

1. ADMINISTRATIVE COMMITTEE

MISSION: To provide orderly and effective administrative processes for the Jamestown Presbyterian Church to ensure the continuing mission of the church.

a. OFFICE ADMINISTRATION

- (1) Provide for a smooth operation of the church office by providing appropriate supplies, systems, equipment and space.
- (2) Facilitate the use of electronic office practices by forward planning and programming acquisitions.
- (3) Periodically review the various systems, machinery and equipment and make recommendations for efficient and economical operations.
- (4) Provide special assistance for extraordinary administrative loads.

b. PERSONNEL

- (1) Provide annual evaluation of office personnel.
- (2) Maintain adequate insurance (general, casualty, indemnity).
- (3) Maintain updated personnel policies and procedures affecting morale and working conditions.
- (4) Secure updated job descriptions from supervising committees for all positions.
- (5) Develop and update annually the wage, salary, and benefit programs for the church, including records, surveys, and evaluations.
- (6) Oversee all personnel matters in consultation with professional staff and related.
- (7) Review all changes in personnel and annual evaluations and make a report to the session.
- (8) Report to the session all matters involving changes in policy or procedures for the church as well as all items dealing with key church positions.
- (9) Provide oversight of sexual misconduct policy and its implementation.

c. PUBLICATIONS

- (1) Scheduling events, with time to check for conflicts.

d. COMMUNICATION

- (1) Develop and implement plans for internal and external communication for the church.
- (2) Promote dissemination of timely information throughout the church.
- (3) Coordinate communication of all types within the church.
- (4) Develop more effective two-way communication between all elements and individuals in the church.
- (5) Act as a clearinghouse for information.
- (6) Maintain information bulletin board at the entrances.

e. EVENTS SCHEDULING

- (1) Review overall church calendar maintained by the church secretary.
- (2) Assign all space according to priority and space allocation permits.
- (3) Ensure efficient and economic utilization of space.
- (4) Coordinate all scouting activities.

f. COMPOSITION

One elder, two at large, one Presbyterian Women, one Presbyterian Men, others.