

## 1<sup>st</sup> reading From GRP Administrative Committee

- 1- Motion to change the status of the existing Personnel SubCommittee which today reports to the Admin. Committee to a straight-line independent committee.
  - a- All existing language in the GRP bylaws under ARTICLE VIII – ADMINISTRATION TEAM which correspond to Personnel responsibilities will be eliminated.
  - b- The following section will be added to GRP Bylaws ARTICILE X – COMMITTEES.

### **Section 6 Personnel Committee**

#### **1- Responsibilities:**

The Personnel Committee shall be responsible for:

- a. The annual review and evaluation of the work of all staff members and the Stated Clerk at least annually.
- b. The annual review of financial compensation and employee benefits for all staff; recommending action as appropriate.
- c. Maintenance/development of the staffing rationale for the Presbytery and authoring position descriptions for staff authorized by the Presbytery Assembly.
- d. Work with Lead Presbyter to advertise, interview and hire staff for positions as authorized by Presbytery Assembly.
- e. Review of personnel policies to ensure compliance with General Assembly and Synod directions and maintenance of the Personnel Policies section of the Manual of the Presbytery.
- f. Contribute to the development of the annual budget as it impacts staffing.
- g. Participate in work required to reorganize and/or restructure the Presbytery.

#### **2- Membership:**

Personnel Committee shall be composed of six members who shall be nearly equal inrepresentation of minister members and ruling elders. The membership, to include the chair, shall be nominated by the Nominating Committee for election by the Presbytery Assembly at the last stated meeting of the year to begin serving January 1 of the year following election. At the first meeting of the year the Committee shall elect from its membership a Vice Chair. No member shall serve more than two consecutive three-year terms or portions of terms.

#### **3- Committee Meetings:**

Meetings shall be held monthly and as needed if special circumstances dictate.

#### **4- Quorum:**

The quorum shall be a majority of its membership.

#### **5- Staff:**

The Presbytery may provide staff services, as needed through permanent employed staff, short-term contractual services or by using available personnel with special skills.

## Rationale:

For many years the Personnel Sub Committee has operated independently, with little or no reporting to the Administrative Committee. It needs to be noted that most of what the Personnel Sub Committee does is extremely confidential and for the most part should not be reported out of the Administrative Committee. It also must be noted that since the formation of the GRP Leadership Committee the Personnel Sub Committee chair has been a voting member of the Leadership Committee. For the last few months there have been numerous conversations between Leadership, Administrative and Personnel teams and we agree that past practices of how personnel operates today need to be codified to officially be included in our bylaws and that these changes will be beneficial in the day to day operations of GRP.