

# 2019 Parish Council Administrative Committees

## **Finance Committee + Meets Quarterly**

*Number of Members: 3-5*

*Current Members:*

*Description:* The Finance Committee exists primarily to support the Parish Treasurer in their work. In 2019, this committee will work to:

- Continue cleanup of books;
- Search, secure, and train a bookkeeper;
- Revise staff responsibilities to educate and determine appropriate levels of staff involvement in day-to-day operational finances;
- Arrange for an external audit in the early months of 2020;
- Revise the internal audit process with the Treasurer, taking into account forensic recommendations for books;
- Continue to expand and train the number of Sunday morning counters;
- Develop and implement background check and procedures for counters; and
- Oversee office administration.
- Develop procedures and background check policies for counters

## **Building Committee + Meets Quarterly (and as needed for emergencies)**

*Number of Members: 3-5*

*Current Members:*

*Description:* The previous Parish Council included increased costs in the budget for building maintenance, and this needs to be more systematic in its execution. The Building Committee - which is different than the Capital Campaign Building Committee - will be, in the next year, primarily responsible to:

- Schedule, manage, and oversee the repair of the Foundation in the Spring of 2019;
- Work with contractor to repair walls and prepare the space for the move-in of a tenant;
- Work with the Treasurer to ensure timely payment on this work;
- Oversee groundskeeping maintenance (lawn, snow/ice removal) and contract with appropriate providers; and
- Identify other larger-scale projects throughout the building for *improvement*, not *repair*.

## **Stewardship/Endowment Committee + Meets Quarterly**

*Number of Members: 3-5*

*Current Members:*

*Description:* Plan, execute, and support the 2020 Stewardship Campaign in the Fall. In addition, the Committee will be responsible to:

- Encourage increased giving and benevolence throughout the year;
- Analyze and improve the endowment policies and investments;

- Review and improve endowment investment strategy; and
- Work with new members to communicate the expectation of giving as a member of this faith community.

### **Personnel Committee + Twice Yearly**

*Number of Members: 3-5*

*Current Members:*

*Description:* The Personnel Committee is a resource that is used mostly when called upon to address staffing issues. It will work with any newly-appointed ad hoc committees that may be formulated in 2019 to craft job descriptions (youth, specifically) to insure adherence to personnel policies generally while leaving the competence of specific duties to the ad hoc committee specializing in that area. In 2019, this committee will:

- Conduct reviews of non-rostered staff;
- Ensure that rostered staff reviews are conducted with the Executive Committee;
- Update Personnel Manual taking into consideration the newly-devised work of the Synod's policies on Sexual Harassment;
- Prepare job description for Office Administrator and update job descriptions as needed;
- Maintain and clean up files as appropriate;
- Prepare 360 review;
- Prepare Sexton job description; and
- Prepare Receptionist job description.

### ***Other Upcoming Committees:***

#### **Youth Position Committee, As Needed**

*Number of Members: 3-5*

*Current Members:*

*Description:* As part of the 2017-18 Capital Campaign, the Parish set aside funds for a part-time Youth Worker. This committee will be responsible for following duties:

- Determine the scope, funding, and job description for this position;
- Determine feasibility, shape, and scope of this position;
- Explore partnerships with neighboring congregations to possibly share a position;
- Create job description;
- Post the job description and identify candidates;
- Work with the Personnel Committee to maintain proper adherence to Employee Manual policies; and
- Make a recommendation on hiring a candidate.

#### **Pastoral Vicar Committee, As needed**

*Number of Members: 3-5*

*Current Members:*

*Description:* St. Paul-Reformation has made application to Luther Seminary to the MDivX program for a part-time Vicar (Intern) for two years, half-time. This Committee will serve for two years and do the following:

- Create job description/scope in consultation with Pastor;
- Support this person in their learning goals, candidacy requirements; and
- Provide feedback according to the seminary's requirements.