

R13.07

The Church Personnel Committee will be defined as follows:

- A. Selection of members: The committee will consist of 4 members appointed by the Congregation Council for terms of 2 years. Two members will be appointed by the Congregation Council in January of each year. Members may serve consecutive terms and membership on this committee does not preclude service in any other capacity in the congregation.
- B. Duties:
 - 1. Developing and maintaining job descriptions for all non-ordained personnel and submitting job descriptions to the Congregation Council for approval.
 - 2. Seeking qualified personnel for vacancies or new positions on the Congregation staff at the direction of the Congregation Council. Presenting recommended candidates for these positions to the Congregation Council for their approval.
 - 3. Preparing initial compensation recommendations for non-ordained new personnel when the position is offered. These recommendations must be approved by the Congregation Council.
 - 4. Preparing compensation adjustment recommendations for all paid staff. These adjustments need to be prepared during the budget process and any other time it becomes necessary. These recommendations will be submitted to the Congregation Council for its approval.
 - 5. Creating and updating any necessary personnel guidelines which will be presented to the Congregation Council for its approval.
- C. The Church Personnel Committee will review the Continuing Resolution that outlines its duties bi-annually.

