

# Personnel and Finance Committee

(Presbytery of New Harmony approved 10-8-19)

**Purpose:** The purpose of the **Personnel and Finance Committee (P&F)** is to oversee the financial, property and personnel (staff) resources of the Presbytery of New Harmony (HRP) in order for NHP to reach its vision, fulfill its mission and achieve its ministry goals.

**Accountability:** P&F shall be accountable to the Guiding Council.

**Membership:** P&F shall consist of nine (9) voting members rotating in three (3) classes of three (3), comprised of ministers of Word and Sacrament and ruling elders in numbers as nearly equal as possible, nominated by the Committee on Representation and Nominations and elected by NHP. Knowledge/experience in any of the following are preferred: accounting, budgeting, finance, investment, labor law, human resourcing, personnel, supervisory, etc. The term of service is three (3) years with the eligibility to serve two full terms or a maximum of six (6) consecutive years. The chair/s shall also be nominated by the Committee of Representation and Nominations and elected by NHP for a one year term which may be renewable. The Personnel Committee shall appoint any staff liaison/s who shall be ex officio members with voice but no vote. The NHP Moderator shall be an ex officio member with voice and no vote.

**Meetings:** P&F will ordinarily meet one month prior to an NHP Stated Meeting and as needed at the call of the committee moderator or the Executive Presbyter/Stated Clerk.

## **Responsibilities:**

1. Provide financial planning and fiscal control for NHP, in coordination with the Guiding Council and Executive Presbyter/Stated Clerk.
2. Recommend, based on the vision, mission and ministry goals of NHP, an annual operating budget to the Guiding Council for its approval and subsequent recommendation to NHP, including the Per Capita amount and the mission giving percentages for the NHP, Synod and General Assembly.
3. Oversee the NHP financial resources, receiving regular reports from the Financial Administrator and Treasurer and providing investment recommendations to the Guiding Council as needed.
4. Educate the congregations about Per Capita and Mission Giving as well as develop and execute an annual campaign in order to provide the needed financial resources for NHP to reach its vision, fulfill its mission, and achieve its ministry goals, all in collaboration with NHP staff.
5. Recommend a Treasurer to the Guiding Council for its approval and subsequent recommendation to NHP, as well as maintain a position description for the Treasurer.
6. Oversee the maintenance of NHP properties and office, including the insurance coverage of NHP, and approving significant repairs and equipment purchases.
7. Fulfill the following Book of Order requirement found in G-3.0113: "A full financial review of all financial books and records shall be conducted every year..." and report the results to the

Guiding Council in order for the Guiding Council to report it to the Presbytery for inclusion in the NHP minutes.

8. Commission two members to serve on Outdoor Ministries.

While maintaining strict confidentiality in its deliberations and in collaboration with the Executive Presbyter/Stated Clerk who is the Head of Staff, do the following:

1. Ensure that the staff structure and position descriptions are consistent with the vision, mission and ministry of NHP, and that all position descriptions are accurate and up-to-date.
2. Recommend to Guiding Council the addition of new paid staff along with an accompanying position description; oversee search process and recommend the hiring and termination, with the exception of the Executive Presbyter/Stated Clerk and the Associate Executive Presbyter/Stated Clerk who are called by NHP for a term of three years.
3. Provide an annual review of all paid staff performance, ensuring that staff are accountable for and fulfilling the responsibilities in their position description.
4. Provide an annual review of compensation and benefits, recommending any changes to the Guiding Council.
5. Maintain any personnel policies and procedures approved by NHP, ensuring that they are being carried out; review and recommend changes or additions, as appropriate.
6. Provide support, encouragement, and a safe and nurturing work environment for staff and ensure that all are treated fairly and equitably.
7. Assist the Executive Presbyter/Stated Clerk with any staff related issues.