
 - f. Interpretation. (Helping to promote the work, the decisions, policies, and mission of the Presbytery and PCUSA to congregations, governing bodies, and the general public.)
7. To provide oversight for contractual staff involved in Pastoral and Congregational Support, and in Presbytery Administration.
8. To contribute to a collegial relationship between Presbytery staff.
9. To promote the implementation of the church's commitment to inclusiveness, diversity and unity.

10. To follow the Manual of Operations of the presbytery, advising the Council of adjustments that may be required from time to time by changes in the Constitution of the Presbyterian Church (U.S.A.), or other policy decisions.
11. To support contractual or part-time staff in areas where conflict is being addressed.

IV. RESPONSIBILITIES OF THE STATED CLERK

1. Oversee Stated Clerk duties performed by the Associate Stated Clerk and the Senior Administrative Assistant. The latter will perform all clerical duties and reports as prescribed in the Constitution of the Presbyterian Church (U.S.A.), the Standing Rules of the Presbytery and as may be required by the acts of higher governing bodies, or as may be assigned by the Presbytery or the Presbytery Councils.
2. Advise the Committee on Ministry and the Committee on Preparation for Ministry on legal requirements as set forth by the bodies and documents listed in Section IV-1.

V. REVIEW

The Personnel Committee will conduct a performance review and evaluation annually. Council and committee chairs will be consulted as appropriate. This review and evaluation will be based upon the position description and stated work objectives. A comprehensive review and evaluation will be conducted for the General Presbyter at least every five years in accordance with the Personnel Policies of the presbytery.

VI. TERM

The General Presbyter is elected for an indefinite term. The Stated Clerk is elected by the Presbytery Assembly for a term of two years.

VII. QUALITIES AND CHARACTERISTICS

1. At home in his/her faith, demonstrating Christian faith in word and action.
2. Relies on the Holy Spirit's direction.
3. Skills to implement the Vision.
4. Models confidentiality.
5. Knowledge of material content and group leadership.
6. Recognizes competence of leaders and staff.
7. Models the horizontal organization structure concept.
8. Facilitator, innovator and motivator.
9. Strong communication skills, writing, public speaking, electronic mail, listening.
10. Mediator.
11. Risk Taker: challenges the presbytery with new ideas.
12. Accessible, approachable, adaptable and flexible.
13. Nurtures partnership, teamwork and spiritual support.
14. Competency in media usage.
15. Empathetic to needs of Churches.
16. Mindful of overall life of presbytery.
17. Innovator and resourceful.
18. Competent in technology.
19. Presence to congregations.
20. Enthusiastic interpreter of PCUSA Mission.
21. Working knowledge of Robert's Rules.
22. Proficiency in Presbyterian polity; research skills.
23. Knowledge in the field of records management.
24. Strong in establishing and maintaining interpersonal relationships.
25. Familiarity with the constitution of the PC (USA).
26. Strong planning and organizational skills.
27. Demonstrated leadership ability.
28. Skilled in work management and control.

FINANCIAL SECRETARY
Presbytery of Great Rivers
Position Description Revised May 2009

I. PURPOSE

To enhance the ministry and mission of the Presbytery of Great Rivers.

II ACCOUNTABILITY

This person is employed by the Presbytery and is accountable to the Presbytery through the Personnel Work Group of the Administration Council and under the supervision of the General Presbyter.

III RESPONSIBILITIES

Areas of responsibility: To manage the financial affairs of the Presbytery, with the counsel of the Trustees, Treasurer, and the General Presbyter.

A. General Ledger

1. Oversee the preparation of bank deposits and entry into the financial software.
2. Recording of receipts and disbursements.
3. Preparation of checks for the Treasurer's signature after verifying the vouchers/invoices for arithmetic accuracy, account number assigned and approving signatures.
- ¹4. Preparation of semi-monthly employee payroll checks, monthly payroll tax liability deposits; quarterly payroll tax returns; annual forms W-2s and W-3s; annual forms 1099 and 1096, and related reports
5. Maintain bank deposit authorization forms.
6. Maintain financial files and subsidiary records.
7. Analysis of investments, interest allocation and fund balances.
8. Reconcile monthly financial accounts with bank statement.
9. Prepare monthly financial statements for the Budget/Finance Work Group of the Administration Council
10. Prepare Quarterly Financial Statement for Assembly papers.
11. Prepare flexible spending reimbursement checks and maintain accounting of individual employees' flexible spending accounts.
12. Maintain fixed asset inventory listing; maintain depreciation schedule.
13. Transmit General Assembly & Synod mission funds on a monthly basis.

B. Mission

1. Maintain a process by which the Administrative Assistant may provide churches with information on the pledging, validation and remittance process.
2. Review of mission remittances for consistency with the church's pledge or its history of giving.
3. Maintain a process by which the Administrative Assistant may provide information to churches in regard to per capita paid and mission remitted.

C. Budget

1. Assist in the annual preparation of the detail budget for Presbytery approval and enter into the financial software, making adjustments when directed by the appropriate Presbytery unit.

D. Resources

1. Annually compute and prepare a statement of per capita due for the succeeding year for the Senior Administrative Assistant to mail to each church.
2. Provide financial advice to the Presbytery's Trustees and to member churches.
3. Maintain a record of per capita delinquencies for follow-up by the Trustees and correspond with churches concerning per capita status upon direction of Trustees.

¹ Most of these tasks are currently outsourced, but will be returned to this position by 2010.

E. Audit

1. Preparation of schedules for auditors prior to their arrival.
2. Work with auditors during the audit providing data as requested.

G. Maintain Corporation Records

1. File the Annual Report of the General Not For Profit Corporation Act with appropriate signatures and statements from the Trustees.
2. File any Corporation Name Changes, Statement of Change of Registered Agent and/or registered office with appropriate signature and statements from the Trustees.

H. Other Responsibilities

1. Correspond with individuals regarding mission contributions over \$250.
2. Record volunteer donations of meeting expenses and maintain annual records to be available to them upon request for tax information.
3. Serve as resource to various Presbytery units upon request.
4. Assist Administrative Commission at Quincy with financial record-keeping responsibilities.
5. Serve as resource for trustees regarding issues of closing churches.

IV. EVALUATION

The General Presbyter and a representative from the Personnel Work Group of the Administration Council shall make a complete review and evaluation of this person's work annually.

ADMINISTRATIVE ASSISTANT (front desk)

A. ADMINISTRATIVE ASSISTANT DUTIES

Demonstrates competence in the skills (processes, procedures, and equipment) necessary to carry out assigned duties as identified below.

1. Answer the telephone and route calls, make copies. Use of fax machine, postage machine, Risograph machine, paper folding machine and computer. Print presbytery letterhead and envelopes.
2. Sort and distribute incoming mail.
3. Receive and welcome visitors, with attention to their comfort and staff schedules.
4. Prepare, duplicate and distribute minutes of presbytery committees as needed.
5. Coordinate any special mailings for the Presbytery.
6. Provide other routine clerical/secretarial duties correspondence.
7. Provide back-up duties for Sr. Administrative Assistant as needed, including server back-up.
8. Run errands as needed, pick up food/cookies for meetings, etc.
9. File all papers into church files.
10. Other duties as assigned, ie. Flood Relief 2008
11. Misc. routine mailings – Assembly postcards, retired minister's group, etc.
12. General Presbyter's Pastor Lunches – coordinate reservations, mailings and RSVPs
13. Presbyterian Night at the Ballpark-Peoria Chiefs - coordinate and organize seating and tickets, payments, drawing to throw out the first pitch, mailings, ticket order forms and RSVPs
14. New Pastor Gathering – mailings and RSVPs

B. FINANCIAL RESPONSIBILITIES (Under direction of the Financial Secretary)

1. Record and post checks received into PIMS.
2. Prepare and take the deposit to the bank.
3. Recalculate Vouchers.

C. EVENT PLANNING RESPONSIBILITIES

1. Coordinate logistics and registration for presbytery assembly meetings, events and conferences, working along with General Presbyter and Presbytery committees as needed. Meeting and conference attendance is to be under the direction of the General Presbyter.
2. Order catering as needed.

D. COMMITTEE DUTIES

1. Under direction of General Presbyter and Stated Clerk provide support for councils and committees as needed.

E. COMMUNICATION RESPONSIBILITIES

1. Read church and other judicatory newsletters, and seek out other sources of information.
2. Prepare the weekly presbytery e-newsletter through Constant Contact.
3. Read and respond to e-mails.

F. MAINTAIN MEMBERSHIP IN APA (Administrative Personnel Association)

Footnote regarding APA: The Administrative Personnel Association, PC (USA) began in 1976 as the Presbyterian Secretarial Association of the Southern Church (PCUS). It was assisted financially by Dr. Diane Tennis, staff of Church Employed Women of which Carol McGinn, APA National President, served as chairperson. The group purchased a computer and started sending out notices of a meeting to be held in Montreat, NC. The first request for such an association came from 12 women attending a Business Administration Course at Presbyterian School of Christian Education (PSCE) in Richmond, VA. They wanted a professional association for lay employees in the churches/boards and agencies/offices of our denomination. Within two years, the UPCUSA church staff joined as they had no similar association.

SENIOR ADMINISTRATIVE ASSISTANT

A. SR. ADMINISTRATIVE ASSISTANT DUTIES

Demonstrates competence in the skills (processes, procedures, and equipment) necessary to carry out assigned duties as identified below.

1. Answer the telephone, route calls and produce a large amount of photo copies. Use of the fax machine, postage machine, Risograph machine, paper folding machine and computer. Print presbytery letterhead and envelopes.
2. Prepare correspondence for COM, Visioning & Administrative Council, various committees, General Presbyter and Stated Clerk.
3. Receive and welcome visitors, with attention to their comfort and staff schedules.
4. Run errands as needed. (pick up items for/from meetings, keep kitchen and bathrooms stocked at presbytery office, etc.)
5. Prepare and duplicate Presbytery papers and post on website as well as Committee reports as directed.
6. Prepare the presbytery assembly papers/permanent minutes and duplicate/distribute Council & COM minutes as needed.
7. All Minister files and assistant's own general filing, including administrative materials.
8. Balance the General Assembly Fine Line quarterly, annually and mail pastor cards annually.
9. Maintain data base, create forms, queries, reports, and tables as needed.
10. Presbytery Directory: maintain portions of directory formatted in word processing throughout the year as well as printing, collating, binding, prepare for mailing and updating on the web.
11. Maintain forms for the Presbytery office, the Presbytery and on the web
12. Maintain the PGR Manual on the presbytery website with any additions or corrections. Track Nominating Committee Members. Send out notices for various Committees and enter people and committee Information into ACS.
13. Provide other routine clerical/secretarial duties as required.
14. Provide back-up duties for front desk Administrative Assistant as needed.
15. Misc. routine mailings i.e. weekly prayer postcards.
16. Background checks for pastors entering our Presbytery.
17. Make travel arrangements as necessary.
18. Other miscellaneous duties as assigned, i.e. Flood Relief 2008.

B. COMMITTEE DUTIES (*Under direction of General Presbyter and Stated Clerk*)

1. Prepare all paperwork for the following:
Committee on Ministry, Committee on Preparation for Ministry, Council, Examinations Committee, Nominating Committee, Overtures Section, Permanent Judicial Commission, Session Record Review Task Force.
2. Process all Committee on Ministry Paperwork for the transferring of Ministers to and from other Presbyteries, changes to a minister's status within the Presbytery, etc.
3. Maintain a process of memos and reports for all Installation/Ordination and Administrative Commissions.
4. Maintain the current roll of Ministers for the Presbytery through a tracking process.
5. Coordinate the Changes in Terms of Call and Specialized Ministers Report Mailing.
6. Report all Changes in Terms of Call annually in the Presbytery Papers.
7. Ethical Conduct Classes – mailings, spread sheet, certificates
Clerk of Session Assistant:
 - prepare papers for meetings
 - send out notices
 - maintain spread sheet
 - supply information for Assembly papers

C. ANNUAL REPORTS

1. Coordinate/prepare and mail the churches a packet of various annual report forms and instructions for preparation as required by the General Assembly and the Presbytery and annual per capita statements.

2. Serve as resource for instructions/questions regarding annual reports and resource churches on entering statistical information into the program supplied by General Assembly.
3. Prepare summary of church reports for the Stated Clerk.
4. Include the annual statistical information in the Stated Clerk's report to Presbytery at the Annual Stated Meeting.

D. COMMUNICATION RESPONSIBILITIES

1. Create and maintain website pages as needed.
2. Maintain and update office and website calendar.
3. Read and respond to e-mails.

E. PGR OFFICE PURCHASING AGENT

1. Oversee the purchase of office supplies.
2. Supervise the maintenance and disposal of office equipment.
3. Obtain bids and make recommendations for purchase of office equipment.

F. MISCELLANEOUS

1. Maintain membership in APA.
2. Learn new software as need arises.

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