

PERSONNEL, FINANCE, AND STEWARDSHIP COMMITTEE

1. Attend church on a regular basis.
2. At least one member of the committee (or an assignee) attend Church Board meetings, or, at minimum, submit a written report to the Board prior to the meeting if no one is able to attend a Board meeting.
3. Once the committee is formed, the committee members will elect a chair.
4. Prepare job descriptions for staff and contractor positions, including creation of policies and procedures that define expectations.
5. Do evaluations of staff and contractors at least annually.
6. Work with the church staff to arrive at a proper wage and to secure the needed employment agreements and contracts for contractors.
7. Recommend to the Board candidates for staff positions.
8. Review personnel policies regarding vacations, benefits, etc.
9. Act as grievance committee for staff concerns.
10. Act as nominating committee if a separate one is not named, or assist the nominating committee if one is named, for candidates for officers, elders, and deacons.
11. Prepare a church annual financial budget as soon as possible at the year-end or as stated by the church By-Laws. Present it to the Church Board for review and approval. Then present it to the Church congregation as is required by the Church By-Laws.
12. Appoint two Church members to review the income and expenses of the Church at least annually and make a report of same to the Church Board.
13. Work diligently with the Church Treasurer to secure funds and pay the Church expenses.
14. Establish and facilitate a Christian stewardship program, including corresponding at least annually to all congregation members to keep them informed and the Church financially supported.
15. Assist with special fundraising projects for improvements which are beyond the ability of the congregation to put within the operating budget.