

March 9, 2019 – Presbytery of Grand Canyon

Proposed Modifications to the Manual of Administrative Operations (OPS) – Parts 15, 13, and 12

Part 15 – Minimum Salary for Teaching Elders

Part 11 – Commission on Ministry, a listing of 13 COM major responsibilities, directs the commission, in item 12 of 13, to provide guidelines for salaries and an annual review and report. The annual review and report is a staff function with distribution set for the March Presbytery meetings. Based on what exists in historical records the current minimum salary was set in 2009 and may have been in place back in 2004. I think it is safe to say it is somewhere between 10 to 19 years outdated. This year COM was proactive in reviewing the value of the Minimum Effective Salary (MES) and solicited the assistance of the Resource Committee to aid in establishing financial/economic criteria as indicators of what the current MES should be.

Both COM and Resources are aware of the financial/economic criteria and indicators used by the Combined Personnel and Combined Finance teams to aid in setting salaries for staff. This includes a target percentage (2%) for increase with fine tuning based on actual Cost of Living Adjustments (COLA) issued by the Federal Government. Resources did not recommend financial numbers for use by COM, but they did recommend the current policy be removed from the OPS manual and transferred to the COM Handbook as a policy to be set and reviewed by COM annually and to determine in a timely manner to fit with church budgeting occurring in the fall of the year.

Part 13 – Sabbatical Leave Policy for Parish Ministers and Educators

Recently it has come to our attention that Sabbatical Leave requirements are lost in the OPS manual. Sabbatical leaves are a subject and benefit that require a close relationship among the pastor, session and Commission on Ministry for planning and execution. Pastors may not even know this policy exists, to which the staff can attest. COM is charged with the responsibility of following through with the requirements of this policy.

**Therefore, the Leadership Team presents the following motion:** Move to transfer both Parts 15 and 13 to the Commission on Ministry Handbook and inserted as additional policies within that manual, as the work defined in these two parts is the work of COM and, as a Commission, have the authority to take actions to execute the requirements of these policies.

Part 12 – Continuing Membership and Validation of Ministry Policy

The items contained in Part 12 are included in a 5-page Chapter II of the COM Handbook outlining in detail the latest requirements and procedures prescribed for Membership and Validated ministries. These requirements and procedures are part of the COM daily and monthly activities. This Chapter in the COM Handbook is updated with the publishing of each new *Book of Order*. Common sense would indicate that there should not be two locations for the same material and the more detailed information should govern.

**Therefore, the following motion is presented:** Move to transfer Part 12 to the Commission on Ministry Handbook and continue to incorporate related material to Chapter II of the Handbook and to insert in the Presbytery OPS manual for Parts 15, 13, and 12 the following words: Reference the Commission on Ministry Handbook for current requirements.

Stated Clerk, Robert Schulz  
Presbytery of Grand Canyon  
February 13, 2019