



**The Presbytery of Cincinnati**

**PERSONNEL POLICY HANDBOOK**

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## **INTRODUCTION**

This Personnel Policy Handbook applies to all employees of the Presbytery of Cincinnati and is intended to provide guidelines and information about the Presbytery's Personnel policies, procedures, compensation, benefits, and other related issues. The Presbytery of Cincinnati complies with all provisions of the Equal Employment Opportunity Act (hereafter referred to as EEOA) for all positions within the Presbytery, as well as Title VII and the Ohio Civil Rights Act (ORC 4112).

An employee of the Presbytery of Cincinnati is anyone who is in service to the Presbytery in which the Presbytery Employee Identification Number (EIN) is used in his or her payroll.

## **I. RIGHTS AND RESPONSIBILITIES**

### **A. Employer Rights**

1. To establish appropriate work goals through position descriptions
2. To organize the staff of the Presbytery in order to accomplish work goals
3. To establish and administer a personnel system which meets the needs of the Presbytery and the staff of the Presbytery
4. To establish and administer policies and practices for performance evaluation and feedback, compensation, training and career development, benefits, working conditions, promotions and terminations, and other conditions of employment
5. To expect employees to be productive in their assigned responsibilities
6. To exercise suitable oversight through the Personnel Committee of the Presbytery

### **B. Employer Responsibilities**

1. To be faithful to the purpose and mission of the Presbytery
2. To provide open communication, opportunity for dialogue and feedback, and encouraging employee input on decisions that affect their work assignment and environment
3. To assure that policies and administration of the personnel system assist the employee in performing job requirements and meeting objectives and career goals
4. To provide opportunity to gain and advance skills within the job held, and to provide compensation commensurate with position and delivery of job requirements, through the established salary administration system
5. To develop and maintain position descriptions and qualifications for a particular role and set of responsibilities, and to determine relevant qualifications for each position
6. To conduct regular performance reviews and provide feedback on performance for all employees, including provide a final assessment upon termination or resignation of the employee; Formal written evaluations should be conducted using the forms in Appendix B.

- C. Employee Rights
  1. To receive the Personnel Policy Handbook at the time of employment and to be notified of changes in such policies as they occur
  2. To receive periodic feedback and written evaluations on work performance (quarterly for the first year, annually thereafter); Formal written evaluations should be conducted using the form in Appendix B
  3. To have an opportunity for training and career development consistent with their role, qualifications, and ability
  4. To have safe, clean, and amicable working conditions
  5. To receive compensation and other benefits according to established salary ranges and benefit options
  6. To have open communication with other staff members and officers of the Presbytery, allowing for input to decisions that impact them
  7. Employees may request that a member of the Presbytery be present with them during meetings with the Presbytery Personnel Committee for the purpose of listening, discernment and clarification
- D. Employee Responsibilities
  1. To give their best possible performance in their assigned responsibilities at all times
  2. To be professional, truthful, open, and engage in productive conversations with all staff, officers and members of the presbytery, as well as outside vendors and guests, at all times
  3. To understand their role and honor their commitments to the goals of the Presbytery
  4. To give their best efforts and ideas toward innovative faithful ministry as part of the Presbytery staff

## II. EMPLOYMENT CATEGORIES AND TERMINOLOGY

- A. Employer  
The legal corporate employer of all staff is the Presbytery of Cincinnati, a legal corporation in the State of Ohio. Personnel policies are approved by the Presbytery upon recommendation of the Personnel Committee.
- B. Employment Categories
  1. Executive Staff are those employees whose responsibilities focus on the management of policies and executive administrative/program operations
  2. Program Staff are those employees whose responsibilities focus on the performance of particular program operations
  3. Administrative Staff are those employees whose responsibilities focus on the general performance of office operations
- C. Exempt/Non-Exempt  
Employees of the Presbytery are salaried, and whenever reasonable within the requirements of the Fair Labor Standards Act are considered exempt.

- D. Full-Time/ Part-Time  
Employees scheduled to work at least 40 hours per week are considered Full-Time. Employees scheduled to work less than 40 hours per week are considered Part-Time. Persons holding two Part-Time positions that add up to 40 or more hours per week are considered Full-Time.
- E. Regular/Temporary  
A regular employee is a person employed on a continuing basis. A temporary employee is a person employed for a short-term, non-continuing basis. Ordinarily, temporary employment is for 3 months or less.
- F. Contracted  
For specific tasks that require specialized knowledge, certain positions may be filled by contracted workers. These positions will be paid through the contract with the company of origin. The Presbytery will provide the same courtesy and safe working environment for these individuals as it does for its own employees, but otherwise all personnel administration for those individuals will be in the hands of the parent company/supervisor. No Presbytery benefits will otherwise be offered to those individuals.

### III. ESTABLISHMENT OF POSITIONS

- A. Authorization  
Executive Staff positions shall be authorized by the Presbytery in consultation with Synod, if appropriate, before candidates are sought. Program and Administrative Staff positions shall be authorized by the Presbytery in consultation with the Executive staff and Personnel Committee.
- B. Position Descriptions  
Position Descriptions will be provided and updated for all positions and will be maintained in the Presbytery office (Appendix A).

### IV. RECRUITMENT AND SELECTION

- A. Executive Staff  
Members of the Executive Staff shall be elected by the Presbytery in accordance with the provisions of the Book of Order, G-9.0701 and G-9.0702, and the EEOA policy of the Presbytery. The term is a period specified by the Presbytery and associated contract, with possibility of election for additional terms.
- B. Program and Administrative Staff  
When employing Program or Administrative Staff, it is the policy of the Personnel Committee to:

1. Comply with all applicable federal, state, and local regulations, as well as the Presbytery's hiring guidelines
2. To seek and employ candidates that meet required qualifications or those who can be trained to meet specific required qualifications within a short (<2 months) period of time
3. Participate in the final selection of candidate(s) with the Executive Presbyter and other members of staff, as appropriate
4. Provide each new employee with an offer letter outlining the terms of employment

C. Written Call

Executive Staff members, if Ministers of Word and Sacrament, shall be provided with a written Call. The Call of a Minister shall be submitted to the Presbytery for approval, in compliance with the Book of Order G-11.0410. Executive Staff members who are not Ministers of Word and Sacrament are provided with a letter of appointment noting the term, salary and benefits of their position.

D. Employment At Will

Each employee is seen as a valued and integral part of the shared ministry of the Presbytery, which encourages the full use of the gifts and talents of each employee.

Employment is with the mutual consent of the employee and the Presbytery of Cincinnati. The employee and the Presbytery each have the right to terminate the employment relationship at any time, with or without cause, with at least a two-week notice to permit the work of the Presbytery to move forward. This "at will" employment remains in effect throughout the employee's tenure with the Presbytery unless it is specifically modified by an express written agreement signed by the employee and approved by the Presbytery on recommendation from the Personnel Committee. The "at will" employment may not otherwise be modified by oral or implied agreement.

E. Equal Employment Opportunity

The Presbytery of Cincinnati, in accordance with the policy of the General Assembly of the Presbyterian Church (USA) set forth in "The Church-wide Plan for Equal Employment Opportunity," hereby affirms its policy to develop and establish the following EEOAA policy program to ensure non-discrimination in its own employment practices:

The Presbytery of Cincinnati will recruit, hire, train, and promote persons for all job classifications without regard to race, color, national origin, gender, age, disability, or religious affiliation except where, after careful study, religious affiliation is deemed a bona fide occupational qualification.

Discrimination or harassment of any kind is a form of misconduct that undermines the integrity of the employment relationship at the Presbytery and will therefore not be tolerated. Anyone who is the object of such behavior, or who observes any such activity, should report the matter immediately to their Supervisor, the Executive Presbyter, or any member of the Personnel Committee. All complaints

will be investigated in a thorough, timely and sensitive manner. After the investigation has been completed, a determination will be made as to whether disciplinary action will be taken.

The Presbytery of Cincinnati will ensure that all other personnel policies and practices such as compensation, benefits, transfers, leave of absences, lay-offs and lay-off returns, educational opportunities, tuition assistance, termination, and any others will be administered in accord with Equal Employment Opportunity principles.

The Executive Presbyter will be responsible for the implementation and administration of the EEOA policy, under the guidance and supervision of the Personnel Committee.

This policy will be reviewed annually by the Executive Presbyter and the Personnel Committee. The Stated Clerk shall include the implementation of the Presbytery's EEOA policy for the calling of ministers and the appointment of candidates, interims, stated supply and designated pastors.

## **V. SALARY ADMINISTRATION**

### **A. Principles**

The Presbytery is committed to salary administration principles which will provide fair pay for the work performed, equity for payment of positions of relative value, flexibility to meet organizational changes, and pay for performance.

### **B. Salary Ranges**

Salary ranges for all staff, exempt and non-exempt, will be reviewed and adopted annually by the Personnel Committee. The intent of the ranges is to provide guidelines for salary administration for the staff.

### **C. Salary Review and Increases**

Employee compensation will be reviewed annually by the Personnel Committee and the employee's supervisor as part of each employee's annual performance review. A compensation review does not mean an automatic increase in compensation.

All Presbytery staff salary increases, authorized by the Presbytery for the Executive Presbyter/Stated Clerk or Personnel for administrative program staff, will commence on January 1 of the year for which they are granted.

In accordance with the Book of Order, G-11.0410, changes in Terms of Call for a Minister of Word and Sacrament must be reported to the Presbytery before implementation.

### **D. Overtime**

Overtime consists of those hours worked by non-exempt employees in excess of 40 hours in a pay week or 10 hours in a work day. Overtime is compensated at a premium rate of one-and-a-half time (1.5 times) the employee's normal hourly pay rate. Employees who work approved overtime will receive premium pay, if applicable, in accordance with state and federal law.

Overtime requests must be in writing and must be approved in writing by the supervisor in advance. Employees who fail to gain approval will not be paid overtime. Overtime pay will be in the pay period in which it was earned.

E. Withholding of Taxes/Social Security

Employees employed as “Ministers” (Ministers of Word and Sacrament or Commissioned Lay Pastors with sacerdotal duties) are considered self-employed for Social Security purposes and are employees for Federal tax purposes. No SECA (Self-Employed Contributions Act) may be withheld from their wages. However, they may request that federal, state, and local taxes be withheld and paid on their behalf. All other employees are covered by FICA (Federal Insurance Contributions Act) and Medicare. The employee’s share of FICA and Medicare as well as federal, state, and local taxes shall be withheld from their wages and paid on their behalf.

F. Housing Allowance

The Internal Revenue Code provides that a Minister shall exclude from gross income for income tax purposes any housing allowance paid as part of his/her compensation to the extent that he/she use it for renting or providing a home. This is intended to apply to any Minister of Word and Sacrament/Commissioned Lay Pastor with sacerdotal duties that have not been provided with a manse. To satisfy this requirement, the amount actually being spent for housing, or the fair rental value as a furnished home plus utilities (whichever is less), will be designated by the employer as a manse or housing allowance. If the total amount which is designated for manse allowance is not fully used, it is the recipient’s responsibility to report the balance to the Internal Revenue Service as taxable income.

G. Honoraria

Ordinarily, Presbytery personnel do not expect to receive payment for services rendered as part of their normal job function.

Occasionally, Presbytery personnel render optional services beyond their normal job (e.g., pulpit supply). The usual payment of honoraria and expenses is appropriate, and the money may be retained by the individual.

**VI. BENEFITS**

A. Pension and Health Insurance

Full-time clergy employees shall be granted participation in the Board of Pensions of the Presbyterian Church (USA) and other benefits as may be required for clergy members of the Presbytery of Cincinnati. Should a lay person be elected as Executive Staff, benefits may be negotiated in compensation.

B. Vacation

1. All clergy employed pursuant to a Presbytery validated Call receive vacation as spelled out in the Call. Lay exempt Executive Presbyters receive vacation as specified in the contract.

2. All clergy employed in positions other than a Presbytery validated call and all other exempt employees (Program/Administrative) receive twenty-two (22) working days of vacation.
3. Non-exempt staff with less than three (3) years of service are entitled to fifteen (15) working days of vacation annually. After three years of service, non-exempt employees receive twenty-two (22) working days annually.
4. Part-time (20 hours or less a week) employees receive vacation on a pro-rated basis following the above schedule.
5. Temporary employees do not receive vacation.
6. Vacation time is not cumulative and must be used within the 12-month period in which it was earned, except when special provisions have been made by the Executive Presbyter in consultation with the Personnel Committee.
7. Vacation must be scheduled and approved in advance by the appropriate supervisor.
8. Employees who terminate their employment for any reason, or who are terminated by the Presbytery, will receive pay for any unused vacation hours at the rate of pay current at the time of termination, pro-rated to the number of full months worked in that year.

C. Holidays

1. Paid holidays are as follows, with the Presbytery office closed:
  - New Year's Day
  - Martin Luther King's Birthday
  - President's Day
  - Good Friday
  - Easter Monday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Thanksgiving Friday
  - Christmas Eve through New Year's Eve
  - Plus one floating holiday chosen by the staff person
  - Holidays falling on a Saturday will be observed on a Friday. Holidays falling on a Sunday will be observed on a Monday.
2. Employees are entitled to two personal days a year. Personal days are to be scheduled as far in advance as possible.

D. Sick Leave

1. During the first year of employment, sick leave will be earned at the rate of one day for every two complete months worked. After one year of employment, the Presbytery provides regular full- and part-time employees with ten (10) working days of sick leave during each anniversary year,

cumulative up to 120 days. Accrued sick time is not paid at the time of termination. Permanent part-time employees accrue sick leave on a pro-rated basis. Temporary employees are not entitled to sick leave.

2. Sick leave may be used for employee illness, routine health exams, or to attend to family members who may require the employee's personal care or attention due to illness. When possible, employees should request approval in advance.
3. The Presbytery is under no legal obligation to continue to pay employees who have used all of their sick leave; however, the Presbytery may decide to extend sick leave payment upon recommendation of the Personnel Committee.
4. The Presbytery reserves the right on a case-by-case basis to permit unpaid time off after the employee has exhausted all sick and vacation time. The Presbytery reserves the right to require written documentation from a physician or caregiver verifying the need for an unpaid leave of absence.

E. Worker's Compensation

All Executive staff, Program and Administrative employees of the Presbytery, except Ministers of Word and Sacrament whose position is part of a Presbytery validated Call, shall be covered by the Workman's Compensation Law of the State of Ohio.

F. Leaves of Absence

1. Family Leave or Child Care Leave

Maternity or Child Care leave, not to exceed twelve (12) weeks, may be granted by the Executive Presbyter upon written request from an employee. Accumulated sick leave and/or vacation time shall be used by the employee for that part of the leave, unless arranged in advance with the Executive Presbyter and Personnel Committee. Additional leave time shall be without pay, including contributions to the employee's benefit package. An employee's benefits package may be extended when paid by the employee. If the Executive Presbyter requests maternity or child care leave it must be approved by the Personnel Committee.

2. Disability Leave

Disability leave is considered to be a temporary separation due to physical or mental inability to function on the job. The decision to grant leave shall be made by the Personnel Committee in consultation with the Executive Presbyter. If the Executive Presbyter requests disability leave, the Personnel Committee will act alone. Decisions shall be based on appropriate medical recommendations, provided by the employee and documented and placed in the employee's personnel file. If disability leave is approved, a disability allowance may be paid for up to six (6) months. During the first three months of the disability allowance period, the employee will receive full salary. During the next three months, the employee will receive one-half of the regular salary. No disability

allowance will be paid until the employee's accumulated paid sick leave and vacation time has been exhausted.

3. Leave for Family Responsibilities

If any employee needs an extended leave of absence for child care purposes, or care of other family members, they must submit a request in writing to the Personnel Committee. An extended leave of absence may be granted provided it does not seriously disrupt Presbytery operations. The leave will be granted without pay, including Presbytery contributions to the employee benefit package. An employee's benefits package may be extended when paid by the employee.

4. Bereavement Leave

All full- and part-time employees are eligible for up to three days away from work, with pay, to arrange and/or attend the funeral of an immediate family member. Part-time employees will be paid for funeral days away from work that occur on their regularly scheduled work days, not to exceed three days. For the purposes of this policy, an immediate family member is defined as the employee's spouse, parent, step-parent, spouse's parents, child, step-child, sibling and grandparent. Employees who require more than three days away from work may utilize earned vacation time or a personal leave of absence, subject to the provisions of the Presbytery Leave of Absence policy.

5. Jury Leave

Any employee called upon to serve jury duty will be granted leave and paid the difference between their jury duty pay and their regular pay. If called as a witness, leave will be handled in the same way.

6. Military Leave

Employees who serve in U.S. military organizations or state militia groups may take the necessary time off without pay to fulfill their obligations, and will retain all of their legal rights for continued employment under existing laws. These employees may request use of accrued personal and vacation time, but are not required to do so.

7. Snow Days

When local schools are closed, employees are not required to be at the office. Employees will notify the Executive Presbyter.

G. Presbytery Staff Attendance

It will be the responsibility of the Executive Presbyter to maintain all staff attendance records, which shall be reported to the Personnel Committee quarterly.

H. Service Credit

If a part-time employee is later placed on full-time status, pro-rated service credit will be given from the first day of employment for any tenure-related benefits.

I. Travel Reimbursement

Travel related to the work of the Presbytery will be reimbursed to all employees at the rate defined by the Internal Revenue Service.

**VII. CAREER OPPORTUNITIES**

A. Study Leave for Executive and Program Staff

1. Up to two weeks annual study leave may be scheduled by the Executive Presbyter and approved by the Personnel Committee. Study leave is granted for personal and professional growth that will benefit the Presbytery and is directly related to the mission of the Presbytery. Financial arrangements may be negotiated.
2. A written request to the Personnel Committee must be prepared and submitted prior to the approval of study leave. A short, written report to the Personnel Committee following the leave may be requested. These will become part of the employee's personnel file.
3. Study leave may be accumulated for up to three years. Unused study leave will not be included in pay at the time of termination or retirement. Study leave is not vacation but may be used in conjunction with vacation if approval is received.

B. Study Leave/Job Training for Administrative Staff

Up to one week of annual study leave/job training may be scheduled and approved by the Executive Presbyter in accordance with the above guidelines.

C. Promotions

In order to provide opportunity for advancement and professional development, the Presbytery will encourage existing staff to apply for vacancies which may occur. An employee's past performance, work experience, attitude and potential for growth are factors that will be considered.

D. Sabbatical Leave

1. The Presbytery may grant sabbatical leave to full-time Executive staff. Sabbaticals shall be for no more than three months with pay, but vacation time may be added if necessary for the sabbatical leave designed. The leave will be granted only for professional development and related to the life of the Presbytery.
2. A detailed written plan of study with clearly defined goals and expected end-products must be approved by the Committee on Ministry and Personnel Committee.

3. To be eligible, the Executive staff must have been employed with the Presbytery for a minimum of six (6) consecutive years not interrupted by prolonged personal paid leave or leave of absence. A report on learning in relation to agreed goals must be reviewed with the Personnel Committee one month after completion of leave.
4. The sabbatical must be requested and approved in advance with enough time to meet budget and staffing needs during the leave.

## **VIII. PERFORMANCE REVIEWS**

### **A. Initial Review**

New employees are hired on a probationary basis for a three (3) calendar month period. During the probationary period, an employee can be terminated for any reason. At the end of the probation period, the new employee's performance will be reviewed and, provided performance has been satisfactory, she/he will become a member of staff. This initial review for new employees will focus on how the employee is performing and assimilating to new job responsibilities. Evaluation criteria will be based on the employee's Job Description as well as the performance expectations expressed by both the employee and her/his immediate supervisor at the time of employment. Successful completion of this probationary period does not create an entitlement to continued employment. Employment is at-will and the Presbytery neither promises nor implies guarantee of continued employment.

### **B. Annual Review**

Each employee shall have an annual performance review and evaluation performed by her/his supervisor and at least one member of the Personnel Committee. These evaluations shall be documented in writing and submitted to the Personnel Committee. The annual review of the Executive staff shall be conducted by members of the Personnel Committee.

The purposes of the annual review include an assessment of performance against the annual objectives and job description, as well as establishing goals and objectives for the coming year and a review of salary and benefits. This review will reflect on performance noting areas of particular strength and opportunities for growth and improvement, and creates an opportunity of ongoing dialog and feedback.

As part of the evaluation process, every employee is required to submit a written self-evaluation, and the immediate supervisor will also submit a written evaluation (forms can be found in Appendix B). Employees will have the opportunity to discuss performance evaluations and ongoing work goals with their immediate supervisor as well as members of the Personnel Committee.

### **C. Comprehensive Review**

A comprehensive review and evaluation will be conducted for all elected staff. The primary purpose of this comprehensive review is to determine whether or not to recommend the staff person for election to an additional term.

- D. Performance Improvement Plan  
Should an employee not be living completely into the deliverables associated with his/her job description and the expectations of the position goals, the employee may be put on a Performance Improvement Plan (PIP; form can be found in Appendix C). The decision to implement a PIP will be the joint decision of the Executive Presbyter and the Personnel Committee.

## **IX. SEPARATION PRACTICES**

### **A. Principles**

1. The term “separation” refers to any and all terminations of the relationship between an employee and the Presbytery.
2. All conditions for separation shall be compatible with the provisions of the current Book of Order.
3. All matters regarding termination shall be treated in a manner respectful of both employee and the Presbytery.
4. Any appeal process for a Minister shall be consistent with the appeal process outlined in the Book of Order, D-13.000.

### **B. Reasons for Separation**

#### **1. Voluntary Resignation**

Any employee may voluntarily resign at any time. It is requested that one month’s written notice for Executive staff or two weeks’ notice for Program or Administrative staff be provided. Notice of resignation shall be in writing and addressed to the Executive Presbyter, with a copy to the Personnel Committee.

All employees who give proper notice shall receive pay for accrued vacation; vacation pay is forfeited if proper notice is not given. There may be circumstances in which it would be in the best interest of the Presbytery to separate an employee immediately upon receiving written notice of resignation. In the event of an immediate separation, severance pay will be determined on a case-by-case basis.

#### **2. Reduction of Force**

Termination due to the discontinuation of a project or retrenchment of budget, or for other reasons beyond the control of the employee, is at the discretion of the Presbytery. Written notice of such termination will come from the Personnel Committee. Whenever possible, notice will be given to the affected employee(s) six months prior to the anticipated reduction in force. When the suddenness of events makes it impossible to grant advance notice, severance pay for Program and Administrative staff will be in accordance with the following schedule:

- a. One months’ salary in lieu of notice where service is less than two (2) years
- b. Two months’ salary in lieu of notice where service is between two (2) and five (5) years

- c. Three months' salary in lieu of notice where service is over five (5) years
- d. For elected positions: three months' salary where service is under five (5) years; six (6) months' salary where service is five years or more and permanent re-employment does not occur in the first three months

3. Dismissal for Cause

Termination for cause shall include, but not be limited to, the following:

- a. Unsatisfactory performance
- b. Insubordination
- c. Neglect in the care and use of Presbytery property or funds
- d. Habitual unexcused absences or inappropriate time management
- e. Character or actions which discredit the Presbytery
- f. Falsification of employment application, work record, or Presbytery documents

No severance allowance will be paid to employees dismissed for cause, although they will receive a cash equivalent for unused vacation. When an employee's performance is unsatisfactory, he/she will be given written notice of such deficiencies. An opportunity to improve performance through a Performance Improvement Plan (Appendix B) will be decided on a case-by-case basis.

It is the goal of the Presbytery that complaints between an employee and the Presbytery shall be resolved through the dispute resolution and disciplinary procedures of the Church as set forth in the Book of Order.

C. Dismissal Procedure

- 1. The Executive Presbyter, or person acting on her/his behalf, shall discuss the situation with the employee and conduct such additional investigation as may be warranted by circumstances.
- 2. If initiation of dismissal action is agreed, matters concerning it shall be put in writing and documentation shall be provided. If a person other than the Executive Presbyter has initiated the action, the concurrence of the Executive Presbyter shall be obtained.
- 3. Following concurrence from the Executive Presbyter, approval shall be secured from the Personnel Committee. The employee being considered for dismissal is entitled to a hearing from the Personnel Committee regarding his/her dismissal.

4. With the concurrence of the Personnel Committee, for Executive staff the matter is referred to the Presbytery for vote. For Program and Administrative staff, no further approval is required. After all appropriate steps have been followed, the Executive Presbyter will send a written notice of termination to the employee, setting out the reasons for dismissal and fixing a date therefore.
5. When the dismissal of the Executive Presbyter is being considered, the above process will be followed except that the roles ordinarily played by the Executive Presbyter will be assumed by the Chair of the Personnel Committee.

D. Retirement

Retirement age for employees may be as early as 62, to take effect at the end of the month in which that age is attained. There is no upper age limit for service as an employee of the Presbytery.

E. Exit Interviews

The Executive Presbyter and/or a member of the Personnel Committee will attempt to conduct an exit interview with each terminating employee, regardless of whether the termination is voluntary or involuntary. An exit interview will also be conducted with the supervisor. Both interviews will be placed in the employee's personnel file. The purpose of the exit interview is to discuss the basis for leaving, performance while in the job, and to receive feedback on the job and scope of operations. Departing employees and supervisors will be encouraged to be candid. Exit interview discussions are kept confidential.

**X. PERSONNEL RECORDS**

It is important that the Presbytery always have current information on its employees. The Presbytery is to be informed immediately of any changes in the information supplied on an employee's resume, employment application, or employee data form.

All employee personnel records are maintained in a confidential, secure location accessible only by the Executive Presbyter and the Chair of the Personnel Committee. Upon request, an employee will be allowed to review and copy her or his personnel file. The file may not be taken from the office premises. During the employee's tenure, documents included in the file may not be removed or altered by anyone without the mutual signed consent of both employee and employer. Personnel records belong to the Presbytery of Cincinnati, who maintains the right to make additions to employee records that are deemed relevant. Employees may prepare and request relevant documents and letters be included as part of their personnel file. The decision to include such documents rests with the Executive Presbyter and the Chair of the Personnel Committee.

**XI. ALCOHOL, DRUGS, TOBACCO, AND CONTROLLED SUBSTANCES**

The Presbytery of Cincinnati is a drug- and tobacco-free workplace.

The sale, transfer, possession, or use of a controlled substance while performing duties as a Presbytery employee, on or off Presbytery property, or within a vehicle, is prohibited.

“Under the influence”, for the purposes of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well-being of the affected employee, other co-workers, members of the Presbytery, the general public, or Presbytery property. In addition, off-duty conduct which may adversely affect the reputation or interests of the Presbytery is unacceptable. No employee shall be under the influence of controlled substances, including alcohol, illegal drugs, or undocumented legal drugs while performing duties.

Violation of this policy may result in disciplinary action, up to and including termination.

## **XII. OFF-DUTY CONDUCT**

Off-duty conduct which may adversely affect the reputation or interests of the Presbytery is unacceptable.

### Personal Public Witness

All persons employed by the Presbytery, when they are working as or presenting themselves as staff members of the Presbytery, are expected to give full and fair representation of the position of the Presbyterian Church (USA) in matters of policy, social witness statements, or theological or doctrinal positions.

Because public actions or expressions of personal belief may affect not only the work environment but also the Presbytery, staff members’ personal public witness is subject to the following guidelines:

- A. When making a personal public statement, a staff member shall make it clear that she/he is speaking for her/himself only and not speaking for the Presbytery or the Presbyterian Church (USA).
- B. When making a personal public witness, a staff member shall not make reference to her/his employee status. If questioned, the employee may acknowledge employed status without using that status to make a claim of authority.
- C. Accordingly, it is not permissible for a staff member making a personal statement to use professional stationery, claim expense by virtue of employment in the Presbytery, or hold a press conference on Presbytery property.
- D. Political statements or affiliations, opinions or preferences are not permissible in any Presbytery communication or on Presbytery property.
- E. Staff members must inform their supervisor, when appropriate, of their personal public witness or dissent.
- F. It is permissible for persons employed by the Presbytery to identify their personal church affiliation or membership while making personal public witness.

## **XIII. SPECIAL PROVISIONS**

### A. Confidentiality of Personnel and Presbytery Information

Maintaining confidentiality is an essential necessity and required attribute of every Presbytery employee. Specific duties and responsibilities may place the employee in circumstances to hear, intended or otherwise, personal, confidential information about churches, financial information, or individuals that is being

shared with pastors or Presbytery committees. In each set of circumstances, the employee must recognize the need for and maintain complete confidentiality relating to all portions of the situation.

B. Misconduct and Discipline

The assurance of fairness to the Presbytery of Cincinnati and to its employees may occasionally require that discipline be imposed for violations of Presbytery policies and rules as documented in the Personnel Manual or Office Operations Manual. Depending on the situation, discipline may include a discussion with the employee's supervisor, warnings from the supervisor or Personnel Committee, or written documentation in the employee's file and evaluation.

The following, although not exhaustive, are representative examples of situations where discipline, up to and including termination, may be appropriate:

1. Insubordination, poor attitude, rudeness, or lack of cooperation
2. Below average work quality or quantity
3. Excessive absenteeism and tardiness
4. Failure to follow instructions on Presbytery policies and procedures
5. Abuse, misuse, theft, or the unauthorized possession or removal of Presbytery property or the personal property of others
6. Falsifying or making material omission on Presbytery records, reports, or other documents, including payroll, personnel, and employment records
7. Divulging confidential information to unauthorized persons
8. Disorderly conduct on church property, including fighting or attempted bodily injury, the use of profane, abusive, or threatening language, or possession of a weapon
9. Violation of any law adversely affecting the Presbytery, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment
10. Violation of the policy on Alcohol, Drugs, and Controlled Substances

The Presbytery is committed to treating each employee with the highest respect and fairness, and takes seriously its ethical responsibilities in any exercise of power.

C. Grievance Process

Prior to filing a formal written grievance, several preliminary steps are to taken. The complaining party must first discuss the problem with her/his supervisor. If the individual is not satisfied with the supervisor's response or action, the complaining party should discuss the issue with the Executive Presbyter (or the Chair of the Personnel Committee if the Executive Presbyter is the subject of the complaint), who will seek to resolve the issue in consultation with all parties involved.

In the event the issue cannot be resolved by the parties, the Chair of the Personnel Committee shall call a meeting of the Committee, which shall review the alleged violation with all parties concerned. The Personnel Committee shall make a determination of the grievance.

A written record of all decisions in all meetings shall be kept in the complainant's personnel file. Letters of decision from the Personnel Committee shall include a provision for the complainant to indicate acceptance or rejection of the decision.

D. Review, Revision and Amendment of Personnel Policies

The Personnel Committee shall review the Personnel Policies of the Presbytery of Cincinnati at least every three (3) years, and may recommend changes for the Presbytery's consideration.

It is not possible to anticipate every situation that may arise in the work place or to provide information that answers every possible question. As a result, the Presbytery of Cincinnati reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, as it deems necessary or appropriate.

**APPENDIX A**

**POSITION DESCRIPTION EXECUTIVE PRESBYTER  
PRESBYTERY OF CINCINNATI**

<b>POSITION</b>		<b>EXECUTIVE PRESBYTER</b>	
Reports to:	Personnel Committee	Work Schedule:	40 hours/week
Category:	Exempt/Full-Time		
<b>ROLE DESCRIPTION</b>			
<p>The Executive Presbyter (EP) will serve the Presbytery by providing leadership, vision, nurture, support and encouragement in order to promote the ministry and mission of the Presbytery through its officers, committees, congregations and members. The EP is called and employed by the Presbytery in consultation with the Synod of the Covenant, is accountable to the Presbytery through its Council, and is responsible for interpreting and facilitating the implementation of the actions of the Presbytery, the Synod and General Assembly.</p>			
<b>RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Work collaboratively with the councils, boards, committees, commissions and task forces of the Presbytery, and serve as staff resource for work related to these committees</li> <li>• Serve as the head of staff, guiding the staff in effectively accomplishing the work of the presbytery and creating a positive working relationship between the presbytery and its staff</li> <li>• Work in a collaborative and professional manner with the Stated Clerk</li> <li>• Assist in implementing structure, mission and vision for the Presbytery, which focuses on the roles of Presbytery as: resource center, relational catalyst and regulatory agency</li> <li>• In consultation with the Council and the Trustees, develop and manage an annual working budget of the Presbytery</li> <li>• Practice discernment and relationship-building with pastors and congregations</li> <li>• Work with the Presbytery, participate and contribute to a review of Presbytery policies and procedures in order to more accurately reflects its current mission, helping the Presbytery identify indicators of risk and ways of reducing inefficiencies</li> <li>• Assist in planning and resourcing stated and special meetings of the Presbytery</li> <li>• Write the weekly electronic communication for the Presbytery, “The Cincinnati Sampler”</li> <li>• Serve as a liaison in discussion and partner in ministry with other Presbyteries, the Synod and the General Assembly</li> <li>• Serve as the representative of the Presbytery of Cincinnati to other ecumenical bodies</li> </ul>			
<b>QUALIFICATIONS</b>			
<ul style="list-style-type: none"> <li>• Committed to serving Jesus Christ who is head of the Church, understanding the Church’s mission is in joyful participation in Christ’s ongoing life and work (F-1.0201)</li> <li>• Ordained as Ruling Elder or Teaching Elder in the PC(USA) or in a denomination in full communion with PC(USA) and is knowledgeable of PC(USA) and its organization and governance</li> <li>• Strong interpersonal approach with laity and clergy in building trust, meeting challenges and opportunities of the Presbytery</li> <li>• Pastorally sensitive with strong relational skills toward clergy, elders and congregations, serving all with energy, intelligence, imagination and love</li> <li>• Strong administrative skills; Possess strong strategic, organizational, financial and discernment skills</li> <li>• Trained and experienced with conflict management and conflict resolution</li> <li>• Excellent verbal and communication skills, working knowledge of computing and electronic communication technologies</li> <li>• Models two-way communication and listening with clarity</li> </ul>			

**APPENDIX A**

**POSITION DESCRIPTION STATED CLERK  
PRESBYTERY OF CINCINNATI**

<b>POSITION</b>		<b>STATED CLERK</b>	
Reports to:	Presbytery	Work Schedule:	15 hours/week (average)
Category:	Exempt/Part-Time		
<b>ROLE DESCRIPTION</b>			
<p>The Stated Clerk shall record the transactions of the Mid-Council known as the Presbytery of Cincinnati, keep its rolls and preserve its records. This position is established in accordance with the Book of Order (2013-2015), Section G-3.0104, G-3.0110, and is governed by the procedures and requirements contained therein. The Stated Clerk is the chief ecclesiastical officer and parliamentarian of the Presbytery.</p>			
<b>RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Interpret the Constitution of the PC(USA) for all entities of the Presbytery of Cincinnati</li> <li>• Assist in planning for stated and special meetings of the Presbytery and ensure minutes for all presbytery meetings</li> <li>• Serve as parliamentarian at the meetings of the Presbytery</li> <li>• Serve as a member of the Presbytery Council and ensure minutes for all Council meetings</li> <li>• Facilitate the conduct of remedial and disciplinary cases as they arise</li> <li>• Establish parity regarding the lay and clergy balance of the Presbytery</li> <li>• Staff and counsel the presbytery’s Permanent Judicial Commission</li> <li>• Advise and facilitate the preparation of any overtures coming before presbytery</li> <li>• Maintain all ecclesiastical and historical records of presbytery, including records of presbytery branches</li> <li>• Facilitate presbytery actions on constitutional revisions recommended by the General Assembly</li> <li>• Collect and forward annual statistical reports of Sessions to the Synod of the Covenant and the General Assembly</li> <li>• Communicate all necessary presbytery proceedings to the General Assembly</li> <li>• Maintain (and forward to appropriate persons and entities) presbytery’s ecclesiastical correspondence</li> <li>• Interpret Presbytery of Cincinnati Bylaws and recommend their updates, as the need arises</li> <li>• And other duties as needed, appropriate to the role of Stated Clerk</li> </ul>			
<b>QUALIFICATIONS</b>			
<ul style="list-style-type: none"> <li>• Be a member in good standing of a presbytery or congregation of the PC(USA)</li> <li>• Possess a thorough knowledge of the Constitution of the PC (USA)</li> <li>• Possess a thorough knowledge of Robert's Rules of Order</li> <li>• Possess a working knowledge of applicable civil laws related to religious corporations</li> <li>• Possess excellent organizational and meeting planning skills</li> </ul>			

**APPENDIX A**

**POSITION DESCRIPTION OFFICE MANAGER  
PRESBYTERY OF CINCINNATI**

<b>POSITION</b>		<b>OFFICE MANAGER/ADMINISTRATIVE ASSISTANT</b>	
Reports to:	Executive Presbyter	Work Schedule:	18 hours/week (average)
Category:	Exempt/Part-Time		As agreed
<b>ROLE DESCRIPTION</b>			
The primary role of the Office Manager for the Presbytery of Cincinnati is to coordinate day-to-day running of the Presbytery, and provide administrative services to the Executive Presbyter and other Presbytery staff, officers and leaders.			
<b>RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Oversee and coordinate the Presbytery office operations, computer services, general administrative work, and purchasing of equipment and supplies</li> <li>• Maintain the Presbytery calendar of meetings and events, and coordinate meeting requirements as necessary; Coordinate the use of the Presbytery meeting space, overseeing scheduling and communication</li> <li>• Maintain the Office Operations Manual and train volunteers as needed</li> <li>• Prepare special presentations for meetings and Presbytery events, web page updates, publish the Sampler weekly, and other electronic and printed communication across the Presbytery</li> <li>• Handle incoming bills and receipts, making deposits as required and logging these into the appropriate system for the Financial Manager to handle</li> <li>• Coordinate maintenance needs, janitorial work/repair/maintenance as needed, including troubleshooting electronic communications and website issues; Coordinate maintenance, replacement and disposal of office equipment</li> <li>• Coordinate communication through all mediums, such as the website, social media announcements, newsletters, Directories, worship screens, and email campaigns</li> <li>• Create special reports and compilations for information pertinent to the business and service functions of the Presbytery</li> <li>• Perform routine administrative assistance to staff (mail, typing, filing, correspondence)</li> <li>• Answer phone, greet members and visitors, and represent the Presbytery to visitors</li> </ul>			
<b>ESTIMATED TIME ALLOCATION</b>			
Accounting and bookkeeping			10%
General Administration/Office Management			90%
<b>QUALIFICATIONS</b>			
<ul style="list-style-type: none"> <li>• BA or equivalent, with 3-5 years' experience in independent office or project management (ideally in a church and Presbyterian setting)</li> <li>• Demonstrated skills and proficiencies in general office management, computer (Word, Excel, PowerPoint) skills, and excellent skills of organization and follow-through</li> <li>• Excellent administrative skills, including use of website software, social media platforms, e-mail systems, programs to create newsletters, and presentation software.</li> <li>• Excellent communication skills (verbal and written), skills of organization and administration with minimal supervision</li> <li>• Christian values and servant leader approach when dealing with staff, congregations, higher judicatory staff, and Presbytery officers</li> <li>• Must pass a thorough background check and be bonded</li> </ul>			

**APPENDIX A**

**POSITION DESCRIPTION TREASURER  
PRESBYTERY OF CINCINNATI**

<b>POSITION</b>		<b>TREASURER</b>	
Reports to:	Executive Presbyter/ Council/Trustees	Work Schedule:	10 hours/week (average)
Category:	Exempt/Part-Time		As agreed
<b>ROLE DESCRIPTION</b>			
<p>Position: A minister of word and sacrament or ruling elder, elected by Presbytery for a term of one (1) year; may be re-elected at Presbytery’s discretion and is accountable to the Coordinating Council. This position is an elected Volunteer. The Treasurer shall be the chief financial officer of the Presbytery of Mackinac, and shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the monies, properties and business transactions of the Presbytery which fulfills the constitutional requirements of the Presbyterian Church (USA).</p>			
<b>RESPONSIBILITIES</b>			
<p>I. As directed by the Presbytery, the Treasurer shall oversee and assist the Office Manager to deposit all money and other valuables in the name of and in the credit of the Presbytery and shall disburse its funds.</p> <ul style="list-style-type: none"> <li>• The Treasurer shall make monthly reports available to the coordinating Council.</li> <li>• The Treasurer shall make an annual fiscal report for the preceding calendar year at the stated meeting of the Presbytery.</li> <li>• The Treasurer shall have the books of the Presbytery reviewed annually in accordance with accredited accounting procedures.</li> <li>• The books of account shall be available for inspection during normal business hours to any member of the Presbytery.</li> </ul> <p>II. The Treasurer is an officer of the Presbytery, and as such will attend meetings of the Presbytery, Presbytery Coordinating Council, and the Finance and Budget Committee with voice and vote.</p> <ul style="list-style-type: none"> <li>• Review all financial reports of the Presbytery monthly.</li> <li>• Provide the Finance and Budget Committee with monthly updates on the Presbytery’s investment portfolio and answer questions about market conditions.</li> <li>• Make necessary adjustments to the investment portfolio within the guidelines of the Finance and Budget Committee’s Investment Guidelines to rebalance the portfolio as will be beneficial to the Presbytery’s overall financial well-being.</li> <li>• Assist the Office Manager as needed for accurate accounting.</li> <li>• Be familiar with the Presbytery accounting software as a back-up to the Office Manager. 6. Assist the Finance &amp; Budget Committee in the annual preparation of budgets.</li> </ul> <p>III. Serve as consultant and resource person to congregations on financial matters.</p> <ul style="list-style-type: none"> <li>• Be available to congregations of the Presbytery who may need and call for assistance with financial concerns, such as investments, policies, payroll, taxes and forms, tax reporting, and terms of call.</li> <li>• In conjunction with the Finance and Budget Committee provide ‘Treasurer Training’ events to help local congregational staff and members.</li> </ul> <p>IV. Engage in national and ecumenical stewardship and financial events to improve the Presbytery’s cooperation and enlightenment in both theological and practical matters regarding the use of resources, as the Presbytery budget allows.</p>			
<b>QUALIFICATIONS</b>			
<ol style="list-style-type: none"> <li>1. Supports the Mission and Vision of the Presbytery of Cincinnati</li> <li>2. Ability to work with others and interact with committees</li> <li>3. Ability to read and explain financial reports</li> <li>4. Familiarity with accounting practices for non-profit organizations</li> <li>5. Computer aptitude including familiarity with accounting software, Word, and Excel Programs</li> <li>6. Understanding of financial markets: the workings of the stock market, market trends, awareness of bonds and the interest rate impact on the fixed income market</li> </ol>			

**APPENDIX A**

**POSITION FINANCIAL SECRETARY  
PRESBYTERY OF CINCINNATI**

<b>POSITION</b>		<b>FINANCIAL SECRETARY</b>	
Reports to:	Executive Presbyter (may be contracted)	Work Schedule:	10 hours/week (average)
Category:	Exempt/Part-Time		As agreed
<b>ROLE DESCRIPTION</b>			
<p>The primary role of the Financial Secretary for the Presbytery of Cincinnati is to coordinate business and financial affairs of the Presbytery, working closely with the Treasurer and Trustees, as well as the Executive Presbyter, keeping thorough and accurate records for all transactions, ensuring accuracy for audit purposes, managing the financial systems of the Presbytery, and ensuring payments are made in a timely manner.</p>			
<b>RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Perform all Presbytery bookkeeping and accounting procedures, as well as receipts and records, including: payroll; accounts received and accounts payable; collection, recording and deposits of receipts; investments accounting; process and disburse payment for invoices, vouchers, and recurring budgeted expenses; pay ordinary bills; maintain records/collection of Per Capita and special offering funds from congregations and disbursement to higher judicatories; accounting and financial systems and procedures; financial statements and reconciliation; and statistics</li> <li>• Maintain accounting files and establish accounting structure</li> <li>• Maintain checkbook (deposits and record of disbursements), and credit card statements</li> <li>• Service budget requests for Presbytery committees and projects; prepare materials for budgeting purposes and for audits</li> <li>• Prepare quarterly financial statements for the congregations</li> <li>• Manage the Presbyterian Mission receiving center (One Hopeful Fund and other Presbytery Committee accounts), including receipts and outgoing appropriations, and notification to donating congregations</li> <li>• Working closely with the Treasurer, Trustees, and Executive Presbyter, provide information that may requested by the Presbytery or higher judicatory, a Council or Committee of the Presbytery, or any congregation of the Presbytery</li> <li>• Maintain and update all financial files for the Presbytery</li> </ul>			
<b>ESTIMATED TIME ALLOCATION</b>			
Accounting and bookkeeping			60%
Report Generation and Reconciliation			40%
<b>QUALIFICATIONS</b>			
<ul style="list-style-type: none"> <li>• BA in Accounting/Finance or equivalent</li> <li>• Demonstrated finance and accounting skills, including background in payroll, QuickBooks or other financial software. Experience with Generally Accepted Financial Principles.</li> <li>• Ideally 3-5 years' experience in independent financial management of an office or business</li> <li>• Excellent communication skills (verbal and written), skills of organization and administration with minimal supervision</li> <li>• Christian values and servant leader approach when dealing with staff, congregations, higher judicatory staff, and Presbytery officers</li> <li>• Must pass a thorough background check and be bonded</li> </ul>			

**PRESBYTERY OF CINCINNATI  
Performance Review**

**Date of evaluation**

<b>POSITION</b>		<b>OFFICE MANAGER/ADMINISTRATIVE ASSISTANT</b>	
Reports to:	supervisor	Work Schedule:	xx hours/week
Category:	Exempt/non-exempt; FT/PT		
Name:		Start Date:	
		Time in Role:	# months/years
<b>ROLE DESCRIPTION</b>			
From Job Description			
<b>QUALIFICATIONS</b>			
<ul style="list-style-type: none"> <li>From Job Description</li> </ul>			
<b>RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>From Job Description plus any changes (noted)</li> </ul>			
<b>Work Completed to Date (dates covered)</b>			
<ul style="list-style-type: none"> <li>Results; from employee</li> </ul>			
<b>Evaluation</b>			
Summary by Supervisor noting and places of disagreement, feedback on strengths and areas of opportunity			
<b>Signatures</b>			
Name, Employee			
Name, Chair of Personnel		Name, Executive Presbyter	

The Personnel Committee of the Presbytery of Cincinnati oversees the annual review of the Executive Presbyter. Ten individuals in the Presbytery who have been able to observe the EP work in some meaningful way over the past year are selected, five individuals chosen by the EP for this purpose, and five by the Personnel Committee. The form below is used to capture feedback.



Presbytery of Cincinnati ♦ Presbyterian Church USA

### Evaluation from Elder Leadership

Name \_\_\_\_\_

Today's Date \_\_\_\_\_

#### Position Description ~ Purpose:

The Executive Presbyter will provide adaptive and relational leadership for the Presbytery of Cincinnati, which helps to empower its congregations to engage in effective contextual ministry. Working with and through elected Elders, the EP will help shape the interaction between congregations and the ministry of the Presbytery. Further, the EP will represent the Presbytery to the communities in which it is located, and to councils of the Presbyterian Church (USA).

#### Accountability:

The Executive Presbyter is called by God, employed by the Presbytery, and is accountable to the Presbytery through its Council for interpreting and facilitating the implementation of the actions of the Presbytery, the Synod, and the General Assembly, with job performance to be evaluated annually by the Personnel Committee.

### EVALUATION AND ASSESSMENT

As a Teaching Elder or Ruling Elder who serves in leadership in the Presbytery of Cincinnati, you have been selected to participate in the annual review of the Executive Presbyter. The completed evaluation form should be mailed or hand delivered by no later than <DATE> to the Personnel Chair.

#### Expectations of the Role

Please provide examples of what <EP NAME> has done to accomplish the expectations of the role (listed below):

- Providing adaptive and relational leadership to the Presbytery
- Empowering congregations to engage in effective contextual ministry

- Working with and through elected Elders to shape the interaction between congregations and ministry of Presbytery (Council and Committee work)
- Representing the Presbytery to the communities in which it is located
- Representing the Presbytery to the Councils of the Presbyterian Church (USA) - (i.e. Synod and General Assembly)

### **Achievements**

1. What responsibilities has the Executive Presbyter accomplished in the past year that are not included in the current position description?
2. In your opinion, what is the most significant accomplishment and/or contribution of the EP in the past year?

### **Additional Feedback**

3. What advice and counsel would you offer to the Executive Presbyter to encourage her/him in her/his role?
4. What advice and counsel would you offer the Executive Presbyter to help her/him improve her/his job performance?

*Colossians 3:17 Whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.*

**PRESBYTERY OF CINCINNATI  
Performance Improvement Plan**

Date of evaluation

<b>POSITION</b>		<b>OFFICE MANAGER/ADMINISTRATIVE ASSISTANT</b>	
Reports to:	supervisor	Work Schedule:	xx hours/week
Category:	Exempt/non-exempt; FT/PT		
Name:		Start Date:	
		Time in Role:	# months/years
<b>ROLE DESCRIPTION</b>			
From Job Description			
<b>QUALIFICATIONS</b>			
<ul style="list-style-type: none"> <li>From Job Description</li> </ul>			
<b>RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>From Job Description plus any changes (noted)</li> </ul>			
<b>Work Completed to Date (dates covered)</b>			
<ul style="list-style-type: none"> <li>Results; from supervisor</li> </ul>			
<b>Evaluation</b>			
Summary by Supervisor noting and places of disagreement, reason for PIP			
<b>Performance Improvement Plan</b>			
Area	Deliverable	Date for Next Evaluation	
<b>Signatures</b>			
Name, Employee			
Name, Chair of Personnel		Name, Executive Presbyter	

With only the gravest exceptions, the Presbytery of Cincinnati does not consider information of any kind that is offered anonymously.

This includes telephone calls, e-mails, letters, and online social media posts. This policy concerns information for which there is no verifiable attribution. It does not concern conversations/communications between parties that are appropriately private or confidential. This policy does not apply to information received in which or for which there is sufficient factual evidence to warrant further action.

Telephone Communications:

- 1.) Calls from unidentified persons will either not be passed through, or will be disconnected.
- 2.) Unidentified voice mail messages will be deleted.

Postal Mail:

- 1.) All mail bearing no return address will be opened by the Executive Presbyter of the Presbytery.
- 2.) The Executive Presbyter will briefly scan the contents to determine if the suspicion of anonymity is correct.
- 3.) Letters determined to be anonymous will be shredded immediately.

E-mail and Social Media Posts:

- 1.) All e-mails and/or “troll” posts or comments sent from fake or anonymous accounts shall be deleted by the appropriate person in a supervisory position; the content of those messages shall not be considered or acted upon.

This policy extends to all committees, commissions, networks, task forces, and work groups within the Presbytery. The Presbytery also commends this policy to its member churches and minister members, and encourages them to adopt similar policies for their corporate or personal use.

**Rationale:**

*“Therefore, if anyone is in Christ, he is a new creation. The old has passed away; behold, the new has come. All this is from God, who through Christ reconciled us to himself and gave us the ministry of reconciliation; that is, in Christ God was reconciling the world to himself, not counting their trespasses against them, and entrusting to us the message of reconciliation. Therefore, we are ambassadors for Christ, God making His appeal through us . . .” (2 Corinthians 5:17-20a, ESV)*

*“In Christ all the fullness of God was pleased to dwell, and through Christ God reconciles all things, whether on earth or in heaven, making peace by the blood of the cross (Col. 1:19-20).*

*In Christ's name, therefore, the Church is sent out to bear witness to the good news of reconciliation with God, with others, and with all creation. In Christ the Church receives its truth and appeal, its holiness, and its unity." (Book of Order, F-1.0205).*

The Church is called by her Lord Jesus Christ to be an agent of reconciliation. Individuals bringing allegations or accusations under the cloak of anonymity work directly against this call, for reconciliation can never be a unilateral action. Reconciliation requires the participation of multiple parties, who in courage, in love, and in obedience to the Golden Rule ("So whatever you wish that others would do to you, do also to them, for this is the Law and the Prophets." Matthew 7:12, ESV), are willing to speak the truth to each other in love as they seek to address any and all areas of brokenness in the hope of bringing about peace and fellowship.

Anonymity precludes seeking redress or agreement; instead, it fosters division, suspicion, and toxic doubts, as it allows neither substantiation nor attribution. Without these, there cannot be any sense of procedural integrity, the absence of which is an affront to our polity.

**Exceptions:**

- 1.) If the communication alleges that a member of the Presbytery has taken action that might initiate PC(USA) judicial proceedings, a confidential summary of the anonymous communication, including information as to who received the message, the day, date, and time of receipt, and the information received, shall be forwarded to the Stated Clerk. No further actions shall be taken by the recipient of the communication.
- 2.) If the communication indicates a civil law may have been broken, or that harm could come or has come to an individual, the local law enforcement shall be informed of all pertinent information, including who received the message, how it was received, and day, date and time of receipt, and the information communicated. The recipient of anonymous information may consult with the Executive Presbyter or Stated Clerk for advice in these matters.