

Committee Descriptions

Budget and Finance Team

Description and Purpose: To develop annual budgets and monitor the administration of the current year's Presbytery budget and to present, through the Treasurer, a report of finances to the Administrative Commission monthly (in future, the Presbytery at each stated meeting.) The Team shall make appropriate recommendations to the Board of Trustees and the Administrative Commission (in future, to the Leadership Team or Council of the Presbytery) concerning administration of the income and expenditures in the current year. If budget adjustments are necessary, the Committee shall negotiate adjustments before recommendations are made.

Meetings TBD, initially at least four (6) times a year, or as needed to fulfill its responsibilities. Functions: fiduciary responsibility, oversight of budget development and revision, reporting of finances, providing for annual audit, assurance of adequate insurance coverage and review policies, and to project future income and anticipated expenses for the purposes of Presbytery planning.

Comprised of:

3 Synod members (advisory, initial formation, temporary)

2 POD members (at large)

2 "other" POD members (TBD Chair, possibly Chair of Grants Committee)

Staffing ex officio: Treasurer, Temporary Executive Presbyter, Stated Clerk

Property and Loans

Functions to assist the Administrative Commission (in future, the Presbytery of Detroit) churches and the Board of Trustees in determining affordability, monitoring compliance with the Book of Order, and Presbytery of Detroit policies. A further goal is to generally assist all involved to achieve the proposed project goals while it seeks to promote prudent stewardship of the resources of the church and the denomination.

Comprised of:

2 Synod members (advisory, initial formation, temporary)

3 POD members (at large)

3 "other" POD members (ideally with some Trustee, COM and/ or AC experience)

Staffing ex officio: Treasurer, Temporary Executive Presbyter, Stated Clerk

Grants

The Grant Committee's pre-award duties include identifying current and potential funding sources, disseminating information, meeting with recipients to determine funding needs and discuss grant requirements, and assisting with preparation and submission of required application materials. Post award duties include dissemination and tracking of funds in collaboration with support staff and recipients, and meeting all criteria of the dissemination of said grants.

Reporting: Quarterly to the Administrative Commission (future Presbytery of Detroit)

Comprised of:

1 Synod members (initial, temporary)

1 Commission on Ministry members

3 POD members (at large)

1 "Other" POD members with Trustee experience

Staffing: ex officio Temporary Executive Presbyter, Stated Clerk (initial startup only)

Investments

The Investment Advisory Team is a committee (formerly of the Board of Trustees) with the responsibility for managing the Presbytery's temporarily and permanently restricted funds, in consultation with the Treasurer and the Staff. Reporting: at minimum of a quarterly basis to the Administrative Committee, (in future the Presbytery of Detroit) regarding performance of the investment funds.

Comprised of:

3 POD members (some ideally with Trustee experience)

POD members: Two elders appointed by the session from Fort Street Presbyterian Church. (The Fort Street Presbyterian Church members of the team have voice and vote in all matters concerning the management of the Connor and Joy Estate Funds)

Staffing ex officio: Treasurer, Temporary Executive Presbyter

Human Resources

Human Resources will advise the Administrative Commission (in future, Presbytery of Detroit) on matters relating to personnel policies and practices, compensation and benefits, labor relations and collective bargaining, employee relations, staffing and organizational structure.

They will be responsible for creating and/or monitoring values-based systems and policies to ensure that the organization is following local, state and federal laws and certain best practices relating to its employees and creating an attractive environment for current and prospective employees. They will also review and make recommendations on: the appropriateness of any new or amended human resources policy, employment terms and conditions as they relate to matters of policy or an issue of significance, and compliance with relevant legislation relating to human resources.

Comprised of:
2 Synod members (initial, temporary)
4 POD members
Staff ex-Officio: Temporary Executive Presbyter, Stated Clerk

*Note: Committee descriptions are in draft form; determinations as to final descriptions, purpose and tasks to be determined by the Committees themselves in consultation with the Administrative Commission

**Committees themselves will determine meeting times and frequency, in consultation with the Administrative Commission

Presbytery of Detroit Application for the Nominating & Representation Committee

Contact information for the nominee:

First Name:

Last Name:

Street address:

City: State: Zip code:

Main phone #:

Alternate phone #:

Email address:

This application form is being submitted by the nominee. Yes No

(if not please complete next two questions)

This individual is being nominated by:

phone

email

Background information about the nominee:

Ruling Elder Yes No

Commissioned Ruling Elder Yes No

Ordained Yes No

Congregation member at:

Teaching Elder Yes No

If active Teaching Elder, please indicate the congregation you are serving:

Retired Yes No

If retired, please indicate where you served before your retirement

Member at Large Yes No

Validated Ministry Yes No

Special expertise or skills: Prior or current leadership experiences within your congregation, a presbytery, synod or the General Assembly:

Feel free to attach or send a current resume, statement of faith and/or statement of qualifications that includes both professional and volunteer experiences.

Available for meetings: Morning Afternoon

Information about the Nominee for Representation Purposes:

The Nominee is: Male Female

Non-binary Transgender

African American Asian Hispanic White Other

Under 35 years old 36-45 years old 46 years or older

Please return the completed form via email to DetroitAC@detroitpresbytery.org