

## **Personnel**

### **Purpose:**

The purpose of the Personnel Committee is to serve in an advisory capacity and as a liaison between the staff, the congregation, and Session. This committee is responsible for all Human Resources matters, especially those pertaining to paid employees. They are responsible for the annual evaluations of all paid staff and for recommending staff salary increase/decreases to Session.

### **Specific Tasks:**

1. Review all staff annually.
2. Provide job descriptions and contracts for all staff members.
3. In charge of the hiring and firing of all non-ordained staff.
4. Responsible for all Human Resources matters, especially pertaining to paid employees.
5. Design policies and personnel handbook for church and church staff.
6. The budget shall annually be submitted to the Session for review and recommendation for approval in time for the Annual Meeting.
7. Communicate with Session through the Elder.
8. Provide a written report of activities to the congregation in time for inclusion in the Annual Report distributed in January of each year

### **Composition of the Committee**

This committee shall be composed of no less than three (3) members. In addition, this committee will also have one (1) Elder.

The pastor shall serve ex officio on this committee.

**Members:** Bob Seem (chair), Dick Damaske, Jannette Monterville and Nancy Shuster.