

ST. JAMES LUTHERAN CHURCH  
GETTYSBURG, PENNSYLVANIA

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Subject Personnel Committee  
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Committee Personnel

## Organization/Standing Committees/Personnel Committee

### I. Mission Statement:

The mission of the Personnel Committee is to develop and monitor policies related to job descriptions, working conditions and monetary compensation for the staff at St. James Lutheran Church. It has the special obligation to be sure that the congregation is fair to the people it pays to carry out its work.

### II. Committee Composition

#### A. The committee shall be composed of the following members:

1. Church Council President of the previous year (who will serve as committee chair)
2. Current Church Council President
3. Current Church Council Vice President
4. A Pastor of the Church staff

#### B. Three at-large members

#### C. The first four members shall serve as the executive group of the committee.

#### D. The three at-large members shall serve staggered, three-year terms and can be reappointed by the executive group.

#### E. Vacancies for these latter positions shall be filled by appointment of the executive group.

#### F. The term for committee members and chair shall follow the calendar for church council terms.

### III. Committee Responsibilities

#### A. The committee shall have the following responsibilities:

1. To conduct annual interviews with the staff using a common format established by the committee;
2. To recommend salary, compensation, and benefit packages to the Finance Committee for all staff members in accordance with a compensation process set by this committee;
3. To review job descriptions of staff and revise them as necessary;
4. To maintain, monitor, and revise (as needed) personnel policies;
5. To arbitrate should personnel issues arise per various personnel policies and/or job descriptions;
6. To serve as advocate for the staff to the church council and congregation;
7. To convene search processes for the hiring of non-rostered personnel (with the exception of Child Care personnel which is the responsibility of the Child Governance Care Committee) including overseeing the composition of an appropriate job description and convening an appropriately composed search committee for the position;
8. To perform special personnel functions as assigned by the church council.

9. To ensure a safe working environment and a process by which people can report situations that put them at some kind of risk.

B. The committee is accountable to the Church Council for the oversight of these responsibilities.