

PERSONNEL COMMITTEE

WHAT IT IS AND WHY WE'RE PROPOSING IT



WHAT IS IT?

The committee will be a regular support group for church leadership. Advocates. Promoters. Supporters.

Composition & Election:

We are proposing that this committee consists of the Senior Pastor plus three members nominated by the Nominating Committee, and approved by the church.

Term of service would be three years.

Major Functions of a Personnel Committee

1. **Encourage.** Will make it their highest priority to constantly and intentionally encourage church staff. Discouragement abounds in ministry and vocal critics surface everywhere, everyday, and we want a group designated for intentional encouragement.
2. **Equip.** Will take the lead in ensuring church staff are receiving the training, promotions, raises, and benefits they need to be effective in ministry. We expect church staff to bring the deepest biblical wisdom, the best contextualized ideas, and the most informed perspectives - so we must provide them with recognition and opportunities needed to sharpen ministry skills.
3. **Resource.** Will make sure each church staff member has the resources needed to be successful. This committee will be available to advocate for those resources.

RESPONSIBILITIES

With a lens for advocacy and equipping, specific responsibilities are outlined in the draft Bylaws section, below is the condensed version:

- Recommend and review salaries, benefits, promotions, onboarding, training, and professional development
- Establish and recommend the personnel budget
- Create and list job openings for non-ministerial staff positions, and create process for interviewing and hiring
- Establish performance reviews and facilitate them yearly (Senior Pastor will be facilitated by the Deacons, using established procedures)
- Assist in conflict resolution
- Maintain confidentiality
- Create and maintain a Personnel Manual
- Meet regularly and report to the Board

Coordination with Deacons & The Board: This committee would collaborate with the Deacons regarding the annual review of the Senior Pastor, as well as in the event of unresolved personnel disputes. They would regularly meet with and report to the Board of Directors to ensure the needs of our staff are heard.

Congregational Needs

In addition there may be congregational needs that the Board of Directors or Deacons are aware of and this open line of communication between the Board, Deacons, and the Personnel Committee can help with the accountability that church staff have to the church.

FREQUENTLY ASKED QUESTIONS

What happens if the staff don't agree with the Personnel Committee outcomes?

We hope the staff will be encouraged by a Personnel Committee advocating on their behalf. The Committee will be a first stop as a sounding board and resource for resolution of staff disputes. However, if things go unresolved, these disputes can be escalated to the Deacons.

Is the Personnel Committee conducting annual reviews on the Senior Pastor?

No, the Senior Pastor's annual review will be conducted by the Deacons. However, the Personnel Committee will develop the types of reviews and resources available to assess all staff and the Deacons will use these resources for assessing and conversing with the Senior Pastor.

Will the Personnel Committee resolve disputes between the staff and the congregation?

Not directly, as the dispute resolution component of this Committee is intended to address disputes between staff members or between staff and the Committee. However, the Committee will work with the Board, Deacons, and the staff so that congregational needs or issues that any of these groups becomes aware of can be resolved by the appropriate party.