

## **FOUNDRY UNITED METHODIST CHURCH**

### **Charter of the Personnel Committee of the 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 Board, is to provide human resources and people management expertise and make appropriate recommendations to Foundry’s Senior Pastor and the Board. The personnel committee is accountable to the Board. It exists to advise on church’s personnel practices, primarily through the creation of employment policy. In doing so, the Personnel Committee shall:

1. Propose employment policies to the governing board;
2. Assist the Management Board in preparing for its annual performance review of the Senior Pastor;
3. Work with the Senior Pastor and employees on the design of job descriptions, when asked to do so by the Senior Pastor;
4. Propose procedures for the Board to follow in executing its human resource oversight responsibilities; and monitor and support the execution of approved procedures; and
5. 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 Chair shall call meetings as needed to fulfill the Committee’s Charter, as necessary.