

**WHITE BLUFF CHAPEL
ORGANIZATION AND PROCEDURES MANUAL**

4.3.3

STAFF RELATIONS COMMITTEE

1/17/2011

Purpose:

The purpose of the Staff Relations Committee shall be to manage the administrative affairs of all paid staff personnel, including the Pastor, Assistant Pastor(s), Office Administrator, Music Director, Music Accompanist, and any other positions which may be created. Paid subcontractors operating under the oversight and planning of other committees are not under the purview of this committee.

Responsibilities:

- Review, and revise as necessary, responsibilities for all positions.
- Create new staff positions or end positions no longer necessary. Recruit new personnel.
- Meet at least once during the calendar year with each of the staff personnel to review job responsibilities, assess performance, and address any concerns.
- Recommend any compensation adjustments or bonuses for paid positions as a part of the normal budget process.

Administrative:

- This committee shall be composed of the Board of Trustees Executive Committee and two members-at-large of the WBC membership (not on the Board of Trustees). The members-at-large shall be appointed by the Chair of the Board of Trustees.
- Proposed actions by this committee relating to the creation or elimination of positions, adjustments in compensation and substantive changes in personnel responsibilities or WBC procedures will be submitted to the Board of Trustees for approval.

Related documents in Organization and Procedures Manual:

[4.3.2 Executive Committee](#)