

Human Resources Committee Charter Anderson Hills Church

A. PURPOSE

The Human Resources Committee is responsible for ensuring Anderson Hills Church is a rewarding place to work and serve in ministry. It is also responsible for building strong engagement between the staff and congregation and will work with the Lead and Executive Pastors and other staff to fulfill legal and ethical responsibilities related to staff.

The administrative function of the Human Resources Committee includes both leadership and management.

- *Leadership* is the role of “keeping an eye on the big picture.” Committee members must remember they are part of the body of Christ with a mission to make disciples of Jesus Christ for the transformation of the world.
- *Management* is the role of supporting the Executive Pastor who provides oversight of daily activities so that details are taken care of and strategies are implemented.

B. COMPOSITION

Human Resources Committee members should be Christian spiritual leaders who demonstrate regular worship attendance, small-group participation, Bible study and regular giving. These practices are essential for committee members to bring integrity to the leadership of this ministry.

The Human Resources Committee is composed of not fewer than five nor more than nine members of the church, representative of the entirety of Anderson Hills Church, as well as the Lay Leader.

The committee selects the vice chair and secretary at the end of each year for the following year. The vice chair will not be a member of the same class as the chair, and no one person can hold more than one office at a time. Human Resources Committee officers (other than the chair) will hold office for a term of one year or until their successors are elected.

The Lead and Executive Pastors may attend any Human Resources Committee meeting except for that portion of a Human Resources meeting at which that pastor is under consideration by the Committee. A pastor under consideration by the Human Resources committee shall be notified prior to such meeting and shall be brought into consultation with the committee immediately following the meeting.

C. RESPONSIBILITIES AND DUTIES

The duties of the committee include the following:

- 1) To encourage, strengthen, nurture, support, and respect the pastors and staff and their families.
- 2) To confer with and counsel the pastors and staff on the matters pertaining to the effectiveness of ministry, including relationships with the congregation, the pastors’

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health and self-care, conditions that may impede the effectiveness of ministry, and to interpret the nature and function of the ministry.

- 3) To confer with, consult, and counsel the pastors and staff on matters pertaining to the use of gifts, skills, and time and priorities for the demands and effectiveness of the mission and ministry of the congregation.
- 4) To oversee the annual performance evaluation process for pastors and staff, and to evaluate the Lead Pastor to ensure effective ministry and identify continuing educational needs and plans. Annual evaluation of all staff should be based on setting expectations at the beginning of the year and working with staff throughout the year to meet or modify the expectations.
- 5) To develop and approve written job descriptions and titles for all pastors and staff members in cooperation with the Lead and Executive pastors.
- 6) To consult with the Lead and Executive Pastors concerning continuing education, work-life balance, dimensions of personal health and wellness, and spiritual renewal for both themselves and the staff. Partner with the Church Council for the necessary time and financial assistance for pastors and/or staff to attend continuing education, self-care, and spiritual renewal events to support their professional and spiritual growth, and to encourage staff members to seek professional certification in their fields of specialization.
- 7) To confer with the Lead Pastor, Executive Pastor and Church Council if it should become evident that the best interests of Anderson Hills Church and pastors will be served by a change of pastors or staff members. In the case of a Lead or Executive Pastor change, confer with the Church Council.
- 8) To recommend to the Church Council, after consultation with the Lead and Executive Pastors, the professional and other staff positions (whether employee or contract) needed to carry out the work of the church. The committee and the Executive Pastor recommend to the Church Council a written statement of policy and procedures regarding the process for hiring, contracting, evaluating, promoting, retiring, and dismissing staff. When persons are hired or contracted, consideration will be given to the qualifications and certification standards to which such positions are related.
- 9) To work with the Lead Pastor, Executive Pastor and Church Council on specific succession plans for all pastoral positions and key staff positions.
- 10) To assist in the interview process and approve hiring of all director-level staff positions.
- 11) To assist Church Council, Lead and Executive Pastors (as applicable) in the sourcing, recruiting, and hiring of any new pastors and to develop specific criteria for the creation of a pastoral search committee.
- 12) To recommend to the Church Council a provision for annual compensation, health and life insurance, retirement benefits, time off policies and severance pay (if applicable) for all pastors and staff.

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- 13) To build relationships and facilitate communication among staff, the congregation and Church Council.
- 14) To create a trusting and safe environment that encourages staff and congregants to bring forward any concerns within the church.
- 15) To ensure policies and disciplinary procedures are in place for the prevention of sexual misconduct and all forms of harassment.
- 16) To deal directly with and resolve allegations of non-performance or misconduct of any kind (including but not limited to financial, sexual, retaliation) on the part of all pastors, staff and Church Council members.
 - a. Church Council is responsible for addressing and resolving allegations of non-performance or misconduct of any kind for all committee members (e.g., HR, Finance, Facilities and Property, Nominations, Missions).
- 17) To ensure the church's policies and professional standards remain in compliance with federal wage and hiring laws, laws related to workers' and unemployment compensation and taxes, etc. Committee members are responsible for assisting the Executive Pastor in communicating and interpreting such matters to staff. Committee members should make themselves available for educational and training opportunities that will enable employees to be effective in their work.
- 18) To consult on matters pertaining to proposals for compensation, travel expense, paid time off, health and life insurance, retirement plans, housing (which may be a church-owned parsonage or housing allowance in lieu of parsonage), and other practical matters affecting the work and families of the pastors and staff. To make annual recommendations regarding such matters to the Church Council, reporting budget items to the Finance Committee.
- 19) If a parsonage is provided to a pastor or staff member as part of a compensation package, the parsonage is to be mutually respected by the pastor/staff member's family as the property of the church and by the church as a place of privacy for the family. The committee will follow up to assure timely resolution of parsonage problems. The Human Resources Committee chair, Facilities & Property Committee Chair and pastor/staff member will conduct an annual review of the church-owned parsonage to assure proper maintenance and to give immediate resolution to parsonage issues affecting the family's health and well-being.

D. ACCOUNTABILITY

The Human Resources Committee is accountable to the Church Council for its activities and will report such activities to the Church as the Human Resources Committee or the Church Council determines.

E. MEETINGS

Human Resources Committee meetings are scheduled monthly but may be cancelled based on current needs/priorities. Members must meet at least quarterly or as requested by the Lead

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or Executive Pastor, Church Council or the Committee Chair. The chair will send out a meeting agenda, including meeting location, prior to each meeting. A majority of the members of the Human Resources Committee will constitute a quorum at each meeting.

The Lead and Executive Pastors are expected to attend each meeting. The committee may meet without the Lead and/or Executive Pastor. However, the pastors must be notified prior to the meeting and consulted within twenty-four hours after the meeting.

F. MINUTES

At each meeting, the secretary or, in her or his absence, a committee member appointed by the chair, will prepare the minutes of the Committee's deliberations. After approval by the Committee's chair, such minutes will be distributed to all Committee members and available to the Church Council. Meeting minutes will be available to church members upon request.

If the Committee is dealing with confidential issues, it will enter executive session and the minutes will be kept by the secretary but not publicized.

G. AMENDMENTS

Amendments to this Charter require approval of the Human Resources Committee and the Church Council.