

JOB DESCRIPTIONS FOR STANDING TEAMS/COMMITTEES/WORKING GROUPS OF THE PRESBYTERY

Personnel Committee

Oversees presbytery personnel, develops staff position descriptions, develops and reviews personnel policies. Meets monthly at discretion of current committee members.

Membership: Normally between 4 and 6. The Head of Staff is an ex-officio member, without vote. The Presbytery Treasurer may be invited to attend to give counsel on budgetary matters, with voice only.

The Presbytery's Personnel Committee exists to help the Presbytery support and develop the people who serve it. This committee may act as a whole, by delegation, or by the use of ministry teams.

This committee shall oversee personnel employed by Presbytery, their development, staff position descriptions, and staffing levels. These responsibilities include:

- Reviewing the Personnel Policies & Practices document annually and recommending revisions to Presbytery as necessary
- Developing and updating position descriptions for all positions
- Conducting annual performance reviews for all employees of Presbytery
- Recommending support and temporary staff positions to the Big Picture Team
- Assisting the Head of Staff in the selection, retention, and termination of non- exempt Presbytery employees
- Recommending to the Budget Development & Oversight Committee annual compensation packages for employees of Presbytery, including the Stated Clerk
- Maintaining open communications with employees on matters concerning their welfare and the employer's interests
- Conducting annual and exit interviews of the Head of Staff, Stated Clerk and the Treasurer

In connection with the responsibilities enumerated above, this committee shall recommend appropriate changes to Presbytery policies.

April 2021