

Job Description

Personnel Committee

Composition:

The committee and chair will be appointed by the Committee Coordinating Council. The committee will consist of six to nine members with three-year staggered terms. The committee will choose a vice-chair who will serve as chair in the next year's rotation.

Responsibility:

The committee is responsible for coordinating and developing of comprehensive personnel policies and procedures for the church.

Duties:

1. Personnel Committee will recommend to the church replacement or additional staff members, after consultation with the committee(s) directly involved with the position concerned. (The church staff shall consist of all paid employees of the church other than the pastors. These staff members, with the exceptions of those positions listed below, will be employed by regular church action in a business meeting.)
 - A. Exceptions to the above are:
 - 1) The Children's Center director, staff and faculty, who relate directly to the Children's Center Program Board.
 - 2) Nursery workers, who shall be employed by the appropriate staff person in consultation with the Personnel Committee
 - 3) Temporary positions, which shall be filled by the Personnel Committee on the recommendation of those persons or committees directly involved with the needed temporary position.
2. The Personnel Committee will prepare, revise, and distribute a job description for each position under its responsibility after consultation with the committee directly involved with the position concerned. They shall consult with the Finance Committee to determine salary levels and availability of funds for new employees.
3. The Personnel Committee, upon recommendation of the Search Committee, Deacons, and Finance Committee, will recommend for a vote by the congregation the salary, housing allowance, and other benefits of all pastoral staff. (The pastors shall be called for an indefinite period of time.)

The Personnel Committee may terminate the pastors upon receiving a 30 days' written notice of resignation by the pastor; or immediately in the event of termination by the Church. (Termination may be voted at any business meeting provided two (2) consecutive weeks' written notice of time and purpose has been given to the members.)
4. The Personnel Committee will hear the complaints of any Church members having grievances or desiring the termination of employment of a member of the pastoral staff and wishing to initiate such an action.

(Following accepted standards of due process, the Personnel Committee in consultation with the Deacons should consider the issue and attempt to resolve the matter equitably).
5. The Personnel Committee will serve as a problem-solving group with regards to matters of job descriptions, personnel policies, and other personnel matters related to the Church staff.

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6. The Personnel Committee will continually review and update the titles and job descriptions of staff.
7. The Personnel Committee will have the responsibility for preparing and continually updating a personnel policies handbook.
8. The Personnel Committee will consult with the Pastor concerning the preparation of a budget in all matters related to church staff personnel, and recommend a personnel budget to the Finance Committee, and coordinate the disbursement of budgeted funds.
9. The chair, or a member of the Personnel Committee, will attend the budget discussion sessions to recommend, clarify, or explain any decisions related to their recommended personnel budget.

Revised/Approved: May 2021