

Session Personnel Committee Description

Purpose: To provide for an orderly, focused and considerate means for the session to build a healthy work environment for all staff of the United Presbyterian Church of East Guilford. Driven by grace, the committee will facilitate open communication between the committee, staff and the congregation.

Membership: Three people: one from the session, who will serve as chair of the committee; two members from the congregation. The pastor serves as an ex-officio member. All members are appointed by the session. The committee will be divided into classes which are determined by the session's normal rotation process. No one may serve more than two consecutive terms.

Meetings: The committee shall meet at least quarterly and on the call of the chairperson or pastor. Schedule will be posted for the congregation. The agenda for each meeting shall be set by the chairperson and the pastor jointly. No meeting will take place without the pastor present, unless the pastor is notified and informed of all agenda.

Responsibilities:

- Act as a support group for the pastor and other members of the staff.
- Confer with the pastor on any important issues of concern.
- Recommend to session position descriptions for all staff. Includes pastor, sexton, organist and secretary.
- Review and recommend to session compensation packages for all staff.
- Recommend to session Personnel policies.
- Encourage professional growth and development for all staff.
- Recommend to session ways to manage risk liabilities related to staff work.
- Implement a plan of equal employment opportunities, developed in consultation with the presbytery and approved by the session.
- Provide for a review process for all staff to assist in work planning

Relationships and Accountability: The committee is accountable to the session . It will present a written report to the session following each committee meeting

May 2, 2017