

## **POSITION DESCRIPTION**

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### **Name of Position**

Human Resources Committee Member

### **Responsibilities**

1. Attend orientation session and/or annual committee transition meeting
2. Actively participate in monthly committee meetings
3. Duties include:
  - a. Review staff compensation ranges annually
  - b. Establish and maintain job descriptions in standard format and update periodically
  - c. Establish and maintain a system and format for performance reviews
  - d. Critique the annual performance review process for all nonpastoral staff
  - e. Establish and maintain formal hiring and interviewing process
  - f. Conduct and/or arrange for exit interviews
  - g. Review personnel policies and recommend changes to the Board of Administration

### **Qualifications**

1. Commitment to the vision and mission of St. Philip's Lutheran Church
2. Ability to work as a team member

### **Amount of Time Required**

1. Average of one two-hour committee per month
2. Additional meeting time based upon needs as requested by the Board of Administration

### **When Ministry is Performed**

1. Monthly meeting schedule determined during initial orientation and/or transition meeting
2. Other responsibilities determined by personal schedules

### **Length of Commitment**

Two years, renewal upon mutual discernment or agreement

### **Training Provided**

1. Mentoring by continuing committee members
2. Reading materials, especially the Human Resources related sections of the congregation constitution and bylaws and other relevant written materials

### **Responsible to**

Board of Administration through Vice President

### **Support Provided**

1. The support and encouragement of the Board of Administration
2. Assistance from the Business Administrator to gather resources and information related to HR Committee functions.

**Last Reviewed**      November 2006