

Top Ten Functions of a Synod/Presbytery Personnel Committee

1. Pray: by name, for the staff persons under your care; for the mission and ministry of your governing body; for those elected leaders who, like you, are striving to keep that mission and ministry “on track”
2. Support your staff (this is of equal importance to #1). Support with the assumption that each staff member, when they were hired/called, was the very best person for that position and that your main goal is to make sure they succeed in their ministry with your governing body.
3. Communicate the expectations of the governing body to each staff member:
 - a. Through formal ways like job descriptions and performance reviews
 - b. Through informal ways like regular conversations
4. Maintain appropriate policies (that are up to date):
 - a. Personnel
 - b. Compensation
 - c. Ethical conduct (including sexual misconduct)
5. Conduct reviews with your exempt staff
 - a. Annual and comprehensive performance reviews
 - b. Annual compensation reviews
6. Receive reports from your Head of Staff on the non-exempt performance and compensation reviews.
7. Advocate for salaries in your governing body budgeting processes
8. Maintain your committee’s personnel files and oversee those kept by the Head of Staff in the governing body office.
9. Retain an attorney to advise your committee and the Head of Staff on all of the above, as needed.
10. Pray: Your committee work is different from the personnel work of the local United Way organization. It is a special calling by the Church to use your talents in this special way to further the mission and ministry of the Church in your area.

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