

**REPORT OF THE STAFFING TRANSITION TEAM: Part III
WITH REVISED RECOMMENDATIONS
MARCH 24, 2017**

Note: The recommendations in this report are for the next five-year period. They are a response to several critical needs of the Presbytery expressed by transition teams and committees. Chief among these are:

1. **Congregational vitalization:** Congregations will need a variety of forms of support to devise ministry plans, with different resources for different congregations, according to the Congregation Renewal Report. The recommendation provides a ministry coordinator plus a fund for training and coaching.
2. **Buildings, financial management and legal compliance:** Many congregations have problems with their buildings; some face crises. A building manager who is “one of us” and understands Presbyterian congregations is needed, according to the Trustees, to address issues that threaten the existence of some congregations. Less critical but still important is professional financial and personnel management. The Presbytery has been too reliant on volunteers for these functions. The recommendation creates a position that combines these functions with general management.

The recommended levels of staffing will fit within budget constraints if the Presbytery meets its revenue goals for 2017. If it does not, cuts in this plan will need to be made.

Needs to Address

The Staffing Transition was asked—either directly by various groups or in the reports of other transition teams—to address the following needs in its staffing recommendations:

- The **Congregational Renewal Team Report** places congregational development at the center of the Presbytery’s mission and anticipates a significant number of congregations creating ministry plans at any one time. Team members said that this will require staff coordination and funds for consultants and trainers. The recommended staffing plan includes a half-time Ministry Coordinator and a fund for consultants and trainers, possibly to be augmented by funds currently in the COM budget and by grants.
- The **Structure Report** creates committees to support teaching elders, to develop current and new leadership, and to oversee Presbytery mission. The Ministry Coordinator will monitor the work of these committees. A full-time Executive Assistant will also attend meetings and take minutes.
- The **Trustees** reported to us that real property issues are a looming crisis, with many congregations facing the need to upgrade their facilities in order to continue to use them. Because outside consultants do not necessarily understand the realities of church life, the Trustees proposed that the staff include a manager who is “one of us” to work with congregations on their property challenges. They also reported that a higher level of financial management than is currently built into the staff is needed to support their work.

- The **Ad Hoc Budget Committee**, convened when current arrangements for budgeting failed, echoed this request for a higher level professional financial management to be built into the staffing plan.
- The **Personnel Committee** asked that there be on staff a manager who can function as human resources coordinator, a job that the committee has had to do in recent years and for which it is not adequately equipped.

These three functions—real property management, financial management and human resources oversight, plus general staff management, are combined in the single full-time position of Presbytery Manager.

- The position of Stated Clerk is mandated by the **Book of Order**. The proposed plan reverts to an earlier pattern: a 10-hour per week Stated Clerk to carry out the professional functions of the office and to serve as the Presbytery’s ecumenical officer.
- To augment the Stated Clerk’s work by taking Presbytery minutes and collecting statistical report, to keep records of the meetings of committees that have commission powers, and to support the Ministry Coordinator and Presbytery Manager, the plan projects a full-time Executive Assistant.
- The **Council**, noting the critical need for Presbytery-wide communications, asked that the current position of Communications Coordinator be continued at the current level.

Revised Staff Plan

Positions: In response to these requests and expressions of need, **and considering some of the input provided by small groups at the February 4 stated meeting, several members of the Staffing Transition Team met on March 20 and** propose the following **revised** staff positions:

- Ministry Coordinator (congregational vitalization, congregational leadership, teaching elder support), professional, one-half time
- Presbytery Manager (property, finance and budget oversight **and management**, human resources, general administration **to include meeting arrangements and general management of support staff**) professional, full-time
- Stated Clerk, (**preparation and maintenance of official Presbytery and Coordination Committee meeting minutes and statistical documents, and coordination of record keeping by volunteer committee clerks or secretaries**) professional, ~~40~~ 15 hours per week
- Communications Coordinator, professional, 15 hours per week
- Executive Administrative Assistant (~~recorder of commissions, journal clerk~~, support of Ministry Coordinator, Presbytery Manager, Stated Clerk, Communications Coordinator), support, ~~full~~ half time
- Fund for consulting with congregations, \$24,000 (plus additional funds currently in the COM budget and possible grants for the Presbytery’s experimental approach to congregational vitalization?)

Accountability: The Presbytery Manager would act as staff convenor and supervisor of support staff, structuring their work to meet the needs of aa professional staff. Professional staff would be accountable to the Presbytery and, secondarily, to the committees they are assigned to support.¹

Evaluation: The Personnel Committee would conduct performance reviews of professional staff, seeking input from relevant committees and congregations. The Stated Clerk would conduct performance reviews of support staff, seeking input from other professional staff.

Budget

The current staff budget is about \$230,000; the current budget also contains \$11,500 for real property consulting, for a total of \$241,500. The staffing plan anticipates that this amount will be reduced by \$30,000 (an amount the Ad Hoc Budget Committee has said will be necessary) to \$211,500.

The Trustees have offered to make available funds that are currently spent by them for property and some financial management (\$42,000), provided that the staffing plan includes property and professional financial management. (If building management functions remain in the Trustees portion of the Presbytery budget, the amount available for other staff will be about \$210,000.)

Adding together \$211,500, the amount anticipated to be available in the 2018 version of the current budget, and \$42,000, currently in the Trustees’ budget for property management, yields a total budget for staff of \$253,000, provided that the level of revenues in the 2017 budget is actually forthcoming. If it is not, the staff plan will need to be pared down.

| BUDGET | | |
|---|-----------|------------------------|
| REVENUE TO SUPPORT STAFF | | |
| Funds Previously in Presbytery Budget for Staff | \$200,000 | Reduced from \$233,000 |
| Funds Previously in Trustees Budget for Property Management | 42,000 | |
| Funds Previously in Presbytery Budget for Property Management | 11, 500 | |
| Total | | \$253,000 |

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|------------------------------|----------|------------------------------|
| STAFF EXPENSE | | |
| Presbytery Manager FT | | |
| | | Revisit with Trustees |
| Salary | \$60,000 | |
| Benefits @25% | 15,000 | |
| Local travel | 4,000 | |
| Employer FICA | 4,590 | |
| | 4,590 | \$83,590 |

¹ The Structure Plan does not include a board or committee that is an obvious oversight group for the Communications Coordinator—a question to be addressed.

Administrative Assistant ½ T FT

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| Salary | 21,000 | |
| Benefits | 5,250 | |
| Employer FICA | 1,606 | 27,856 |
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Ministry Coordinator 1/2 T

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| Salary | \$30,000 | |
| BOP Benefits (38% x \$40,000) | 15,200 | |
| SS Offset | 1,163 | |
| Local travel | 3,000 | |
| National travel | 1,500 | |
| Continuing education | 1,000 | \$51,863 |
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Stated Clerk (10 15 hours per week)

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| Salary @ \$20 | \$15,600 | |
| Employer FICA | 1,194 | |
| Local travel | 1,000 | |
| National travel | 1,500 | \$19,294 |
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Communications Coordinator (15 hours)

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| Salary @ \$20 | \$15,600 | |
| Employer FICA | 1,194 | |
| Local travel | 1,500 | \$18,294 |
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Statutory benefits: Worker's Comp & NY

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| Disability | \$1,000 | 1,000 |
| Staff Training & Continuing Education | \$3,000 | \$3,000 |
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| Office Cleaning | \$1,000 | \$1,000 |
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| Coaching & Consulting (Congregational Renewal Plan Support, Property consulting) | \$24,000 | 24,000 |
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| Totals | <u>\$229,897</u> | <u>\$229,897</u> |
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Note: IT support, legal services and payroll services are funded elsewhere in the budget. There are also funds currently allotted to the Committee on Ministry (\$31,200), some of which may be used in 2018 in support of the Congregational Renewal Plan.