

1 **11. PERSONNEL MINISTRY TEAM**

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3 Statement of Purpose: The Personnel Ministry Team is responsible to complete the task functions and  
4 responsibilities as assigned by the Session. All staff shall be included within the parameters of this  
5 ministry team's responsibilities.

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7 Specific Ministries and Functions:

- 8 1) Recommend to Session all personnel policies and Equal Employment Opportunity guidelines.  
9 2) Establish and maintain standards of confidentiality pertaining to all personnel matters.  
10 3) Develop, review and maintain, with input of appropriate Session ministry teams, and  
11 congregational committees (if applicable), a position description for all staff.  
12 4) Administer and coordinate with the Head of Staff the annual performance evaluations of each  
13 member of the staff and review their professional development.  
14 5) Research church/religious organizations' standards for salary ranges, benefits, annual cost of living  
15 adjustments, and merit increases for the entire staff.  
16 6) Recommend to Session salary ranges, benefits and merit increases for the entire staff.  
17 7) Administer and coordinate with the Session and its ministry teams the development of the staffing  
18 model.  
19 8) Develop and maintain a support process for all staff.  
20 9) Develop and maintain a grievance procedure for all staff.  
21 10) Develop and maintain the Sexual Misconduct Policy, including the annual acknowledgement  
22 process for staff, Elders and Deacons  
23 11) Accept other responsibilities assigned by the Session.  
24 12) Three Chopt Presbyterian Church (a local congregation of the Presbyterian Church, USA) has  
25 prepared the following personnel practices contained in the Personnel Handbook, Performance  
26 Evaluation Procedures and New Staff Hiring documents.

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28 Planning Calendar

29 JANUARY

30 Annual Congregational Meeting – *terms of call announced*

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32 FEBRUARY

33 Staff performance evaluation discussions  
34 Head of Staff, aka HOS, Check-in

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36 MARCH

37 Compliance review: Sexual Misconduct and Child Protection

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39 APRIL

40 Review current staffing model

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42 MAY

43 HOS Check-in  
44 Compliance review: Sexual Misconduct and Child Protection

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46 JUNE

47 MAO review and update  
48 Begin budget planning

- 49           Initiate review / update of staffing model– *start with HOS*  
50           Initiate review / update all Position Descriptions – *start with HOS*  
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52       **JULY**  
53           Staff performance evaluation discussions  
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55       **AUGUST**  
56           Initiate search process for replacing rotating off ministry team member  
57           Review salary increase and/or bonuses recommendations (with budget planning)  
58           HOS Check-in  
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60       **SEPTEMBER**  
61           Recommendation for salary increase and/or bonuses to Session (with budget planning)  
62           **Sexual Misconduct Policy:** Confirm compliance - staff, Elders and Deacons shall sign an  
63           annual acknowledgement of our policy (joint responsibility with Administration)  
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65       **OCTOBER**  
66           Review staff objectives, progress and concerns  
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68       **NOVEMBER**  
69           Begin planning for *Terms of Call* in January congregational meeting  
70           Salary and benefits survey – November - prior to terms of call for ordained staff  
71           HOS Check-in  
72  
73       **DECEMBER**  
74           Salary recommendations  
75           Draft Terms of Call in January Congregational meeting