

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. To maintain the accurate membership roll (completed by the Clerk of Session);
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 by posting on our web site in PDF form for access to all;
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 the Session on areas needing improvement;
10. Committee Chair (appointed by the 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

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

11. To supervise and coordinate the background screening of unpaid staff in accordance with the procedures noted in the Children and Youth Protection Policy;

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12. Committee Chair (or designee) will maintain a roster of active members on the committee and will provide the 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;

13. 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 the Session. Once approved by the Session, to provide the information to the Web Team for publication on PFPC.org.

Note: Standing member: Clerk of Session, with voting rights.