

ARTICLE XII. THE PERSONNEL COMMITTEE

SECTION A. Purpose

This Committee shall relate directly to all salaried staff regarding their position in the Church and shall serve as a liaison between the Congregation and them in an effort to foster cooperation, understanding and effectiveness.

SECTION B. Membership

The membership shall be five (5) in number, including the Chairperson. One of the members will be an Elder. The Moderator will appoint the Chairperson and the Chairperson will select four individuals to serve on the Personnel Committee. The Chairperson of the Personnel Committee shall serve on the Search Committee.

SECTION C. Responsibilities

1. The Personnel Committee shall develop written job descriptions, evaluation tools, employment and termination guidelines and procedures which will be reviewed and approved by the General Board.
2. Salaries and Fringe Benefits - Shall be reviewed annually and recommendations will be made to the Finance Committee for inclusion in the annual budget which shall be adopted upon approval by the Church Board and Congregation. In unusual circumstances, adjustments may be made during the year by action of the Personnel Committee, subject to approval by the Executive Committee.
3. Grievances - The Personnel Committee shall serve as a grievance committee to hear complaints of a personnel nature which are voiced by members of the congregation or staff. Any decision of the committee may be taken to the Executive Committee or General Board for further consideration and/or action.
4. Conflict Management - The personnel Committee shall act as a mediator in conflict management situations involving concerns within staff or between members of the Congregation and staff.

SECTION D. Quorum

Three (3) out of five (5) members will constitute a quorum.

SECTION E. Lines of Authority

Board approved personnel policies shall establish proper lines of authority. In the absence of a Minister, staff concerns will be referred to the Personnel Committee and/or Moderator, who will consult with the appropriate committee or person.

The Personnel Committee shall be accountable to the General Board.