

## **Personnel Committee Charge**

### **1. Purpose**

The Personnel Committee is a standing committee of the Vestry. The Committee provides oversight and coordination for St. John's personnel policies and programs.

### **2. Membership**

The Committee shall have three (3) to five (5) members appointed by the Vestry. Each member shall serve a two-year term and members may be reappointed. At least one member of the Committee shall be a Vestry member. The Chair of the Committee shall be a Vestry member.

### **3. Meeting Frequency**

The Personnel Committee shall meet at least four (4) times a year and may schedule additional meetings on an as needed or emergency basis.

### **4. Role and Function of the Committee**

- Advise and recommend overall personnel policies for St. John's based on Diocesan and national church guidelines.
- Advise the Rector in hiring practices and policies.
- Draft and review job descriptions for church employees.
- Recommend procedures for conducting employee performance reviews.
- Advise and recommend employee benefits to the Vestry that are consistent with Diocesan and national church guidelines. As part of this charge the Committee will monitor proposed benefit and compensation changes to ensure compliance with Diocesan and national church guidelines.
- Advise and recommend appropriate wage scale and compensation to the Vestry for the employees of St. John's.

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Approved by the Vestry on November 10, 2011