

FOUNDRY UNITED METHODIST CHURCH

Charter of the Personnel Committee of the Management Board

This charter sets forth the purpose, authority, and responsibilities of the Personnel Committee (the “Personnel Committee”) of the Management Board (the “Board”) of Foundry United Methodist Church (“Foundry”). The basis for this charter is ¶ 258.2 of the United Methodist Book of Discipline – Staff Parish Relations Committee.

Purpose and Authority

The primary purpose of the Personnel Committee, as provided in the Bylaws of the Management Board and as staff to the Board, is to oversee Foundry’s human resources and make appropriate recommendations to the Board. The personnel committee is accountable to the Management Board. It exists to provide oversight to the church’s employment relationships, primarily through the creation of employment policy. In doing so, the Personnel Committee shall:

1. Propose employment policies to the governing board;
2. Make policy recommendations regarding overall salary administration;
3. Serve as an advisory board to the Senior Pastor on personnel related issues, as requested;
4. Provide oversight to the overall annual performance review process, to ensure that the process was conducted in a timely manner and with integrity;
5. Act as an arbitrator on staff team issues that involve potential policy violations, only after those issues have been appropriately vetted through normal supervisory channels;
6. Assist the Management Board in preparing for its annual performance review of the senior clergy leader;
7. Work with the head of staff and employees on the design of job descriptions, when asked to do so by the head of staff;
8. Serve as a witness during disciplinary employment conversations, when requested to do so by the head of staff;
9. Propose procedures for the Management Board to follow in executing its human resource oversight responsibilities; and monitor and support the execution of approved procedures; and
10. Carry out other ad hoc duties as assigned by the Management Board.

Composition and Meetings of the Personnel Committee

The Chair of the Personnel Committee (the “Chair”) shall be a member of the Board, and the membership of the Personnel Committee shall include at least one other member of the Board. Other members may be added at the discretion of the Chair. The term of membership is two years. The Chair shall call meetings as needed to fulfill the Committee’s Charter, but no fewer than six times a year.