



# Personnel Committee Chair Job Description



**JOB TITLE:** Chair, Personnel Committee

Term Begins:

Term Length: Three Years

## **JOB SUMMARY:**

Lead the Personnel Committee in supporting and monitoring the performance of staff as they fulfill their roles in church ministry. Work with the Director of Operations and the Pastor on personnel issues, including annual reviews, professional development of staff, and other personnel issues that may arise. See below for further info about Elders and Session.

## **RESPONSIBILITIES**

- Devise and conduct annual reviews of staff (Bruce, Chyrise, Andy, Javier, Julie, and Kayla)
- Create and maintain up-to-date job descriptions.
- Maintain and review the Personnel Handbook.
- Ensure all staff are informed of the personal policies and are compliant with state and federal mandated requirements (for example mandatory Harassment Prevention Training and Safe Church Policies).
- Conduct committee meetings as needed, typically monthly, and report recommendations at monthly session meetings.
- Provide a committee report to Session monthly, prior to the Session meeting.
- Consult an attorney when needed.

## **REQUIREMENTS/QUALIFICATIONS**

- The ideal candidate would have experience as a first line manager who knows how to work with Human Resources issues. Actual HR experience would be useful but not necessary.
- The candidate must be able to maintain confidentiality regarding personnel issues.
- The candidate should be comfortable dealing with conflict resolution issues that may arise in the personnel setting.
- The chair must be an Ruling Elder on Session.
- Comfort working with or delegating computer assisted surveys and organizational aids would be useful (eg Google Forms).

## TIME AND SUPPORT

- Time: Varies depending on time of year
- Support: The chair has numerous supports from the church family, including committee members and former chairs who are willing and able to help advise when needed. Church staff, in particular the Director of Operations, handle the nuts and bolts of the Human Resource tasks. If you have organizational skills and can keep confidentiality, you can learn the other necessary skills and can make a huge difference in the way our church operates going forward.

## ADDITIONAL NOTES AND LINKS

- [Session Handbook](#)
- [Book of Order](#)
- [Personnel Handbook](#)
- If not already, all Ruling Elders will need to become an official member which requires a meeting with the pastor and session. This is not a scary process.
- Elders are ordained and installed as part of a public worship setting generally held at the beginning of each calendar year.
- Personnel Committee meetings take place the first Friday of the month at 10 am.

## WHY TAKE THIS VOLUNTEER JOB?

As the church emerges from the pandemic, this is a vibrant time! We need to add a new position or change existing position descriptions as we adjust our worship format from Zoom. The Personnel Chair will greatly impact how we go about this transition, what kind of new talent we incorporate, and if we are able to make the change smoothly.

## ROLL OF ELDER IN THE PRESBYTERIAN CHURCH USA ([Book of Order G-2.0301](#))

"As there were in Old Testament times elders for the government of the people, so the New Testament church provided persons with particular gifts to share in discernment of God's Spirit and governance of God's people. Accordingly, congregations should elect persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit. Ruling elders are so named not because they "lord it over" the congregation (Matt. 20:25), but because they are chosen by the congregation to discern and measure its fidelity to the Word of God, and to strengthen and nurture its faith and life. Ruling elders, together with ministers of word and sacrament, exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of a congregation as well as the whole church, including ecumenical relationships."

## **SUMMARY ROLL OF SESSION IN THE PRESBYTERIAN CHURCH USA (See Book of Order G-3.02)**

The session is the council for the congregation. It shall be composed of those persons elected by the congregation to active service as ruling elders, together with all installed pastors and associate pastors. All members of the session are entitled to vote. The session shall have responsibility for governing the congregation and guiding its witness to the sovereign activity of God in the world, so that the congregation is and becomes a community of faith, hope, love, and witness.

As it leads and guides the witness of the congregation, the session shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed congregations have identified themselves throughout history (F-1.0303) and the six Great Ends of the Church (F-1.0304).

In light of this charge, the session has responsibility and power to:

- a. provide that the Word of God may be truly preached and heard.
- b. provide that the Sacraments may be rightly administered and received.
- c. nurture the covenant community of disciples of Christ.