

PEACE PRESBYTERIAN CHURCH

Personnel Elder – Ministry Description

A member of
THE ADMINISTRATION COMMITTEE
“Helping Us Be Good Stewards of our Resources”

"The purposes of the **Administration Committee** are to help us manage our resources effectively (personnel, property, and finances) and to help the congregation be good stewards of all the gifts with which God has blessed us."

ELDER FOCUS: Stewardship of Volunteers and Staff

EXPECTATIONS:

- Communicate with the committee chair at least two days before each meeting to inform them of the progress of projects under your area of responsibility as well as any items for the agenda
- Be prepared for each meeting by completing your assignments
- Communicate clearly with committee chair regarding all expenditures (budget and designated funds)
- Be a role model for other committee members regarding meeting attendance, fulfillment of responsibilities, and following the principles and ground rules of the committee's community covenant
- Serve as a Shepherd to one of the twelve shepherding groups from the congregation; caring for them, checking-in with them, and keeping them informed with regular updates.
- Be responsible for writing the Shepherd Update for the session once a year.
- Serve as a Greeter/Usher for at least one month each year.
- Serve as a Counter for the collection at least one month each year.
- Organize one shelter meal each year.

AREAS OF RESPONSIBILITY:

- Annual Staff Performance Evaluations
- Policy and Procedure Manuals
- Volunteer Background Checks
- Safe Places Policy
- New Staff Orientation
- Vacation and Study Leave Tracking