

ATTACHMENT A – LHP Structure

Presbytery of Lake Huron Council

Personnel Committee

Composition

The Personnel Committee shall be elected by the Council and shall consist of not fewer than 4 people, with at least one-half from the membership of the Council. The Executive Presbyter shall serve as staff resource to the Committee with voice but not vote.

Moderator

One member shall be designated by the Council as Moderator. If the moderator is not an elected member of Council, the Council shall co-opt the Moderator to the Council with voice but not vote. The Moderator shall always have voice and vote in the Committee. The committee shall arrange for any other roles (such as Secretary) at its own discretion.

Meetings

The Committee shall meet when called by the Moderator or in the absence of the Moderator by the Executive Presbyter, but not less often than quarterly.

Responsibilities

The Committee's responsibilities shall include:

1. To recommend and review appropriate personnel policies, and to maintain them in a personnel handbook
2. In consultation with the Executive Presbyter as Head of Staff, to conduct an annual review of each employee's job performance and professional development
3. To conduct an annual compensation review and make recommendation for compensation changes. Changes in the contract or terms of call of exempt employees shall be recommended to the Presbytery for its approval.
4. To oversee the development of a staffing rationale and position descriptions in accordance with current priorities set by the Council
5. To recommend to the Council changes in the staffing model for exempt or non-exempt staff.
6. To conduct searches for non-exempt personnel staff positions.
7. Upon referral by the Executive Presbyter/Head of Staff, to address emergent personnel issues with the Executive Presbyter/Head of Staff.
8. To serve as the initial responder to staff grievances regarding the Executive Presbyter or Stated Clerk
9. To support the staff in their work whenever possible

Accountability

The Committee shall be accountable to the Council, which is accountable to the Presbytery.

ATTACHMENT A – LHP Structure (Continued)

Presbytery of Lake Huron Council

Policies, Bills & Overtures Committee

Composition

The Bills and Overtures Committee shall be established by the Council. It shall consist of 4-6 persons, including:

1. Two persons elected by and from the Council, one of whom shall serve as Moderator.
2. The ruling elder and teaching elder commissioners who attended the immediately preceding General Assembly
3. The ruling elder and teaching elder commissioners elected to attend the next General Assembly, upon their election

The Stated Clerk shall serve as staff resource to the Committee, with voice but not vote.

Moderator

The Council shall select one member of the committee to serve as Moderator. The Moderator shall ordinarily be an at-large member of the Council. The committee may arrange for any other roles (such as Secretary) at its own discretion.

Meetings

The Committee shall meet when convened by the Committee Moderator or in the absence of the Moderator by the Stated Clerk, but not less often than annually.

Responsibilities

The Committee's responsibilities shall include:

1. In consultation with the Stated Clerk and appropriate entities of the Presbytery, to make recommendations to the Council on proposed overtures to the General Assembly presented for Presbytery adoption, whether by sessions or arising from the presbytery itself.
2. In consultation with the Stated Clerk and appropriate entities of the Presbytery, to make recommendations to the Council whether or not to enter a concurrence with any overture originating with another presbytery being submitted to an upcoming General Assembly.
3. In consultation with the Stated Clerk and appropriate entities of the Presbytery, to provide sufficient context and information to the Presbytery for the consideration of proposed amendments presented to the Presbytery for its affirmative or negative votes.
4. To assist the Stated Clerk in the orientation of Commissioners to the General Assembly
5. To review proposed policies and bylaws and to make recommendations to the Council regarding their language, adoption, and renewal; and to assist the Council to communicate the policies to the presbytery.

Accountability

The Committee shall be accountable to the Council, which is accountable to the Presbytery.

ATTACHMENT A – LHP Structure (Continued)

Presbytery of Lake Huron Council

Budget & Finance Committee

Composition

The Budget and Finance Committee shall ordinarily consist of the following:

1. At least three members elected by and from the Council, one of whom shall ordinarily be the Moderator of the Board of Trustees.
2. The Presbytery Treasurer

The Financial Secretary shall serve as staff resource to the Committee, with voice but not vote.

Moderator

One person, ordinarily an at-large member of the Council, shall be selected by the Council to moderate the committee. The committee may arrange for any other roles (such as Secretary) at its own discretion.

Meetings

The Committee shall meet when called by the Moderator or in the absence of the Moderator by the Presbytery Treasurer, but not less often than quarterly.

Responsibilities

The Committee's responsibilities shall include:

- To convene the appropriate moderators of Presbytery entities to review the budget and make preliminary budget recommendations for the succeeding year not later than the August meeting of the Council, based on the established mission priorities of the Presbytery
- To recommend to the Council a proposed final budget for the succeeding year, not later than the November meeting of the Council, based on the established mission priorities of the Presbytery
- To review regularly the financial reports of the Presbytery and report to the Council any recommendations for mid-year adjustments based on income and expense performance
- To receive requests from Presbytery entities regarding changes to the budget allocations for that entity and make recommendation to the Council regarding them
- To calculate and make recommendation to the Council for the per capita assessment rate for the succeeding year, not later than the August meeting of the Council.
- To recommend to the Council arrangements for the annual financial review of the Presbytery's finances and, not less often than every third year, for the audit of the Presbytery's books.
- To recommend to the Council policies related to the expenditure of Presbytery assets, the reimbursement of employee and/or volunteer expenses, and other financially-related matters not assigned to the Board of Trustees
- To review annually the work of the Board of Trustees, and to review and comment to the Council on any recommendations from the Board of Trustees regarding the reception and designation of assets donated or bequeathed to the Presbytery and/or the disposition of assets received through the sale of Presbytery property
- To recommend to Council the expenditure of funds from designated accounts not assigned to other entities, and extraordinary expense requests exceeding \$1000.00.

Accountability

The Committee shall be accountable to the Council, which is accountable to the Presbytery.

ATTACHMENT A – LHP Structure (Continued)

Presbytery of Lake Huron Council

Planning, Visioning, & Equipping Committee

Composition

The Committee shall ordinarily consist of the following:

- The Presbytery Moderator
- The Presbytery Vice Moderator
- At least two persons who shall be elected by and from the Council
- Additional persons appointed by the Presbytery Moderator who shall have voice, and may have vote if extended by the committee

The Executive Presbyter shall serve as staff resource to the Committee, with voice but not vote.

Moderator

The Presbytery Moderator shall ordinarily serve as Moderator. If the Presbytery Moderator is unable or unwilling to serve, the Council shall elect another person to serve as Moderator.

Meetings

The Committee shall meet when called by the Moderator, or in the absence of the Moderator by the Executive Presbyter, but not less often than quarterly between meetings of the Presbytery.

Responsibilities

The Committee's responsibilities shall include:

- In consultation with the Executive Presbyter and the Moderator of Presbytery Council to recommend plans and strategies for the long-term mission and vision of the Presbytery
- To recommend annually to the Council dates for Presbytery meetings for the succeeding year, in accordance with the Presbytery by-laws
- To recommend to the Council themes for upcoming Presbytery assemblies, giving full consideration to the wishes of the Presbytery Moderator for meetings during the Moderator's term of service
- In consultation with the host pastor, to provide for exemplary worship at Presbytery meetings that is Reformed, creative, and inclusive
- To make recommendations to Council regarding preachers at Presbytery worship
- To make recommendation to the Council regarding the offering at Presbytery worship
- To recommend to the Council plans for utilizing the equipping time at Presbytery assemblies to assist in congregational and leadership development, to advance the vision of the Presbytery, and to build the Presbytery as a diverse and inclusive community.
- To develop and recommend to Council special opportunities for leadership and congregational equipping, including continuing education events within the presbytery or in conjunction with other presbyteries, church entities, or community partners.

Accountability

The Committee shall be accountable to the Council, which is accountable to the Presbytery.

ATTACHMENT A – LHP Structure (Continued)

THE PRESBYTERY OF LAKE HURON

ORGANIZATIONAL STRUCTURE

GREEN CIRCLE indicates entity functions partially as a commission

DOTTED ARROW indicates review relationship (direction of review)

