

**Contract between Alexandra (Sandra) Hedrick
and the Presbytery of St. Augustine
November 1, 2017 - October 31, 2020**

The following contract between the Presbytery of St. Augustine (the “presbytery”) and the Rev. Alexandra (Sandra) Hedrick, a minister of Word and Sacrament of the Presbyterian Church (U.S.A.) and a member of the presbytery, is for her service in the office of stated clerk and related duties and responsibilities. This contract shall be in effect for the period of November 1, 2017 through October 31, 2020. The presbytery and Rev. Hedrick agree to the following covenant:

Hours of Service. Rev. Hedrick shall serve the presbytery for 25 hours per week through March 31, 2018 and 20 hours per week thereafter, as averaged on an annual basis.* In lieu of a set number of weeks of leave time, she may take occasional periods of personal and sick leave during the term of this contract but will remain available for communication and carrying out her responsibilities to the extent reasonably possible. Presbytery staff and Coordinating Council leadership will be advised at all times of how she can be reached.

Responsibilities. Rev. Hedrick shall carry out all of the duties, functions and responsibilities of a presbytery stated clerk as described in the Constitution of the Presbyterian Church (U.S.A.), the Presbytery Policies, and the Presbytery Manual of Operations, as amended from time to time. She shall represent the presbytery to other councils (sessions, synod, presbyteries, and General Assembly) and ecumenical faith groups and will perform other duties as approved by the presbytery from time-to-time. Her duties, functions and responsibilities are described at the end of this contract.

Accountability to the Presbytery. During the tenure of this agreement, Rev. Hedrick will be an employee of the presbytery and shall be accountable to the Coordinating Council and the Personnel Team, subject to the Stated Clerk’s constitutional, fiduciary and legal responsibilities. She is subject to the personnel policies of the presbytery and will receive an annual performance review.

Termination and Renewal. This agreement may be terminated by Rev. Hedrick upon 30 days’ written notice for any reason and by the presbytery pursuant to the requirements of the Book of Order and the Manual of Operations relating to the office of stated clerk. Restructuring of staff and officer responsibilities shall be good cause for the presbytery to terminate the agreement. All financial obligations to Rev. Hedrick cease as of the date of termination. This agreement may be renewed in its entirety or incrementally extended on a month-by-month basis if all parties to the contract concur.

Terms of the Agreement. Rev. Hedrick and the presbytery agree to the following terms of call (annualized):

Salary	\$31,490 (through 03/31/18) then \$20,000
Housing Allowance	20,000
FICA	3,939 (.0765%)
Auto Expenses (Reimbursed)	2,500 (annual)
Expenses (Travel, Meals, Etc.)	2,500 (annual)
Continuing Education (Reimbursed)*	1,000 (annual)
Total	\$61,429*

Annualized amount based on initial pay/benefits/reimbursable expenses. This annual amount will be reduced on March 31, 2018 as shown above.

Continuing education funds may be accumulated over the contract period up to \$3,000. If not utilized during the contract period, any remaining funds and leave are forfeited at the end of the contract period.

Additional Commitments and Conditions. Rev. Hedrick will be required to travel and attend meetings within the bounds of the presbytery and occasionally in other locations. Travel expenses will be reimbursed by the presbytery and have been estimated in the terms of call set forth above, except for her attendance at the denomination's Polity Conference (now Mid-Council Leaders' Gathering), General Assembly, and synod meetings, which continue to be additional expenses of the presbytery (budgeted elsewhere), as provided in prior years. She will perform her work in the presbytery office and in her home office or other work locations, such as churches and Montgomery Presbyterian Conference Center as her schedule requires. The terms of this contract, including but not limited to hours and compensation, shall be reviewed at least annually by both parties and are subject to revision as agreed by the parties.

The terms of this contract, approved at a called or stated presbytery meeting, are acknowledged with the signatures placed below.

Alexandra (Sandra) Hedrick _____ Date _____

Presbytery of St. Augustine _____ Date _____

Duties, Functions and Responsibilities

1. Prepare for meetings of the presbytery.

A-Give notice for the meetings.

B-Assist the moderator and host in preparing for the meetings.

C-Prepare the agenda and docket.

D-Respond to inquiries.

E-Coordinate with other leaders and staff, insure that expressions of gratitude are sent.

2. Serve as clerk and parliamentarian for meetings of the presbytery.

A-Record and publish minutes of the proceedings.

B-Prepare and publish meeting highlights.

C-Preserve minutes and present them to higher councils when requested.

3. Manage membership rolls and records.

A-Make and keep the membership rolls of ministers of Word and Sacrament (also known as teaching elders) and others who have voice and vote.

B-Complete required paperwork for ministers of Word and Sacrament and transmit information as required or requested by higher councils and the Board of Pensions. Assist as requested with paperwork for candidates and inquirers under the care of the presbytery.

C-Review, attest to, and maintain the confidentiality of Personal Information Forms (PIFs).

D-Work with other presbyteries in facilitating the transfer of ministers of Word and Sacrament into and out of the presbytery. Assist in welcoming and providing information to new members and officers.

E-Assist the Member Preparation and Care Commission in the annual review of ministers of Word and Sacrament in validated ministries and whose status is at-large.

F-Assist in maintaining the accuracy of the presbytery's directory of ministers of Word and Sacrament, commissioned ruling elders, committees, teams, commissions, and congregations.

4. Serve as clerk and parliamentarian for meetings of the Coordinating Council and the Member Preparation and Care Commission, including giving notice, preparing for meetings, and taking and preserving minutes. She shall also serve as the corporate secretary and assist the Boards of Trustees with providing minutes and documents relating to presbytery transactions and serve as an ex-officio member (without vote) of the Coordinating Council and the Administration Committee.

5. Consult with ministers of Word and Sacrament, ruling elders, session clerks, administrative commissions and other presbytery commissions, committees, teams, trustees, the Permanent Judicial Commission (PJC), crisis response teams, and others regarding the Book of Order, the Book of Confessions, Robert's Rules, and the policies, processes, procedures and communications of the Presbytery of St. Augustine and the Presbyterian Church (U.S.A.). Provide training and moderate session and congregational meetings as requested and as time permits.

6. Manage judicial process and provide training under the Rules of Discipline.

7. Coordinate the review of the minutes (and, when appropriate, the rolls and registers) of the congregations of the presbytery.

8. With other presbytery staff and officers, communicate information by appropriate means (a) from higher councils; (b) within the presbytery. With other presbytery staff and officers, provide and check the accuracy of content on the website and the newsletters.
9. Attend and provide leadership at ordination and other official services and functions as time permits. In conjunction with the area relationship coordinators and others, share in responding to pastoral concerns within the presbytery as time permits.
10. Participate in the work of the church beyond the presbytery. Represent the presbytery to other councils and ecumenical faith groups and attend training and other official gatherings such as the annual Polity Conference (now the Mid-Council Leaders' Gathering) of the Presbyterian Church (U.S.A.) and the meetings of the Synod of the South Atlantic and the General Assembly. She shall request and provide reference checks for the presbytery, its ministers of word and sacrament, commissioned ruling elders, and its congregations, subject to the direction of the Member Preparation and Care Commission as it develops procedures. She shall develop and attend to personal and presbytery denominational and ecumenical relationships.
11. In addition to the job duties described above, carry out all other duties and functions of the stated clerk arising from Book of Order and the presbytery operations manual and published policies.
12. Spend frequent time in prayer, study of the scriptures and Confessions, and adequate physical exercise and rest.