

Presbytery of East Iowa
Revised Budget vs. Actual
 January through August 2014

9:06 AM
 09/14/2014
 Cash Basis

Ordinary Income/Expense	Jan - Dec 12	Jan - Dec 13	Jan - Aug 14	Projected 2014 Annualized	2014 Budget	Proposed 2015 Budget
Income						
4000 · Mission Receipts						
4005 · East Iowa	183,640	181,814	96,688	145,032	210,600	210,600
4000 · Mission Receipts - Other	0	0	0	0	0	0
Total 4000 · Mission Receipts	183,640	181,814	96,688	145,032	210,600	210,600
4010 · Sinclair Endowment	3,050	1,417	2,656	3,984	2,700	2,700
4030 · Previous Year Per Capita	0	0	0	0	0	0
4035 · Synod/CPSS	40,000	40,000	12,500	18,750	40,000	40,000
4040 · Per Capital/Presbytery	238,038	247,429	163,412	245,118	236,900	236,900
4045 · Synod CPMS	0	0	0	0	0	0
4050 · Interest Earned						
4055 · Operating	1,376	1,383	745	1,118	13,000	13,000
4060 · Land Money	0	0	0	0	0	0
4065 · NCD	0	0	0	0	0	0
4050 · Interest Earned - Other	0	0	0	0	0	0
Total 4050 · Interest Earned	1,376	1,383	745	1,118	13,000	13,000
Total Income	466,105	472,043	276,002	414,002	503,200	516,200
Expense						
6000 · Committee expenses						
6005 · Administrative Unit					400	400
6020 · Contingency					300	300
6025 · Visioning Task Force	270	60	0	0	2,500	2,500
6035 · GA Expenses	4,526	0	6,395	5,593	4,000	4,000
6036 · Overture Advocates						

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	Jan - Dec 12	Jan - Dec 13	Jan - Aug 14	Projected 2014 Annualized	2014 Budget	Proposed 2015 Budget
6040 · Personnel	0	0	246	369	400	400
6045 · Moderator Expense	336	75	171	257	350	350
6050 · Ecumenical Activities	95	0	0	0	100	100
6145 · Retired Pastor Recognition	37	0	0	0	300	300
6150 · Commissions	0	1,928	1,252	1,878	2,500	2,500
6165 · Trustees	0	36	0	0	0	1,000
6005 · Administrative Unit - Other	0	0	0	0	0	0
Total 6005 · Administrative Unit	5,263	2,099	8,064	12,096	6,850	11,850
6055 · Committee on Ministry						
6060 · COM/Admin. Costs	2,459	5,349	2,888	4,333	14,100	0
6080 · COM Consultant Salary	10,055	2,655	0	0	0	0
6085 · COM New Pastor Development	1,404	274	0	0	0	0
6130 · COM on Representation					0	150
6135 · Permanent Judicial Commission					0	1,000
6140 · COM Protect My Ministry	86	154	0	0	0	0
6055 · Committee on Ministry - Other	0	0	0	0	0	14,100
Total 6055 · Committee on Ministry	14,005	8,433	2,888	4,333	14,100	15,250
6090 · Committee-Preparation-Ministry						
6095 · Nominating/Reprensation/PJC	3,107	1,708	630	945	3,200	3,200
6125 · Nominating Committee	132	282	59	89	150	150
6095 · Nominating/Reprensation/PJC - Other	0	0	0	0	0	0
Total 6095 · Nominating/Reprensation/PJC	132	282	59	89	150	150
6160 · Officer Position Searches						
6000 · Committee expenses - Other	0	22	125	188	0	500
Total 6000 · Committee expenses	22,506	12,566	11,767	17,650	24,300	30,950

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6100 - CRE Expenses						
6105 - Salary	3,750	3,922	2,625	3,938	3,938	0
6110 - Director Travel	173	89	87	131	0	0
6100 - CRE Expenses - Other	0	0	0	0	62	4,000
Total 6100 - CRE Expenses	3,923	4,011	2,713	4,069	4,000	4,000
6200 - Missions						
6205 - Camp Wyoming Mission Support	40,000	65,000	30,000	45,000	40,000	40,000
6220 - Coe College	2,500	2,500	1,250	1,875	1,875	1,875
6230 - Grants/Churches Mission Outreac						
6260 - Winfield/First	489	500	0	0	0	0
6270 - CR/Echo Hill Staff Grant	4,024	0	0	0	0	0
6285 - Davenport-New Hope Staff Grant	2,112	0	0	0	0	0
6290 - Davenport/First EMG	500	0	0	0	0	0
6305 - Lone Tree/United - Youth Group	750	0	0	0	0	0
6310 - Family Promise of Linn County	2,000	1,000	0	0	0	0
6315 - Newhall/Central Emerging Missio	5,000	0	0	0	0	0
6320 - Springville Emerging Mission Gr	0	1,000	0	0	0	0
6325 - Lost Nation/Union/Bus Stop	0	1,000	0	0	0	0
6330 - Mosaic of Peace Conference Fund	0	0	2,000	3,000	0	0
6335 - Davenport/New Hope/Food Pantry	0	0	2,340	3,510	0	0
6340 - Ely, First/Emerging Mission	0	0	3,000	4,500	0	0
6230 - Grants/Churches Mission Outreac - Other	0	0	0	0	20,000	20,000
Total 6230 - Grants/Churches Mission Outreac	14,874	3,500	7,340	11,010	20,000	20,000
6500 - Resources for Churches						
6520 - Cont. Ed. Events	0	143	1,920	2,880	0	0
6555 - Leadership Seminar/Roger Nishio	0	0	0	0	0	0

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6565 · Leadership Seminar/Gary Hansen	0	0	1,178	1,767	0	0
6570 · Worship Design Studio	117	45	0	0	0	0
6580 · Youth Initiative (DIG)	166	0	0	0	0	0
6590 · Leadership Summit	838	0	0	0	0	0
6595 · Al Polito Workshop Expenses	0	0	0	0	0	0
6600 · Pastor's Retreat	764	409	0	0	0	0
6610 · Workshops/ Nichole MacMillan	0	-1,900	0	0	0	0
6615 · Disability Inclusion	0	0	75	112	0	0
6520 · Cont. Ed. Events - Other	0	0	0	0	0	0
Total 6520 · Cont. Ed. Events	1,885	-1,302	3,172	4,759	0	0
6500 · Resources for Churches - Other	0	0	0	0	5,000	5,000
Total 6500 · Resources for Churches	1,885	-1,302	3,172	4,759	5,000	5,000
6200 · Missions - Other	0	0	0	0	0	0
Total 6200 · Missions	59,259	69,698	41,762	62,644	66,875	66,875
7000 · Administrative Expenses						
7010 · Salaries						
7015 · General Presbyter	86,866	49,462	0	0	0	0
7016 · Interim GP					87,700	
7020 · Acting Administrator	0	13,738	6,000	9,000		0
7025 · Stated Clerk	13,500	14,119	9,450	14,175	14,175	
7025 · Stated Clerk (3/4 time in 2015)						37,500
7030 · Treasurer	8,847	5,906	1,089	1,634	4,357	
7035 · COM Consultant	19,733	28,490	20,720	31,080	31,080	
7035 · Committee on Ministry Associate (3/4 time 30 hrs in 2015)						
7040 · Worship Consultant	12,000	8,698	0	0	0	
						37,500

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7045 · Endowment Consultant	0	8,037	2,192	3,288	8,767	
7050 · Discipleship Consultant/SD	32,833	36,604	24,500	36,750	36,750	
7055 · Editor/Newsletter	7,500	7,188	0	0	7,875	
7060 · Admin. Assist./RT	14,061	14,140	5,915	8,873	14,196	
7065 · Finance/Data Mgmt.	46,280	46,518	31,150	46,725	46,725	42,500
7067 · Networking Associate						47,500
7068 · Finance & Administrative Support Associate						10,000
7069 · Pastor to Pastor Associate (Part-time, 10 hours)Pensions/Benefits						2,500
7070 - Pastor to Pastor Professional Expense						
7075 · Pensions/Benefits						
7080 · Benefits-General Presbyter	27,657	13,377	0	0	30,695	41,323
7081 - Benefits Medical						
7085 · Benefits-Assoc./Presbyter	0	0	0	0	0	18,150
7086 - Benefits Pension						
7090 · Benefits-Finance/Data Mgmt.	14,323	15,330	10,825	16,237	16,354	1,650
7091 - Benefits Death & Disability						
7100 · Benefits-Annuity GP	2,400	1,100	0	0	0	
7075 · Pensions/Benefits - Other	0	0	0	0	0	
Total 7075 · Pensions/Benefits	44,381	29,807	10,825	16,237	47,049	61,123
7095 · Payroll taxes	17,741	17,015	7,672	11,508	18,772	13,388
7010 · Salaries - Other	0	0	0	0	779	0
Total 7010 · Salaries	303,743	279,721	119,513	179,270	318,225	255,791
7105 · New Equipment	0	0	948	1,422	2,000	2,000
7110 · Telephone	5,390	4,558	2,544	3,816	5,400	5,400
7115 · Utilities	2,578	3,273	2,173	3,259	2,600	2,600

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	Actual			Projected		2014 Budget	Proposed 2015 Budget
	Jan - Dec 12	Jan - Dec 13	Jan - Aug 14	Annualized 2014			
7120 · Association Dues	12,274	12,274	9,431	14,147	12,300	12,300	
7125 · Insurance	4,008	4,716	3,865	5,798	3,700	3,700	
7130 · Postage	1,337	1,099	705	1,058	1,400	1,400	
7135 · Equipment repair/maintenance	125	0	2,037	3,055	150	150	
7140 · Service Contracts (IT Service)	10,984	11,074	6,114	9,171	11,000	11,000	
7145 · Office Maintenance	5,726	4,434	190	285	5,800	5,800	
7150 · Publications	303	136	129	193	350	350	
7155 · Office Supplies	2,088	1,483	1,090	1,636	2,100	2,100	
7160 · Equipment rental (Copier & Printing)	6,584	5,072	3,924	5,885	5,300	7,300	
7165 · Printing	834	2,188	202	303	2,000	0	
7170 · Legal and professional	3,400	3,600	6,725	10,088	3,400	3,400	
7175 · Travel							
7180 · General Presbyter/Travel	9,998	2,193	0	0	0	0	
7185 · Travel- Worship Consultant	342	794	0	0	0	0	
7190 · Travel-Treasurer	81	0	0	0	0	0	
7195 · Travel-COM Consultant	2,530	5,002	3,310	4,965	0	0	
7200 · Travel-Education Consultant/SD	93	57	8	12	0	0	
7205 · Travel-Education Consultant/MC	0	0	0	0	0	0	
7210 · Travel-PEIA Staff	106	105	99	149	0	0	
7215 · Travel-Brazil Campaign Consulta	0	0	0	0	0	0	
7220 · Travel-Stated Clerk	318	2,620	2,434	3,651	0	0	
7175 · Travel - Other	0	0	0	0	13,500	13,500	
Total 7175 · Travel	13,469	10,770	5,852	8,777	13,500	13,500	
7250 · Office of the Stated Clerk							
7255 · Conference Exp./Stated Clerk	0	0	0	0	0	0	
7260 · Stated Clerk Expense	1,475	1,740	1,161	1,742	0	0	
7265 · Special Investigative Committee	544	0	0	0	0	0	

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7270 · Administrative Commission	0	111	0	0	0	0
7250 · Office of the Stated Clerk - Other	0	0	0	0	2,100	2,100
Total 7250 · Office of the Stated Clerk	2,020	1,852	1,161	1,742	2,100	2,100

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7275 · Kitchen/Hospitality	529	396	342	513	600	600
7330 · Staff Training/Meetings	304	150	0	0	300	300
7000 · Administrative Expenses - Other	0	0	0	0	0	0
Total 7000 · Administrative Expenses	375,696	346,795	166,945	250,417	74,000	329,791
Total Expense	461,385	433,069	223,187	334,781	487,400	431,616

POSITION DESCRIPTION
FINANCE AND ADMINISTRATIVE SUPPORT ASSOCIATE
PRESBYTERY OF EAST IOWA

The Finance and Office Management Associate is a staff position of the Presbytery of East Iowa (Presbytery).

This is a full time salaried position.

This position is eligible for medical and pension benefits.

Salary range: \$45,000-\$50,000

Mileage reimbursed at current IRS rate

Supervisor: The Personnel Committee

Job Responsibilities:

Oversee the reception of all funds submitted to the Presbytery Mission Treasury Service in accordance with the Presbytery Policies and Procedures. Receipts will be returned to the churches or individual donors.

Transmit to Synod and General Assembly their portion of funds received by the Presbytery Mission Treasury Services

Maintain current records of all funds received from churches and individual donors

Issue checks for all vouchers submitted by authorized persons

Deposit all funds received by the Presbytery in accordance with the Presbytery Policies and Procedures.

Reconcile all bank accounts monthly

Prepare a monthly financial statement

Prepare other financial reports as needed for Presbytery decision making

Maintain ledgers and journals

Record the receipts and expenses of the Presbytery

Pay appropriately submitted and verified staff travel and auto expenses

Provide financial information to the Stated Clerk, Treasurer, and Trustees

September 11, 2014

Maintain a record of the Presbytery payroll

Assist auditors with the annual audit of the financial records

Create, manage, maintain, and appropriately allow access to Presbytery data related to Presbytery professionals, committee personnel, teaching elders, ruling elders, deacons, and officers of congregations

Direct questions and requests to the appropriate staff person

Convene weekly staff meetings

Assist with event coordination of

- Presbytery events
- Educational events
- Leadership events

Data base entry

Mailings

Disperse inquiries and questions to appropriate staff person

Keep the master Presbytery calendar

POSITION DESCRIPTION
NETWORKING ASSOCIATE
PRESBYTERY OF EAST IOWA

The Networking Associate is a staff position of the Presbytery of East Iowa (Presbytery).

This is a full time salaried position.

This position is eligible for medical and pension benefits.

Salary range: \$40,000 – \$45,000

Mileage reimbursed at current IRS rate

Supervisor: The Personnel Committee

Job Responsibilities:

Networking

- Encourage and enable congregations to connect, collaborate, and share resources and common missional projects
- Create online community through the use of a blog or social media to foster communication and relationships
- Investigate emerging ministry and mission ideas, or opportunities, and share them with congregations

Leadership and Education

- Organize, staff, and publicize 2-3 leadership seminars/ retreats per year that focus on equipping spiritual leaders to grow in their own discipleship and to lead others as a result of what they have learned through the seminars
- Convene a network group for Christian Educators and Youth Workers. Provide content for these meetings and bring Christian Educators and Youth Workers together for an annual summit where they can share their experiences with each other, bounce ideas off each other, and provide support to each other.

Communication

- Edit, produce, and distribute the weekly electronic newsletter of the Presbytery, "Out and About." This will include the lay-out, theme, and content of the newsletter.
- Review all publications and brochures produced by the Presbytery for content clarity.

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- Update the content on the Presbytery's website, Facebook page, and other social media as they are utilized by the Presbytery. Also assist groups by setting up electronic means of having forums for discussion.

Vision and Renewal

- Assist the Vision and Renewal Unit in providing support to congregations and other faith communities of the Presbytery in the development of relevant, effective mission and discipleship strategies to strengthen the witness of churches in local and global ministry contexts.
- Research and recommend resources to develop such strategies.

POSITION DESCRIPTION
STATED CLERK
PRESBYTERY OF EAST IOWA

The Stated Clerk is an elected officer of the Presbytery of East Iowa (Presbytery).

This is a 3/4 time (30 hours/week) salaried position.

This position is eligible for medical and pension benefits.

Salary range: \$35,000 - \$40,000

Mileage reimbursable at the current IRS rate

Accountable to the Presbytery

Supervisor: The Personnel Committee

Job Responsibilities:

Relates to other governing bodies

- Reviews minutes of presbyteries within the Synod of the Lakes and Prairies as a member of the review committee
- Corresponds with the Stated Clerk of the Synod concerning:
 - Presbytery operations
 - Annual Statistical and financial report of the Presbytery
 - Committee on Ministry (COM) and Committee on Preparation for Ministry (CPM) issues
 - Committee on Representation activities/EEOC status
- Corresponds with entities within the Office of the General Assembly
 - Processing of minister members and those serving in pastoral roles
 - Overtures to General Assembly
 - Commissioners, overture advocates and young adult advisory delegates attending meetings of the General Assembly
 - Annual statistical reports of the Presbytery
 - Nominations to General Assembly committees
 - EEOO/AA Workforce Analysis Report
 - COM and CPM issues

- Corresponds with sessions of particular churches concerning church operations involving polity processes, statistics, and judicial actions

Interprets Presbytery actions to internal and external audiences

- Prepares summaries of Presbytery meetings, actions, and initiatives for public electronic and print communication venues
- Communicates with the General Assembly Office of the Stated Clerk concerning interpretation of Presbytery actions on overtures
- Interprets Presbyterian polity to local news media

Serves as an officer of the Corporation

- Functions as the Corporate Secretary, recording and maintaining official minutes of all meetings of the corporation
- Functions as the Corporate Agent with the Office of the Secretary of State (Iowa) – prepares Biennial Report

Staffs in an ecclesiastical role the two Constitutional committees (the Permanent Judicial Commission and the Committee on Representation)

- Receive written statements of alleged offenses in disciplinary cases and complaint in remedial cases
- Process in a timely fashion citations, references, stays of enforcement, requests for vindication, appeals and other judicial filings
- Reads all judicial decisions as instructed and enters these decisions upon the minutes
- Prepare and send correspondence and maintain accurate records concerning all censures
- Maintain a current roster of the Presbytery Permanent Judicial Commission members
- Report Committee on Representation activities to the larger governing bodies within covenant relationship

Provides polity guidance to all Presbytery Committees, particularly the Committee on Ministry and the Committee on Preparation for Ministry

- Attends (PCC) meetings to provide polity guidance in strategic planning
- Attend COM and CPM meetings to provide polity consultation in relation to preparation, call, and church service processes

- Provide polity guidance concerning nominations in consultation with the Committee on Representation
- Be on call to members of all committees to answer polity questions via telephone and email queries (24/7)

Publishes and maintains archives of the official records (minutes and policies) of the Presbytery

Provides support and training to clerks of session

- Conducts workshops on polity issues and clerk duties
- Conducts annual minutes and roll reviews
- On call to answer polity queries

Organizes and manages meetings of the Presbytery

Serves as Presbytery Parliamentarian (annual renewal of NAP accreditation)

POSITION DESCRIPTION
COMMITTEE ON MINISTRY ASSOCIATE
PRESBYTERY OF EAST IOWA

The Committee on Ministry Associate is a staff position of the Presbytery of East Iowa (Presbytery).

This is a 3/4 time (30 hours/week) salaried position.

This position is eligible for medical and pension benefits.

Salary range: \$35,000 - \$40,000

Mileage reimbursed at the current IRS rate

Accountable to the Committee on Ministry

Supervisor: The Personnel Committee

Job Responsibilities:

Provide staff support for the Committee on Ministry (COM), which includes but is not limited to:

- Assisting the Moderator of COM in developing goals both long range and short term and producing an action plan to achieve the goals
- Assisting sub-committee chairs (Churches in Transition, Commissioned Ruling Elders, Conflict Resolution, Compensation and Benefits, etc..) in defining the mission and goals of COM sub-committees and producing an action plan to achieve the goals
- Facilitate the refining of the Presbytery policy regarding pastor compensation and benefits and review of church leadership
- Assist in updating the COM Manual of Operations
- Assist in drafting reports to the Presbytery, the COM Agenda, and minutes of COM meetings

Provide training for the members of the transition sub-committee of COM.

- In the area of conflict resolution lead at least one workshop on conflict resolution
- Advise members of COM who are assisting churches in conflict

September 11, 2014

- In the area of churches in transition, oversee background checks for potential candidates for pastoral positions in the Presbytery

Provide references upon request from Executive Presbyters or COM Moderators from other presbyteries

Be the Church Leadership Connection liaison for matching pastors and congregations

Requirement:

The person filling this position must be a Teaching Elder or Ruling Elder in good standing in the PCUSA.

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JOB DESCRIPTION
PASTOR TO PASTOR CARE ASSOCIATE
PRESBYTERY OF EAST IOWA

The Pastor to Pastor Care Associate is a staff position of the Presbytery of East Iowa (Presbytery).

This is a part time (10 hours/week) position.

This position is not eligible for medical and pension benefits.

Salary range: \$10,000

Professional expenses up to \$2,500/year

Mileage reimbursed at current IRS rate

Supervisor: The Personnel Committee

Job Responsibilities:

Provide pastoral care directly to Teaching Elders

- visiting with Teaching Elders/having a meal together
- offering to preach to give a pastor a Sunday off
- praying with and for the Teaching Elders of this Presbytery
- suggest ways Teaching Elders may support one another through common interest groups

Provide pastoral care to the families of Teaching Elders

- offer support in a variety of ways (visits, support groups, retreats)
- pray with and for the families of Teaching Elders

Provide confidential pastoral care to Teaching Elders in crisis

Possess excellent boundary definitions

The Pastor to Pastor Care Associate cannot be used as a reference

The Pastor to Pastor Care Associate will not be involved with the Committee on Ministry

Requirement

The person filling this position must be a Teaching Elder in good standing in the PCUSA.

POSITION DESCRIPTION
TREASURER
PRESBYTERY OF EAST IOWA

The Treasurer is an elected officer of the Presbytery of East Iowa (Presbytery).

This is a part time (10 hours/week) volunteer position

This position is not eligible for medical benefits or pension

Salary range: \$0

Mileage reimbursable at the current IRS rate

Accountable to the Presbytery

Supervisor: The Personnel Committee

Job Responsibilities:

Is a member of the Trustees of the Presbytery

Be present at each presbytery meeting providing an overall picture of the Presbytery's financial position.

Consult with the outside audit firm for the preparation of the monthly and yearly financial reviews

Monitor performance and make recommendations regarding investments to the Trustees

Be a resource for churches in understanding and support of Unified Mission Giving and Per Capita

Be in communication with churches that are in arrears on their financial obligations to the Presbytery and General Assembly

Sign checks as required

Requirement

The person filling this position must be a Teaching Elder or Ruling Elder in good standing in the PCUSA.

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