

ADMINISTRATIVE COMMITTEE

A. Membership

1. This committee shall consist of the following: three Elders (at least one from each class of Elders), three Deacons (including the Moderator of the Diaconate and Moderator of the Finance Committee), Moderator of Presbyterian Women, and one At-Large member. The senior minister is an ex-officio member of all committees but as a non-church member does not vote.
2. The term of office of the Elders and Deacons shall be for three years or until their term of office expires. The term of office for the Moderator of the Diaconate, Moderator of the Finance Committee, and the Moderator of Presbyterian Women is for the term their respective offices expire. The term of office for the At-Large member is for one year, renewable for up to a total of three years' service.
3. The Moderator and Vice Moderator of this committee shall be Elders.

B. Meetings

This committee shall meet once a month, but also at any time there is something that needs the committee's attention. The senior pastor should be apprised of meetings in order to participate as he/she desires.

C. Duties

1. The Administrative Committee has the general responsibility for all general church staff functions. This includes employment of non-ordained staff, with concern for equal employment opportunity, fair employment practices and personnel policies. The committee is responsible for the annual review of the adequacy of compensation for all staff, ordained and non-ordained.

(See Book of Order, G-9.0500 and Robert's Rules, Sections 50 and 51 for scope of committee power. For matters regarding pastoral relationships, see G-14.0500-600.)

2. The Administrative Committee may request assistance from an appropriate session or diaconate committee to assist in staff evaluations. Recommendations regarding compensation for staff will be made through the Finance Committee. Recommendations regarding compensation for the pastors must be made to the congregation as a "change in the call" of the pastor.
3. The Administrative Committee approves outside requests for the use of the facilities and equipment at First Presbyterian Church. The Senior Minister and the Church Business Administrator may approve urgent requests.
4. The Senior Minister and the Church Business Administrator serve as resource staff to the committee.

<u>Name</u>	<u>Business Phone</u>	<u>Phone</u>	<u>EMail</u>	
Brooke Garrou ACTIVITIES		885-3209	brooke.w.garrou@sprint.com	
Category Administrative	Element 1 Deacon	Element 2 2013	Element 3	Element 4
Janice Kubinski ACTIVITIES	883-0029	886-4220	tennisjdk@aol.com	
Category Administrative	Element 1 Elder, Moderator	Element 2 2012	Element 3	Element 4
John Lucas ACTIVITIES	841-1170	869-7884	lucasj@piedmontprofiles.com	
Category Administrative	Element 1 Elder	Element 2 2012	Element 3	Element 4
Carolyn Morgan ACTIVITIES		883-8729	morganbo@northstate.net	
Category Administrative	Element 1 PW Moderator	Element 2 2012	Element 3	Element 4
Maria Puschinsky ACTIVITIES		Unlisted	mlhbenz@northstate.net	
Category Administrative Administrative	Element 1 Diaconate Moderator Deacon	Element 2 2013	Element 3	Element 4
Judy Smith ACTIVITIES		869-6557	judy.smith@raymondjames.com	
Category Administrative	Element 1 At-Large	Element 2 2012	Element 3	Element 4
Leigh Wetherington ACTIVITIES		882-0599	Leigh@telexpressinc.com	
Category Administrative	Element 1 Finance Moderator	Element 2 2013	Element 3	Element 4
Beth Workman ACTIVITIES	883-3351	886-1957	beth.workman@highpointnc.gov	
Category Administrative Administrative	Element 1 Finance Moderator Elder	Element 2 2007 2013	Element 3	Element 4

Total Records: 8