

Book Poplar Springs Baptist Church Policy Manual

Section 3000 Personnel Policies

Title Personnel Committee: Staff Work Responsibilities, Staff Assignments, and Work Plans

Number 3110

Authority Article V Section 1 of the Church By-Laws
Personnel Committee Handbook

Adopted June 4, 1995
Personnel Committee Handbook adopted September 14, 2014

1. Each employee or contracted staff will work with the Personnel Committee to define work responsibilities.
2. If a vacancy in a called staff position occurs, the Personnel Committee will advise the congregation of the need for a Search Committee. The Personnel Committee will work with the congregation as directed and be available to work with any other committee to develop a charge to the Search Committee.
3. Selection of personnel recommended to the church for all positions, other than called staff, may be handled by the Personnel Committee. If the Personnel Committee feels a special Search Committee is needed, it may recommend to the church that a Search Committee be nominated and elected by the church.
4. The Personnel Committee may recommend a member to be nominated for all search committees. If no committee member is elected, the Personnel Committee may select a member to serve as a liaison to any search committee.
5. The committee desires that all staff have support and resources to be effective and efficient in the performance of their duties. Each staff member is encouraged to contact the Personnel Committee to assist as needed. All staff members who contact the Personnel Committee will receive a response.
6. The committee may identify staff needs for education/training as job descriptions and/or work performance may require.
7. The committee is authorized to recruit church member volunteers as needed to help with work and duty assignments.
8. The committee may recommend to the church the creation of new staff positions, paid, contracted, or volunteer.