

Providence Forge Presbyterian Church

Policy And Personnel Committee:

Develops or organizes and maintains policies for guidance of the church, provides oversight of the church employees and maintains an accurate membership role.

1. Maintains an accurate membership role, as completed by the Clerk of Session;
2. Recommends the hiring, retention, and dismissal of staff in close coordination with the Pastor and Session;
3. Conducts annual performance reviews of the staff and recommends salary adjustments;
4. Maintains appropriate job descriptions;
5. Maintains applicable personnel/documents complying with all local and national laws;
6. Provides secure and accessible document storage;
7. Develops and maintains policies for guidance in areas not addressed in the Book of Order;
8. Is a supporting resource for the Pastor;
9. Supervises and coordinates the background screening in accordance with the Children and Youth Protection Policy;
10. Note: The Clerk of Session and Pastor are standing committee members with voting rights.