

PERSONNEL COMMITTEE

Our Vision: The ministry of Immanuel Presbyterian Church is supported by an adequate number of paid staff to carry out the overall mission of the church.

Goals:

1. The job description of each employee is clear, and compensation and benefits (where applicable) are fair and reflect existing presbytery guidelines.
2. Employees are supported and encouraged in their work.

Our Responsibilities:

1. In consultation with the Finance Committee and with approval of the Session budget for and execute authorized funding for personnel.
2. Oversee the annual development of performance goals with other staff in consultation with the appropriate committee (e.g. Music Director in consultation with Worship Committee)
3. Develop and carry out a process for an annual review of performance for all staff
4. Recommend any changes in Terms of Call to the Finance Committee to be included in the annual budget and presented to the congregation for approval at the annual meeting of the congregation.
6. Recommend staff salary adjustments to the Finance Committee based on annual evaluations and financial resources available.
7. Evaluate the need to add to or reduce the number or hours of paid staff based on the ministry needs of Immanuel Presbyterian Church.
8. Pray for paid staff on a regular basis and stay attuned to stressors or life changes paid staff experience that may effect job performance or satisfaction.
9. Make a monthly report to Session including written recommendations for action. If there is nothing to report, "No Report" will be sufficient.
8. Recruit sufficient committee members for efficient and effective performance of committee responsibilities.