

## Personnel Committee

### **FUNCTION:**

To ensure compliance with the law and church policy in regard to personnel matters and to work with the minister to create an effective, efficient, and responsive working environment, as well as fair compensation and benefits packages, that will attract and retain excellent employees.

### **DUTIES:**

1. Work with the minister and appropriate councils or committees to establish job descriptions for professional and support staff positions.
2. Approve any offer of employment, including salary, benefits, and other terms of employment, before it is extended to a candidate for any paid staff positions (except minister) to ensure the offers comply with the church's compensation and employment policies.
3. Approve the termination of any paid staff member (except minister) to ensure compliance with the church's policies and procedures.
4. Oversee and monitor benefits packages for the minister and staff.
5. Review the minister's evaluations of paid staff in order to be aware of potential trouble spots or opportunities and to ensure that the evaluations contain no unlawful material.
6. Serve as a sounding board and resource for the minister, who exercises day-to-day supervision of paid staff, in regard to personnel matters.
7. Annually review the church's personnel policies to ensure they are in accord with state and federal law and best practices.
8. Hear grievances related to personnel matters.

### **ORGANIZATION:**

1. The President of the Board of Directors serves as Chair.
2. The committee is comprised of the President, Vice President, Secretary, Treasurer, and one non-officer Director selected by the Board of Directors.
3. The committee will consult with members of the church who have human resource and/or benefits expertise when specialized knowledge in these areas is required.

### **MEETINGS AND REPORTS:**

1. A list of committee members will be submitted to the church office each September.
2. The committee will meet monthly or as needed.
3. Minutes of each meeting are prepared and distributed to committee members and the church office. Confidential personnel matters are not included in the minutes.
4. The committee will submit a report to the congregation at the annual meeting.