

Presbytery of the Highlands  
Stated Meeting  
Administration and Coordinating Team Report  
November 9, 2021

**Items for the Consent Agenda:**

None.

**Items for Action:**

ACT recommends:

**ACT-1**

The approval of the Committee on Representation Position Description - See Attached.

**Rationale:** the COR is a mandated committee of the Book of Order. The ACT included the description from the Book of Order and included additional responsibilities that will assist the presbytery in building community and creating a space that is more inclusive and welcomes all at the Presbytery Table.

**ACT-2**

The approval of the Resource and Stated Clerk Staff Position for a three-year term – See Attached.

**Rationale:** The present Resource Staff person covenant concludes on December 31. The Acting Stated Clerk is also a temporary position. The Personnel committee reviewed needs of the presbytery, the areas of focus and several options for filling those staffing needs. They are recommending a full-time position that incorporates both the resourcing and the stated clerk responsibilities of the presbytery.

**ACT-3**

The approval of The Presbytery of the Highlands of NJ Per Capita amount of \$40 per capita for the year 2022.

**ACT-4**

The approval The Presbytery of the Highlands of NJ 2022 budget. – See Attached.

## **Items to Report:**

### **ACT-5**

Reviewed the September Presbytery meeting.

### **ACT-6**

Reviewed information about the upcoming November Presbytery meeting.

### **ACT-7**

Reviewed the Presbytery Meeting dates for 2022 and made the following changes for Presbytery meetings:

- January 22, Saturday, time to be announced, via ZOOM
- March 8, Tuesday, 7 pm, via ZOOM
- May 10, Tuesday, time to be announced, Hybrid – Zoom and Johnsonburg
- September 10 or 13<sup>th</sup>, time to be announced, Hybrid – Zoom and Johnsonburg
- November 8, Tuesday, 7 pm, via Zoom

### **ACT-8**

Nominated names for the Nominating Committee. See Nominating Committee Report.

### **ACT-9**

Approved recommending to the presbytery a Full Time Resourcing and Stated Clerk position.

### **ACT-10**

Approved recommending a \$40 per capita for 2022.

### **ACT-11**

Approved recommending the presented 2022 budget.

### **ACT-12**

Approved the realignment of Presbytery Funds and Funds descriptions.