

# Personnel Committee

## Responsibility

Assist the staff and other key leaders concerning the need for additional church staff positions and when there are staff vacancies.

Prepare and update, as necessary, ministry position descriptions for all employed personnel.

Prepare and maintain an organizational manual relating to the church's employed personnel.

Recruit, interview, and recommend to the church new employees.

Develop and recommend salaries and benefits for employees in all classifications.

Develop and recommend policies and procedures to the church for employed personnel administration.

Consult annually with the Budget (Finance) Committee in budgeting for current and future employee salary schedule and benefit provisions.

Assess ministry (job) performance of each staff member at least annually and be sensitive to job insecurities that may plague them.

