

# **Personnel Coordinating Committee**

## **Job Description**

The Personnel Coordinating Committee (P.C.C.) has been established by the Consistory and is accountable to the Consistory. The Committee will consist of the Vice-President of the Consistory, Chairman of the Deacons, and three to four additional lay members appointed by the Consistory. The appointees will serve three year terms with one lay appointee retiring each year. The chairman of the Committee will be selected by the Committee or Consistory from one of the 3 -4 appointees.

Responsibilities of this Committee are the following:

- A. To meet with the full-time staff members a minimum of six times per year and with the Youth Directors and College & Career leader on a quarterly basis. Meetings may take place with all staff members or individual members. Meetings should be held with the Choir Director and Organist per their contracts/job description.
- B. To be a support group for the staff members. The P.C.C. will pray for and with the staff members, listen to their thoughts, feelings, concerns, and communicate to the congregation about each staff member's role in the church.
- C. To coordinate the work of the staff members. Needs and priorities may change from time to time and the roles and responsibilities of each staff member may need to be reviewed and revised.
- D. To supervise the work of the staff members. This will include the following:
  - 1. Approving and publishing a time schedule for the office
  - 2. Overseeing preaching schedules
  - 3. Overseeing the weekly staff meetings
  - 4. Establishing annual goals for each staff member in September and October
  - 5. Performing an annual evaluation of all staff members and reporting the findings to the staff members and Consistory in May and June
  - 6. Executing the signing and review of staff members holding contracts
  - 7. Managing the staffs continuing education by tying in suggestions from goals
  - 8. Reviewing the finances of staff members in October
- E. To assist the staff members and Consistory in developing a vision for the church. Goals for the short-range (1 year) and long-range (5 years) need to be established, evaluated, and updated each year. Example: Holding a Consistory retreat with spouses every two years, and on alternating years, hold an evening of celebration with Consistory.