

Personnel Ministry Group

Membership: Chair, Chair-Elect, and at least three 3 voting members.

Purposes: The Personnel Ministry Group at Highland Baptist Church exists for the following three reasons:

- To ensure the church remains compliant with all applicable employee laws.
- To protect the assets and resources of the church.
- To provide a productive work environment for all staff members.

Duties:

- Develop and ensure the implementation of effective and appropriate personnel policies and procedures.
- Investigate and decide upon the benefits and employment practices offered by the church.
- In consultation with the pastor, make year-end salary adjustment recommendations to the Finance Ministry Group as part of the budget preparation process.
- Provide guidance to the pastor and other staff members about personnel and human resources issues.
- Monitor church staffing levels and responsibilities to ensure all important areas are properly staffed.
- Assist with the hiring, disciplining and termination of employees.
- Report the activities of the ministry group to the Ministry Council.
- Perform other duties as required.

Meetings: Monthly or Bi-Monthly meetings are required.

Reporting: Written reports will be turned in to Team Leaders bi-monthly. Recommendations for action will be submitted to the Team Leader one week prior to the Ministry Council meeting.