

Church Personnel Committee Charter

Note to users: This is a template that any church can quickly and easily refine. The Charter suggests best practices that can be scaled to suit the Board's needs. It is ideally used collaboratively with the preparer. Users should consult with a church administrator, board management, labor lawyer, and/or human resources professional to adapt, change, delete, and add to elements to meet a church's unique needs, standards, and preferences.

General: Working closely with the head of staff and church staff leaders, the Personnel Committee guides and oversees the human resources function of the church and its entities. The Committee is accountable to the church Board (i.e., the Session for ecclesial matters) which approves this charter. The entire Board remains accountable to the church members for ensuring the wellbeing of the organization's employees.

Composition: The Personnel Committee shall consist of at least two members of the Board, two deacons of the church, and Board-approved volunteers from the church. The head of staff and church administrator shall serve as ex officio members (with a vote unless a conflict of interest exists).

- 1) **Expertise.** The Committee will ordinarily include a member with human resource management experience, and they will have access to counsel from a state-certified labor attorney.
- 2) **Chair.** The Personnel Committee Chair shall be appointed annually by the Board, in consultation with the head of staff. The Chair serves as the principal liaison between the Committee and the full Board and with the staff leaders. The Chair works with the staff leaders to plan the annual and strategic work of the Committee and to schedule each Committee meeting. The Chair leads each meeting in accord with Roberts Rules of Order.
- 3) **Term.** Each non-staff member of the Committee will serve a rotating three-year term that begins at the start of each fiscal year.
- 4) **Roles.** Regarding actions: Any member may propose, the Committee approves or recommends to the Session, the church administrator and/or head of staff manage execution, and other HR or business office staff or contractors support implementation.

Responsibilities

- 1) **Overview.** Ensure best employment policies and procedures exist to guide, guard, and care for church staff. Provide capable and compassionate means to build and sustain a healthy productive work environment. Provide employment policies for Session approval and guidance to the head of staff and administrator as needed. Recommend and sponsor strategic organization planning as needed.
- 2) **Policies.** Develop and amend written policies and procedures that achieve the following purposes: Orient employees, convey expectations, explain pay and benefits, steer behaviors, protect the church and corporation, legal compliance, equitable treatment, outline best practices, anticipate issues, reduce case-by-case decisions, minimize conflict, and save supervisory time.
- 3) **Risk mitigation.** Ensure that employment policies and practices manage risk exposures and liabilities by ensuring compliance with local, state, and federal labor laws. Recommend to the church's Finance Committee appropriate liability insurance (e.g., covering sexual misconduct, employment practices).
- 4) **Job details.** Ensure all staff positions are in accord with a current approved organization chart, clearly described in writing, and properly classified in compliance with the law and organization policies.
- 5) **Hiring.** Oversee or ensure a process to fill approved positions including how candidates are recruited, screened, recommended, approved, and on-boarded. Require, authorize, comprise, and guide search committees for selected positions.
- 6) **Compensation.** Develop and oversee a compensation strategy and its administrative procedures. Monitor use of salary benchmarks and pay grades to assure adequate and equitable employee pay. Review and recommend compensation packages for selected staff. In collaboration with the Finance Committee, recommend amounts of pay adjustments plus when and how they occur.
- 7) **Benefits.** Supplement the compensation strategy by approving or recommending plus overseeing an appropriate benefits package for all employees. Collaborate with the Finance Committee regarding benefit programs that impact the budget. Approve non-cash benefits such as paid-time-off that equitably and prudently create a healthy work environment and personal flourishing.

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- 8) **Performance management.** Approve and ensure a process and schedule to establish job expectations for each employee plus monitor, assess, and document individual performance. Guide in the discipline, termination, and off-boarding of staff as necessary or requested by staff leaders.
- 9) **Staff development.** Encourage and authorize the means of professional and personal growth and progress for all employees. As a byproduct of the performance management process, instigate and oversee an effective process to monitor and address gaps in skills and abilities. Recommend, monitor, and/or approve professional development plans to support employee and organization goals.
- 10) **Employee assistance.** Establish criteria, processes, and programs to assist and support employees during times of stress and crisis. Advocate for the interest and needs of all staff. Provide for and, as appropriate, act as a confidential support group for the pastor and other staff as needed.

Meetings

- 1) The Committee will meet at least quarterly in person and at other times as its Chair or a majority of its members deems necessary, either in person or by telephone or video conference.
- 2) Special meetings for a specified purpose may be called with a minimum notice of 3 business days.
- 3) A quorum for any meeting is a majority of the appointed members.
- 4) The Chair and administrator in consultation with the head of staff formulate an agenda before each meeting and communicate details and preparation materials in a timely fashion.
- 5) The Chair in consultation with the administrator may invite other interested parties or resource advisors to present information and provide expertise on matters facing the Committee.
- 6) The Committee may convene an executive session with no staff present if requested by at least two appointed members in attendance.

Reports

- 1) The Chair or a designee will produce written reports at the conclusion of each meeting, which will include an attendance record, a copy of the agenda, and an adequate summary of Committee discussions with supporting materials plus documented recommendations and decisions.
- 2) Reports will be completed within one week following each meeting and forwarded to the appointed and ex-officio members. Reports will be provisional until approved by the Committee at its next meeting. Minutes of executive sessions will be held confidentially by the Chair.
- 3) Provisional and approved minutes along with meeting agenda and supporting materials will be retained and easily accessed electronically.
- 4) Summaries of each meeting along with proposed action items will be provided to the Board.

Evaluation

- 1) The Committee will annually review this charter and may amend it with super-majority (2/3) approval of the Committee and majority approval by the Board.
- 2) The Committee will conduct periodic assessments to review its own performance and other matters the members deem appropriate.

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