

Personnel Committee Responsibilities

The Personnel Committee is made up of three board members (selected by position) and the chair of the Committee on Ministry. The board positions are: the past president, who serves as chair, the religious education liaison and, the administration liaison. The minister meets with the committee, ex officio, as supervisor of staff.

The responsibilities of the Personnel Committee are as follows. The chair of the committee will lead and facilitate these expectations.

1. Maintain the personnel policy manual and develop personnel policies for Board approval.
2. Review staff job descriptions and recommend updates, as needed, for Board approval.
3. Initiate and assist with non-ministerial staff annual reviews and report to Board.
4. Prepare compensation recommendations for non-ministerial staff and submit to Board.
5. Committee chair informs non-ministerial staff members of their annual compensation following the June board meeting and prior to July 1.
6. Serve as a resource to non-ministerial staff and Board should they have human resource related questions or concerns.
7. Act as a grievance committee for non-ministerial staff concerns.
8. Oversee the process of search and orientation for new non-ministerial staff members; and in this process, work with appropriate committees of the congregation that are closely involved with that staff position.

May 2009
Board Approved