

Document #:	Standing Committees – C-13	Adopted:	10-30-2016
Title/Subject:	Personnel Committee	Revised:	11-15-2017. 2-27-2019
Purpose:	Define committee purpose, duties & function	Reviewed/Unchanged:	
Operational Authority:	Board of Directors, Minister, Personnel Committee		

Policy

Function:

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

Duties:

1. Review 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.
2. Review the termination of any paid staff member (except Minister) to ensure compliance with the church's policies and procedures.
3. Serve as a sounding board and resource for the Minister, who exercises day-to-day supervision of paid staff, regarding personnel matters.
4. Review the church's personnel policies as needed to ensure they are in accord with state and federal law and best practices.
5. Hear grievances related to personnel matters upon request of the Minister or the Board per the Resolution of Personnel Complaints outlined in the Policy & Procedure Manual
6. Assume personnel duties at the request of the Board if the Minister is unable to do so.

Organization:

1. The committee is comprised of at least three church members appointed by the Board.
2. 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.

Procedure

Meetings and Reports:

1. The committee will meet monthly or as needed.
2. Minutes of each meeting are prepared and distributed to committee members and the church office. Confidential personnel matters are not included in the minutes.

3. The committee will submit a report to the congregation at the annual meeting.

Associated Documents

Bylaws Article VIII. Committees and Councils (6-3-2018)

Committees are the organizational structures that serve to develop strategies, programs, and activities that support the mission and vision of the congregation as articulated by the Board of Directors.

Councils are groups of committees or task groups with similar areas of focus that join together to align their programs and strengthen their individual activities. Except as otherwise provided in these bylaws:

- A. Each committee and council will elect its own chair from among the members of the Church.
- B. The chair may serve no more than three consecutive one-year terms, except when this term limit is waived by the Board.
- C. The chair may not serve simultaneously as chair of more than one committee or council.

Section 8.1 Standing Committees

Standing Committees are created by these bylaws and report to the Board of Directors.

Section 8.1.3 Personnel Committee

The Personnel Committee shall work with the Minister to create an effective, efficient, and responsive working environment. The Committee will maintain a process for hearing grievances related to personnel matters.

The Board of Directors will appoint at least three members of the congregation to serve on the Committee. The Committee will select its chair.

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