

## FAIRHILL MANOR CHRISTIAN CHURCH - PERSONNEL COMMITTEE TASK LIST - YEAR 2025

TASK DESCRIPTION	RECOMMENDED MONTH TO START TASK	DUE DATE IF APPLICABLE	PERSONNEL COMMITTEE PERSON THAT TASK IS ASSIGNED TO	DATE STARTED	DATE COMPLETED
MAINTAIN EMPLOYEE/VOLUNTEER FILES	ONGOING				
TIER 1 BACKGROUND CHECKS - 3 CLEARANCES	ONGOING				
TIER 2 BACKGROUND CHECKS	ONGOING				
SAFE CONDUCT MONITORING & VISITS TO CHURCH ACTIVITIES	EVERY 2 MONTHS				
COMPLETE PERSONNEL ACTION NOTICE FORMS FOR 2025 NEW SALARIES	JAN				
OBTAIN LIST OF 2025 CHURCH OFFICERS	JAN				
UPDATE FMCC ORGANIZATIONAL CHART IN EXCEL; POST TO WEBSITE	JAN				
UPDATE LEADERSHIP AND REPORTING ROSTER FROM SAFE CONDUCT POLICY	JAN				
PUBLICIZE THE LEADERSHIP AND REPORTING ROSTER TO PARENTS/GUARDIANS AND CONGREGATION	JAN				
EDUCATE RESPONSIBLE LEADERS ON SAFE CONDUCT POLICY ROLES	JAN				
MEETING WITH PENSION FUND OF CHRISTIAN CHURCH	FEB				
REVIEW & UPDATE PERSONNEL COMMITTEE POLICY MANUAL	FEB				
SELECT THE SAFE CONDUCT TRAINING COURSES THAT EMPLOYEES, VOLUNTEERS, AND PERSONNEL COMMITTEE MEMBERS NEED TO TAKE IN 2025 AND THE DEADLINE TO HAVE THOSE COURSES COMPLETED	FEB				
BOARD REPORT FOR JAN-FEB REPORTING PERIOD	FEB				
SEND OUT EMAIL NOTIFICATION OF TRAINING REQUIREMENTS TO EMPLOYEES AND VOLUNTEERS	MAR				

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BOARD MEETING	MAR				
REVIEW & UPDATE EMPLOYEE HANDBOOK	MAR				
BOARD REPORT FOR MAR-APR REPORTING PERIOD	APR				
MONITOR SAFE CONDUCT TRAINING COURSE PROGRESS	APR				
SCHEDULE SAFE CONDUCT ORIENTATION	MAY				
BOARD MEETING	MAY				
MAKE SURE ALL SAFE CONDUCT TRAINING COURSES HAVE BEEN COMPLETED	MAY				
BOARD REPORT FOR MAY-JUN REPORTING PERIOD	JUN				
AUDIT EMPLOYEE FILES IN KAREN'S OFFICE	JUL				
BOARD MEETING	JUL				
PLAN FOR SAFE CONDUCT ORIENTATION	AUG				
DEVELOP SALARY ASSUMPTIONS FOR 2025 BUDGET	AUG				
BOARD REPORT FOR JUL-AUG REPORTING PERIOD	AUG				
HELP LEAD SAFE CONDUCT ORIENTATION	SEP				
UPDATE PARENT/GUARDIAN CONSENT FORMS	SEP				

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BOARD MEETING	SEP				
DISTRIBUTE SELF EVALUATION FORMS TO NON-ORDAINED EMPLOYEES	SEP				
WORK WITH CALLING COMMISSION FOR PERSONNEL COMMITTEE POSITION	SEP				
ASSIST IN PERFORMANCE EVALUATIONS FOR NON- ORDAINED EMPLOYEES	OCT				
BOARD REPORT FOR SEP-OCT REPORTING PERIOD	OCT				
REPORT EVALUATION RESULTS TO STEWARDSHIP FINANCE	NOV				
BOARD MEETING	NOV				
BEGIN PLANNING FOR TRANSITION OF DUTIES AS ONE PERSON WILL FINISH THEIR TERM AND A NEW PERSON WILL BE ELECTED	NOV				
PREPARE LIST OF GOALS FOR COMMITTEE IN 2025	DEC				
BOARD REPORT FOR NOV-DEC REPORTING PERIOD	DEC				
ANNUAL REPORT FOR YEAR 2025	DEC				
BOARD MEETING	NEXT JAN				