

FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

Policies Manual

Title Personnel Committee	Policy Number 030	Page: 1 Of: 4
Yearly Elected Committee Members	Date of Revision: 12/13/2015	Level of Revision: 2

I. Purpose

To assist Flat Springs Baptist Church in matters related to employed personnel administration.

II. Definitions

Personnel Committee – as defined in the church’s constitution. The Personnel Committee will consist of the Chairman of the Deacons, Sunday School Director, WMU Director and two members at large. The committee shall be elected annually by the church upon the recommendation of the Nominating Committee. The Pastor is an ex-officio member. People serving on the Personnel Committee should be mature Christians and church members who are knowledgeable of church programs and activities. They should be sensitive to staff and church needs in the area of human resource development, as well as have the ability to communicate, be able to make good decisions, and have an understanding of objective attitude. They should be open and honest with staff and church members.

Staff Positions – includes Minister of Music, Associate Pastor of Family Ministry, Church Secretary, Custodian, and Maintenance Worker.

III. Procedure

Committee members to serve from September 1 through August 31 of each church year.

The Committee will meet on an as needed basis.

FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

Policies Manual

Title	Policy Number	Level of Revision:	Page:
Personnel Committee	030	2	2
			of: 4

IV. Responsibilities

1. The Personnel Committee will choose its own Chairperson, Vice-Chair and Recording Secretary. The Chair of the committee should give organizational leadership by presiding over meetings, making assignments, and delegating other responsibilities as needs arise.
2. On a regular basis the committee will survey the need for additional church staff positions. The need for more staff may be due to church growth, a special need for a particular age group in the church, increased workload, the beginning of new ministries, etc.
3. The committee will prepare and update as necessary position descriptions for all employed personnel. The descriptions will outline the church's expectations of the position.
4. The committee is accountable to the church for recruiting, interviewing and recommending to the church qualified people for all staff positions (unless the position requires a special committee such as a search committee for a pastor or other ministerial position). The committee is responsible for soliciting and checking all references for staff.

During the interview, the committee will evaluate the person's work attitude, skills and experience, personality, and disposition toward church employment. Information about the church and the position will be shared with the applicant. Helpful information would include demographics of the church area, whether the position is a new or established one, financial report, history of the church and the position, and resources available.

When the time comes to present the recommendation to the church, personal information about the employee, a position description, a salary package, and beginning employment date should be presented.

FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

Policies Manual

Title	Policy Number	Level of Revision:	Page:
Personnel Committee	030	2	3
			of: 4

5. The committee develops and recommends salaries, paid expenses, and benefits for employed personnel to the Finance Committee.
6. The committee will review each staff person's performance on an annual basis and provide an oral review with each staff person as well as a written evaluation of past performance. Any recommendations for salary increases/decreases, changes in hours of service per week, or changes in benefits will be made to the Finance Committee.
7. This committee, with the approval of the Deacons, has the authority to dismiss (release) employees (except the Pastor).
8. The committee will develop a personnel handbook to address work schedules, vacation days, holidays, personal leave, retirement, and professional development leave.

IV. Related Documents

Personnel Policy Handbook (June 22, 2008)

V. Supersedes Document

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Policies Manual

Title	Policy Number	Level of Revision:	Page:
Personnel Committee	030	2	4
			of: 4

Revisions

<u>Revision Level</u>	<u>Revision</u>	<u>Revision Made By</u>
0	Original 4-8-2007	
1	8/11/2013	Personnel Committee
2	12/13/2015	PC – Reviewed & Revised