

# SURFACE TO SOUL

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## Personnel Team Roles & Responsibilities

Personnel Teams assist the congregation in the work of calling and maintaining ministry staff and other support personnel necessary for the work of doing ministry, and to serve as an advocacy group to mediate, advise, encourage, and coach; doing any and all actions necessary for the enhancement of the overall health and efficiency of all ministry staff and support personnel.

### PRIMARY RESPONSIBILITIES

1. Establish, implement, and maintain employee policies and procedures such as vacation and sabbatical approval processes.
2. Recommend to the Congregation Council compensation and benefits packages for all employees and in accordance with the Synod Compensation Guidelines for rostered ministers.
3. Submit a personnel budget to the Congregation Council each year.
4. Establish and maintain ministry/job descriptions and process.
  - a. Provide recommendations to the Congregation Council on new positions or substantive role changes.
  - b. Help fill approved, non-rostered positions with resume reviews, interviewing, and hiring steps. To serve as an advocacy group to mediate, advise, encourage, and coach; doing any and all actions necessary for the enhancement of the overall health and efficiency of all ministry staff and support personnel.
5. Oversee employee performance management and development process.
  - a. Facilitate the development of each employee's annual goals.
  - b. Facilitate quarterly check-ins and annual performance review with each employee.
  - c. Make recommendations on leadership development and staff training needs.
6. Formally assess the team's overall morale and working dynamics annually.
7. Be familiar with Compensation Guidelines provided by judicatories for rostered ministers.

### OTHER RESPONSIBILITIES

- Answer questions regarding the work of the Personnel Team (while honoring the need for confidentiality).
- Host quarterly staff gatherings to build trusting relationships and affirm their contributions.
- Recommend annual gifts, rewards, and incentives to build and sustain employee morale and engagement.
- Pray for staff daily or weekly; respond in a timely manner to questions/issues raised by staff.

### DELIVERABLES

- Create and maintain current employee policies and procedures.
- Provide annual guidelines for employee compensation and benefits packages.
- Prepare and present the annual personnel budget to the Finance Committee.
- Ensure that annual performance reviews are held for all rostered and paid staff.
- Ensure that employee position descriptions are reviewed annually and updated as needed.
- Provide policies and procedures for selecting, onboarding, reviewing and terminating paid staff.
- Unless performed by head of staff, check in with paid staff quarterly to review progress on ministry goals.

### MISCELLANEOUS

The Personnel team is comprised of 4-6 congregation members appointed by the Church Council (with at least one person who is part of the Council) who serve for a period of two years.

- Team members meet monthly, and/or as needed, and report to the Council.
- Recommended skills and qualifications include a working knowledge of personnel issues and qualifications, a collaborative and collegial relationship with paid and rostered staff, and a commitment to our church's mission, vision, and values.
- Experience with managing and coaching employees is also helpful.



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