

STAFF OVERSIGHT MINISTRY TEAM

Purpose: This ministry team is to work with paid staff of the church, to be aware of, make appropriate recommendations about, and take any necessary follow up actions on staff needs, relationships and functions.

Responsibilities:

1. This ministry team shall see that the church has an adequate number of paid staff positions to effectively carry out the work of the church and that the positions are filled with well qualified personnel. If a non-ordained position is open, the ministry team will seek a qualified person for the job, will utilize careful selection techniques, will negotiate with the candidate and will hire a person for the job, after having consulted with the Resources and Planning Ministry Team regarding the compensation to be offered and subject to final session approval. If the position is an ordained position, such as a pastor or associate pastor, the ministry team will recommend to the session that a Pastor Nominating Committee (PNC) be elected by the congregation to fill the position in accordance with the Book of Order and the practices of Mission Presbytery.
2. The ministry team shall develop and maintain appropriate position descriptions and personnel policies.
3. The ministry team will be responsible for recommendations (usually annually) for salary and benefits for staff members as follows: The ministry team shall consult with the Resources and Planning Ministry Team for overall budgetary considerations and will then make recommendations to the Session for those holding non-ordained positions so that the session can make the final decision. For those holding ordained positions, the ministry team will also make recommendations to the Session. The Session will then either concur or make changes and will then send the Session 's recommendation to the congregation for final decision.
4. The ministry team will work closely with the senior pastor, as head of staff, regarding staff size, deployment, supervision and emergency needs.
5. At least annually, the ministry team shall consult with each staff member—ordained, professional and support—to evaluate performance based on previously agreed to position descriptions and any previous discussions with particular staff members. The ministry team will also hear concerns of each particular staff member. Other meetings can be held with particular staff members as needed.

Accountability: To the Session through the chairperson, who will report to the Session at its monthly meeting.

Membership: There shall be five voting members as Indicated below:

1. Chairperson who shall be an active elder and who shall preside over the ministry team and report to the session;
2. Immediate past chairperson;
3. The chairperson of Resources and Planning. If said chairperson is unable to serve, he/she in consultation with the chairperson of the Staff Oversight Ministry

Team may select another member of Resources and Planning Ministry Team to serve on the Staff Oversight Ministry Team;

4. Two members at large;
5. The senior pastor as staff resource

Meetings: monthly (as needed); called meetings by the chairperson as needed.

Funding: The Staff Oversight Ministry Team shall present its annual budget to the Session prior to the compilation of the congregational budget by the Session. Budget item for the Staff Oversight Ministry Team should include:

1. Pastor's salary
2. Salary of Associate Pastor(s)
3. Any other professional and support staff salaries
4. Director of Music's salary
5. Organist's salary
6. Any other music salaries
7. Medical insurance, annuity (where appropriate) and FICA