

Personnel Committee Description and Purpose **First Baptist Church, Los Alamos, New Mexico**

Purpose:

The Personnel Committee assists the church in matters related to employed personnel administration.

Membership:

The Committee members are nominated by the Nominating Committee and elected by the congregation. The Committee shall consist of a chairperson and four members.

Organization:

The Committee is made up of five members, one of whom serves as chairperson. The members shall serve three (3) years on a rotating basis. No member shall serve more than 3 years in succession and must remain off the Committee for 1 year before they are eligible for reelection. The Committee operates under Robert's Rules of Order.

Areas of Responsibility:

- Preparation and implementation of employment procedures, personnel policies, job descriptions and staff development for both ministerial and non-ministerial staff
- Mediation of complaints arising with employed staff

Duties:

The Committee:

- Prepares and updates job descriptions for all employed personnel.
- Recommends personnel policies and procedures for personnel administration to the church and recommends revision and updates as needed.
- Implements personnel policies adopted by the church.
- Monitors vacation, sick leave, etc. and works with the Pastor in recommending and approving any deviation from policy.
- Serves as a liaison between the church and the staff and if possible, mediates all complaints.
- Prayerfully works with problems arising with the Pastor, advising the Deacons as necessary, and recommending needed action to the Pastor and/or the church.
- Prayerfully works with the Pastor in dealing with problems arising with other staff and if necessary recommends action to the church.
- Consults with the Finance Committee regarding all staff salaries and raises.
- Recommends to the church which positions should be filled and as appropriate, which jobs should be contracted out.
- Recruits, interviews and recommends candidates for all employed personnel except full-time ministerial staff. Special search committees will normally be formed to call such staff.
- The Committee will review this Committee description periodically, revise and update it as needed and present changes to the congregation for approval.
- The Committee will review relevant church policies periodically and recommend revisions and updates to the congregation for approval.