

PERSONNEL COMMITTEE JOB DESCRIPTION

STAFF LIAISON:

2012 COMMITTEE CHAIR: Jennifer Dawson

COMMITTEE MEMBERS: George Cowden, Brad Dutton, Marilyn Gladson, Fred Jones, Elizabeth Russell, Ed Twedt

I. PURPOSE

The Personnel Committee works with the Pastor in developing and administering personnel policies and recommending other ministerial staff and coordinates with the Associate Pastor of Education/Administration the employment and termination of non-ministerial and contract staff (clerical, maintenance workers, etc.)

II. RESPONSIBILITIES

1. Work with the Pastor to nominate all other ministerial staff.
2. Prepare and recommend to Finance Committee the Personnel budget. Monitor personnel expenses vs. approved budget.
3. Evaluate the need for and make recommendations concerning additional staffing levels.
4. Review all personnel policies and, when necessary, recommend revisions of these policies.
5. Work with the Church Staff to ensure adherence to all personnel policies.
6. Work with the Pastor to create job descriptions for all new staff members.
7. Coordinate with Assoc. Pastor of Education/Administration to manage contract-labor personnel.
8. Execute staff performance evaluations annually.
9. Provide staff support (coach, recommend, listen).
10. Report activities to Church Council.