

PERSONNEL COMMITTEE (Standing Committee) RIVERCHASE BAPTIST CHURCH

PURPOSE:

The Personnel Committee assists the church in matters related to employed personnel administration, including those called by church action. Their work includes consulting with the Pastor and, where appropriate, with the Finance Committee in areas such as determining staffing requirements and personnel services.

RESPONSIBILITIES:

The Personnel Committee is responsible for the following:

- Consult with the Pastor, other ministerial staff, and/or ministry teams and councils where appropriate, to determine ministerial staffing requirements and make recommendations to the church as needed.
- Coordinate with the Pastor to develop and maintain a personnel policies and procedures manual containing, but limited to the following:
 - Job descriptions for each paid employee
 - Organizational charts
 - Policies for recruiting, interviewing, hiring and terminating employees
 - Salaries and benefits
 - Preparation and maintenance of personnel files for each employee
- Establish perform standards for evaluating the Pastor's performance, and for making salary recommendations.
- Administer the salaries and benefits for all paid personnel and make recommendations to the Finance Committee regarding these matters.
- Meet with the Pastor to review annual performance ratings of ministerial staff and recommendations for salary adjustments and present the recommendations to the Finance Committee for approval.
- The Personnel Committee Chair will represent the committee on Church Council, and when needed, will serve on the Executive Committee of the Church Council.

ORGANIZATION:

The Personnel Committee is a standing committee consisting of six members who serve three-year terms. After their term ends, Personnel Committee members are not eligible for re-election for one year.

The Nominating Committee nominates two persons for the Personnel Committee each year. When approved in the October business meeting, they begin serving their terms in January. The Pastor serves as an ex-officio member of the committee.

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MEETINGS:

An organizational meeting is held at the beginning of the year to review any existing or upcoming needs and welcome new members. The Chair and Vice-Chair of the Personnel Committee are elected by the members each January.

Other meetings are held as needed during the year. Near the end of the year, the committee should convene to evaluate the work of the team and review/revise responsibilities.

REVISED: June 2019
CONTACT: Personnel Committee Chair