**Fairfield Glade Community Church**

**PERSONNEL COMMITTEE**

**Standing Operating Procedures**

TITLE: Fairfield Glade Community Church Personnel Committee Standing Operating Procedures.

DATE APPROVED: March 8, 2018

MISSION STATEMENT: The mission of the Personnel Committee is to support the Board of the Fairfield Glade Community Church (FFGCC)and its members in formulating and recommending appropriate personnel policies and procedures that encourage professional growth and development for its employees and members; provide for a review and assessment process; and support the Pastor, employees, and other church committees in formulating standing operating procedures and conducting and assessing a time and talent survey.

MEMBERSHIP: The membership of the Personnel Committee shall consist of the following six members: The chairperson and one member approved by the Board from the congregation at large. These two members will serve a three year term but may thereafter request annual extensions. Property and Facilities Chair, Worship and Music Chair, Administrative Assistant, and Pastor will be standing members of the committee. These four members will be replaced by their succesors. If any of these members are not church members, they will have voice but will not have voting rights or authority to make motions.In addition, Finance Committee Chair will attend when financial matters are discussed**,** the President of the Board will be a (Ex-Officio) member of the committee. The Board will also appoint a non-voting liaison.

MEETINGS: The Personnel Committee will meet every month on the first Tuesday, at 11:00 a.m. in the Church Library or at the call of the Chairperson.

REPORTS:

1. The Board Liaison to the Personnel Committee will attend the meetings of the Committee and will report concerns and requests to or from the Board on personnel matters.
2. The Chair of the Personnel Committee will ensure that a written summary of the meeting minutes is prepared and provided to the Liaison, Board President, and Administrative Assistant prior to the Board meeting.
3. Revisions of this SOP will be reported to the Board for approval by the first day of March of each calendar year.
4. A budget request will be submitted to the Finance Committee during September of each year.
5. An annual report on the activities of the committee during the year will be submitted to the Board President and the Church Administrative Assistant during December of each year, for inclusion in the Fairfield Glade Community Church Annual Report.

DUTIES:

1. The duties of the Personnel Committee are:
   1. The committee will ensure that requirements of the Fairfield Glade Community Church Employment Handbook are followed by the board, supervisors, and employees.
   2. Prepare and recommend personnel policies and procedures and ensure they are ethical and in accordance with acceptable standards of personnel management and administration, as outlined in the FFGCC Employee Handbook, and the State of Tennessee.
   3. In conjunction with supervisors, The committee will prepare, review and recommend the job description for all employees of the church, except for the Pastor, to ensure that they meet the performance expectations of the Board and the respective committee or individual that has oversight for theduties and functions of the employee.***.***
   4. Annually after the congregation approves the annual budget, in conjunction with supervisors, the committee will prepare, review and recommend to the Board the employment contracts for all non-clergy employees of the church and coordinate the contracts with the Finance Committee and the appropriate committee, that has oversight for the functions of the employee.
   5. Provide for a performance evaluation process. The committee will prepare, review and recommend to the Board a performance evaluation process for employees of the Church. The committee will also ensure that Supervisors conduct performance evaluations annually during September to align with the budget development cycle.
   6. The committee will assist the supervisor in the preparation of job vacancy announcements, interviews and hiring procedures for new employees.
   7. The committee will seek opportunities for professional growth and development for employees, and oversee all staff training budgets.
   8. Ensure that all committees maintain current Standing Operating Procedures (SOP). The committee will provide an SOP template to all other committees; ensure all committees have SOPs on record with the Board and Church office; and ensure that all SOPs are updated NLT the first day of March of each year.
   9. Encourage congregational volunteerism through a biennial Time and Talent Survey (2016 is the first biennial year). The survey will be updated in March, mailed in April, and available for committees by June.
   10. The committee will support the Pastor, the employees, the Board, and all committees in all matters that pertain to personnel mangement or personnel administration.
   11. The committee will oversee employee retirement, years of service, and end of employment under 10 years recognitions.
2. The duties of the members of the committee are:
   1. Chairperson:
      1. Manage, direct and lead the committee in accomplishing the mission of the committee and its duties.
      2. Schedule the time and place for the committee meetings with an agenda, five days prior to the meeting.
      3. Notify the committee members and the President and Liaison of the Board of any changes to the date, time and place of all committee meetings, five days prior to the meeting.
      4. Facilitate the committee meetings under Roberts Rules of Order, open the meeting with prayer, review and approve the minutes of the last meeting, process the agenda, review actions and assignments, receive member input and issues for action, and schedule the next meeting as appropriate.
      5. Prepare and submit as required the annual budget request, and Annual Report in a timely manner.
      6. Arrange for the preparation and the timely submission of reports and requests for information and products.
      7. Manage the work and functions of the members of the committee to accomplish the mission and duties of the committee.
      8. The chair will ensure that all minutes clerk duties are accomplished in the absence of a minutes clerk.
      9. The chair will ensure that appointment recommendations for new Personnel Committee chair and new members are submitted to the Board for approval during October of each year.
   2. Committee Members:
      1. Actively participate and contribute in accomplishing the mission statement and duties of the committee.
      2. Perform all assigned tasks and duties
      3. Prepare and review job descriptions and contracts for paid employees under the supervision of the committee they chair or position they hold, in accordance with Church By-Laws, Board policies, and meet the suspensedeadlines identified in this SOP.
      4. Conduct performance evaluations in accordance with the guidelines and the suspensedeadlines identified in this SOP.
   3. Minutes Clerk:
      1. Actively participate and contribute in accomplishing the mission statement and duties of the Committee.
      2. Take appropriate notes during the committee meetings to prepare the Committee minutes, to include where applicable the following elements:
         1. Attendance
         2. Opening date and time
         3. Approval of previous meeting minutes
         4. Unfinished and new business
         5. Assignments
         6. Next meeting date/time/place
         7. Adjournment date and time
      3. Publish the minutes, ensuring the confidentially of individuals and issues, and distribute the minutes to all committee members for comment and corrections within two days. Upon approval by the Chairperson, submit the minutes to the Board Liaison, President, and Administrative Assistant two days prior to the meeting of the Board.
      4. Assist in the preparation and distribution of correspondence or reports by the committee.
   4. Board Liaison:
      1. Attend all committee meetings
      2. Report any recommendations from the committee to the Board.
      3. Report actions/requests from the Board to the committee.
      4. Report on the minutes of the last committee meeting to the Board.
      5. Insure the recommendations of the committee, represent the consensus and vote of the entire committee.
      6. Communicate to the committee, all actions, initiatives, and concerns of the Board and other church committees.
      7. The Liaison does not vote or make motions but does have voice in meetings.
   5. Finance Committee Chair:
      1. Actively participate and contribute in accomplishing the mission statement and duties of the committee.
      2. Attend all committee meetings that have financial matters on the agenda. The Personnel Committee Chair will inform the Finance Committee Chair when his/her attendance is required.
      3. Actively participate, review, input and comment on all employee contracts and position descriptions prepared by the committee from a financial and funding perspective. Present all employee funding recommendations from the committee, through the Finance Committee to the Board.
      4. Advise the committee on all matters that affect the financial and/or budgetary functions of church employees, and the personnel management and administration of the Church.
   6. President of the Board (Ex-Officio):
      1. Actively participate and contribute in accomplishing the mission statement and duties of the committee.
      2. Attend committee meetings and provide input on personnel issues, as appropriate.

COORDINATING REQUIREMENTS: The Personnel Committee will coordinate with:

1. Board

2. All Committee Chairs

3. Employees of the Church

4. Members of the Church

FUNDING: The Personnel Committee will oversee funding requests and manage the budget for all staff training and will submit salary change requests for employees via the Finance Committee to the Board annually during the month of September.

SUB-COMMITTEES: The Personnel Committee does not have a requirement for a Sub-Committees at this time.

EQUIPMENT: The Personnel Committee does not have any accountable equipment at this time.

DISTRIBUTION: The following will receive a copy of the Fairfield Glade Community Church Personnel Committee Standard Operating Procedures.

1. Board President
2. Board Liaison
3. Church Administrative Assistant
4. Personnel Committee Members
5. Chair of the Finance Committee

ACKNOWLEDGEMENTS: Revised by Gene Pino February 13, 2018