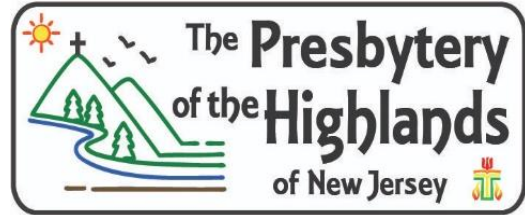


Presbytery of the Highlands of New Jersey
Administration and Coordinating Commission (A & C Commission)



Introduction

The Administration and Coordinating Commission (A & C Commission) of the Presbytery of the Highlands of New Jersey is commissioned to provide strategic oversight, coordination, and leadership in the Presbytery's governance and operations. The A & C Commission serves as the central body for managing Presbytery functions between meetings and ensuring continuity in mission, administration, and vision.

Purpose

The Administration and Coordinating Commission exists to coordinate the work of the Presbytery, steward its resources, communicate its mission, and provide administrative and spiritual leadership. Through collaboration, planning, and oversight, the A & C Commission helps guide the Presbytery's ongoing journey of faith, service, and governance.

Membership

The A & C Commission shall be composed of:

- Twelve elected members, serving in three classes of four.
- The Presbytery Moderator, Vice Moderator, and Immediate Past Moderator.
- A representative of Presbyterian Women, with voice and vote.
- Ex officio members:
 - Presbytery Leader
 - Stated Clerk
 - Treasurer

Co-moderators of A & C Commission will be elected by the Presbytery

Position Description

Members of the Administration and Coordinating Commission are responsible for the following:

- Coordinating and supporting the work of the Presbytery's commissions, teams, and mission partners.
- Serving as a visionary body, discerning and interpreting the evolving mission and ministry of the Presbytery.
- Organizing and planning all stated meetings of the Presbytery, including content and worship.
- Overseeing communications and storytelling initiatives of the Presbytery.
- Developing and presenting the annual operating budget.
- Review of presbytery insurance and participate in the New Jersey Insurance Partnership.
- Responsible for matters that deal with property issues including: Historic grants, loans and loan guarantees, sale and rental of church property, presbytery property and office and other matter relating to church and presbytery property
- Managing the books, records, and accounts of the Presbytery, in partnership with financial officers.
- Encouraging financial stewardship and generosity among congregations.
- Nominating the members of the Presbytery Nominating Committee.
- Overseeing all personnel matters related to paid and volunteer staff.
- Providing accountability and structure to all continuing mission partnerships.
- Representing the Presbytery in its relationships with other governing bodies and councils of the Church.

Commissioned Responsibilities

As commissioned by the Presbytery, the A& C Commission is authorized to:

1. **Serve as the Board of Trustees** for the corporation, reporting Trustee actions at Presbytery meetings.
2. **Provide oversight of all mission partnerships**, defined as established and recognized relationships with mission organizations. This includes:
 - Utilizing existing Presbytery entities or creating new teams to manage partnerships.
 - Proposing budget allocations for continuing partnerships.
 - Approving or delegating approval of financial expenditures for such partnerships.
3. **Act on behalf of the Presbytery between stated meetings** when timely action is required. Actions shall be reported at the next Presbytery meeting. Responsibilities include:
 - Approving, modifying, adopting, and interpreting procedures.
 - Approving descriptions and appointing members for Administrative Commissions (excluding ordination/installation commissions).
 - Approving expenditure for both operating and capital needs.
 - Approving emergency loans to churches as per presbytery policy.
 - Approving leases between church and organizations for the use of the church's property in accordance with the requirements of the Book of Order (G-4.0206b)
 - Authorize the retaining of legal counsel for corporate and ecclesiastical matters.
 - Approving the purchase or sale of church property involving small parcels of land without structures, as well as to approve the sale of larger properties when action is required and the presbytery is unable to meet in

a timely manner.

Working Groups of A & C Commission

- Executive or Presbytery Planning Team
- Finance and Property Team
- Communications
- Funds Development and Investment Team
- Personnel Team
- Worship Planning
- NJ Presbytery Insurance Partnership

Mission Partnerships of the Presbytery

- Interim Unified Agency (formerly OGA and PMA)
- Synod of the Northeast
- Blair Academy
- Johnsonburg Camp and Conference Center