

PERSONNEL COMMITTEE

Committee Responsibilities

Membership

This committee shall be composed of six (6) members.

Responsibilities:

- A. Assist the Church in matters related to personnel administration and management. Such matters would include employment, salaries, benefits, conduct, vacations, holidays, and sick leave.
- B. Shall recruit, interview and recommend to the Church for their approval all professional staff members except the Pastor.
- C. Shall be ultimately responsible for the recruiting, interviewing, and placement on the job of the non-professional staff or for their termination of employment. Such responsibility may be delegated to the employee's immediate superior.
- D. Shall recommend all salaries to the Budget Committee.
- E. Shall be responsible for the regular review of salaries and benefits of church personnel in order to be aware of changing needs in the areas of retirement, pension plans, social security, hospitalization, insurance, vacations, holidays, etc.
- F. Shall provide job descriptions for each salaried position. These job descriptions are to be approved by the Church and distributed to salaried employees.
- G. Shall be responsible for pulpit supply in the event that the Church is without a Pastor. Shall also be responsible for the recruiting, interviewing, and recommending of an interim pastor. Their recommendation to the Church should include his salary and travel pay.
- H. The recommendation of a salary for a new pastor is to be developed cooperatively by the Pulpit Committee, Personnel Committee, and Finance Committee.
- I. The appropriate church committee is asked to work with the Personnel Committee in the recruiting, interviewing and recommending to the church for their approval all ministerial staff members except the pastor (added April 19, 1989).

Meetings

The Personnel Committee meets to discuss employee evaluation before budget recommendations. This typically occurs in July. Other meetings are held as needed.

From By-Laws

ARTICLE VII. PASTOR SUPPLY/SEARCH COMMITTEES

In the event that the office of Pastor shall become vacant, two special committees shall be elected: a Pulpit Supply Committee, and a Pastor Search Committee.

- B. Pastor Search Committee

Section 1. Selection.

1. The Pastor Search Committee shall consist of a membership of seven active members (four men and three women) and one alternate who will be privileged to attend meetings and who will be available to fill any vacancy which may occur on the Pastor Search Committee.
2. The committee members WILL BE SELECTED UNDER THE SUPERVISION OF THE PERSONNEL COMMITTEE as follows:
 - a. Every church member shall have the opportunity to submit a single, written and signed list of nominations of not more than five persons for election to the Pastor Search Committee.
 - b. The Personnel Committee will, from these nominations, PREPARE A BALLOT OF THIRTY NOMINEES, observing the following criteria:
 - i. Give primary consideration to the number of nominations each person received.
 - ii. No two members of the same family or related family shall be elected to the Pastor Search Committee. The man or woman receiving the lesser number of votes shall be dropped and the next highest man or woman shall be elected.
 - iii. No church staff member or member of the household of any church staff member shall be placed on the ballot.
 - iv. All nominees must be members of First Baptist Church of Corsicana, twenty-one years of age or older and must, in advance, consent to serve if elected.
 - c. The ballot of thirty nominees will be published in the regular church publication and the election will be held at the Sunday morning service on the Sunday after the publication date. Each church member will have the opportunity to cast a written ballot for seven nominees (four men and three women). All ballots shall be signed. The seven nominees receiving the highest number of votes shall constitute the Pastor Search Committee. If an alternate is needed, the one receiving the next highest number of votes will serve as alternate (either male or female).

ARTICLE VIII. SELECTION OF OTHER STAFF

- B. Selection of other staff positions (Education, Music, Youth, et. al.) shall be done through the service of the Personnel Committee plus additional members chosen from the church-at-large to form a Search Committee not to exceed a total of nine (9) persons. Nominations for three additional members may be made from the floor of the church in conference. People nominated must grant their permission to serve on a search committee. The three receiving the highest number of votes shall be included in the search committee.