

1                                   **THE PRESBYTERY OF MIDDLE TENNESSEE**  
2                                                           **PERSONNEL POLICIES.**

3  
4                                                           **PREFACE**

5  
6 In accord with the Book of Order G-3.0110, the Presbytery of Middle Tennessee employs persons to assist  
7 its Administrative Committee and other committees in carrying out the mission of the whole church within  
8 its bounds. As Reformed Christians, we believe that God calls each one to service through our vocations.  
9 We believe that each staff member is called by God to serve the presbytery and the Church through each  
10 person's work.

11  
12 **The purpose of this manual is to establish personnel policies for all persons employed by the**  
13 **Presbytery of Middle Tennessee to serve in the various categories of employment.**

14  
15 In accordance with the Book of Order G-3.0106, these policies and practices are subject to the Mission  
16 and Operations Manual of the presbytery. The presbytery reserves the right to modify, supplement,  
17 rescind, or revise any policy, procedure, standard, or benefit from time to time, without notice, as it deems  
18 necessary or appropriate. These personnel policies do not represent a contract. All employees, whether  
19 called, elected, or hourly, are employees at will as defined by the State of Tennessee. The presbytery does  
20 not enter into employment contracts. This manual, and the policies within, supersede any previous  
21 personnel manual or policy.  
22

23  
24                                                           ***Our Mission Statement***

25                                   ***The Presbytery of Middle Tennessee is a community of disciples***  
26                                   ***that engages in worshipful work in order to further the mission of God.***

27  
28                                                           ***Our Core Values***

29                                   ***Our identity as the Presbytery of Middle Tennessee is grounded in the Triune God:***  
30                                                           ***in Jesus Christ,***  
31                                                           ***who moves us from brokenness to shalom.***  
32                                                           ***in God the Creator, whom Jesus called Abba, Father,***  
33                                                           ***who moves us from fear to generosity.***  
34                                                           ***in the Holy Spirit,***  
35                                                           ***who moves us from isolation to relationship.***  
36

37                                                           ***Our Vision***

38                                   ***The Presbytery of Middle Tennessee is a community of churches and church leaders***  
39                                                           ***whose role is to guide and support the work of its constituents,***  
40                                                           ***striving to build up the body of Christ through connections of mutual support,***  
41                                                           ***creating a culture of leadership development, and church transformation.***  
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1 **GENERAL EMPLOYMENT POLICIES**

2 **EMPLOYMENT AT WILL**

3 Employment is with the mutual consent of the employee and the presbytery. Consequently, both  
4 employees and the presbytery have the right to terminate the employment relationship at any time, with or  
5 without cause or advance notice. These policies do not constitute or imply a contract.

6  
7 **EQUAL EMPLOYMENT OPPORTUNITY**

8 The presbytery is committed to equal employment opportunities for all qualified persons, without regard  
9 to race, color, ancestry, national origin, sex, marital status, physical handicap, disability, medical  
10 condition, age, or religious affiliation, except when religious affiliation is determined to be a bona fide  
11 occupational qualification to the extent required by law. This applies to all employment practices,  
12 including hiring, promotions, training, disciplinary action, pay, termination and benefits.

13  
14 **EMPLOYEE CLASSIFICATIONS**

15 The presbytery has the following classes of employees including elected (G-3.0104), called, hourly,  
16 interim, and temporary Employee Categories:

17  
18 **EMPLOYEE BENEFIT GROUPS**

- 19 1. Employees working 20 or more hours per week (2)  
20 a) Employees prior to January 1, 2019 receiving full benefits:  
21 More than 20 but less than 31 hours per week:  
22 Stated Clerk  
23 b) Employees after January 1, 2019 receiving no benefits:  
24 More than 20 hours but less 31  
25 None  
26 c) Employees 32 to 35 hours per week receiving full benefits:  
27 Co-Executive Presbyter  
28  
29 2. Employees working less than 20 hours per week (1) – eligible for self-funded benefits:  
30 Administrative Assistant  
31 3. Installed pastors (0)  
32 None  
33 4. Ministers of the Word and Sacrament working 20 or more hours per week (1)  
34 a) 32 to 35 hours per week receiving full benefits:  
35 Co-Executive Presbyter  
36  
37 5. Ministers of the Word and Sacrament working less than 20 hours per week (0)  
38 None  
39

40 **Elected and Called Staff Positions:**

41 **Stated Clerk:**

42 Per the *Book of Order*, the presbytery elects a Stated Clerk. Benefits received are medical, death, disability,  
43 and pension through the Board of Pensions, and reimbursement for some professional expenses.

44  
45 **Executive Presbyter(s):**

46 The presbytery also has Co-Executive Presbyter(s), a called position. The terms of employment and  
47 benefits of the Co-Executive Presbyter(s) shall be defined in the call.

1 In the event of a vacancy, the Nominating Task Force will nominate a Search Team made up of seven (7)  
2 individuals, ruling and teaching elders as nearly equal as possible and being as representative of the  
3 presbytery as possible, who are elected by the presbytery. Position descriptions are recommended by the  
4 Personnel Task Force to the Administrative Committee for authorization and require approval by the  
5 presbytery prior to starting a search.

6  
7 The position opening will be posted throughout the denomination and the presbytery. Every effort will  
8 be made to ensure that persons who wish to recommend nominees for these positions have ample  
9 opportunity to place names in nomination. The Search Team will review and verify the qualifications of  
10 each candidate, conduct thorough reference and background checks, and conduct personal interviews  
11 before placing a name in nomination. When nominees are teaching elders, the presbytery's process for  
12 examination and approval of terms of call are required.

#### 13 14 Hourly Staff:

15 The Co-Executive Presbyter(s) and a member of the Personnel Task Force will recruit, interview, and  
16 select persons for hourly positions to be approved by the Personnel Task Force. Position descriptions will  
17 be recommended by Personnel Task Force to the Administrative Committee for approval. All employees  
18 are eligible for some Board of Pension benefits through self-funded participation. Benefits and terms of  
19 employment will be defined in each position description. Any changes in the requirements and/or hourly  
20 expectation could require change in benefits. The position opening will be posted including throughout  
21 the presbytery.

#### 22 23 Interim Employees (Transitional called or elected employees):

24 To provide continuity of administrative and/or program services, the Administrative Committee may  
25 authorize the Co-Executive Presbyter(s) and/or the Personnel Task Force, or an appointed search team, to  
26 select interim staff to fill vacant positions until the position is filled. Benefits and terms of employment  
27 will be defined in each position description.

#### 28 29 Temporary Employees (hourly):

30 As needs emerge for additional administrative and/or program services, temporary staff may be appointed  
31 by the Co-Executive Presbyter(s) and/or the Personnel Task Force for limited terms to supply specific  
32 services provided funding is available and approved by the Administrative Committee.

### 33 34 **APPLICATIONS FOR EMPLOYMENT**

35 All applicants for employment are required to submit a written application and/or resume prior to the first  
36 interview. Employees are selected on their merit, and full consideration is given to education, skill,  
37 training, and experience. Prospective employees of presbytery will be informed during the evaluation,  
38 interviewing, and selection process that a background check will be conducted and asked to sign a consent  
39 form and a release form, giving authorization for the background check.

### 40 41 **SUPERVISION**

42 The Co-Executive Presbyter(s) are the head of staff and supervisor of all hourly employees. The Co-  
43 Executive Presbyter(s) has the responsibility for the oversight of office operations. The Personnel Task  
44 Force of the presbytery is responsible for personal matters as specified in the presbytery's Mission and  
45 Operations Manual and these policies. The Personnel Task Force assigns a liaison from among its  
46 members to each employee who is the point of contact for their respective employee.

### 47 48 **PERSONNEL RECORDS**

49 The presbytery maintains permanent personnel files which contain pertinent records relating to

1 employment. The personnel file includes, but is not limited to, the employee's job application, resume,  
2 and records of training, documentation of performance evaluations, and salary adjustments. It is important  
3 that the presbytery always has current information about its employees. Staff members will inform the  
4 presbytery immediately if there is a change of name, address, telephone number, marital status, etc.  
5

6 Personnel files are confidential and are the property of the presbytery. Access to the files is restricted to  
7 the Co-Executive Presbyter(s) and members of the Personnel Task Force who have legitimate reason to  
8 review the information in the file. Employees desiring to review their file should contact the Personnel  
9 Task Force Chair. With reasonable notice and sufficient rationale, employees may review personnel  
10 records deemed relevant to the request by, and in the presence of the Personnel Chair.  
11

### 12 **TIME RECORDS**

13 All hourly employees are required to maintain a monthly record of hours worked, vacation days used, and  
14 absences. Records from the previous month will be submitted the first of each month to the Co-Executive  
15 Presbyter(s).  
16

### 17 **SEXUAL HARASSMENT**

18 The presbytery is committed to providing a work environment which is free of sexual harassment. The  
19 presbytery affirms and abides by the *General Assembly PC(USA) Sexual Misconduct Policy and Its*  
20 *Procedures* and adopts the definition of sexual harassment contained therein. For further information see  
21 <http://www.pcusa.org/media/uploads/oga/publications/sexual-misconduct-policy.pdf>.  
22

23 The presbytery also affirms and abides by the Presbytery of Middle Tennessee Sexual Misconduct  
24 Policy. [http://www.presbyterymiddletennessee.org/wp-content/uploads/2012/03/sexual-misconduct-policy-](http://www.presbyterymiddletennessee.org/wp-content/uploads/2012/03/sexual-misconduct-policy-pmt.pdf)  
25 [pmt.pdf](http://www.presbyterymiddletennessee.org/wp-content/uploads/2012/03/sexual-misconduct-policy-pmt.pdf).  
26

### 27 **ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES**

28 The use, sale, transfer, possession, or being "under the influence" of alcohol, illegal drugs, or controlled  
29 substances when on duty is prohibited. Violation of this policy will result in termination.  
30

### 31 **SMOKING AND TOBACCO USE**

32 Tobacco use is not allowed by employees in the presbytery office at any time. This policy is for the health  
33 and safety of all employees and visitors, as well as protection of the facilities.  
34

### 35 **CONFIDENTIALITY**

36 All employees must execute and abide by confidentiality agreements and other specific procedures that  
37 the presbytery has established to safeguard its confidential information. The presbytery absolutely  
38 prohibits the disclosure of confidential information to anyone outside of presbytery or anyone inside the  
39 presbytery who does not have a need to know the information. The presbytery absolutely prohibits the use  
40 of confidential information for any purpose other than in connection with presbytery's business. This  
41 includes speaking, recording, writing, and all electronic forms of communication that contain confidential  
42 information.  
43

### 44 **ELECTRONIC MAIL AND INTERNET USE**

45 The presbytery reserves the right to monitor, access, review, copy, store, or delete any electronic mail  
46 from its email system for any purpose and to disclose them to others, as it deems appropriate. The  
47 presbytery reserves the right to monitor an employee's use of the presbytery's internet.  
48  
49

1 **OUTSIDE EMPLOYMENT**

2 Disclosure of any outside employment will be made to the Co-Executive Presbyter(s). All employees are  
3 prohibited from engaging in outside employment, private business, or other activities, which might have an  
4 adverse effect on or create a conflict of interest with the presbytery.

5  
6 **JOB DESCRIPTIONS**

7 Job descriptions for all elected and called staff will be recommended by the Personnel Task Force to the  
8 Administrative Committee for authorization and approved by the presbytery. Other staff position  
9 descriptions, and any changes to staff position descriptions, are recommended by the Co-Executive  
10 Presbyter(s) or the Personnel Task Force to the Administrative Committee for approval.

11  
12 **COMPENSATION**

13 Compensation is established by the Personnel Task Force, in consultation with the Co-Executive  
14 Presbyter(s), and Administrative Committee, and approved by presbytery as part of the annual budget  
15 process. Payroll checks will be distributed to each employee on the 15th and the last day of each month.  
16 These checks will show gross wages, deductions, and net pay. Any adjustments in compensation required  
17 by absenteeism, etc., will be made in the following pay period. Overtime work is not permitted unless  
18 specifically requested or authorized by the Co-Executive Presbyter(s).

19  
20 **GUIDELINES FOR REIMBURSEMENT**

21 Reimbursable professional expenses for employees include mileage allowance at the current IRS  
22 Standard Mileage rate, parking fees, tolls, and meals incurred in the performance of duties.

23 Additional allowable professional expenses for employees include:

- 24 • Fees for local conferences and events, approved in advance by the Co-Executive Presbyter(s) or  
25 Personnel Task Force Chair.
- 26 • Dues to professional organizations approved in advance by the Co-Executive Presbyter(s) or  
27 Personnel Task Force Chair.
- 28 • Continuing education expenses (tuition, room, board, travel) approved in advance by the Co-  
29 Executive Presbyter(s) or Personnel Task Force Chair.
- 30 • Governing body events appropriate for the position, approved in advance by the Co-Executive  
31 Presbyter(s) or Personnel Task Force Chair.
- 32 • Meals for presbytery leaders when presbytery business is being discussed.
- 33 • Other expenses as approved by the Personnel Task Force.

34  
35 Expenses for entertainment, alcohol, or tobacco products are not reimbursable. **Employees are expected  
36 to monitor and respect the limits of annual professional expenses allocations as voted on by the  
37 presbytery in the annual budget.**

38  
39 **BENEFITS AND SERVICES**

40 **MEDICAL AND PENSION PLAN**

41 Complete details of the medical and pension plan, and the services offered, can be obtained from the Board  
42 of Pensions (<http://www.pensions.org/Pages/default.aspx>) or the Co-Executive Presbyter(s).

43  
44 **CONTINUING EDUCATION**

45 For elected and called staff, continuing education will be stated in the terms of call or the job description  
46 voted on by the presbytery. As hourly employees are encouraged to improve their skills, any continuing  
47 education selected will be negotiated with the Co-Executive Presbyter(s) with expenses paid by the  
48 presbytery as approved by Personnel Task Force.

1 **HOLIDAYS**

2 The following days are designated as holidays, and the presbytery office will not be open: New Year’s  
3 Eve Day; New Year's Day; Martin Luther King, Jr. Day; Good Friday; Memorial Day; Independence Day;  
4 Labor Day; Thanksgiving Day; Friday following Thanksgiving; Christmas Eve Day; Christmas Day. All  
5 full time employees receive full pay for these holidays; part time staff members do not receive paid holidays.

6  
7 **ANNUAL VACATION**

8 Vacation is granted staff members to refresh themselves from the routine of daily work. Vacation scheduling  
9 is subject to the approval of the Co-Executive Presbyter(s). The Co-Executive Presbyter(s) will schedule  
10 vacations in such a manner that the operational efficiency of the presbytery will not be impaired. Vacation  
11 must be taken in the year it is earned and may not be carried over to the following year or accumulated. Employees  
12 are required to record vacation days used on monthly time records. If an employee resigns or is terminated,  
13 vacation pay will be pro-rated.

14  
15 Elected and Called Staff: The length of vacation is determined by the job descriptions and/or the terms of  
16 call in compliance with the policies of the presbytery.

17  
18 Hourly Staff: The length of vacation is determined by the length of service. After one year of service, two  
19 weeks of equivalent pay are granted. After two years of service, three weeks of equivalent pay are earned.

20  
21 **SICK LEAVE**

22 Paid sick leave is granted to staff members to protect them from endangering their health and that of their  
23 fellow workers. Paid sick leave may be used for the care of an employee’s immediate family members. The  
24 employee must report the illness to the Co-Executive Presbyter(s) as soon as possible and thereafter report  
25 daily on his/her condition.

26  
27 Sick leave is not a benefit to be used in place of personal time off or vacation. All doctors, dentist or other  
28 appointments made outside an actual illness will be considered as personal time off. Employees are  
29 required to record sick days used on monthly time records. Sick leave may be taken only to the extent that  
30 it is earned in accordance with the provision of these rules and regulations. Sick leave will be charged  
31 exactly as it is taken.

32  
33 Paid sick leave for elected, called and full time staff will accrue at the rate of one day per month of  
34 service and will be credited to each to member's account as it is earned. After one full year of service, sick  
35 leave for part-time staff will accrue at the rate of one day every two months. Unused sick leave will be  
36 allowed to accumulate up to a maximum of ninety days. In the event of extended illness or physical  
37 disability, a staff member will be required to exhaust all earned and credited sick leave and annual  
38 vacation.

39  
40 **No payment will be made for accrued sick leave of an employee upon termination of his/her**  
41 **employment with the presbytery.** If it is determined that the illness or disability for which sick leave  
42 is taken by a staff member is unjustified, that staff member will be subject to remedial action up to  
43 and including reimbursement of pay and termination of employment.

44  
45 **ADOPTION/PREGNANCY LEAVE**

46 The presbytery grants to all full-time employees who have worked at the presbytery for at least twelve  
47 (12) consecutive months, a leave of absence for a period not to exceed four (4) months for adoption,  
48 pregnancy, and childbirth. In the case of an adoption, the four-month period begins with the date the  
49 employee receives custody of the child.

1  
2 Employees should provide the presbytery with at least three (3) months prior notice of the date the leave  
3 is expected to begin and their intention to return at the end of the leave of absence. Employees who are  
4 unable to provide the three-month notice due to emergency circumstances or unanticipated notice of  
5 adoption will still have the leave of absence available to them.  
6

7 A leave will not be considered a break in service provided the employee returns to work within the  
8 prescribed timeframe. The Co-Executive Presbyter(s), with the approval of the Personnel Task Force, may  
9 review the allowance if complications are incurred in the delivery or adoption process.

### 10 11 **PERSONAL LEAVE**

12 There are some instances where an employee may need to miss work other than sickness to care for  
13 personal matters. Paid personal leave days are available to full-time and elected staff members at a rate  
14 of two (2) days per year (non-accumulative). Personal leave must be requested in advance and approved  
15 by the Co-Executive Presbyter(s).  
16

17 Additional personal leave will be granted by the Co-Executive Presbyter(s) to employees who are not  
18 temporary for the following reasons:

- 19 • Death in the immediate family (wife, husband, child, brother, sister, parent, parent-in-law, or  
20 relative in the same household). Five (5) consecutive days will be given with pay, in the event of  
21 a death in the immediate family.
- 22 • The presbytery will grant paid leave for employees to perform jury duty or serve as a witness in a  
23 court case.  
24

### 25 **SABBATICAL**

26 The presbytery awards sabbatical leave as required by Presbytery's policy and the terms of call.  
27

### 28 **MILITARY LEAVE**

29 The Presbytery grants leaves of absences for individuals to perform duties in the "uniform services" in  
30 accordance with applicable law. The Presbytery may provide up to two weeks of paid leave to individuals  
31 to engage in active training as a member of the National Guard or organized reserve of any branch of the  
32 United States Armed Forces.  
33

### 34 **PERFORMANCE EVALUATION**

35 All employees of the Presbytery will participate in a performance evaluation conducted by their  
36 supervisor(s) and others.

- 37 • New employees will participate in an evaluation toward the end of 90 days.
- 38 • All employees will participate in an annual evaluation normally in the third quarter of the calendar  
39 year.  
40

41 The Stated Clerk and the Co-Executive Presbyter(s) are supervised by the Administrative Committee.  
42 All other employees whether called, full time, or part time are supervised by the Co-Executive  
43 Presbyter(s) as Head of Staff. The primary consideration will be given to the evaluation by the  
44 supervisor. The Personnel Task Force may solicit additional input from members of the Presbytery and  
45 its committee members and may consider reports of concern or commendation in the evaluation process.  
46

47 The performance evaluation will be documented in writing and presented to the employee at the time of  
48 the performance evaluation interview between the employee, the Co-Executive Presbyter(s) and a  
49 member of the Personnel Task Force.



1  
2 The employee will be requested to sign the performance evaluation form to attest to the fact they have  
3 been advised regarding their level of performance. The employee's signature does not mean the employee  
4 accepts or agrees with the content of the evaluation, but that he or she has seen the evaluation and has  
5 discussed it with the Co-Executive Presbyter(s) and a member of the Personnel Task Force. A copy of  
6 the evaluations will be kept in the employee's personnel file for the entirety of employment plus five  
7 years.

### 8 9 **FAIR TREATMENT POLICY**

10 In the event an employee has an employment issue,

11 Step One: The employee should report any issue as soon as possible. Most  
12 issues may be resolved through a conversation with the Co-Executive Presbyter(s). In  
13 the event an employee has an issue with the Co-Executive Presbyter(s), the issue should  
14 be presented to the Personnel Task Force Liaison who will attempt a resolution as soon  
15 as possible.

16 Step Two: In the event the issue is unresolved, the employee has seven (7) days  
17 to place the issue in writing and submit it to the Personnel Task Force Liaison who will  
18 have seven (7) working days to respond in writing.

19 Step Three: Should the response by the Co-Executive Presbyter(s) and/or  
20 Personnel Task Force Liaison be unsatisfactory the employee may request, in writing,  
21 that the full Personnel Task Force hear the issue. In a timely manner, the Personnel  
22 Task Force will meet to address the issue. The Personnel Task Force will deliberate  
23 and prepare a written response. The written response will be shared with the employee  
24 within seven (7) days of deliberation.

25 Step Four: Should the response by the Personnel Task Force be unsatisfactory,  
26 the employee may request, in writing, a hearing before the Administrative Committee  
27 on the issue. In a timely manner, the Administrative Committee will meet to address  
28 the issue. The Administrative Committee will deliberate and prepare a written  
29 response. The written response will be shared with the employee within seven (7) days  
30 of deliberation.

31 Written Record: A written record of all issues, meetings, findings, and decisions will be kept in the  
32 personnel files including a signed verification by the complaining party to indicate his/her acceptance or  
33 rejection of the decision and outcome.

### 34 35 **GENERAL OFFICE PROCEDURES**

#### 36 **TARDINESS**

37 It is the responsibility of each employee to be punctual. Repeated tardiness will be noted in the  
38 employee's personnel record and will subject the employee to disciplinary action.

#### 39 40 **UNSCHEDULED ABSENCES**

41 Employees who are unable to report for work because of emergency must let the Co-Executive  
42 Presbyter(s) know as soon as possible.

#### 43 44 **VIOLATION OF FINANCIAL POLICIES**

45 It is the responsibility of each employee to follow the Presbytery's financial procedures for fiscal  
46 responsibility of the presbytery office. Failure to do so may lead to termination.

#### 47 48 **CONFLICT OF INTEREST**

49 It is the policy of the Presbytery to maintain high standards of integrity, honesty, impartiality, industry,

1 and conduct by employees. Avoidance of conflicts of interest, whether real or implied, by all staff is  
2 indispensable to the maintenance of these standards.

3  
4 No employee of the Presbytery will accept any gift, gratuity, grant, service or any special favor from any  
5 person or persons, or businesses which provide or receive goods and services or which seek to provide or  
6 receive goods and services to or from the Presbytery. However, minor courtesies such as luncheons,  
7 dinners or church publications in connection with business discussions may be received.

8  
9 In addition, if an employee is called upon to participate in a decision in which the interests of the employer  
10 conflict with his or her personal interests, the employee must abstain from participating in the decision.

11  
12 All employees will avoid even the appearance of conflict of interest, special interest, or any other  
13 inappropriate conduct. If an employee discovers that he/she may be in a position of conflict of interest,  
14 he/she will immediately report this conflict to his/her supervisor.

15  
16 Failure to disclose a conflict of interest may lead to disciplinary action up to and including termination.

### 17 18 AMENDMENTS

19 These personnel policies may be amended by recommendations made by the Personnel Task Force,  
20 approved by the Administrative Committee, and adopted by the Presbytery.

21  
22  
23 *Approved by the Presbytery of Middle Tennessee May 3, 2012*

24 *Revised by the Presbytery of Middle Tennessee May 17, 2014*

25 *Editorial Revisions Authorized February 6, 2016*

26 *Revised October 19, 2019*

## ADDENDUM

### Executive Presbyter Job Description - Adopted May 3, 2018

Ours is a geographically large and diverse presbytery. Its 84 churches are scattered from Alabama to Kentucky and span nearly 200 miles east to west. Several dozen are in Nashville and the surrounding area, including three very large congregations ranging in size from 1200 to 4500 members. Another 12-15 are county seat churches, typically with several hundred members. The rest are small and rural, many with only a few dozen members. There is an equally great theological and political diversity in this presbytery, although our liberal and conservative congregations have thus far found ways to live and work together peacefully, with minimal drama. We have not suffered major losses of churches through dismissal (only one so far), though many churches have faced declining enrollments and budgets, and several have been shuttered. These losses have been only partially offset by several new church developments.

We currently have a full-time executive presbyter, a full-time assistant, and a part-time stated clerk. The presbytery's offices are in one of the large Nashville churches. The executive presbyter is charged with many of the supervisory and administrative tasks typical of an executive director. This includes dealing with polity issues and helping us relate to the wider church. Yet these tasks, while necessary and important, are not the essence of the position. Rather, we look to the executive presbyter most of all to help us live into our vision of how a presbytery should serve its constituent churches and ministers.

Several years ago we engaged in a process of self-examination designed to help us focus on the core functions of a presbytery—the areas in which connectionalism truly brings added value to our constituent congregations and ministers. We identified three, which are embodied in the resulting vision statement:

*The Presbytery of Middle Tennessee is a community of churches and church leaders whose role is to guide and support the work of its constituents, striving to build up the body of Christ through connections of mutual support, creating a culture of leadership development, and church transformation.*

The first essential function—fostering connections of mutual support—recognizes that as Presbyterians, we are connected to fellow believers and congregations by a common history, geography, polity, and mission. We are at our best when we see our bonds of connectedness as opportunities to learn from each other and to lean on each other. Our role as a presbytery is to help broker fruit-bearing collaboration and community among the presbytery's member congregations, countering isolationism born of geography or parochialism.

The second—leadership development—builds on Presbyterians' well-known love of learning and commitment to excellence in the training of their ministers and lay leaders. Together we can offer leadership training and resources that far exceed what all but the largest churches could do on their own.

Finally, a commitment to building up the body through church transformation comes from the recognition that to honor the Great Commission, we must be prepared to change and adapt as the world around us—the mission field—changes. Our call is not just to share the gospel, but to share it effectively. For that, we need to be willing to follow the leading of the Spirit, even when it takes us outside our comfort zone. That happens in two ways: first, by planting new worshipping communities where they can thrive and become self-sufficient, and second, by revitalizing existing congregations that are in decline but are willing to undertake the hard work of moving toward a new, missional understanding of what sort of witness they are called to make in their changing communities. We must do both if we hope to have a presbytery of healthy, thriving churches in years to come, which is exactly what we hope our new executive presbyter will help us achieve. The person we are looking for cannot be content merely to provide hospice care for dying churches; rather, that person must be committed to fostering spiritual and numerical growth and vitality in the churches of this presbytery.



- Assist with annual reports to teaching elders and commissioned ruling elders
- Review calls, contracts, and terms of call and report any issues to the Committee on Ministry
- Such other tasks as may be assigned by the Co-Executive Presbyter(s) or Administrative Committee

**4. Serve as Presbytery’s parliamentarian:**

- Train the Moderator in matters of process
- Assist the Moderator, Administrative Committee, committee chairs, and staff in preparing for and conducting Presbytery meetings
- Facilitate annual orientation for committee chairs, with the Co-Executive Presbyter(s)
- Facilitate orientation of first time commissioners to Presbytery meetings, with the Co-Executive Presbyter(s)
- Conduct site visit with host church in advance of Presbytery meetings
- Prepare for Presbytery meetings, including contacting committee chairs for reports, drafting the agenda, working with the Moderator on meeting management, working with committee chairs on presenting reports, reporting actions and correspondence to the Presbytery, providing “Highlights of the Presbytery Meeting”
- Provide a monthly newsletter article for the Presbytery’s Newsletter
- Continuing Education – Attend the annual Polity Conference, and meetings of the Synod of Living Waters and the General Assembly
- Allow, in consultation with the Administrative Committee and Co-Executive Presbyter(s), service to the larger Church

**Accountability:** The Stated Clerk shall be accountable to Presbytery through the Administrative Committee in accordance with the Presbytery’s Mission and Operations Manual.

**Evaluation:** The performance of the Stated Clerk shall be evaluated annually by the Personnel Task Force in consultation with the Co-Executive Presbyter(s). The Personnel Task Force shall submit its evaluations and recommendations to the Administrative Committee.

**Term of Service:** The Stated Clerk shall be nominated by Presbytery’s Nominating Task Force and elected by Presbytery for a three-year term of service. Terms are renewable every three years.

*Revised 07/08/2015*

*Approved by the Presbytery of Middle Tennessee 07/18/2015*

*Refreshed 05/16/18*

*Editorial Revisions October 19, 2019*

1 **Administrative Assistant**  
2 **Presbytery of Middle Tennessee**  
3 **(Part time: 16-18 hours; without benefits; Non-Exempt)**  
4

5 The Administrative Assistant provides support to the Presbytery staff and its committees. The  
6 Administrative Assistant assists with operation and management of the Presbytery office.

7 **Essential Duties:**

8 **1. Support of the Presbytery Staff**

- 9 • Assist the Co-Executive Presbyter(s) with calls and correspondence, filing, report  
10 preparation as needed and with confidentiality
- 11 • Maintain office files (paper and electronic)
- 12 • Assist staff with emails, correspondence, mailings, and communications
- 13 • Log checks received and prepare deposits using approved financial safeguards as adopted  
14 by the Finance Committee
- 15 • Review, get approval, and process invoices and expense vouchers for payment; mail  
16 payments per Accountant's request
- 17 • Assist the Stated Clerk in keeping the rolls of Presbytery meetings if requested

18 **2. Support the work of the Presbytery and its Committees**

- 19 • Maintain the Presbytery directory and committee membership
- 20 • Manage Presbytery's calendar of events and meetings
- 21 • Update the Presbytery's website, Directory, Committee Lists, Newsletter and assist in  
22 preparing Presbytery meeting packets and registration
- 23 • Maintain committee agendas and minutes with attachments on the Presbytery's network
- 24 • Assist the Stated Clerk with Statistical Reports if requested
- 25 • Assist with Annual Reports—if requested
- 26 • Provide administrative support to Presbytery committees (meeting notices, mailings, etc.)  
27 as requested
- 28 • Assist the Stated Clerk with Presbytery's electronic files
- 29 • Assemble and distribute Presbytery meeting packets at the direction of the Stated Clerk
- 30 • Staff registration of Presbytery meetings
- 31 • Create an email newsletter on a bi-monthly schedule

32 **3. Operation and Management of the Office**

- 33 • Maintain scheduled office hours, order supplies as necessary, responsible for office  
34 equipment, and manage the day to day operation of the Presbytery office
- 35 • Schedule and facilitate all meetings held at the Presbytery office

36  
37 **Skills Required:** Microsoft Office – Word, Excel; Phone system; Excellent communication – written,  
38 verbal

39  
40 **Accountability:**

41 The Administrative Assistant shall be supervised by the Co-Executive Presbyter(s) and is accountable to  
42 the Presbytery through the Co-Executive Presbyter(s) and the Personnel Task Force.

43  
44 **Evaluation:**

45 The Co-Executive Presbyter(s) and the Personnel Task Force will review and evaluate the work of the  
46 Administrative Assistant annually.

47 *Revised 06-10-2015; Approved by the Coordinating Committee 07/16/2015; Editorial Revisions*  
48 *Authorized February 6, 2016; Edited January 6, 2018; Editorial Revisions October 19, 2019*

1 **Presbytery of Middle Tennessee**

2 **Job Description 2014**

3  
4 **Title: Hunger Action Advocate** (Part time, 12 hours non-exempt)

5  
6 **Purpose:** Serve as presbytery’s spokesperson on hunger concerns and causes, serving as staff support to  
7 the Committee on Mutual Support on hunger related issues, locally and globally.

8  
9 **Accountability:**

10 As an employee of the Presbytery, the Hunger Action Advocate is accountable to the Co-Executive  
11 Presbyter(s) and the Personnel Task Force in accordance with the personnel manual of the presbytery.

12  
13 **Essential Duties:**

- 14 • Serve as presbytery’s spokesperson on hunger concerns and causes, serving as staff support to the  
15 Committee on Mutual Support.
- 16 • Serve as a resource person to the presbytery in providing education and training about hunger  
17 concerns, advocacy, and program opportunities.
- 18 • Interpret and promote special offerings, including “The Cents-Ability.”
- 19 • Assist the Committee on Mutual Support in developing relationships with congregations by  
20 identifying hunger contact persons within each congregation. Using a variety of means, promote  
21 hunger action within the Presbytery.
- 22 • Work with the Hunger Task Force to administer the Hunger Grant process.
- 23 • Attend denominational Hunger Action Advocate gatherings.
- 24 • Promote participation in regional and national hunger action meetings and educational events.
- 25 • Maintain hunger action records and files.
- 26 • Report regularly to the Committee on Mutual Support, including quarterly financial reports.
- 27 • Keep an accurate log of time worked for evaluation purposes by the Personnel Task Force.
- 28 • Attend Presbytery staff meetings monthly.
- 29 • Attend Presbytery meetings and provide Hunger Action interpretation.

30  
31 **Evaluation:**

32 The Co-Executive Presbyter(s) and the Personnel Task Force, in consultation with the Committee on  
33 Mutual Support, will review and evaluate the work of the Hunger Action Advocate annually.

34  
35 *Revised 05-01-2015*

36 *Editorial Revisions October 19, 2019*