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**Personnel Committee**

**Scope:** Oversee all issues related to the employed personnel of the church, except the Lead Pastor.

**Purpose:**

The Personnel Committee is responsible for preparing and maintaining a complete position description for all employed staff members. To serve on behalf of the church as a committee to seek out qualified persons for all staff vacancies, other than the Lead Pastor, interview them, and submit a recommendation to the Deacons of one qualified person for each vacancy. To consult with the Budget and Finance Committee and recommend policies to the Deacons on wage scales, progressions, benefits, insurance, vacations, leave, holidays, retirement programs, etc. To review and seek a solution to complaints regarding any staff member. To mediate the differences and seek a solution to any complaint brought by a staff member (other than the Lead Pastor) against either a fellow staff member or the church. To keep the publications "Personal Policies," "Formal Grievance Procedure," and "Sexual Harassment Policy" up to date and included in the Policies and Procedures Manual.

**Membership:**

The Personnel Committee is composed of six members nominated by the Nominating Committee and elected by the church for a three-year term which begins in January annually. At least two members shall be or shall have been ordained Deacons. Ex-officio members of the committee are a Pastoral staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by the Deacon chair.

**Relationships:**

The committee assists the church, within the realm of the committee purpose, in fulfilling the church's Mission: To proclaim the Gospel of Jesus Christ and to minister to the needs of our congregation, the community, and the world through the leadership of the Holy Spirit. This committee shall utilize the five Biblical Functions of Worship, Fellowship, Discipleship, Ministry, and Evangelism in meeting the committee's purpose and duties and in communicating, collaborating, coordinating, and cooperating with others. The committee consults with the Budget & Finance Committee regarding funding of staff benefits. The committee works closely with the Lead Pastor regarding staff functions, accountabilities, staffing, and performance evaluations. The committee receives and reviews copies of the Deacons' annual report of the Lead Pastor's activities and the Lead Pastor's evaluations of staff members. The Committee Chair serves as a member of the Church Council.

**Duties:**

1. At Least annually, review and recommend staff salaries and benefits.
2. Annually, review and revise, if necessary, the publication "Personnel Policies" of Aversboro Road Baptist Church.
3. Publish and maintain "Formal Grievance Procedure" of Aversboro Road Baptist Church.

4. Publish and maintain "Sexual Harassment Policy" of Aversboro Road Baptist Church.
5. Keep current a position description for all employed staff members.
6. Seek out qualified persons for all staff vacancies, other than the Lead Pastor, interview them and submit a recommendation to the Deacons of one qualified person for each vacancy. If the Deacons concur, the name of the person proposed is submitted to the church as a joint recommendation. If the Deacons do not concur, then the committee submits other names one at a time until concurrence occurs.
7. Meet as often as needed to accomplish the committee's purpose.
8. Invite assigned Pastoral staff and Deacon liaisons to committee meetings and provide a copy of meeting minutes.
9. Provide a written report of deliberations, activities and recommendations to the Church Council when requested.