

SAMPLE

PERSONNEL COMMITTEE

The Personnel Committee is responsible for all matters relating to church staff. The committee is responsible for studying the staffing needs of the church, recommending personnel policies to the session, administering personnel policies on behalf of the church, annual personnel evaluations, and an annual review of all compensation and benefits. Any member of session or the congregation may join the personnel committee, at the invitation of the committee chair. The Head of Staff relates to this committee as an ex-officio member.

The Personnel Committee will conduct or oversee annual performance evaluations, and regularly examine and recommend adjustments to staff salaries and benefits to insure total compensation is at minimum fair, competitive, and reflects area norms. The Personnel Committee is also responsible to ensure appropriate policies and periodic training in the areas of harassment, sexual harassment, and youth and child protection for staff.

Other committee responsibilities include, but are not limited to:

- Make recommendations to the session concerning staff configuration and longer-term staffing requirements;
- Establish and review employment criteria and qualifications;
- Assist in establishing clear position descriptions and work responsibilities;
- Recommend to the Session personnel policies and practices, including regular review of and updates to the Personnel Handbook;
- Encourage professional effectiveness and growth;
- Support pastors and staff members in times of triumph or trouble, and in dealing with personal or professional issues;
- Engage, as required, in the investigation and resolution of significant and sensitive personnel matters.

The Personnel Committee will assist the entire staff, as needed, to insure necessary internal forms, processes, procedures and practices are created, implemented and made part of the daily routine to advance a safe, efficient, and effective working environment.

Contact: