

Personnel Committee **Policies & Procedures**

I. Purpose

The purpose of this document is to establish guidelines for the Personnel Committee at White Rock Community Church (WRCC).

II. Authority and Responsibility

This policy is reviewed by the Church Council and approved by the Congregation. It is the responsibility of the Church Council to ensure compliance with this policy.

III. Policy

The WRCC Constitution and the WRCC By-Laws act as the primary policy and operating guidelines for WRCC. Individual Committee Policy and Procedures shall also be abided by as secondary guidelines.

The following policy statements apply to the Personnel Committee at WRCC

- A. **MISSION STATEMENT** - The mission of the Personnel Committee is to develop and update specific job descriptions for each member of paid church staff, assist the Lead Pastor in evaluating the performances of staff, set compensation levels in consultation with the Finance Committee, and fill vacancies as they occur, with the exception of Pastor (See WRCC By-Laws, Article II, Section 2.04.).
- B. **MEMBERSHIP** - Membership in an Administrative Committee shall be for a term of one (1) year, and shall begin with their election at the September Congregational Meeting and shall run until the September Congregational Meeting of the following year. Membership in an Administrative Committee requires being an active member of the church for the previous 12 months when elected. Spouses or Domestic Partners of Pastors are restricted from serving on any Administrative Committee. Couples are restricted from serving on the same Administrative Committee. A member may serve on only one Administrative committee. Throughout the year people may be placed on an Administrative Committee by Church Council, as needed; and serve until replaced by the Personnel process, or by Personnel with Congregational approval and serve until the next September Congregational Meeting. (See WRCC By-Laws, Article X-Committee Structure.)
- C. **OFFICERS AND ELECTIONS** - The first order of business at the committee's meeting in October shall be to elect a Chair and a Secretary. Elected Chairpersons may only serve a maximum of two (2) consecutive terms as a Chair on any committee. (See WRCC By-Laws, Article IV – "Church Officers.") Election results must be reported to the Church Clerk prior to the October meeting of the Church Council.
- D. **COMMITTEE GUIDELINES** – An Administrative Committee shall consist of at least five (5) members, including the Chairperson. Minimum membership for an Administrative Committee to be active is four (4) members. The Pastor or the Pastor's designee shall act as a non-voting observer and advisor. A quorum for an Administrative Committee meeting is a simple majority.

White Rock Community Church Policy & Procedure Manual

E. **FURTHER COMMITTEE NOTES** - Meetings of all committees are to be conducted according to the Committee Guidance Rules as listed in the documents "Guiding Principles" and "Ten Rules for Respect". Each committee member shall be provided a copy of these documents at the first meeting of the committee in October.

F. **RESPONSIBILITIES** -

The Personnel Committee shall have the following responsibilities:

- 1) The Chairperson shall hold a seat on the Church Council.
- 2) Submit monthly, within two weeks of approval, a copy of the minutes from the prior month's committee meeting to the Church Clerk and Administrative Assistant. Establish policies pertinent to employees of the church.
- 3) Assist the Lead Pastor with annual performance evaluations of paid employees.
- 4) Hire staff as needed.
- 5) Submit to the Finance Committee an annual budget request by the budget deadline date each year with detailed, itemized requirements.

Approved By:

09/14/2013 Church Council

11/24/2013 Policies and Procedures