

PERSONNEL COMMITTEE

Functions as a part of the *Church Business* task group.

Purpose: To oversee matters that relate to personnel administration and management of paid staff, excluding the Pastor.

Responsibilities:

- Recommend additional staff positions.
- Prepare and update job description and organizational chart.
- Recruit, interview, and recommend prospective employees. This shall be undertaken in association with the Pastor and applicable committees.
- Develop, with input from the Pastor and applicable committees, a salary and benefit package. Recommend salary program to Finance Committee. Notify Church Treasurer of all approved salary packages.
- Develop and recommend policies and procedures and insure that they are implemented.
- Keep staff and church informed on legal and governmental requirements.
- Monitor expenses so as to operate within budget. Report anticipated over-runs to Budget/Finance Committee.
- Complete budget request forms as requested by Budget/Finance Committee.
- Recommend changes in regard to duties of this committee to Nominations Committee.
- Chair or designated representative shall attend church council meeting and church conference.

Approved by church in conference 4-24-02