

Mount Zion Baptist Church of Greensboro, Inc.

MINISTRY DESCRIPTION

Ministry Title:	Personnel Committee
Reports To:	Executive Council
Committee Member from Staff:	Senior Pastor
Date Prepared/Revised:	May 20, 2005

Ministry Purpose Statement

To assist the church in all matters relating to personnel administration. Give oversight to all employment and personnel practices for both ministerial and non-ministerial staff. Maintain compliance with all labor-related legislative issues at the national, state, and local levels.

Specific List of Responsibilities

- Recommend and maintain a staff structure where employment classifications are consistently applied. In many instances, these classifications will determine different forms of benefits to be given to employees.
- Periodically review the hiring and new employee orientation process. Ensure that proper documentation is being received and maintained, and that proper screening procedures are being followed.
- Determine that all employees are properly classified as either exempt or nonexempt based on provisions of the Fair Labors Standard Act.
- Stay current on special tax provisions relating to ministerial staff.
- Develop and recommend changes to the employee's fringe benefits program. Evaluate insurance and retirement coverage at least every three years.
- Oversee the annual personnel evaluation process. Determine that all Position Descriptions are updated and the staff organizational chart is current. Ensure that all employees are being evaluated based on established ministry objectives.
- Oversee the established Salary and Wage Administration Plan as outlined in the personnel policies in conjunction with the staff human resources designee. Ensure

that all new employees are in the proper salary/wage scale. Keep salary/wage scales current based on annual cost-of-living increases.

- Annually, review Mount Zion Baptist Church's workplace safety and security policies. Work directly with the Facilities Committee on this matter.
- Recommend pastors' housing allowance requests in December of each year.
- Ensure compliance with employee termination policies and procedures. Work directly with church legal counsel to avoid possible legal ramifications.
- Oversee the church's personnel policies and procedures as documented in the Personnel Section of the church's Policies and Procedures Manual. Recommend new or revise existing policies as determined necessary. Also, maintain a current and accurate Employee Handbook, which is given to all employees at hiring.

(Additional requirements and responsibilities relating to the development and approval of compensation and benefit arrangements for a "disqualified person" of the church. These additional procedures are required to assure the church and the IRS that "excess benefit transactions" are not being granted which could jeopardize the church's tax exemption status.)

- The Personnel Committee shall be composed entirely of individuals who are unrelated to and not subject to the control of a disqualified person (someone in a position to exercise substantial influence over the affairs of the church - i.e. ministers, Business Administrators, etc.) who is being considered for receiving compensation and benefit arrangements/transactions from the church.
- The committee shall obtain, review and rely upon objective "comparability" information to substantiate their independent decisions regarding reasonable levels of compensation paid and benefits granted to a disqualified person. Objective comparability information could include such items as:
 1. Compensation paid and benefits granted by: (a) churches which are similar in denomination affiliation, geographical location or size (i.e. membership, attendance, annual operating budgets, number of staff, programs, etc.), and (b) other taxable and tax-exempt organizations for comparable positions and levels of responsibility
 2. Independent compensation surveys by national recognized independent organizations (i.e. National Association of Church Business Administration, Christian Ministry Resources and Christian Management Association surveys)
 3. Actual written offers from similar churches competing for the services of the disqualified person.

Note: Excess compensation and benefits will be considered as: (1) any arrangement or transaction in which an economic benefit is provided to a disqualified person if the value of the compensation or benefits exceeds the value of the services provided by the disqualified person to the church, or (2) to the extent provided in Internal Revenue Service regulations, any transaction in which the amount of an economic benefit provided to a disqualified person is based on the revenues of the church, if the transaction results in unreasonable compensation being paid.

- The committee shall adequately document the basis for all of its decisions, recommendations, and actions.

Other general responsibilities:

- Provide reasonable assurance that the following Mount Zion Baptist Church ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Executive Council.
- Perform other duties as requested by the Executive Council and Elders Council.