

PSEC Personnel Committee Member

Position Description

PSEC Constitution Reference: Article VIII, Paragraph 5

Purpose of the PSEC Personnel Committee: The Committee shall develop and recommend personnel policies and recommend nominees for called staff positions to the Conference Consistory.

Committee makeup: Conference Vice Moderator as chair, seven to ten members nominated by Association nominating Committees and appointed by Conference Consistory.

Qualifications:

- Be a disciple of Jesus and active church member, in good standing (as that is defined by the local church), of a local church in an Association of the Conference.
- Have experience as a delegate or guest at an Association, Conference or General Synod meeting.
- Have an understanding of, and commitment to, the Pennsylvania Southeast Conference and the United Church of Christ and an awareness of the PSEC Constitution and Bylaws.
- Possess administrative and organizational skills, computer skills (Zoom, email, texting, etc).
- Experience with personnel policy development, staff development and evaluation, and knowledge of PA State employment guidelines/laws not required but helpful.

Purpose: Develop and recommend personnel policies, periodically review and update Conference Personnel Policy Manual (subject to recommendations of the Conference Minister and approval of the Conference Consistory), conduct annual staff evaluations (in partnership with the Conference Minister) for all staff members, at the direction of Consistory, serve as members of a Search Committee for “called” ordained Conference staff.

Meeting Frequency and Duration: The Committee meets every other month usually for a minimum of one hour. Date, time, and location (Zoom, Conference Office, local Church, etc.) are determined by the Committee. Currently (as of 1/1/21), the Committee meets the fourth Tuesday of the month at 4:00 p.m. via Zoom.

Adopted: March 1, 2016