

## UPC MINISTRY TEAM GUIDELINES – Staff Support

The purpose of the **Staff Support Committee** is to encourage and care for those who serve as staff at UPC.

The Staff Support Team primarily expresses UPC's identity as a:

*Congregation Rooted in Worship*

The Staff Support / Personnel Team is responsible for:

- Developing and maintaining job descriptions for all UPC staff positions
- Establishing and maintaining personnel policies
- Interviewing and hiring for all non-ordained staff positions (in consultation with appropriate members of the pastoral staff and/or session)
- Recommending changes in compensation / terms of call
- Working with the Senior Pastor / Head of Staff to resolve any issues arising in regard to staff performance
- Evaluating sabbatical requests
- Organizing receptions for arriving or departing staff members
- Background checks
- Safeguard policies and training

While there are no standing sub-teams or task forces of the Staff Support / Personnel Team, such groups may be appointed as needed for particular needs such as:

- Filling a staff opening
- Preparing / overseeing annual job performance reviews