**Personnel Committee Member – Position Description**

The Personnel Committee (PC) member, in conjunction with other members in the Personnel Committee, is to ensure that there are adequate and just employment policies, procedures, and practices for clergy conference staff and lay conference staff of the Horizon Texas Conference by assisting in the establishment of uniform and equitable policies and practices in employment and compensation of church staff. These policies and practices shall be in accordance with the Social Principles.

**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.