

## **PERSONNEL MINISTRY TEAM**

### **Felton Presbyterian Church Mission Statement:**

Bringing people into a lifelong relationship with Jesus Christ

**Key Strategies:** Knowing Jesus Christ more deeply, growing in His likeness, and showing His love and truth to each other and to our community.

### **PERSONNEL MINISTRY TEAM Mission Statement**

Assist the Session, Minister, and Ministry teams recruit excellent candidates for staff positions, as such are critical for a smoothly functioning church, and allow it to carry out its Mission Statement.

### **ADMINISTRATIVE FUNCTIONS:**

1. Advise and work with the office manager re Church Casualty Liability Insurance
2. Advise and work with the office manager re office equipment (computers/printers/fax/copier/phones, evaluating phone and internet service, etc.
3. Plan and prepare the annual fall FPC celebration honoring the staff.
4. Office manager reports to this committee
5. Prepare an annual report to the Congregation
6. Responsible for annual dinner to include Personnel team, spouses, and all staff and their families
7. Responsible to oversee church record retention policy,
8. Other duties/responsibilities/ tasks as necessary
9. Boundaries to the above at least include:
  - a. Doing nothing that is the responsibility of any other ministry team
  - b. The task should be administrative and general, not program type tasks
  - c. Follow current policy, not establish new policy
  - d. Whenever possible the task would eventually be transferred to another ministry team
  - e. In all cases the activities would be reported to the entire session without delay

### **PERSONNEL DUTIES AND RESPONSIBILITIES**

- A. Recruit new staff members, review job descriptions, references, work with Pastor and Ministry teams to whom the employee will report, etc.
- B. Annually review each staff member-1st discuss with pastor, ministry team, etc., review position description.
- C. Review and update church policies-employee personnel policies, fingerprint policies, background check program for volunteers and staff.
- D. Other tasks as in personnel policies-if any question of employee misconduct, financial irregularities, friction between employees, etc.

**Staffing for the ministry team:** Minister, Session member, other Covenant Partners

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