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QUADRENNIAL TRAINING 2025

Personnel Committee Structure



Agenda



Forming a Personnel Committee



Drafting a Charter



Creating Position Descriptions

Forming a Personnel Committee

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A Personnel Committee is a valuable group of people who care about the employee experience.

Personnel Committee members who have a passion for this area of ministry help employees fulfill their duties by providing them with the tools and resources that articulate the expectations for them.

613. Responsibilities—The council shall have authority and responsibility to perform the following functions:

13. To establish uniform and equitable policies and practices in the employment and compensation of personnel, in consultation and cooperation with other conference agencies that employ staff, unless the annual conference has designated another agency to carry this responsibility. These policies and practices shall be in accordance with the Social Principles (¶¶ 162L Racism, Ethnocentrism, and Tribalism; 163C Elders and Aging; 163D Women and Girls; 163H People with Disabilities).

In addition, the council shall recommend that the annual conference provide, effective on and after January 1, 2006, 100 percent vested pension benefits of at least three percent of compensation for lay personnel of the annual conference who work at least 1,040 hours per year, are at least 21 years of age, and have at least one year of permanent service. The annual conference shall have authority to provide such pension benefits through either a denominational pension program administered by Wespeth or another pension program administered by another pension provider.

Personnel Committee Charter

A charter statement is “a written document that defines the team’s mission, scope-of-operation, objectives, time-frame, and consequences.”

A Personnel Committee should develop a charter to help ensure there is support and the necessary resources available to achieve the committee’s objectives. This formal document legitimizes the committee’s efforts and supports the committee so they can accomplish what they are charged to do.



Purpose Statement

Explains why the committee exists, and how its charge lines up with the goals of the Conference.



Mission Statement

A mission statement clarifies the team’s responsibility.



Duties

Why the group exists, what they are charged to do, and define expectations for meeting team objectives.



Responsibilities

Detail the boundaries and parameters that the team operates within.

Charter for Personnel Committee - example



Statement of Polity

The Personnel Committee (“Committee”) is a committee of The [Insert Name] Conference of The United Methodist Church (“Conference”) and derives its authority from ¶613 of *The Book of Discipline of The United Methodist Church*:

(13) To establish uniform and equitable policies and practices in the employment and compensation of personnel, in consultation and cooperation with other conference agencies that employ staff, unless the annual conference has designated another agency to carry this responsibility. These policies and practices shall be in accordance with the Social Principles (¶ 162A, E, F, and I).

Statement of Mission

The overall mission of the Committee is to ensure consistency and transparency as it relates to policies and practices in employment for personnel of the Conference.

Charter for Personnel Committee - example



Disciplinary Duties

The Personnel Resources Committee shall:

1. Review annually the uniform policies and practices of all Conference employees.
2. Annually recommend an appropriate salary schedule, based on job descriptions, for all Conference employees to the Council.
3. Ensure the development of written job descriptions for Conference employees.
4. Oversee the recruitment of Director-level employees.
5. Review documentation related to termination of employees and provide final approval.
6. Maintain diversity and inclusivity.
7. Review Human Resources processes and procedures and provide guidance as needed.

This committee shall provide to the Council information and updates regarding personnel issues only as essential. Confidentiality should be maintained at all times through this process.

Committee Members



**Council on Finance and
Administration
Representative**



**Human Resources
Professional**



Employment Attorney

Committee Members

Qualifications



Member Qualifications include:

1. A clear understanding of the mission and vision of the Conference.
2. An understanding of employment law.
3. An understanding of human resources practices, in a work environment.

Each Personnel Committee Member should receive a job description that outlines the responsibilities of serving on the Personnel Committee.

Personnel Committee Member Responsibilities



1. Establish employee policies. Develop policies and procedures that help employees understand expectations for their time at work.
2. Develop a compensation strategy and utilize pay grades to manage employee growth within a role.
3. Use the compensation strategy to determine an appropriate benefits package that includes health insurance, paid time off, retirement, tuition assistance, etc.
4. Ensure that each position has a job description and periodically review job descriptions to ensure they are accurate and up-to-date.
5. Make recommendations about staff training needs. Establish and monitor gaps in training needs and make recommendations for necessary job training.
6. Ensure the recruitment process is applied consistently and adheres to equitable recruitment practices.
7. Oversee employee performance management process.

Personnel Committee Position Descriptions



Essential functions:

- Ensure the development and maintenance of an Employee Handbook containing all employment policies ensuring that they comply with all compensation and benefit guidelines established by the Social Principles of The UMC.
- Consult with Employment Attorney and Human Resource Professional from time to time to ensure the legality and integrity of the policies, procedures, and practices and will maintain confidentiality as appropriate to the situation.
- Provides consultation to the Conference leadership regarding employment matters.

Qualifications:

- Members of the PC are nominated by the _____ and cannot include any persons related to or living in the same household as a person who is employed by the Conference.
- Committee members will conform to all confidentiality and conflict of interest rules established by the conference.
- Ability to work independently and as a team member, while using discretion in decision-making and sound judgment in problem-solving.
- Effective time management skills and the ability to manage multiple tasks and priorities.
- Must be willing to uphold the doctrinal and ethical standards of The United Methodist Church as set forth in the Doctrinal Standards in The Book of Discipline and Social Principles.

Personnel Committee Position Descriptions - HR

Essential functions:

- Oversees the recruitment and selection process for staff.
- Responsible for providing strategic Human Resources support compensation, performance management, employee relations, communication and compliance.
- Responsible for assisting in the development and implementation of practices, policies, and procedures.
- Providing expertise on updated/new personnel policies and practices for the Conference employees.
- Assist in providing policy oversight of the staff to maintain benefit and salary information for MSUMC employees.
- Assist in the development and implementation of strategic organizational effectiveness initiatives.

Qualifications:

- Bachelor's degree in Human Resources Management, Industrial/Organizational Psychology or related field required. Master's degree in Human Resources Management, Industrial/Organizational Psychology or related field is preferred.
- PHR certification (or equivalent) preferred.
- 4-5 years of human resources generalist experience is required. Skills in HRIS technologies, recruitment and selection, and compensation management preferred.
- Ability to work independently and as a team member, while using discretion in decision-making and sound judgment in problem-solving.
- Ability to gather and analyze information to quickly formulate an analysis and recommendation.
- Member of The United Methodist Church is required. Must be willing to uphold the doctrinal and ethical standards of The United Methodist Church as set forth in the Doctrinal Standards in The Book of Discipline and Social Principles

Personnel Committee Position Descriptions – Employment Attorney



Essential functions:

- Ensures all Conference policies and procedures meet the applicable legal and regulatory requirements. Ensures compliance with existing regulatory and contractual obligations, as well as federal and state legal requirements.
- Works in collaboration with Personnel Committee and Conference leaders, as well as staff, to enable the Conference to fulfill all legal responsibilities.
- Acts as a legal advisor to Personnel Committee, attending all Personnel Committee meetings.

Qualifications:

- Bachelor's degree and J.D. from an accredited law school is required.
- Must be qualified to practice law in Texas, by either examination, reciprocity, or registration as an in-house counsel.
- 5-10 years post law school experience is preferred.
- Experience advising an organization preferred.
- Strategic thinker with focus on practical advice and the ability to advise on legal risks within a business context.
- Ability to work independently and as a team member, while using discretion in decision-making and sound judgment in problem-solving.
- Ability to gather and analyze information to quickly formulate a legal analysis and recommendation.
- Effective time management skills and the ability to manage multiple tasks and priorities.
- Member of The United Methodist Church is preferred. Must be willing to uphold the doctrinal and ethical standards of The United Methodist Church as set forth in the Doctrinal Standards in The Book of Discipline and Social Principles.

Personnel Committee Meeting



This committee should meet monthly. Special meetings may be called by the Chair as needed to deal with employee or staff concerns.



The Chair should develop an agenda for each meeting and the committee should follow the agenda. Urgent or emergency items should be dealt with in a called meeting as necessary.



No action should be taken or recommendations made without a quorum present and voting.

The committee should report to the CF&A.

Adopting Personnel Policies



Adopting new policies and changing or repealing existing policies is the responsibility of the Personnel Committee. Policies will be adopted and amended or repealed only by the affirmative vote of a majority of the Personnel Committee members. Such action will be scheduled on the agenda of a regular or special meeting.

Proposed policies, policy changes or repeal of existing policies will be presented in writing for consideration by the Committee. The following is an example of what this process may look like.

To permit time for studying all new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented at least two weeks prior to the scheduled Committee meeting in which the policy is recommended for adoption. Comments, questions, concerns and recommended edits should be forwarded to the Chair of the Committee for consideration prior to the meeting in which the policy is recommended for adoption.

Policies and amendments adopted by the Committee will be attached to, and made a part of, the minutes of the meeting at which they are adopted and also will be included in the Conference's policy manual.



Thank you!



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