

PERSONNEL COMMITTEE

The personnel committee is responsible for providing professional staff and administrative support for the church, while overseeing all related recommendations or changes concerning staff/employees of the church.

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| Ministry Area/Department | Administration |
| Position | Personnel Committee |
| Accountable To | Pastor |
| Ministry Target | Congregation |
| Position Is | Volunteer |
| Position May Be Filled By | Church member |
| Spiritual Gifts | Administration • Serving |
| Talents or Abilities Desired | Leader • Organized |
| Best Personality Traits | Dependable • Professional |
| Passion For | Providing administrative support to church |

RESPONSIBILITIES/DUTIES

- Assist the church in matters related to all employed and salaried personnel of the church in matters concerning staff needs, salaries, benefits, job descriptions, and policies.
- Annually review the compensation of each staff member and employee and making recommendations for changes to deacon board and finance committee during budget planning.