



Opportunities for Service in Northwest Coast Committees of Northwest Coast Presbytery Executive Board

GRANTS COMMITTEE

Be part of a team that helps financially equip congregations for mission and ministry. The grants subcommittee encourages and evaluates applications for grants. They also provide resources and connections to other grant sources within and without the PC(USA) for congregational mission and ministry. Persons who serve well on the Grants Team include people with the following skills and passions:

- Enjoys helping the Body of Christ step out in ministry in courageous ways.
- Assesses how strongly an application meets grant criteria.
- Eager to share the stories of people and congregations.
- Enjoys giving away money (smile).
- Communicate opportunities and carefully administer applications.
- Willing to evaluate initiatives supported by the grants with grace and truth.

Commitment: 1 year commitment. Committee meets once every 3 months and as needed by videoconference or e-mail. All meetings are available for participation by conference call or videoconference. Meetings usually take place during daytime.

Communication Technology: The grants team makes extensive use of e-mail, web communication, video-conferencing, and Dropbox file sharing. Team members should be comfortable with these basic internet skills.

PERSONNEL COMMITTEE

The personnel subcommittee provides personnel administration and oversight for NWC Presbytery which includes:

1. Policy Administration. This subcommittee produces and revises personnel policy to be in line with NWC Presbytery values and personnel law.
2. Performance Reviews. Personnel committee conducts staff performance appraisals and recommends staff salaries each year to the Executive Board.
3. Encouragement and Accountability: Personnel subcommittee is a source of encouragement for the staff and accountability for the Head of Staff. They also provide a reliable grievance process for presbytery staff.

Commitment: 1-year commitment. Committee meets in the spring and early summer to assess policy revisions and plan for staff reviews. They also meet for a full day in the fall to conduct staff reviews. Then they meet as needed to accomplish their tasks. Meeting time is negotiable.

Communication Technology: The personnel committee makes extensive use of e-mail, web communication, video-conferencing, and Dropbox file sharing. Team members should be comfortable with these basic internet skills.



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FINANCE AND CORPORATE AFFAIRS COMMITTEE

The Finance and Corporate Affairs subcommittee manages NWC Presbytery's finances and corporate affairs including:

1. Recommending an inclusive annual budget to the Presbytery
2. Authorizing revisions or exceptions to the Presbytery approved budget,
3. Managing the Presbytery's accounts, reserves, investments, insurance, legal matters; and all other pertinent corporate and financial business;
4. Providing an annual report of all financial and corporate matters.

Commitment: 1 year commitment. Subcommittee meets once every 3 months and as needed by videoconference or e-mail meetings. All meetings are available for participation by conference call or videoconference. Usually daytime meetings.

Communication Technology: The Finance & Corporate Affairs committee makes extensive use of e-mail, web communication, video-conferencing and Dropbox file sharing. Members should be comfortable with these basic internet skills.

ALASKA FUNDS COMMITTEE

This subcommittee manages the funds designated for administration, mission, and ministry in SE Alaska that were designated for this purpose during the merger between Alaska Presbytery and North Puget Sound Presbytery in 2014. It is composed of a majority who live and minister in SE Alaska.

1. Subcommittee can approve distributions of up to \$5000.
2. Distributions over \$5000 are recommended to the Executive Board for approval.

Commitment: 1-year commitment. Committee meets as needed by conference call or video-conference. Recently they have been meeting in the evenings.

Communication Technology: The committee makes extensive use of e-mail, web communication, video-conferencing and Dropbox file sharing. Members should be comfortable with these basic internet skills.