

PERSONNEL MINISTRY DESCRIPTION

Purpose

The Personnel Committee assists the Session in fulfilling its responsibilities to and for all the people employed by the Church. It provides guidelines for counsel and support to the Pastor and the staff regarding personnel issues.

Duties

1. Provide a readily available support group for the Pastor and the Session in dealing with personnel issues.
2. Maintain current job descriptions, titles and reporting on relationships for all paid members of the staff in cooperation with the Pastor.
3. Serves as the liaison with the contracted staffing agency.
4. Review and update, as necessary, personnel policies related to such matters as vacation, other absences, holidays, fringe benefits, federal and state requirements, and Presbytery guidelines.
5. Recommend salary policy and actions for all church staff including the Pastor.
6. Maintain a counseling and advisory procedure for employees.
7. Ensure that an annual evaluation and written performance review are conducted for each staff member.
8. Submit an annual budget request to Stewardship and Finance Committee in time for budget planning.
9. Evaluate and project, in collaboration with other ministries, current and future staffing needs.

Adopted: July 12, 2021