

1st Presbyterian Church of Mount Vernon

Personnel Committee

Purpose: To provide leadership in shaping equitable and inclusive personnel policies to support a healthy work environment for its staff. To do so, the committee will provide the session with recommendations regarding all employment policies and procedures. However, in keeping with the Book of Order (G-10.0102), the session is ultimately responsible to provide for the administration of the program of the church, including employment practices, personnel policies, and the annual review of the adequacy of compensation for all staff.

Membership: Three – four members. The Session will appoint one session member to server on the committee and will appoint 2-3 additional members from the congregation to serve. The pastor will serve as ex-officio. Given the nature of the committee and size of the congregation, members will serve at the will of the Session and are advisory to the session. The Session will annually review membership and make changes, as needed, keeping in mind the importance of continuity and the confidential nature of the committee’s work.

Current Members:

- Committee Chair/Session Representative: Scott Larson
- Members from the congregation:
 - Barb Bjork
 - Lori Cranston
 - Nate Willems
- Ex Officio: Pastor Lori Wunder

Meetings: The committee will meet at least quarterly. The agenda for each regular meeting will be set by the chairperson and the pastor jointly. No meeting will take place without the pastor present unless the pastor is notified and informed of the agenda.

Responsibilities:

- Employment Practices
 - Recommend personnel policies, procedures, and practices to ensure compliance with applicable laws & regulations.
 - Work in an advisory capacity in understanding personnel needs of the church and making recommendations to the session.
 - Recommend and review position descriptions for all personnel.
 - Assist with vetting and recommending staff to fill vacant positions, as needed.
 - Recommend salaries and benefits annually to assure adequate compensation of staff.

- Staff Relations
 - Assist in managing relationships of the pastor, staff, and other members of the congregation.
 - Monitor the well-being of staff and respond with additional support systems, as needed.
 - Plan and secure funding for staff reward and recognition activities throughout the year.

- Performance Management:
 - Encourage professional growth and development for all staff and annually recommend a professional development budget.
 - Assist pastor/supervisors in establishing performance expectations for all staff and avenues to provide regular feedback.
 - Perform annual review sessions.