

SOP Personnel Committee
Adopted March 10, 2021

In order to facilitate the non-clergy Personnel responsibilities of the Council, a Personnel Committee shall be appointed by the Council.

Members of the Personnel Committee shall include

- The Moderator-Elect who will act as a liaison to the Council.
- 3 voting members appointed by the Council.
- and
- Each member will serve a three-year term.
- Any person may serve two consecutive three-year terms.
- The Committee will elect their own chair.

The Personnel Committee shall

- Create, revise or update job descriptions for non-clergy positions.
- Solicit and accept applications for any vacancies.
- Review and select qualified applications.
- Interview and recommend a candidate for any vacancy to the Council.
- Recommend yearly salary adjustment for employees prior to the budget process.
- Recommend personnel policies and submit them to Council.
- Notify all members of the committee in advance of all meetings.