

Administrative Operations Committee

Purpose

The Administrative Operations Committee oversees the policies, procedures, systems, and staff that enable the Presbytery to implement its decisions and provide for the responsible administration of the Presbytery.

Relationship to the Presbytery

The Presbytery may designate such committees and commissions as it deems necessary and helpful for the accomplishment of the mission of the Church. The Administrative Operations Committee is accountable to the Presbytery in carrying out its responsibilities.

What is Necessary: Assigned Book of Order Responsibilities

1. Gather examples of policies and procedures for an advisory handbook.
2. Adopt and implement a sexual misconduct policy and a child and youth protection policy.
3. Maintain a manual of administrative operations
4. Employ such staff as is required by the mission of the presbytery in accordance with the principles of unity in diversity
5. Obtain property and liability insurance coverage to protect presbytery facilities, programs, staff, and elected and appointed officers.

What is Helpful: Additional Responsibilities

- Personnel responsibilities include,
 - Adopt and implement Personnel policies for all employees of the presbytery (including annual review of staff)
 - Maintain a personnel manual
- Consult on issues of property and insurance
- Consult on legal matters
- Consult on office technology, space, and location

Notes:

- The Administrative Operations Committee may organize sub-committees (e.g. personnel, property and insurance, etc). It is recommended that any such sub-committees be convened by an elected member of the Administrative Operations Committee and additional members chosen by the committee for their specific relevant skills and experience. Any such group will be accountable to the presbytery through the Administrative Operations Committee.

Membership

The committee is composed of no fewer than 3 and no more than 9 members elected by the presbytery to serve a three year term, with the option of renewal for a successive term. The team shall reflect the diversity of the presbytery in gender, race, ethnicity, age, geography and shall include teaching and ruling elders, and may include non-ordained members of congregations. The Presbytery Co-Leaders serve as ex-officio members of the committee.

Gifts and Requirements for Ministry

Members will be experienced with the various administrative tasks of the presbytery and knowledge in the areas of human resources, property management, insurance and the laws that govern them. They will also exhibit the ability to handle confidential information, appropriately. Understanding and interest in the development and maintenance of policies and practices is important as is the ability to think creatively about the administrative functions of the presbytery.