

Southminster Presbyterian Church Church Operations & Personnel Committee Charter

Committees Purpose

The purpose of the Personnel Committee is to provide oversight of:

- the compliant administration of the Church's programs, missions and routine operations as directed by the Book of Order and governmental regulations
- staffing and personnel management for both employees and volunteers
- ensure the security of individuals and property on the Church's premises

Committee Leadership and Membership

Each class of elders will have one member of their class assigned to the Church Operations & Personnel Committee such that there will be 3 Session members who sit on the Personnel Committee. The chair will be the elder serving the 2nd year of their term.

Committee Responsibilities

1. Develop an orderly Committee strategy for creating a Christian environment for the Church's Mission which will achieve a caring, inclusive, and outward seeking Christian environment. Seek to foster teamwork and energy for the Church's mission.
2. Advance the mission of the Church and Session by working with the Head of Staff to determine personnel criteria for employees and volunteers of the church, and to ensure those criteria are applied and met.
3. Lead and/or support efforts to maximize the beneficial use of our Church facilities. Help ensure those facilities meet the needs of the Church congregation and Church programs.
4. In addition to compliance with the Book of Order, ensure that the Church operates in compliance with Local, State and Federal law.
5. Ensure that the church operates in a safe manner and appropriate property safeguards are in place. The Personnel Committee will also seek to support the enforcement of the Safe Church Policy.
6. Initiate programs to maintain the Church's focus on, and completion of, Church operating and personnel commitments.
7. Effectively communicate, as needed, to the Session the manner in which the Church operating and personnel commitments will be completed.
8. With the Disciple Making Committee and the Christian Education Committee ensure that succession plans exist for all key personnel and that those plans are being managed by the senior pastor and the responsible Committees.
9. Meet individually once each year with each paid staff member to hear their input concerning overall church operations. Incorporate that feedback, as appropriate, in the Committee's actions.
10. Coordinate the use of Southminster facilities to ensure their effective use. This will be accomplished for the Nursery School and Child Care Center by meeting with their Boards, at least annually, seeking to understand, and coordinate, the long term needs of these entities concerning the use of Southminster facilities and support staff. In addition, seek to ensure these entities maintain appropriate financial controls and compliance with

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regulations for operations that occur on Church properties. (The Director of the Children's Ministry is responsible for the interface with the school and nursery concerning the use of day to day use of church facilities and effective implementation of their programs.)

11. Review the proposed annual expense Budget, with a focus on personnel and operating costs, prior to its presentation to the full Session.
12. Verify, as needed, with the Church Treasurer and Pastor, that income and expenses are received and paid in accord with the approved operating and personnel budgets for the Church.
13. Review and make certain insurance policies are in place to properly protect the Church, related facilities, and employees from losses sustained by personnel and/or property of the Church.
14. Maintain the Columbarium through an appointed subcommittee established for the purpose.
15. Require audits or other reviews, financial or narrative, to be conducted as needed and reported to session.
16. Create any necessary subcommittees to investigate additional issues as they arise relative to the Church's personnel and the implementation of the Church's programs.