

Duties and Responsibilities of the HR Committee members

1. The HR (Human Resources) Committee of the Plymouth Congregational United Church of Christ will be composed of 4 church members and the Pastor: Chair, representatives of Music and Faith Formation, and a member at large.
2. HR shall be responsible for developing and monitoring compliance with the church personnel policies
3. HR will maintain current job descriptions
4. HR will coordinate the hiring and termination of all employees
5. HR will conduct annual reviews of all employees and the Pastor and share a written report with the respective employee, committee and council
6. HR will recommend the compensation of staff to the finance committee
7. HR will assure that all employees are treated fairly and with respect
8. HR will act as a support structure for all church employees
9. HR will mediate staff grievance process

Individual member responsibilities:

All members will make every effort to be at all monthly meetings and participate in the ongoing activities of the committee

Chair

1. Set the agenda for the monthly meeting and get this to all members before the meeting
2. Run the monthly meeting
3. Attend the monthly Church Council meeting to represent HR or designate another committee member to attend these meetings
4. Handle all necessary correspondence
5. Be sure to get the annual HR budget to the finance committee in a timely manner. The committee will help with setting the budget
6. Write the annual report and submit to the office administrator by the due date. The committee will help with this
7. Be responsible for the annual review of the pastor. For the Pastor's review, the committee of evaluators should include the council chair, the chairs of all committees, and all staff members to get a good cross section of the church family. Make sure a copy of the review is put in the Pastor's file
8. Following the Annual meeting, update any Contracts necessary to reflect salary changes. Submit these to finance so they can adjust the pay

Music representative

1. Maintain an ongoing relationship with the music committee and the musical activities of the church; act as a support person. Usually a member of the music committee or the choir. Report at monthly meeting
2. Be responsible for the annual reviews of the music personnel (music director and accompanist). Make sure a copy of the annual review is put in the person's file
3. Help with any other tasks as needed

Faith Formation/Christian Education representative

1. Maintain an ongoing relationship with the Faith Formation committee and Sunday school program; be aware of all activities in this program. Act as a support person. Usually a member of the faith formation committee or someone connected to the program. Report at monthly meeting
2. Be responsible for the annual review of Faith Formation personnel. Make sure a copy of the annual review is put in the person's file
3. Help with any other tasks as needed

Member at large

1. Assist with annual review of personnel. We usually have two people from HR committee work together on these reviews
2. Be responsible for the annual review of the office administrator. Act as a support person and maintain an ongoing relationship with the office administrator. Report at monthly meeting. Make sure a copy of the annual review is put in the person's file.
3. Help with any other tasks as needed.

HR needs someone on the committee to take monthly meeting minutes and get them out to members in a timely fashion. A copy of the minutes needs to be filed in the HR file in the main office after each meeting.