

## PERSONNEL COMMITTEE

**MISSION STATEMENT:** To provide biblical guidance and counsel for matters related to church management and administration.

**OBJECTIVE:** To provide oversight and direction for ministerial staff and assist with the ministers' supervision of their support staff.

**COMMITTEE STRUCTURE:** Five (5) members, enlisted by the Committee on Committees, voted upon by the church, to serve a three (3) year term, working under the direction of the committee chair. Chairman has the additional responsibility of serving on Church Council. The Ministerial Staff serve as Ex-Officio members and are advisors/consultants without voting privileges.

**TASKS:** (All tasks are to conform to FBCJ Bylaws.)

- Exercise a high degree of confidentiality regarding church employees and staff.
- Provide guidance to ministerial staff in duties, responsibilities, and personal growth.
- Review annually full time, part time, interim, and volunteer minister job descriptions for relevance and content. Present to church any revised (or new) job descriptions for vote.
- Assist in annual review of job descriptions for full time and part time employees under ministerial or committee supervision.
- Annually administer a formal written job performance review for ministerial staff, which entails future goals and expectations with action points/timeline for accomplishment. Periodically review status of goal progress and/or attainment from job performance document.
- Encourage professional growth opportunities annually for ministerial staff. Review these growth opportunities for cost/benefit and relevance. Present opportunity for church vote, if not a budgeted line item.
- Assist ministerial staff with supervision of support staff.
- Assist ministerial staff with performance reviews for support staff under their supervision.
- Assist ministers or church committees with employees under their supervision to strengthen job skills with training/growth opportunities or resources/referrals.

- Participate with Church Council for minister termination, if warranted, in accordance with procedures outlined in FBCJ Bylaws Article II Section A.
- Work with Church Council when a joint recommendation is needed for a Staff Member Search Committee (see Article II, Paragraph C).
- Review during the last quarter of the calendar year, salaries and benefits (insurance, Paid Time Off [PTO], housing, etc.) of ministerial staff regarding Cost of Living (Cola)/Performance/Tenure. Provide recommendation to Finance Committee for new yearly budget.
- Coordinate with ministerial staff Search Committee and Finance Committee for salary and benefit package for interim and new ministers.
- Determine severance package for ministers leaving with coordination with Finance Committee.
- Assist Early Childhood and Events Committees regarding staff within their purview.
- Annually review church office Personnel Policy for application and relevance.
- Provide timely written and verbal reports on status of committee's work to church.
- Encourage employee work performance through congregational recognition for life events (i.e. employment anniversaries, birthdays, licensures, ordinations, training, etc.).
- Be receptive to member comments regarding church staff performance.
- Develop future personnel policies and procedures as needed or requested.

Date Revised: 6/22/16

Date Voted: 6/22/16