

Personnel Committee

TABLE OF CONTENTS

Purpose and Responsibilities.....	PS-2
Monthly Agenda Items.....	PS-4
Job Description Template	PS-6
Staff Evaluations.....	PS-7

PERSONNEL COMMITTEE PURPOSE & RESPONSIBILITIES

2021

Purpose

To provide an orderly process for the Session to retain quality employees in a positive and supportive workplace, to provide support and evaluation of the non-pastoral staff, and to provide support, evaluation, and counsel to the pastoral staff.

Membership

1. Ordinarily seven in number with at least one Session member who will chair and with a proportional gender ratio.
2. The members shall be recruited by the chair, in consultation with the Pastor, and approved by the Session.
3. The Pastor shall be an additional member, serving ex-officio and without vote.
4. It is helpful for some members of this committee to have some professional or employment experience working with, and being responsible for, other employed persons.

Meetings

The committee shall meet at least quarterly and on the call of the chairperson or Pastor. The agenda for each meeting shall be set by the chairperson in consultation with the Pastor. No meeting will take place without the Pastor present, unless the Pastor agrees, knowing the agenda, or unless the meeting is for the purpose of evaluating the Pastor.

Responsibilities

1. Develop, recommend to Session, and implement personnel policies and procedures.
2. Maintain the Personnel Committee's Policies and Procedures.
3. Develop and maintain position descriptions for all staff in consultation with the Pastor and appropriate committee chairs.
4. Position descriptions should be updated every 3 years or when duties change.
5. Conduct wage level survey, of at least 4 like sized churches, to determine average wage level in our geography of similar positions. Make recommendation to session any wage changes indicated by the surveys or any other factors.
6. Recruit, hire, and terminate non-pastoral staff in consultation with the Pastor and with final approval of Session. (For pastoral calls, see Book of Order).
7. Review annually, in consultation with the Pastor, the work performance of all non-pastoral staff and approve annual goals for the program staff.
8. Support and counsel the Pastor in his/her role as Head of Staff.
9. Discern ways to foster a positive and productive work environment for all staff.
10. Maintain confidentiality with all personnel matters.

11. Pair a member of the committee with each staff member for the purpose of the evaluation meeting, communication, and ongoing support.
12. Evaluate regularly all work, activities, events, programs, and materials for which the committee is responsible, looking to further strengthen successful ministries and eliminate or change those that are judged not successful. Make time to envision new ministries and new ways of approaching committee responsibilities.

Close attention shall be given to the Guidelines for Session Personnel Committees, 1997, developed by Churchwide Personnel Services of the Presbyterian Church (U.S.A.).

MONTHLY AGENDA ITEMS

Approved 12-07

JANUARY/FEBRUARY

- Appoint a secretary and someone to send birthday cards to staff.
- Acquaint the committee with its Purpose and Responsibilities.
- Acquaint committee with General Guidelines for All Standing Committees.
- Acquaint committee with Responsibilities of Chairpersons and Committee Members.
- Acquaint the committee with all position descriptions and discuss any needed changes.
- Review Personnel Committee's Policies and Procedures and any discuss needed changes.
- Review Policy on Ethics and Conduct and any discuss needed changes.
- Review compensation and benefits of staff and any discuss needed changes.
- Review the committee's Annual Report of the previous year.
- Establish annual goals for the committee and review any the Session has presented.
- Review Annual Church Calendar.
- Discuss the issues of confidentiality and triangulation.
- Discuss any special training the committee needs to conduct its work.
- Prepare the Terms of Call for the Annual Meeting of the congregation and present motion.
- Determine committee members' assignments to staff as liaisons and make initial contact with staff.

MARCH/APRIL

- Prepare notice (see Personnel Committee's Policies and Procedures) for an April Guidepost concerning congregational input for all staff evaluations. Remind Pastor to seek evaluations from committee for staff.
- Review Support Staff's Performance Review Worksheets in preparation for annual review in June. Remind Head of Staff to distribute them in May to Support Staff for self-evaluation.
- Distribute Program Staff's current annual goals to committee. Remind Pastor to direct Program Staff to prepare self-evaluation of current annual goals for June/July Personnel meeting, and submit, after appropriate committee and Pastor input, goals for the next twelve months.
- Determine plans for staff appreciation.

MAY/JUNE/JULY

- Complete and process congregational survey for staff evaluations.
- Conduct, as prescribed in the Personnel Committee's Policies and Procedures, the annual staff evaluations,

reviewing and approving Program Staff's submit goals for the next twelve months.

Place in the Guidepost a thank you to all members who provided input for staff evaluations.

AUGUST/SEPTEMBER/OCTOBER

Determine recommendations for changes in Terms of Call, compensation, and benefits.

Submit Personnel Committee's annual budget request to Finance and Stewardship Committee.

NOVEMBER/DECEMBER

Determine the Christmas gifts for staff.

Prepare and submit Annual Report.

JOB DESCRIPTION TEMPLATE

Purpose

To provide _____ for Guilford Park Presbyterian Church, Greensboro, North Carolina.

Accountability

Accountable to the Pastor as Head of Staff and the Session through the Personnel Committee.

Relationships

Working with.

Responsibilities

1. Attend staff meetings with the understanding that they will be scheduled at an appropriate time when attendance is possible.
2. Comply with Guilford Park Presbyterian Church's Policy on Ethics and Conduct as well as the Employee Responsibilities found in the Personnel Committee's Policies and Procedures.

Needed Skills and Knowledge/Qualifications

Type

Parttime salaried position.

Benefits

All standard benefits for a full time employee as stated in the Personnel Handbook.

Evaluation

Performance reviews will be conducted annually by the Pastor as Head of Staff and the Session's Personnel Committee with particular input from the Worship Committee. The Personnel Committee, in consultation with the Pastor, will review annually the adequacy of compensation.

Approved:

STAFF EVALUATIONS

Personnel: 5-08

Committee Chairs:

The Church Manual states the Session Committees are to provide input in the evaluation of staff who work closely with your committee.

Worship: Music Directors – Bill Allred, Brian Fitts, Jordan Hart

Children & Youth: Christian Educator for Children & Youth – Kim Row

Finance & Stewardship: Financial Administrator – Jane Sharpe

Congregational Care: Church Nurse – Susan Smith

We ask Committee Chairs to please consolidate your individual members' responses on the attached Summary Form before submitting to the Chair/Vice Chair of Personnel, or to the Head of Staff.

*Note: Each staff member's annual evaluation is not related to compensation. Annual salary reviews are performed separately.

Approved by Session: January 15, 2023

GUIDE FOR COMMITTEE EVALUATION OF STAFF

STAFF MEMBER EVALUATED: _____ DATE: _____

COMMITTEE NAME: _____ COMMITTEE CHAIR: _____

1. Please forward this to the members of your committee so they can think ahead and be prepared.
2. Begin this process at the committee's May meeting and complete no later than the June meeting.
3. This is NOT an individual, but a committee evaluation and thus a consensus document.
4. The committee chair is to return to the Head of Staff immediately following the June committee meeting one of these forms for each staff member evaluated.
5. If you have any questions, please contact the Personnel chair or the Head of Staff.

CONTINUE

What does the staff member do that you like/appreciate/etc? In the performance of his/her responsibilities, what attributes, attitudes, and/or skills would you like to reinforce?

START

This is what we see we need in the future either because the staff member is failing to provide this now or because it's new. What ways can this member of staff be a better, more effective leader? In the performance of his/her responsibilities, what would you like to see begin?

STOP

What does the staff member do that you believe is unhelpful or counterproductive? In the performance of his/her responsibilities, what attributes, attitudes, and /or skills have you observed that you would like to see discontinued?