

Presbytery Personnel Team

Purpose: The Personnel Team is means by which the Presbytery orders the work environment for those who are employed by the council to enable that council “to implement its decisions to give effective witness to God’s mission.” {BOO G-3.0106}

Responsibilities:

1. Review position descriptions for all employees of the presbytery, annually. When defining a new position, the position description shall be developed by the personnel committee, then reviewed and approved by the presbytery.
2. Maintain open channels of communication with presbytery employees.
3. Conduct an annual process of ministry planning and review, in order to develop mutual understandings of ministry responsibilities, identify and celebrate achievements and define areas for improvement.
4. Consult annually with employees about compensation and make recommendations for approval by the presbytery.
5. Develop and/or maintain the personnel policies and manual of the presbytery.

Membership:

The Personnel Team ordinarily consists of no fewer than 4 and no more than 6 members, drawn from the congregations of the equal numbers of both teaching and ruling elders, and/or non-ordained members of congregations of the presbytery, both male and female.

Members of the team are elected by the presbytery to serve a three year term, with the option of renewal for a successive term. For purposes of decision-making, a quorum shall be two-thirds of the members of the team.

Spiritual Gifts, Passion and Qualifications:

- Experience with personnel or human relations functions within or beyond the church
- Ability to deliver encouragement as well as constructive criticism
- Ability to handle confidential information, appropriately
- Open minded, fair handed, reasonable, and well-balanced
- Understanding and interest in development and maintenance of personnel policies and practices Interest in helping to shape staff functions that serve the present and future needs of the presbytery.