

Duties of Personnel Committee

The Personnel Committee shall be charged with the following primary responsibilities and others as they may arise, pertaining to non-ministerial employees of the Church, exclusive of any Minister of the Church:

- o Employ and dismiss non-ministerial employees of the Church, as the committee in its discretion shall deem necessary and consult with the appropriate functional Ministry / Committee.
- o Provide assistance to all non-ministerial employees of the Church in cooperation with the Ministers.
- o Develop and maintain a current job description and job procedures for each position of employment, in cooperation with the proper Ministry / Committee.
- o Maintain a personnel folder for each non-ministerial employee.
- o Determine and enforce policies in regard to work schedules, holidays, sick leave, leaves of absence, vacations, special privileges or other matters relative to employment.
- o Review the Church personnel needs periodically and make recommendations to the Church Board.
- o Evaluate and maintain an awareness of job performance of each non-ministerial employee of the Church annually, in coordination with the appropriate Ministry / committee or supervisor.
- o Review all salaries, compensation and other terms of employment for all non-ministerial employees, at least annually. Make recommendations for compensation adjustments to the Stewardship Ministry.