

OPP 4.2 – PERSONNEL TEAM

PURPOSE: The role of the Personnel Team is to assist with matters related to paid employee personnel administration. Accordingly, it is the responsibility of the Team to monitor and administer all employment practices of the Church. The Personnel Team operates under the direction of, and is a sub unit of, the Administrative Team.

FUNCTIONS OF THE PERSONNEL TEAM

The Personnel Team is responsible for assisting the Church in matters related to employment and personnel administration in accordance with the mission of the Church. The Team seeks to achieve its purpose through the following functions and activities:

- To work with the Senior Minister in selecting staff members.
- To develop and revise job descriptions as necessary, to reflect current practices.
- To work with the Senior Minister in establishing personnel policies for the staff.
- To make recommendations to the Administrative Team on salary adjustments for staff members as appropriate.
- To develop and implement a plan for jointly evaluating personnel performance, with the assistance of the Senior Minister.
- To investigate, collect data, and recommend to the church, the release of a staff member, if necessary.
- To facilitate harmonious relationships among staff members and between the staff members and the church.
- To serve as a liaison to the church staff members.

The Team is not responsible for recruiting, interviewing, recommending or evaluating the Senior Minister or Associate Minister(s) of the church. Those responsibilities are explicitly outlined in the Bylaws of Round Rock Christian Church. and OPP 4.7 – Personnel Policy for Ministers.

SELECTION OF PERSONNEL TEAM MEMBERS

The Vice Moderator in the role of Administrative Team Leader oversees the activities of the Personnel Team. The Vice Moderator selects a Chair and two members of the Team from the At Large membership of the Church. The Term of service will be one year with a maximum of three successive terms.

AUTHORITY: *Section VI of the Bylaws of Round Rock Christian Church. The Administrative Team performs the staff administrative functions of the church.*

EFFECTIVE DATE

December 17, 2007

LAST REVISION DATE

April 12, 2011

LAST REVIEW DATE

April 12, 2011