

# Personnel Committee

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# Personnel Committee Purpose & Responsibilities

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Session Approved 11/19/2023

## PURPOSE

To provide an orderly process for the Session to retain quality employees in a positive and supportive workplace, to provide support and evaluation of the non-pastoral staff, and to provide support, evaluation, and counsel to the pastoral staff.

## MEMBERSHIP

1. Ordinarily six to seven in number with at least one Session member who will chair and with a proportional gender ratio.
2. The members shall be recruited by the chair, in consultation with the Pastor, and approved by the Session.
3. The Pastor shall be an additional member, serving ex-officio and without vote.
4. It is helpful for some members of this committee to have some professional or employment experience working with, and being responsible for, other employed individuals.

## MEETINGS

The committee shall meet at least quarterly and on the call of the chairperson or Pastor. The agenda for each meeting shall be set by the chairperson in consultation with the Pastor. No meeting will take place without the Pastor present, unless the Pastor agrees, knowing the agenda, or unless the meeting is for the purpose of evaluating the Pastor.

## RESPONSIBILITIES

1. Develop, recommend to Session, and implement personnel policies and procedures.
2. Maintain the Personnel Committee's Policies and Procedures.
3. Develop and maintain position descriptions for all staff in consultation with the Pastor and appropriate committee chairs.
4. Position descriptions should be updated every 3 years or when duties change.
5. Conduct wage level survey, of at least 4 like sized churches, to determine average wage level in our geography of similar positions. Make recommendation to session any wage changes indicated by the surveys or any other factors.
6. Recruit, hire, and terminate non-pastoral staff in consultation with the Pastor and with final approval of Session. (For pastoral calls, see Book of Order).

7. Review annually, in consultation with the Pastor, the work performance of all non-pastoral staff and approve annual goals for the program staff.
8. Support and counsel the Pastor in his/her role as Head of Staff.
9. Discern ways to foster a positive and productive work environment for all staff.
10. Maintain confidentiality with all personnel matters.
11. Pair a member of the committee with each staff member for the purpose of the evaluation meeting, communication, and ongoing support.
12. Regularly evaluate all work, activities, events, programs, and materials for which the committee is responsible, looking to further strengthen successful ministries and eliminate or change those that are judged not successful. Make time to envision new ministries and new ways of approaching committee responsibilities.

Close attention shall be given to the Guidelines for Session Personnel Committees, 1997, developed by Churchwide Personnel Services of the Presbyterian Church (U.S.A.).

## MONTHLY AGENDA ITEMS

### January/February

Select Vice Chair to record minutes (If no vice-chair, select another member).

Select someone to send birthday cards to staff.

Remind committee of its Policies/Procedures/Confidentiality (In Church Manual).

Distribute the current Personnel Budget for the year.

Review the Committee's Annual Report from the previous year, and Annual Goals for the current year.

Pair Committee Members with each staff as liaisons, make initial contact with staff.

Ensure all staff job descriptions are up to date.

Distribute a list of current Session Committee Chairs and Session members.

Begin the process of specific Session Committees' evaluations of the staff.

\*\*Any updates to policies, forms, job descriptions, etc., must be approved by the Session, and added to the Church Manual on the website.

### March/April

Remind the specific Session Committee Chairs that staff evaluations are due to the Personnel Committee Chair by May 1<sup>st</sup>.

Remind Head of Staff to distribute Staff Self-Evaluation Forms. Staff return forms to Head of Staff by May 1<sup>st</sup>.

### MAY/JUNE/JULY

Process all the completed Committees' evaluations of the staff, including Staff Self-evaluations.

Conduct individual performance reviews of each staff member with the Head of Staff and one member of the Personnel Committee. The Committee Members will share the results of the evaluations.

**Conduct a survey of other Churches regarding wages paid for like positions for GPPC staff.**

### AUGUST/SEPTEMBER/OCTOBER

The Personnel Committee, in consultation with the Head of Staff, will review annually the adequacy of staff compensation, and evaluate the appropriate approach for a potential staff spot bonus.

The Head of Staff will present to the Personnel Committee a written self-evaluation of his/her previous year's goals and new goals for the coming year.

Seek evaluations of the Head of Staff from the Session Members

Prepare the Terms of Call for presentation to the Session prior to the Annual Meeting of the Congregation.

Submit Personnel Committee's annual Budget to Finance and Stewardship Committee.

### NOVEMBER/DECEMBER

Conduct an annual performance review of the Head of Staff

Prepare and submit the Committee's Annual Report.

Determine Christmas Gifts for staff.

# JOB DESCRIPTION TEMPLATE

## PURPOSE:

Description of Job Responsibilities.

## ACCOUNTABILITY:

Accountable to the Pastor as Head of Staff and the Session through the Personnel Committee.

### **Qualifications:**

Needed Skills and Education.

### **Relationships:**

Working with.

## RESPONSIBILITIES:

1. Attend staff meetings with the understanding that they will be scheduled at an appropriate time when attendance is possible.
2. Comply with Guilford Park Presbyterian Church's Policy on Ethics and Conduct as well as the Employee Responsibilities found in the Personnel Committee's Policies and Procedures.

### **Type:**

Parttime or Full Time salaried position.

### **Benefits:**

All standard benefits for a full time employee as stated in the Personnel Handbook.

## EVALUATION:

Performance reviews for Non-pastoral staff and the Associate Pastor will be conducted annually by the Pastor as Head of Staff and the Session's Personnel Committee with particular input from the Committee each staff member works closely with. The Personnel Committee, in consultation with the Pastor, will review annually the adequacy of compensation.

Performance reviews for the Pastor will be conducted annually by the Personnel Committee. The Personnel Committee will annually review the adequacy of compensation.