

Tennessee Valley Unitarian Universalist Church	Charter: Personnel Committee Principal author: Joe Viglione Rev by Pers Comm, Linda Randolph ch	Document No: CH.007.00 Page
Approved by:	President: Jeff Kovac	Signature:
Approved by :	Chief of Staff: Rev. Chris Buice	Signature: Date:

A. Purpose of the Charter

This charter describes the membership and responsibilities of the Personnel Committee of TVUUC.

B. Authority

This Personnel Committee was established in accordance with the church bylaws as revised with a Chairperson once elected by the congregation but now appointed by the President. While the Personnel Committee ultimately answers to the Board, the work of the Personnel Committee is to support the Executive Team (ET) in all matters related to church staff and the associated processes.

C. Scope

The Personnel Committee is charged with administering all matters related to church staff, both full-time and part-time, with the exception of the senior minister.

D. Membership

1. Expectations for Board appointments to the Personnel Committee: Personnel Committee members should be chosen carefully in order to maintain institutional memory and consistency. The Personnel Committee should include members with a significant knowledge of the church culture as well as members newer to the congregation (so that they can develop leadership experience). Some members should have significant knowledge of or experience with personnel structures and issues. With a total membership of at least six people and two people rotating off and being replaced each year, it should be possible to maintain a reasonable balance.
2. The Personnel Committee shall consist of a Chair, a rising Chair, a past Chair and at least three other at-large members appointed in consultation with the Board. The at-large members shall be appointed on a yearly basis, with terms not to exceed three years. The Senior Minister, the Director of Administration and a liaison member of the Board will be ex-officio, non-voting members.

E. Responsibilities of the Personnel Committee

1. Advise the supervising staff (minister, administrator, and Lifespan Religious Education director) and the Board on any staff issues related to church policy (including requests for leaves of absence and annual evaluations).

2. Assist in the development of job descriptions for new positions and revisions to existing job descriptions. Forwarding job descriptions to the Executive Team for final approval.
3. Develop a set of guidelines to be used by all search committees for non ministerial positions. Assure that each search committee has a designated person who keeps the Personnel Committee apprised of progress.
4. Make a recommendation to the Executive Team as to whether or not to approve the candidate chosen by a search committee.
5. Write the formal job-offer letters to any approved candidates for church positions. Follow up with signed letters of agreement.
6. Develop and maintain an employee policy handbook, which should be approved by the Board and revised as needed.
7. Make recommendations to the Board consistent with the grievance procedure regarding the resolution of any conflicts concerning staff members, either with a supervisor or a church member.
8. Develop an evaluation process and insure completion of the staff evaluations.
9. Interview staff members to determine their needs and write an annual report to the Board containing a summary of the information gathered and the PC Committee recommendations to the Board regarding staff positions.
10. Host an annual staff appreciation social for staff members.

F. Responsibilities of the Personnel Committee Members

1. Be responsible about attending meetings so that the committee can function.
2. Participate in open and candid discussion.
3. Accept assignments as necessary to advance the work of the committee.
4. Speak with one voice when disseminating information outside of Personnel Committee meetings.
5. Maintain appropriate confidentiality concerning all searches, job seekers, and church employees.

G. Direction and Control

1. The Personnel Committee will work closely with the Executive Team and the church Board on personnel matters as appropriate. While the ET will always carefully consider the advice provided by the Personnel Committee, the ET may decide on a different course. Should the Personnel Committee differ strongly with this direction, the chairperson may, at his/her discretion, take the issue to the Board.
2. The Personnel Committee chairperson is responsible for fostering an environment that encourages constructive debate on all proposals, encouraging everyone to participate and keeping the Personnel Committee focused to achieve and execute expected outcomes.

3. The Personnel Committee will, where appropriate, delegate specific tasks to other individuals or groups (e.g. Search Committees) on an *ad hoc* basis or when requested by the ET or the Board.

H. Decision Making Process

1. The Personnel Committee will utilize consensus as the primary decision making method. Should the group reach an impasse on any significant issue, the issue will be presented to the ET for resolution and then to the Board if necessary.

I. Meeting Frequency and Duration

1. The Personnel Committee will generally meet once a month but may meet more or less frequently if needed.
2. The work of the Personnel Committee is relevant to the proper functioning of the church's human resources and, as such, should continue ad infinitum.