

ADDENDUM # 3

Opportunities for Service

Job Descriptions for Presbytery Committees/Commissions

Please take note of the many ways in which you can serve the presbytery. If you are interested in serving on any of these committees/commissions, please fill out the Volunteer Interest Form (VIF) attached at the end of these job descriptions or online at <http://www.atlpcusa.org/committees.html>

Job Description: Committee on Ministry (COM) (Must be ordained ruling/teaching elder)

Overview: COM provides care of congregations, pastors and educators in the Presbytery. They set policies related to congregations and pastors. They are involved in providing guidance in matters of church conflict, review teams and commissions, pastoral designations, pastoral transitions, ordinations, installations, dissolutions and severance, and congregational viability.

The current sub-committees of COM are:

- Care of Churches - deals with matters related to congregations -- e.g. conflict, review teams, viability – and policies related to congregations
- Care of Church Professionals deals with matters related to pastors serving in churches
- Validated Ministry – reviews applications for validating ministers serving in non-parish ministries, makes recommendations to the COM, and also reviews annual reports of validated and at large minister members
- Transition – updates and communicates the policies and procedures for churches searching for pastors, training and equipping Transitions Liaisons for each congregation in transition

Terms of Service: Three-year term (elected), eligible for re-election for a total of two terms/six years

Meetings: Monthly on the third Thursday of the month from 5-7 p.m. at the Presbytery Office. Additionally, each COM member agrees to serve on a sub-committee. Sub-committees meet at various times throughout the month.

Requirements: Members of COM are expected to have a high level of understanding of how congregations work, an ability to advise in difficult situations, creative openness to the work of the Spirit, an ability to keep confidences and a high level of commitment to the work of COM.

A member who misses 2 meetings in a row without being previously excused will be contacted to see if they intend to meet COM's requirements for participation. Missing 3 meetings in a row without prior excuse is grounds for being removed from the COM.

For more information, contact Mark Roberson at 404-307-1679 or Timothy Boggess at tim@nwpcatlanta.org or Donna Wells at 770-330-7838 or dwells@atlpcusa.org

Job Description: Committee on Representation (COR)

Overview: COR is responsible to see that the presbytery maintains representation (to the best of its ability) regarding gender, race, ethnicity, teaching/ruling elder and age on its committees.

Terms of Service: Three-year term (elected), eligible for re-election for a total of two terms/six years

Meetings: 2-4 times/year at PGA office; tend to meet on Monday mornings.

- Review rosters for PGA Committees and teams to analyze the diversity and representation (racial/ethnic, age, gender, clergy/lay, disabilities, etc.) and make recommendations to Nominating Committee regarding nominations.
- Explore ways to increase diversity of volunteer pool and diverse representation in the life and work of the Presbytery.

For more information, contact Donna Wells at 770-330-7838 or dwells@atlpcusa.org or Caroline Leach at carolineleach47@gmail.com

Job Description: Presbytery Council (Must be ordained ruling/teaching elder)

Overview: The work of the Council is to guide the plans and vision of the Presbytery. At-large Council members are sometimes asked to work on a short-term task force, or one of the Council committees (Partnership, Grants). The main duties are to attend all of the meetings, stay informed about the work of the Presbytery, and be willing to speak up and discuss the issues that come before the Council.

Terms of Service: Three-year term (elected), eligible for re-election for a total of two terms/six years

Meetings: Currently 6 times a year on Mondays from 5:00 – 7:00 p.m. at the Presbytery Office. Council meetings are not set on a certain Monday of the month because part of the work is to approve the docket for Presbytery meetings and to have the reports that will be part of the agenda. There are at least two meetings devoted to planning and visioning for the Presbytery.

Tentative Meeting Dates:

Jan 23, 2017
Mar 27, 2017
Jun 5, 2017
Aug 28, 2017
Oct 16, 2017
Dec 4, 2017

Requirements: People who are familiar with the Presbytery, good at fulfilling their responsibilities (as in able to attend most or all meetings, and follow-through on any assignments they take.)

For more information, contact Donna Wells at 770-330-7838 and dwells@atlpcusa.org

Job Description: Committee on Preparation for Ministry (CPM)
(Must be an ordained ruling/teaching elder)

Overview: The Committee on Preparation for Ministry (CPM) walks beside and mentors inquirers and candidates under the care of the Presbytery of Greater Atlanta as they discern their call to ministry and move through the steps to meet the requirements for ordination as Teaching Elders in the PC(USA).

Terms of Service: Three-year term (elected), eligible for re-election for a total of two terms/six years. New members are provided a handbook at the first meeting in January followed by general training in February. Other trainings are provided throughout the year for all members of the CPM.

Meetings: Monthly on the first Thursday of each month (with exceptions being holidays and conflicts with Presbytery meetings when the meeting is moved to the second Thursday). The committee members gather at 4:30 p.m. at First Presbyterian Church of Atlanta for a general business meeting. The meetings can include up to two interviews and normally conclude by 8:00 p.m. Interviews with the potential inquirers and candidates are scheduled at one hour intervals beginning at 5:45 p.m. At this time the committee splits into three sub-groups to discuss sub-group specific concerns and conduct the scheduled interviews. Paperwork for the inquirers and candidates to be interviewed is provided to the Sub-group members with the Call to Meeting one week prior to the meeting.

Liaisons: When an individual is approved as an Inquirer, he/she is assigned a liaison who will follow them through the process. CPM members may be liaisons for several inquirers/candidates from their sub-group. The liaison responsibilities require a commitment of time outside of the regular meetings. Most members find this to be the most rewarding part of service on CPM.

The responsibilities of the liaison include:

- Conduct an initial consultation followed by annual consultations
- Be a resource for any questions or concerns the inquirer/candidate may have while in the process
- Provide encouragement and support to them in their journey to ordination
- Complete endorsements for study grants and sign off on applications for scholarships
- Keep them updated on deadlines for applying for study grants, registration for ordination exams and other important information that needs to be provided to them

Potential CPM members can direct any questions regarding service on the committee to Mary Martin at mary.martin@nokia.com or Mary Dyche at (404) 898-0711 Ext. 127 or cpmadmin@atlpcusa.org

Job Description: Examinations Commission
(Must be ordained ruling/teaching elder)

Overview: The Examinations Commission provides an in-depth examination of all ministers who wish to be received into the Presbytery for membership. At times, at the request of an outside presbytery, the commission will examine a candidate who is called and will be received by that outside presbytery.

Terms of Service: Three-year term (elected), eligible for re-election for a total of two terms/six years

Meetings: The third Thursday of each month from 1:00-4:00 p.m. at the Presbytery office. The Commission may interview three candidates during the stated time, giving one hour for each. If there are fewer than three candidates appearing at a meeting, the time may be shortened.

Meetings for 2017:

Jan 19
Feb 16
Mar 16
Apr 20
May 18
Jun 15
Jul 20
Aug 17
Sep 21
Oct 19
Nov 16
Dec 21

Requirements: The Commission is to represent the theological diversity of the Presbyterian Church. Commission members should be highly knowledgeable about Reformed Theology, biblical interpretation methods, and the polity of the church, and be willing to engage in dialogue and conversation.

For more information, contact Donna Wells at 770-330-7838 or dwells@atlpcusa.org

**Job Description: General Assembly Commissioner and
Bills and Overtures Committee
(Must be an ordained ruling/teaching elder)**

General Assembly Commissioners after their service will serve for the following two years on the Bills and Overtures Committee. It has been discerned that since you were present for the assembly, you will provide the most help to the presbytery in understanding the overtures that come from the Assembly process.

Therefore, your service is to both...the Bills and Overtures Committee is a two-year term until the next assembly.

Job Description for GA Commissioner:

General Assembly is for 8 days usually in the month of June. You will be expected to be there for the entire time. There will be a training for our presbytery commissioners to talk about logistics of the assembly, the important business coming before the Assembly, and this will be an opportunity to get to know each other.

All business is now done on the computer so you will need a laptop and some general working knowledge. It is not a complicated program...and it will be discussed in the training to get you familiar.

There is a great deal of reading and preparation work involved to understand the issues before the Assembly, for the two months in advance of the Assembly.

Physical requirements involve a great deal of walking and stamina for long days of meetings.

Other requirements: need to be either a teaching or ruling elder in the PCUSA.

Job Description for Bills and Overtures:

The Bills and Overtures folks get together towards the end of the year to begin work on going through the overtures that will come before the Presbytery in February of the following year. The group will look at pros and cons and help with information. They may also ask others outside the committee for help if needed. A follow up meeting takes place in January to finalize things for that Feb meeting. Other meetings may be required throughout the year if overtures arise from within the presbytery. These meetings are usually 4-5 weeks before a presbytery meeting. Presbytery meets 4 times a year.

Meetings are usually held on a Monday in the morning hours. Email is essential.

For more information on GA Commissioners and Bills and Overtures Committee, contact Donna Wells at 770-330-7838 or dwells@atlpcusa.org

Job Description: Grants Committee

Overview: The Grants Committee awards three primary grants each year to churches or other organizations within the Presbytery of Greater Atlanta (PGA). These are the Grant for Ministries with Youth and Young Adults (YYA), Compassion Grant, and Presbyterian Answer to Hunger (P.A.T.H.) Grant. The committee also considers and awards Seminarian Stipend Awards (SSA) to PC(USA) students of our denomination's seminaries who are currently and concurrently working with youth in our churches.

Terms of Service: Three-year term (elected), eligible for re-election for a total of two terms/six years. The committee consists of six persons serving in three rotating classes of two each.

Meetings: The committee typically meets in May to award YYA grants, and in October to award Compassion and P.A.T.H. grants. Applications are distributed electronically in advance of these meetings so that committee members can read them before convening. Meetings have been held on a weekday afternoon, but can be changed to suit the persons serving at any given time.

There is no set time for when SSA applications can be submitted, so these are normally distributed electronically, with decisions being made by email poll or conference call.

Members of the Grants Committee also serve as part of the Revitalization Funds Committee (RFC), which considers applications for larger Revitalization Grants for PGA churches. There is no set time for these applications, but they are received infrequently. Meetings of the RFC are called as needed.

If you have questions about what is involved in serving on the Grants Committee, contact Chip Blankinship at cblankinship@atlpcusa.org or 404-317-6545.

Job Description: Moderator
(Must be an ordained ruling/teaching elder)

Being elected to Moderator of the Presbytery is a three-year commitment.

Year One: Moderator-Elect

Year Two: Moderator

Year Three: Chair of Council

Moderator Elect:

- Attend Presbytery meetings to observe.
- Attend Council meetings as an *ex officio* member.
- Make an attempt to visit each of the Presbytery committees in order to make sure you understand how the work of the Presbytery is carried out. (This isn't a requirement, only a suggestion.)

Moderator:

- Moderate each of the Presbytery meetings. With the Stated Clerk ensure that meetings are conducted decently and in order, following the Book of Order, Robert's Rules of Order, and the Presbytery manual.
- Prior to Presbytery meetings meet with the Executive Presbyter and Stated Clerk to review the docket and be aware of issues that may arise in the meeting.
- Prior to Presbytery meetings attend meeting with the Worship and Planning Committee, Stated Clerk and people from the hosting congregation at the host church to discuss the flow of the meeting and particulars of the hosting site.
- Attend Council meetings as an *ex officio* member.
- Represent the PGA at ordinations, installations and other special church celebrations, as you are able.
- There is a national training event for new moderators offered by the Office of the General Assembly. The Presbytery pays for the newly elected Moderator to attend the event. This is usually a 3-day event hosted sometime in the month of October.

Chair of Council:

- Moderate Council meetings
- Prior to Council meetings, meet with Executive Presbyter and Stated Clerk to review the docket to be aware of issues that may arise in the meeting.
- Moderate the Presbytery meetings if the current Moderator is unable to moderate.
- Continue to attend ordinations, installations, etc., as you are able.

(There is a Vice-Chair and a Secretary of Council. The Secretary will keep the roster, coordinate the meetings, send communications and minutes, etc.)

If you have questions about the tasks involved with being the Moderator, feel free to contact Donna Wells at 770-330-7838 or dwells@atlpcusa.org

Job Description: New Church Development Commission (NCDC)

Overview: The NCDC works in five primary areas: (1) the formation of new worshipping communities (2) the nurture and support of new worshipping committees and their leaders (3) funds development (4) grants administration (5) the chartering of new churches

Terms of Service: Three-year term (elected), eligible for re-election for a total of two terms/six years

Meetings: 6 meetings/year on Wednesdays from 10:30 a.m. – 2:30 p.m., with team meetings typically held 3-4 times per year.

Requirements: Service on this commission requires a passion for the work of starting new worshipping communities within the PCUSA tradition. Work outside of meetings is expected, as each commissioner serves on one team (funds development, grants or new initiatives) and as the liaison for one new worshipping community under NCDC's care. Experience with new church development is a plus but not required. Creative, outside the box thinking to help envision new ways of being church is highly desired.

For more information, contact Lindsay Armstrong, Executive Director at 404-285-1936 or larmstrong@atlpcusa.org

Job Description: Nominating Committee (Must be an ordained ruling/teaching elder)

Term of Service: Three-year term (elected), eligible for re-election for a total of two terms/six years

Meetings: 3-4 times per year. Tend to meet Thursday mornings.

- There is one "Big Meeting" that is absolutely mandatory, usually in late August from 9-3 at the Presbytery. At the Big Meeting names are nominated for every council, committee and team in the Presbytery structure for the slates for the coming year.
- There is an important follow-up meeting 4 weeks later.
- Other meetings are scheduled throughout the year as vacancies arise that need to be filled.

Committee members are expected to:

- Bring ideas of names to contribute for nominations
- Work to solicit names of potential volunteers from the churches
- Be responsible for calling potential nominees as assigned, explaining what is being asked of them, and reporting positive and negative responses to Nominating Committee Chair and Secretary

For more information, call Joy Fisher at 404-990-0450 or jfisher@atlpcusa.org

Job Description: Operations Committee

Terms of Service: Three-year term (elected), eligible for re-election for a total of two terms/six years

Meetings: Every other month with subcommittees meeting independently as outlined below and as needed to complete their work. All meetings are at 2:00 p.m. at the Presbytery Office.

Requirements: Ruling and Teaching Elders, other lay leaders whose skills, interests and experience can enhance the work of the committee.

The Operations Committee's duties and responsibilities include:

- Finance, Budgeting and auditing;
- Property Management;
- Investment Management;
- Member Church's Time, Talent and Resources Contributions; and
- Other business processes

The Operations Committee also serves as the Board of Directors of the Presbytery of Greater Atlanta, Inc.

Each member of the Operations Committee will serve as a member of at least one Sub-Committee:

- **Property Sub-Committee** - effectively manages all real estate, land and buildings owned by the Presbytery or that the Presbytery holds in trust;
- **Finance Sub-Committee** - provides oversight, support, guidance and subject matter expertise to presbytery office staff who plan, manage and execute daily activities in connection with the financial resources of the Presbytery such that the staff and members of Presbytery of Greater Atlanta ("PGA") can pursue our stated mission;
- **Commitment Sub-Committee** - So that Presbytery of Greater Atlanta ("PGA") member churches may strengthen their unity and diversity, the purpose of the Commitment Committee is to assist member churches to be deeply engaged in the life of PGA by encouraging them to commit their resources (e.g., time, talent, and treasure) to the work of the presbytery, and to commit themselves to meaningful relationships within the presbytery; and
- **Investment Sub-Committee** - To effectively select and manage the financial investments and banking relationships of the presbytery.

Most of the Operations Committee meetings are conducted at the Presbytery offices and are listed on the online calendar. Committee members should plan to attend all of the scheduled meetings, as most committee actions require a quorum. Conference call meetings are also possible.

Sub-Committee meetings will be conducted in the Presbytery offices unless the respective Sub-Committee Chair determines otherwise.

Sub-Committee Frequency of Meeting:

- **Property:** Monthly or as needed as determined by the Sub-Committee Chair.
- **Finance:** Monthly or as needed as determined by the Sub-Committee Chair.
- **Commitment:** Once each during the first and last quarter of the year. Not less than monthly or as needed as determined by the Sub-Committee Chair during the second and third quarters of the year.

- **Investment:** Quarterly or as needed determined by the Sub-Committee Chair.

For more information about the Operations Committee, contact Tom Loftis at 770-605-2067 or tomloftis01@gmail.com or Chip Blankinship at 404-317-6545 or cblankinship@atlpcusa.org

Job Description: Personnel Committee

Terms of Service: Three-year term (elected), eligible for re-election for a total of two terms/six years

Meetings:

- Usually the second Monday of the month at the Presbytery office, noon – 1:30 p.m. February, May, August, November.
- In addition, during January and February, members of the committee have traditionally been asked to participate in staff Annual Personnel Review conferences with the EP.

Requirements: Expected to attend all four meetings. Be an active participant in the work of the committee.

The Personnel Committee's duties and responsibilities include:

- Providing assistance to the Executive Presbyter as Head of Staff.
- Developing position descriptions as needed.
- Conducting annual performance reviews of all staff.
- Providing input and assistance to interview new potential staff members.
- Maintaining and providing updates to the Personnel Manual to the Presbytery of Greater Atlanta.

There is an official Personnel Manual that was adopted in 2015.

The Personnel Committee interacts with the Operations Ministry Team when appropriate and necessary. Currently, the Personnel Chairperson serves on Council.

For more information on the Personnel Committee, contact Dianne Smith, Chair at 678-571-8510 or sdmsmith@mindspring.com or Chip Blankinship at 404-317-6545 or cblankinship@atlpcusa.org

Job Description: Permanent Judicial Commission (PJC) (Must be ordained ruling/teaching elder)

Overview: This Commission is the judicial arm of the presbytery and functions independently. Training is provided to the Commission, which includes an overview of the judicial process in the church. There are two kinds of judicial process in the PCUSA: Disciplinary cases (when behavior of a teaching elder is involved), and Remedial cases (when process by a governing body is questioned)

When a judicial case arises, it goes through a long process and often is resolved before the PJC gets involved. This commission is the last point in the process, ...hearing cases that can't be resolved, or agreeing on terms of a settlement when there is a case.

Terms of Service: Six-year term (elected), ineligible for re-election