

COMMITTEE CHARTER: PERSONNEL

PURPOSE: To provide for the orderly, focused and considerate means for the session to build a healthy work environment.

MEMBERSHIP: Representatives from session and the congregation. 2 shall be current members of session and 2 - 3 congregational members selected for 1-year terms. Re-appointment can be made for 3 consecutive years. Session members of the committee may serve the length of their terms on session.

MEETINGS: The Personnel Committee shall meet not less than 3 times each year.

KEY RESPONSIBILITIES:

1. Assist pastor and relevant committees in the development of job descriptions/expectations for staff and make recommendations to session
2. Facilitate performance review process for all staff
In cooperation with Pastor and relevant committees
3. Review and recommend to session compensation and benefit packages for all staff
4. Serve as a conduit for congregation to provide input in matters pertaining to staff
5. Develop and maintain relevant policies and procedures
6. Provide regular communication to staff and session regarding Personnel matters
7. Acts as a support group for the pastor and other members of the staff
8. Participates in the budgeting process
9. Keep abreast of federal, state and local laws relating to personnel matters; informing head of staff, session and appropriate committees of necessary policy and procedure changes when needed.

RELATIONSHIPS AND ACCOUNTABILITY: The committee is accountable to the session and will provide a written report to the session following each committee meeting.