

Motions Pertaining to Establishment of Standing Personnel Committee

Background: For the past several years, the Personnel Team has been an ad hoc group of five members of the Congregation, appointed by the Church Council and chaired by former Council Vice-President. They have met as needed to advise the Church Council, Lead Pastor, and Administrator on various Staffing issues.

The Team suspended meetings during the initial COVID period. At the July, 2020 Church Council meeting, it was decided to reach out to current members to see who was interested in continuing service on the Team, adding current Council President and Vice-President to the team, and memorializing the role of this committee in the Church Constitution (as the Nominating, Audit, and other committees are).

A new Personnel Team, comprised of: Sue Carlson (Council President), Carl Setzer (VP), Hector Garfias-Toledo (Lead Pastor/Head of Staff), Don Boelter (Administrator/Operations Staff Supervisor), and Congregation Members John Cheshier, Dana Dowdle, and Shirley Lovelace, was formed and met twice over the late Summer/early Fall.

At these meetings, the role of the Personnel Team, terms, meeting frequency, and other details were discussed, and language formulated to include in the Constitution.

MOTION: Pursuant to Council authority granted in C13.07 of Trinity Lutheran Church Constitution, add the following section pertaining to establishment of standing Personnel Committee:

C13.06. A **Personnel Committee** of six voting members, comprised of the Lead Pastor, Administrator, Council President or Vice-President (alternating years), and three members of the Congregation appointed by the Congregation Council with staggered three-year terms. Additional church council members and/or congregation at-large members may be appointed by the Church Council as needed

[Rest of section C13. will need to be re-numbered]

MOTION: Add the following sub-sections to the church by-laws, as required by section C13.07, specifying duties of Personnel Committee.

C.13.06.01 The Personnel Committee works with the Lead Pastor and Administrator to act as an advisory board to the Church Council in developing and implementing personnel policies, and providing recommendations regarding hiring, wages, promotion, and termination.

C.13.06.02 Proposals made by the Personnel Committee are submitted to the Church Council for approval.

C.13.06.03 The Lead Pastor (Ministry Staff) and Administrator (Operations Staff) are responsible for regular employment reviews, disciplinary actions, and day-to-day staff oversight.

C.13.06.04 The Committee chair will be determined annually by the Committee.

C.13.06.05 The Committee meets once per quarter and as necessary.

[Rest of section C13. will need to be re-numbered]