

Policy and Personnel Committee Responsibilities

Mission Statement:

The Policy and Personnel Committee seeks to develop and maintain policies for guidance of the Providence Forge Presbyterian Church, to provide oversight of the church employees and to maintain an accurate membership roll.

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Responsibilities:

1. Clerk of session maintains the accurate membership roll.
2. To recommend hiring, retention and dismissal of staff in close coordination with the Pastor.
3. To conduct annual performance reviews of the staff and recommend salary adjustments.
4. To maintain appropriate job descriptions.
5. To maintain applicable personnel/employment law compliance.
6. To provide secure record and document storage. Invitation to Policy & Personnel Documents in DropBox to include members of the committee AND Pastor, Executive Assistant & Clerk of session.
7. To develop and maintain policies for the guidance of church in areas not addressed in the Book of Order.
8. To support the Pastor.
9. To make recommendations to session on areas needing improvement.
10. Committee Chair (appointed by session) will contact all volunteers (as provided by the Stewardship Committee from the annual Stewardship Campaign) and welcome them to serve on the committee. If the committee is not available to new members, that information should be provided to the Chair of the

Stewardship Committee so that such committee is not listed as an option on the Annual Stewardship Pledge Card.

11. Committee Chair (or designee) will maintain a roster of active members on the committee and will provide roster to the Web Team for inclusion on the pfpc.org web site by February of each year. Chair will develop a synopsis of the committee's duties to include on the PFPC web site.

12. To create a synopsis of each Committee's responsibility which would be appropriate for publication on the PFPC web site and to provide this to each Committee Chair for their review prior to approval by session. Once approved by session, to provide the information to the Web Team for publication on PFPC.org.

13. Committee Chair supervises the Administrative Assistant.
Note: Standing member: Clerk of Session