

## Report from the Operations Ministry Team

Your Operations Team met twice in January and once in February prior to this report.

- We got to know each other, discussed the importance of the team being a safe space for all discussion, the confidential nature of some human resource issues, and that the goal is to only bring recommendations to Presbytery that the entire team supports.
- We discussed the current Terms of Call for the Associate Executive Presbyter and Stated Clerk as they exist pursuant to the budget approved by the Presbytery in November 2022 and brought those to Coordinating Cabinet for approval by the Presbytery at the February 2023 meeting.
- We discussed the current job descriptions for Treasurer and Stated Clerk, and how to proceed with the search.
- We discussed the suggestion from the AC that they provide candidates for temporary stated clerk so that the job description can be evaluated and modified.
- We discussed the motion from the floor of Presbytery regarding paying bonuses to the AEP, Office Manager and Business Manager.
- We discussed a request from a staff member for additional back pay to be provided for 2022 due to extra work caused by the vacancy at the Executive Presbyter position.

### **Stated Clerk and Treasurer Positions:**

The Presbytery of Detroit is made up of different types of staff members. In our current structure, The Executive Presbyter, the Associate Executive Presbyter, and the Stated Clerk are called and installed positions.

The Stated Clerk is distinguished from other called and installed positions, however, in that per the Book of Order, they are elected for a three-year period. Our current clerk, Marianne Grano, was elected in March 2020 and her current term ends on March 31, 2020. Marianne has indicated that she will not be running for another term. We are thankful for Marianne's dedicated service to the Presbytery of Detroit and wish her the best as she moves forward in her career. We look forward to celebrating Marianne's tenure as Stated Clerk soon.

Operations, Strategic Planning, and Marianne have had conversation about the current job description for Stated Clerk, which is currently a half-time job. It has become clear that the duties set forth in the job description cannot be accomplished in a 20-hour work week. In addition, there continues to be a Synod Administrative Commission looking into the function of the Presbytery. The Administrative Commission has recommended that the Synod provide candidates for a temporary Stated Clerk to the Operations Committee to speak with and present to the Presbytery. This would be a contract position for a specific period which would allow for the current Stated Clerk job description to be reevaluated, rewritten, and voted on by the Presbytery before we conduct the search to find a called Stated Clerk. As a contract position, it would be presented to coordinating cabinet and Presbytery, but the candidate would not be elected to the position.

Another position on presbytery staff that is elected is the Treasurer. This position is also elected for a three-year term and us up for reelection. This is a volunteer position. The job description will not change for this position, and a candidate will be presented to Presbytery for election. The current Treasurer, Mike Gaubatz, has graciously agreed to continue serving the Presbytery until the search is complete, and a candidate is elected to the position. We are very grateful for his service.

## 2023 TERMS OF CALL

### Terms of Call:

The Terms of Call based on the approved 2023 budget are as follows:

### Associate Executive Presbyter

<b>Effective Salary:</b>	<b>\$ 69,583.00*</b>	Includes housing allowance and cash salary
	\$ 30,000.00	Housing
	\$ 39,583.00	Salary

- *This includes the 6% increase voted on at the November 2022 Presbytery Meeting*

### Non-Salary Benefits:

SECA/FICA:	\$ 5,322.00
Medical Insurance (29%):	\$ 20,173.00
Pension (8.5%):	\$ 5,913.00
Death & Disability (1.5%):	\$ 1,043.00
Medical Reimbursement:	\$ 2,660.00
Travel Reimbursement:	\$ 5,000.00
Professional Expenses:	\$ 4,000.00
Continuing Education:	\$ 3,000.00

**Total Benefits (Non- Salary) Expense** **\$ 47,111.00**

**TOTAL COMPENSATION: \$ 116,674.00**

### Stated Clerk

<b>Effective Salary:</b>	<b>\$ 36,841.00**</b>	Includes housing allowance and cash salary
	\$ 36,841.00	Housing

25 hours per week

*\*\* This is the same rate of pay as for 2022*

Non-Salary Benefits:

SECA / FICA:	\$ 2,818.00
Medical Insurance (29%):	\$ 11,000.00
Pension (8.5%):	\$ 3,131.00
Death & Disability (1.5%):	\$ 553.00
Medical Reimbursement:	\$ 518.00
Travel Reimbursement:	\$ 1,400.00
Professional Expenses:	\$ 1,400.00
Continuing Education:	\$ 1,000.00

**Total Benefits (Non-Salary) Expenses: \$ 21,820.00**

**TOTAL COMPENSATION: \$58,661.00**

**We Recommend that the Terms of Call be approved by Presbytery.**

**Motion from the floor of Presbytery to pay a bonus of \$5,000 to AEP Charon Barconey, \$2,000 to Office Manager Tanya Kudla, and \$2,000 to Business Manager Sarah Leight:**

After discussion and debate we find:

- That this motion does not take into account any additional work by Stated Clerk Marianne Grano or Hunger Coordinator Unah Ngare.
- We recommend no bonus be paid to the Office Manager and Business Manager as their hours were increased to account for additional work.
- That the cost of giving a \$5,000 bonus to a called position is not \$5,000, but \$7,332.
- We Recommend that a bonus of \$8,000 be paid to AEP Charon Barconey with thanks for the additional work she has taken on since the departure of the AP and then the TGP. The cost to the Presbytery of this bonus is \$11,732
- Funding for this bonus will come from the line item set aside for the TGP/EP/Head of Staff pending approval from Planning & Visioning.
- This was considered a compromise between the recommended bonus suggested by Presbytery and the request for back pay.

**We recommended that no bonus be paid to Office Manager Tanya Kudla and Business Manager Sarah Leight, and that an \$8,000. Bonus be paid to AEP Charon Barconey. This was rejected by coordinating cabinet, and we were instructed to negotiate with Charon Barconey.**

**Request from Staff member regarding back pay:**

- We received a written request for \$16,250 in back pay for 2022.
- We requested an opportunity to ask questions.
- We received a written rationale.
- We discussed the initial request and written rationale and determined more information and discussion with the staff member was necessary to make an informed decision.
- We discussed the request with the staff member.

- We recommend that no additional compensation for the 2022 fiscal year be paid, but instead a bonus be paid in recognition of additional work done in the absence of and EP or TGP.

Respectfully Submitted,

Suzanne Lewand, Chair of Operations

Operations Team Members:

Rev. Patricia Jacobs, Kevin Smith, Rev. Kevin Johnson, Dennis Delezinne

**PRESBYTERY OF DETROIT**  
17575 Hubbell, Detroit, MI 48235

**POSITION DESCRIPTION**

**TITLE:** Treasurer

**Purpose:** To serve as Treasurer of the Corporation and provide oversight and review of the financial condition of the Presbytery. This position is roughly 4-8 hours per week.

**Accountability:** The Treasurer is accountable to the Presbytery in consultation with the General Presbyter\*, Trustees and the Presbytery Operations Team to ensure appropriate reporting of the financial condition of the Presbytery. An annual review is performed by Operations. The Treasurer shall be an ex-officio member of the Coordinating Cabinet.

*\*Currently, there is no General Presbyter in place, and the future structure of the Presbytery is being discussed, so accountability will be with the Trustees and Operations Ministry Team (1.24.23)*

**Responsibilities:** In consultation with the General Presbyter and Accounting Manager, coordinate the disbursement of all funds. Additionally,

1. Serve as Treasurer to the Corporation, Presbytery of Detroit, Inc.
2. Attend Presbytery meetings.
3. Review all request for cash disbursements and serve a signer for check disbursements.
4. Attend Trustee meetings and serve as a member of Trustee committees as assigned by Trustees.
5. Review of all accounting.
6. Report on the following to:

**Presbytery**

a. Provide standardized financial reports reflecting comparison data including YTD to previous years' income/revenue. Explain large variances.

Other financial reports as warranted by change.

b. Report on investment income to budget as needed

c. Report on the audit of the Presbytery of Detroit on an annual basis and move its adoption by the Presbytery.

- d. Educate congregations on Book of Order financial/accounting requirements.
- e. Educate congregations on accounting standards and requirements (GAAP) as they change as they pertain to their financial statements and review requirements (in consultation with external auditor).

#### **Trustees**

- a. Report on Fund 100 income/revenue YTD. Comparison YTD to previous YTD. Explain large variances.
- b. Report on POD consolidated balance sheet on a quarterly basis. Explain large variances.
- c. Report on Committee/Work Group expense variances to budget.
- d. Serve ex-officio on the Investment and Audit workgroups.
- e. Assist Trustee President on New Trustee training.
- f. Notify Trustees on changes in accounting standards and requirements (GAAP) as they pertain to financial statements and audit requirements (in consultation with external auditor).

**Term and Election:** The Treasurer is elected by Presbytery for a three-year term upon the nomination of the Operations Committee. There is no limit to the number of consecutive terms the Treasurer may serve if re-elected.

**Remuneration:** The Treasurer position is volunteer.

## **PRESBYTERY OF DETROIT POSITION DESCRIPTION**

**TITLE:** Stated Clerk

**PURPOSE:**

The Stated Clerk shall provide service to the Presbytery in accordance with the Book of Order responsibilities for that office.

**ACCOUNTABILITY:**

The Stated Clerk is accountable to the Presbytery for his/her interpretation of the constitution and rulings. The Stated Clerk is accountable to the Presbytery through the Executive Presbyter\* and Operations Ministry Team for the timely performance of his/her duties.

*\*At this time, there is no Executive Presbyter in place, so accountability will be through the Operations Ministry Team (1.24.23)*

**RESPONSIBILITIES:**

The responsibilities include but are not limited to the following:

1. Those defined by the Book of Order and by the actions of Presbytery.
2. Serve as recorder for the meetings of the Coordinating Cabinet, Trustees, and other committees as requested. This includes preparation of Presbytery assembly dockets, mailings, and all meeting arrangements (location, on-site arrangements, delivery of materials, etc.).
3. Interpret or cause to have interpreted points of Ecclesiastical Law as requested by members, committees, sessions and churches of Presbytery.
4. Maintain all official records, minutes and rolls of the Presbytery as required by the Book of Order.
5. Prepare and submit all official communications to the media and reports of the Presbytery to the Synod of the Covenant and the General Assembly. Relate to the appropriate unit(s) of the Synod of the Covenant and of General Assembly in the fulfillment of his/her work.
6. Serve as staff resource for the reading of Session minutes and the Permanent Judicial Commission.

**RELATIONSHIPS:**

The Stated Clerk shall work in a team relationship with all other members of Presbytery staff. With respect to timely performance of responsibilities, the Executive Presbyter \*\* is the supervisor of the work of the Stated Clerk.

*\*\*At this time, there is no Executive Presbyter in place, and the future structure of the Presbytery is being discussed. The Operations Ministry Team will serve to monitor timely performance of duties.(1.24.23)*

**EVALUATION:**

There is an ongoing performance review and evaluation conducted by the Executive Presbyter\*\*\*, approved by Operations Ministry Team and reported to Coordinating Cabinet. An annual compensation review will be conducted and any recommended changes reported to Coordinating Cabinet.

*\*\*\* At this time, there is no Executive Presbyter in place, and the future structure of the Presbytery is being discussed. The Operations Ministry Team will conduct performance reviews which shall be reported to Coordinating Cabinet. (1.24.23)*

**TERM:**

The Stated Clerk is elected by the Presbytery for a three year term.

August 18, 2003    April 8, 2013