

**Presbytery Leadership Council  
Presbytery of San Francisco  
January 31, 2012**

**FOR ACTION:**

**MOTION:** nominate Karl Gerlach, ruling elder from Delta Community Presbyterian Church in Discovery Bay, and Laurene Chan, ruling elder from Presbyterian Church in Chinatown, San Francisco, to serve in 2012 on the Communications Working Group.

**FOR INFORMATION:**

1. The oral presentation at Presbytery will include a report on the **Leadership Council retreat** on January 12, 2012.
2. The Leadership Council is coordinating opportunities to learn about resources for congregations from organizations such as Presbytery Foundation, Lazarus Project and others. A meeting to learn about the **Lazarus Project** will be held on February 9, 2012 from 10 am to noon at the presbytery office building.
3. Upon recommendation from the **Personnel** Working Group, the Leadership Council took action on these items:
  - Approved Staff Holidays for 2012 as 1/12, 2/20, 4/6, 5/28, 7/14, 9/3, 11/22, 11/23, 12/24, 12/25, 12/31.
  - Set 2012 Housing/Salary split for Stated Clerk Kathy Runyeon to be designated \$72,000 as housing allowance and \$15,672 as salary.
  - Set guidelines for salary and benefits for searches for the positions of Presbytery Pastors/Elders.
  - Approved 2011 Staff Bonuses to show appreciation for staff work and in lieu of COLA for past three years.
  - Requested that Personnel create a job description and work with the Coordination & Leadership Team to hire a temporary business manager, max 3/5 time, max 3/5 of Pete/DOS salary. That person would not be a supervisor of current staff. [C&L members are Council Chair Roger Reaber, Stated Clerk Kathy Runyeon, FPOC chair Leonard Nielson and Personnel chair Randy McGrady-Beach.] The final draft of that position description is attached.

**from the Personnel Working Group of the Presbytery Leadership Council****Presbytery of San Francisco**

DRAFT - 1/11/12

POSITION DESCRIPTION: Interim Business Manager  
Part-Time Position – 20-25 hours per week avg (max)  
Pay \$35-\$40/hr. Contractor position (1099 reporting)

1. Purpose
  - a. Oversee and support day-to-day business operations
  - b. In conjunction with the Finance and Property Oversight Committee Chair and Presbytery Staff, assist in managing and directing the business and financial affairs of the Presbytery of San Francisco
  - c. As time permits, assist Presbytery Councils and Committees
2. Primary Responsibilities
  - a. Corporate Work
    - i. In conjunction with Presbytery staff, Financial and Business Management including tax filings and Accounts Payable/Receivable oversight, state corporate compliance, payroll processing, and benefits interpretation
    - ii. Contract Administration, Including IT contractor
    - iii. Property Management: Presbytery Offices, and other properties as needed
    - iv. Limited assistance to congregations with their Corporate and Denominational Compliance, loans, tax filings, property taxes, etc
  - b. Ecclesiastical Work
    - i. General Assembly Business related to loans and finances
    - ii. Synod Business related to loans and finances
    - iii. Interfacing with Stated Clerk around business functions
    - iv. Presbytery Meeting Administration, with Presbytery Staff
3. Secondary Responsibilities as Time Permits
  - a. Committee Resource assistance (in conjunction with Presbytery staff)
  - b. Limited resource assistance to Pastors, Session and Staff
  - c. Polity and Corporate consulting, advice, information, confirmation
  - d. Crisis intervention and management
  - e. Physical plant issues, financial issues, and conflict
4. Person reports to the chairs of Finance and Property Oversight Committee and Personnel Working Group of Presbytery Leadership Council, and acting Head of Staff. This person is a team player, relationally oriented, with a strong understanding of being a pastoral and/or elder presence.