

# **PRESBYTERY OF GREATER ATLANTA**

## **CAMP & CONFERENCE MINISTRY TEAM COMMITTEE JOB DESCRIPTION**

### **ADMINISTRATION & FINANCE COMMITTEE**

The responsibilities of the Administration & Finance Committee are to:

#### ***Strategic Plan***

- Develop long term goals for Calvin Center and submit them to the Ministry Team for approval;
- Consider demographics and trends that may affect Calvin Center, as well as the projected needs, objectives, and priorities of the congregations of the Presbytery of Greater Atlanta;
- Work with the Executive Director and staff to develop and review the strategic plan and keep one another accountable to it.

#### ***Administration***

- Study, develop and update personnel policies and procedures and present them to Ministry Team for approval;
- Develop and review Calvin Center crisis management plan and make recommendations to the Ministry Team;
- Review job descriptions;
- Review and respond to written staff grievances and complaints on the advice of the Executive Director or a staff supervisor.

#### ***Finance***

- Establish salary structure;
- Review staff salaries and benefits packages annually;
- Work with the Executive Director to develop appropriate procedures for budget preparations;
- Review budgets initially prepared by staff and Executive Director and recommend a balanced budget to the Ministry Team for approval;
- Review, monitor and recommend financial guidelines to the Ministry Team;
- Work with the staff to design financial reports and ensure that reports are accurate and timely;
- Review financial statements and report to the Ministry Team any financial irregularities, concerns or opportunities;
- Receive and review capital priorities as determined by the Executive Director and other appropriate staff and recommend an action plan to the Ministry Team for approval.

#### ***Partnership***

- Serve as a partner and support to the Office Manager.