

Dorchester Presbyterian Church
Personnel Committee Responsibilities
Session Approved: April 21, 2015

The Personnel Committee is made up of four elders or deacons (not necessarily actively serving on the Session or Diaconate) nominated by the nominating committee and appointed by the Session. At least one of the members should be actively serving on the Session, and be appointed as Chair. No member shall serve on the Personnel Committee for more than six consecutive years without at least a year break.

The Personnel Committee's primary responsibilities include planning, organizing, and coordinating the personnel activities of Dorchester Presbyterian Church and the Good Shepherd School. Those responsibilities include the following:

1. Job Descriptions:
 - a) Coordinate and maintain updated job descriptions for all non-ordained staff positions. Job descriptions should be reviewed and updated either when there is significant change in a position's job duties and responsibilities or every three years, whichever comes first.
 - b) New or modified job descriptions must be approved by the Session.
2. Policies and Procedures Manual:
 - a) Annually review and make recommendations to the Session for changes to the Personnel Policies and Procedures Manual consistent with Federal and State regulations.
 - b) Propose compensation and benefit policies for staff.
 - c) Work with the staff to ensure that approved policies and procedures are administered fairly and consistently.
 - d) Ensure that all personnel policies and procedures are approved by the Session.
3. Employee (Staff) Relations
 - a) Respond to staff complaints or issues on a timely basis.
 - b) Consult with supervising staff and/or committees/boards and the Session as necessary concerning staff morale, performance, and behavior issues.
 - c) Maintain the strictest confidentiality surrounding staff-related issues outside of the Personnel Committee, the Session, supervising staff, and any other groups or persons otherwise deemed as necessary.

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- d) Recommend appropriate ways of showing appreciation, uplifting, and recognizing staff.

4. Staff Performance and Reviews:

- a) Ensure that staff reviews are completed on a timely basis and in accordance with the Staff Policies and Procedures Manual.
- b) Provide support and guidance as needed to staff members to resolve performance and/or any other work related issues that may be affecting work performance or working conditions.

5. Staff Hiring and Termination:

- a) Advise and participate in the interview process with the appropriate supervising staff, and/or committees/boards, and the Session.
- b) Provide a presence before and during the termination of any staff.
- c) Conduct an exit interview with departing staff if at all possible.

6. Contractors:

- a) Provide assistance to the Session and other committees/boards as needed with contractors.