

EAST MAIN PRESBYTERIAN CHURCH JOB DESCRIPTION FOR ADMIN TEAM

Admin Team Member: Ron Dickey, Member at Large

Admin Team Member: Tammy Williams, Member at Large

Admin Team Member: Gary Krenzer, Member of Session

Report to: Session, (collaborating with Senior Pastor)

The Admin Team was established by Session in July 2023.

The Admin Team consists of a total of three people (both men and women) appointed by session, made up of one or two session members, and the balance being members of the congregation at large.

The length of term is three years. Members may serve a maximum of two consecutive terms.

The session member will be appointed by session at the first meeting of the year. At large members will be selected (and approved by session) as necessary.

The Admin Team of East Main Presbyterian Church supports the church's mission to make disciples of Jesus Christ by alleviating administrative responsibilities from the Staff and Session.

Like all staff members, committees and ministry teams, the Admin Team is accountable to the Session. In cases where there is disagreement within the Admin Team or between the Admin Team and the Senior Pastor and neither party is willing to compromise, the Session shall be the final arbitrator.

Responsibilities/Duties:

- Oversee Director of Operations.
- Evaluation and review of all Pastors and Staff annually in accordance with current job descriptions.
- Review and approve all long-term church rentals.
- Review and update Employee Handbook and policies therein as needed yearly.
- Review policies related to different types of leave, and paid time off (PTO) and communicate decisions to Pastors, and Staff.
- Research and recommend or write new policies to be added to the handbook. Example: Healthcare
- Work with the Director of Operations to coordinate the tasks involved in hiring support staff.
- Collaborate with the Senior Pastor and Director of Operations on human resource (HR) issues.
- Attend staff meetings, as available.
- Collaborate with Pastors and Staff to write appropriate yearly goals and objectives.
- Monitor Pastors and Staff according to yearly goals and objectives when established.
- Assist in the coordination of the onboarding and mentoring of new employees.
- Any other administrative needs as they become evident.
- Approve project fund expenditures for unbudgeted items related to Admin Team responsibilities up to \$1000 for each expenditure, not to exceed \$2500 total per calendar year.