

CHURCH PERSONNEL COMMITTEE
POLICIES, PROCEDURES AND GUIDELINES
_____ BAPTIST CHURCH
_____. TEXAS

COMPOSITION OF COMMITTEE:

1. This committee shall be composed of _____ members elected annually upon the recommendation of the Committee on Committees.
2. This committee should, if possible include some church members who have experience in personnel matters in their secular work.
3. Any member of the Personnel Committee who has a member of their immediate family (spouse, child, brother, sister, or anyone living in their home) that is employed by the church in any capacity, shall abstain from discussion and or voting on any issues related to their employment. Members of the Personnel should notify the committee immediately if any applicant is related so that no conflict of interest will take place in the discussion regarding hiring, dismissal, or benefits for that individual.

RESPONSIBILITIES OF THE COMMITTEE:

1. This committee is responsible for personnel management for _____ Baptist Church.
 - A. Evaluate positions and recommend additions/deletions of positions putting these recommendations before the church for their approval.
 - B. Review, update and develop job descriptions for positions needed and approved by the church.
 - C. Work with the Church Finance and Budget Committee to determine possible compensation for positions approved by the church.
 - D. Receive resumes from persons seeking positions with the church, with the exception of the office of pastor or any other ministerial staff positions that the church has charged specific committees with the responsibility for filling the position.
 - E. Work closely with the Pastor Search Committee and the Church Finance Committee to develop a package for prospective pastoral candidates and other staff positions.
 - F. Interview and recommend qualified candidates for approved positions on the church staff as authorized.
 - G. Establish policies to assist the church to make the ministry and work of the church staff and employees effective and meaningful.
 - H. Policies should include, but are not limited to the following:
 - 1) Compensation
 - 2) Workplace Guidelines
 - 3) Benefits
 - 4) Performance Standards

2. This committee shall provide to the congregation information and updates regarding personnel issues only as essential for the church to make a final decision regarding the hiring or dismissal of personnel. Confidentiality should be maintained at all times through this process.

POLICIES:

1. COMPENSATION

This committee will work with the employees of the church to determine pay periods, the method to be used to record hours worked, overtime issues and payroll deductions.

2. WORKPLACE GUIDELINES

This committee shall recommend to the church any policies related to personal appearance or dress code, office hours, attendance at staff meetings, tardiness or lateness, sexual or other forms of harassment, personal or romantic relationships, addictive behavior, outside employment and activities, use of church equipment, personal and ethical responsibilities, financial integrity, counseling sessions, confidentiality of church information, email usage, workplace safety and security.

BENEFITS:

1. This committee will recommend for church approval policies related to but not limited to the following:

- a. vacation
- b. holidays
- c. sick days
- d. retirement (Annuity) participation*
- e. Social Security compensation as appropriate*
- f. health care insurance and health care reimbursements as appropriate*

2. This committee will work with the Budget and Finance Committees in the areas indicated above with an “*”.

PERFORMANCE STANDARDS:

1. This committee shall recommend for church approval performance standards that are specific, measurable, attainable, realistic, and trackable.
2. Position descriptions will be used to determine the effectiveness of the employee or staff member in relation to their work.
3. The committee will develop a performance evaluation process to be approved by the church and used annually. This committee will work with the Senior Pastor to set a time for performance evaluations. The committee may meet with the pastor to complete the evaluation or may request another individual or group within the congregation to evaluate the Pastor’s work.

COMMITTEE MEETINGS:

1. This committee should meet monthly. Special meetings may be called by the Chair as needed to deal with employee or staff concerns.
2. The Chair should develop an agenda for each meeting and the committee should follow the agenda. Urgent or emergency items should be dealt with in a called meeting as necessary.
3. No action should be taken or recommendations made without a quorum present and voting.
4. The committee should report to the church on a regular basis to keep the church informed of issues related to personnel.