

# **Faith Lutheran Church**

## **Job Description**

### **Personnel Committee Chairperson**

#### **Responsibilities**

The personnel committee is primarily responsible for ensuring the church council and ministry organization, duties and responsibilities are appropriately documented and communicated to the church at large. Secondly, this committee is responsible for developing and maintaining all contracts or agreements between the church and its paid employees. Lastly, this committee can be relied on to act as a liaison between church employees and the council in the event that a disagreement or dispute cannot be resolved via the normal chain of command in place. This committee should not intervene in such matters until directed to by the council.

#### **Duties**

- Develop and Securely Maintain Church Employee Contracts and Agreements
- Develop and Maintain Church Council Organization Chart
- Develop and Maintain Church Council Leadership and Ministry Job Descriptions
- Publish Church Council and Ministry Organization, Duties and Responsibilities for Public Record

#### **Sources**

- Frank DeLar
- Missy Berdick
- Juanita Dowdy
- Al Whitener