

Forest Hills Presbyterian Church Martinsville, Virginia

Administration and Personnel Ministry

Endorsed by Session [06/10/13]

Reviewed by Session [6/22/15]

Mission Statement:

To manage personnel matters and ensure the establishment, maintenance and sustainability of policies, systems and documents significant to the life and ministries of Forest Hills Presbyterian Church.

Responsibilities:

- Personnel Matters:
 - Manage personnel matters for the Pastor (Head of Staff) per the Book or Order and as directed by Forest Hills Church and the Session
 - For all Forest Hills staff and in conjunction with the Pastor (Head of Staff):
 - Oversee and approve staff hiring, development and termination
 - Ensure the creation, communication and annual updates of staff job descriptions, goals and expectations
 - Ensure the completion of annual staff performance evaluations
 - Perform annual staff total compensation reviews and make recommendations to the Session for any changes as part of annual budget process
 - Establish and oversee policies to manage staff vacation, disability, time off, and schedules
- In conjunction with the Clerk of Session, develop and maintain an administrative calendar on behalf of the Session
- Manage, maintain, improve and ensure the adequacy, sustainability and security of all Forest Hills electronic technology including but not limited to computers, networks, web pages, software, audio/video systems, and digital/other media.
- Oversee Forest Hills communications, tools, media, marketing, advertising, and public relations including but not limited to newsletters, emails, web pages, advertisements, electronic systems and other publications
- Ensure the management, maintenance and security of all Forest Hills official records including but not limited to membership rolls, Session and Congregational meeting minutes, ministry descriptions, policies and procedures
- For Administration Ministry responsibilities, submit annual budget recommendations to the Session to sustain, improve and meet the ministry needs of Forest Hills Presbyterian Church

Notes: Revised 1/19/15