

Committee	Administration & Personnel	
Membership	Elders	Dan Graves
	Congregation	
	Staff	Pastor
Regular Meetings	As Needed	
Mission Statement	The Administration & Personnel committee insures that CPC's personnel and managerial systems perform effectively to empower the congregation's work for Christ.	
General Tasks	<ol style="list-style-type: none"> 1) Oversees compensation of employees, recommending periodic increases and/or bonuses; 2) Provides for regular evaluation of staff; 3) Prepares Job Descriptions and personnel policies for all staff and volunteers; 4) Serves as first level contact for staff or members who have grievance with pastor or officers; 5) Supervises church committee structure and insures all committees have sufficient membership to perform their functions 6) Maintains records, files required denominational and government reports and forms; 7) Insures office equipment, computer software, and other electrical equipment is appropriate for church needs and compatible with other systems; 8) Maintains in conjunction with administrator the Master Church Calendar; 9) Meets regularly with Pastor regarding administrative and personnel issues; 10) Other assignments as determined by Pastor and Session. 	
Resources	https://open.life.church/items/155808-employee-handbook-pdf	
Learning Projects	Develop personnel manual. Develop new by-laws for congregations	
Overall Goals	Formalize procedures and responsibilities within congregation	
Specific Projects	Develop Job Descriptions for all paid staff for session approval.	
Other Notes	<ol style="list-style-type: none"> 1) Identify and recruit members with HR experience to serve on committee and help as needed; 2) Be proactive in reaching out to staff and volunteers regarding their experiences working at CPC 	
Chairperson Responsibilities	<ol style="list-style-type: none"> 1) Develop agenda in conjunction with Pastor; 2) Call and preside over committee meetings; 3) Insure minutes are taken and distributed as needed; 4) Oversee task list, securing committee members and volunteers (especially for quick tasks below); 5) Help recruit and train committee members and volunteers as needed. 	

Committee Member Responsibilities

- 1) Attend committee meetings;
- 2) Review agenda and other materials in advance of meeting as much as possible;
- 3) Participate in regularly performing several of the General Tasks listed above;
- 4) Help recruit and train committee members and volunteers as needed;
- 5) Be prepared to ask questions and offer ideas at meetings.

Quick Tasks - That can be done on an as needed basis by congregation

- 1) Review job descriptions for accuracy
- 2) Insure compliance with state and federal labor policy guidelines