Human Resources Team Charter

Purpose

The Human Resources Team (HRT) supports the recommending, developing, and implementing of organizational policies and procedures that promote a healthy and effective employee environment in alignment with the values and mission of the church.

Responsibilities - include, but are not limited to -

1. **Policy Review and Development:** Regular review and revision of the Personnel Policy Manual, ensuring compliance with relevant employment law, Presbyterian Church (U.S.A.) guidelines, and congregational needs.
2. **Compensation and Benefits:** Research and implement a fair, equitable, and competitive compensation / benefits structure for all staff, subject to budget constraints.
3. **Hiring Processes:** Support hiring managers with guidance on developing and maintaining job descriptions, recruitment best practices, assistance in interviewing and selecting staff, and compliant hiring policies.
4. **Performance Management:** Establish and help oversee effective processes for performance reviews and professional development (eg, communicating performance strengths, concerns, and action plans).
5. **Staffing Structure:** Consult and work with the Head of Staff regarding organizational health (eg, staff and staffing issues).
6. **Conflict Resolution:** Provide confidential support to the Head of Staff, Session, and/or Committees regarding staff communication, conflict, and grievance.
7. **Confidentiality:** Maintain strict confidentiality regarding all personnel matters.

Team Composition - limited access meetings / discussions are comprised of -

- Four to five members confirmed by the Head of Staff, generally by adding 2 members per year with each serving 3-year terms. Professional expertise in human resources, congruent operationalizing of priorities, employment law, or related personnel management skills - are desired qualifications.
- One currently serving Elder – committed to respecting above qualifications
- Church Administrator
- Head of Staff

Reporting Structure

The Human Resources Team is an approved committee of Session.