

Book	Poplar Springs Baptist Church Policy Manual
Section	1000 Organization and Structure
Title	Personnel Committee
Number	1472
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The Personnel Committee shall assist the church in matters related to employed personnel and/or contracted personnel.

The Personnel Committee shall:

1. Maintain updated job descriptions for church employees (including contracted personnel). These job descriptions will then be presented to the church.
2. Recommend salaries, salary ranges, benefits, and any raises for all personnel to the Finance Committee and the church for approval.
3. Recruit, interview, and recommend prospective personnel.
4. Accept annual bids and specifications of contracts services. All quotes for contracted services will be evaluated based on price, references, and recommendations from prior employment.
5. Bring all recommendations before the church during church conference.

#### Committee Organization

1. The committee will consist of three classes of two members each, each class serving fixed terms of three years and four months.
2. The incoming class will begin service on June 1 and end September 30, three years and four months later.
3. A member whose term ends or who resigns will not be eligible to serve on the Personnel Committee for the next two classes. (Exception: a member who is appointed to complete the term of a resigned member may be appointed to serve again if the length of service was less than 18 months.)

4. Members are expected to attend meetings and participate in committee work. Any member failing to attend three consecutive meetings, without approval of the chairperson, will be considered to have resigned.

#### Personnel Committee Officers

1. Officers will consist of chairperson, vice chairperson and secretary.
2. The Chairperson will serve as moderator and set the agenda for meetings and act as committee spokesperson as required.
3. The Chairperson may not currently be serving as Chair of either the Finance Committee or the Deacons. (Policy 1500)
4. The Vice-Chairperson will serve as Chairperson in the event that the Chairperson is not available. The Vice-Chairperson will normally serve as Chairperson in the next year.
5. The Secretary will record and maintain the minutes of each meeting and ensure that all appropriate records are submitted to the church office and/or library for archive.
6. The committee will select a replacement if any office is vacant.

#### Rules of Procedure

1. Roberts Rules of Order shall be used, with exceptions noted below. The Chair may proceed informally without objection.
2. Minutes of all meetings shall be recorded.
3. The Chair, or designee, will represent the committee in business meetings.
4. All members of the committee shall be notified of meetings and a simple majority is needed to conduct official business.
5. The normal meeting time is the third Sunday evening of each month. Other meetings may be called as necessary.
6. All members present are eligible to vote. A quorum of four (4) members is required to conduct business. A majority of members present is necessary for official action.
7. The Pastor shall be an ex-officio member with no voting rights.
8. The Deacon Body may appoint one of their members to act as a liaison if no member of their board is a member of the Personnel Committee.
9. The committee shall provide assistance to staff members in support of budget needs upon request.