

REPORT OF THE OPERATIONS TEAM  
May 2022

MOTION:

The Operations Ministry Team moves to amend the 2022 budget. We propose to increase the 2020 budget by the amount of \$3,000.00, pending approval by P & V. This money will be used to hire temporary clerical staff for approximately seventy-five (75) hours. Individuals will be hired through an agency to perform data entry tasks.

Rationale:

When the office staff was reorganized in 2021, job descriptions were changed, and the office was not fully staffed for a period of time. Hiring temporary staff to “catch up” data entry tasks, including updating the directory, will allow our current staff to handle their day-to-day duties without the backlog of data entry growing. After much discussion, the Operations Team recommends that the temporary help be hired through an agency. This allows the Presbytery to know the cost of the employee, paying a set fee for their services instead of having to add them to payroll and add the bookkeeping of taxes and other costs associated with hiring. The agency would also be responsible for vetting personnel and conducting background checks.

MOTION:

The Operations Ministry Team moves to approve the job description for the Transitional General Presbyter. (See p.2.)

Rationale: Pursuant to our bylaws, all job descriptions for called staff must be presented and approved by the Presbytery. As the Operations Team continues to improve records keeping and clarify job descriptions it was discovered that this job description was intended to be presented at the March 2020 presbytery meeting. Due to the pandemic, that meeting was cancelled, and the job description was never presented. This motion is being brought in an attempt to remedy that omission.

**Job Description  
Transitional General Presbyter  
Presbytery of Detroit**

**Title:**

Transitional General Presbyter (TGP)

**Purpose:**

The purpose of this position is to lead the Presbytery of Detroit through a process of healing and discernment such that at the end of the contract period, the presbytery is healthier, better connected and has a clear sense of its corporate mission.

**Job Duties:**

**Head of Staff:** the TGP will serve as head of staff, ensuring good communication and relationships among the various members of Presbytery staff as well as ensuring that staff are carrying out the functions assigned to them. In conjunction with the Operations Team (responsible for staff relationships) the TGP will conduct annual staff reviews.

**Staff Liaison:** The TGP will serve as the liaison between presbytery staff and the following committees:

**Trustees** (Who are responsible for the finances of presbytery)

**Planning and Visioning** (Who are responsible for long term vision casting and preparation of the annual budget)

**Operations** (Who are responsible for oversight of presbytery staff)

**Ex-officio:** will serve ex-officio on the Coordinating Cabinet and other committees and work groups as necessary

**Relationship Building:** The TGP will intentionally build relationships with pastors, elders and congregations in order to build trust with presbytery leadership

**Accountability and Review:**

This position is accountable to the Coordinating Cabinet and the Presbytery for implementation of decisions and matters of strategy, program, and resources.

This position will be reviewed annually by the Operations Team

**Contract:** this is a contract position, with the length of the contract being two years with the possibility of extending it a year at a time if necessary.

**Drafted: 4/2020**

**Ratified:**