

## PERSONNEL COMMITTEE

### PURPOSE OF THE COMMITTEE:

To assist the church in matters related to employed personnel administration.

### DUTIES OF THE COMMITTEE:

1. Survey the need for additional church staff positions.
2. Prepare and update as necessary, job descriptions for all employed personnel.
3. Assist the church staff in matters relating to the employment of a new non-called staff.
4. Develop, maintain and recommend salaries and benefits program for employed personnel.
5. Develop and recommend church policies and procedures for employed personnel administration.
6. Assist church staff in matters relating to personnel administration and management in accordance with adopted Personnel Policies.
7. All employees and called staff members shall be ultimately accountable to the Personnel Committee. Problems, frictions, or conflicts between employees or called-staff members shall, where possible, be reconciled by this committee. This committee shall have the responsibility to dismiss any non-called employee of the church. This committee shall have the responsibility to make recommendations to the church concerning the dismissal of called-staff members. In the event employee or called-staff conflict cannot be resolved by this committee, the matter may be brought before the church.

### ORGANIZATION OF THE COMMITTEE:

The committee shall consist of six (6) members. The chairman shall be nominated by the Committee on Committees and be elected by the church for a term of one year. The members shall be nominated by the Committee on Committees, elected by the church for a term of three years, with two terms expiring each year.

STAFF COORDINATOR (S): Senior Pastor, Ex. Off Pastor of Education and Administration, Ex.Off.

(October, 2007)