

# PHILADELPHIA PRESBYTERIAN CHURCH

*Ministry Team*



## PERSONNEL AND ADMINISTRATION

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Administers the church affairs assigned to it (by directions or decisions made by session) so that the business of the church may be performed as effectively as possible. To carry out all personnel tasks, functions and responsibilities as assigned by session for all staff positions.

### RESPONSIBILITIES

- Review and maintain the Policy and Procedure Manual as changes occur, providing updates as soon as possible.
- Prepare and monitor the budget for administrative expenses including but not limited to staff, office equipment and maintenance, office supplies and related expenses.
- Maintain current job descriptions.
- Assure that annual performance reviews are scheduled and conducted for all staff.
- Provide at least one active member on all Search Committees and assure that any offers of employment are consistent with the PHILADELPHIA PRESBYTERIAN CHURCH Personnel Policy Manual, existing contracts as well as approved budget considerations.
- Recommend to session any personnel policies felt necessary to conform with applicable labor and employment law or best practices.
- Recommend to session any changes to staff terms of employment/calls.
- Provide support to the Head-of-Staff to assure appropriate staffing levels and to address any personnel or workplace matters necessary to a safe, healthy, and productive environment.
- Conduct regular meetings and provide Minutes and records of those activities to session as required.
- Accept other responsibilities as may be assigned.
- All members should be able to keep confidences and be supportive of people and the church.
- They should be open minded, fair handed, reasonable, and well-balanced.