

## **PERSONNEL COMMITTEE (September 2020)**

### **Purpose**

To assist the church in matters related to employed staff.

### **Organization**

Committee shall be composed of four individuals and a Deacon representative. The four individuals serve a two-year term with two members rotating off each year. Committee is recommended by the Nominating Committee and elected by the Church.

### **Responsibilities**

- Survey the needs for additional church staff positions when needed.
- Prepare and update job descriptions for all employed personnel.
- Recruit, interview, and recommend to the church prospective employed personnel (with the exception of the Pastor whose recommendation comes from an appointed committee).
- Develop and recommend salaries and benefits for employed personnel.
- Provide annual job evaluations for all salaried employees including salary change recommendations.
- Develop/update a personnel manual for employed church personnel to include job descriptions, benefits, paid and unpaid time away, discipline policy, etc.