

Functions of Organizations

Policy Number: 04.01

Effective Date: Sept. 18, 2011

Revision Approval: Dec. 15, 2013

1. Title: Administration Committee

2. Purpose:

This OPS provides the means of documenting as policy the Administration Committee's function (responsibilities) as assigned by the Session.

3. Policy:

The function of the Administration Committee includes the following:

3.1 Financial Management [08]

3.1.1 Oversight of the church's financial administration by serving as the church's finance committee [08.01].

3.1.2 Establishes, defines, publishes and provides education on the accounting principles and associated procedures adopted and used by the church [08.02].

3.1.3 Directs the financial planning process by overseeing the preparation of an annual budget and submits same to the Session for its approval except the clergy terms of call (salary packages) [OPS 08.18]. The congregation approves the initial terms of call and any subsequent changes in terms of call for the pastor(s) at a called Congregational Meeting.

3.1.4 Presents and hands out the Session's adopted budget at a Congregational Meeting called by the Session [OPS 08.18]. Changes to the terms of call for the pastor(s) are generally presented at this meeting

3.1.5 Monitors the church's financial reports for the accounts assigned to the Administration Committee for assuring compliance with the operating budget [08.17].

3.1.6 Performs oversight of the operational budget by monitoring expenditures against accounts' budgets and reporting any substantial overages and unauthorized spending at the earliest Session meeting [08.01].

3.1.7 Assures that the accounting and bookkeeping functions of the church are efficiently and effectively accomplished [08].

3.1.8 Assures that the church has appropriate financial management policies and procedures, which are published and are routinely practiced and enforced.

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3.1.9 Arranges and oversees yearly audits of the church's financial processes [08.14].

3.2 Personnel Management [07]

3.2.1 Serves as the "personnel committee" as defined in the Presbytery's *Manual for Personnel Guidelines* [07].

3.2.2 Responsible for church's personnel management policies [07.01, 07.02].

3.2.3 Conducts yearly performance reviews for all staff members [07.12].

3.2.4 Responsible for maintaining up-to-date job descriptions for all staff members [07.03, and 07.07].

3.3 Stewardship [20]

3.3.1 Plans and manages the church's stewardship program [2011/2013 *Book of Order*, G-3.0201c], [20.01, and 20.02].

3.4 Church Policy Development [05.01, and 05.02]

3.4.1 Coordinates and assists in the development of the church's Operations Policy Statements and maintains the church's Manual of Operations [05.01, and 05.02].

3.5 Risk Management

3.5.1 Responsible for the following OPS in the church's risk management program: 12.01, 15.01.

3.5.2 Oversees and advises the Session on matters relating to the property and liability insurance coverage to protect the facilities, programs, and officers, including members of the session, and staff. Annually reviews the church's insurance needs and coverage and coordinates the purchase of insurance policies and making changes for assuring compliance with this requirement.

4. Definitions: See the MOO's Glossary.

5. References:

- *2011/2013 Book of Order* [Sections: G-3.0112, G-3.0113, G-3.0205, G-3.0201c]

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- *Church Treasurer's Manual* compiled by the Financial Network group of the PCUSA
- *Guidelines for Session Personnel Committees*

6. Applicability:

The Session is responsible for deciding the function (responsibilities) of the Administration Committee as stated above in "Part 3, Policy".

The Administration Committee Chairman is appointed by the Session and is responsible for the efficient and effective achievement of the Committee's function as stated in Part 3, Policy.

7. Procedures:

7.1 The Administration Committee Chairman shall manage and assure compliance with the policy statements of Part 3 above. This requires his recruiting and maintaining a staff of sufficient number and having the appropriate knowledge and skills.

7.2 The Administration Committee Chairman shall call a monthly meeting of the Committee's members for reviewing, planning, and reporting on the Committee's function specified in Part 3.

7.3 The Administration Committee Chairman shall coordinate and report matters as required with the Pastor, other Church Staff, and the Session for achieving and performing the Committee's functions defined in Part 3.

7.4 The Administration Committee Chairman shall annually review this OPS and recommend to the Session any needed revisions.

8. Review Schedule:

The review date for determining if a revision is necessary is the anniversary of the "Revision Approval" date.

9. Approval:

Session approved this OPS on the above "Revision Approval" date.