



**ST. PAUL EVANGELICAL LUTHERAN CHURCH  
CONTINUING RESOLUTION  
BOARD OF PERSONNEL**

WHEREAS, Section C12.01.02 of the Bylaws of St. Paul Evangelical Lutheran Church (hereafter the “Bylaws”) require the establishment of a Board of Personnel; and

WHEREAS, Section C12.01.02 specifies that the authority of such Board should be outlined in a continuing resolution of the Congregation Council of St. Paul Evangelical Lutheran Church (hereafter the “Congregation Council”); and

WHEREAS, the Congregation Council met on September 28, 2010, and affirmed its desire to establish said Board and to vest in it certain responsibilities and authority;

NOW, THEREFORE, BE IT RESOLVED, that the Congregation Council does hereby establish a Board of Personnel (hereafter the “Board”), to be organized and to operate as follows:

**COMPOSITION:** The Board shall consist of an elected Director and at least four (4) members.

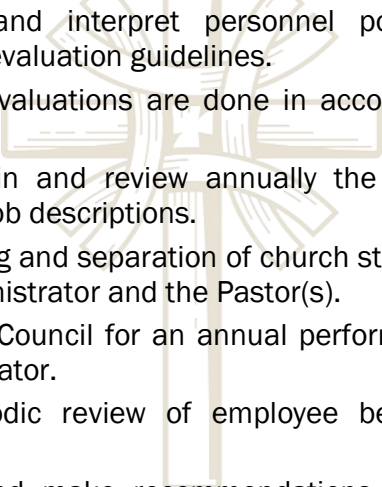
**MISSION:** The Personnel Board shall have primary responsibility for ensuring that appropriate personnel policies, staffing plans, and hiring procedures are developed and implemented on behalf of the Council.

**RESPONSIBILITIES OF THE DIRECTOR:** The Director of the Board shall be responsible for the following :

1. Ensure meetings are conducted in accordance with *Robert’s Rules of Order*, latest edition (see Section C10.07 of the Constitution of St. Paul Evangelical Lutheran Church).
2. Ensure minutes are taken at every meeting of the Board where there is a quorum.
3. Ensure Conflict of Interest statements are completed annually by each Board member and submitted to the Congregation President or the Church Administrator annually as required by Section C12.05.01 of the Bylaws.
4. Call meetings of the Board with sufficient regularity to ensure its business is conducted efficiently and in a timely manner.
5. Prepare and submit an annual budget request in the form and at the time requested by the Congregation Treasurer and the Finance Committee.

**RESPONSIBILITIES OF THE BOARD:**

1. Conduct periodic salary and compensation review.

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2. Create, revise and interpret personnel policies, including hiring procedures and evaluation guidelines.
  3. Ensure annual evaluations are done in accordance with established policy.
  4. Develop, maintain and review annually the Congregation's staffing plan, to include job descriptions.
  5. Approve the hiring and separation of church staff, with the exception of the Church Administrator and the Pastor(s).
  6. Provide input to Council for an annual performance evaluation of the Church Administrator.
  7. Conduct a periodic review of employee benefits including health insurance.
  8. Hear appeals and make recommendations regarding resolution of employee conflicts.
  9. Hear appeals and make recommendations on any and all other issues that might come up relating to church personnel.
  10. Maintain a high level of confidentiality on all sensitive personnel-related matters.

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BRYAN BAESE  
Congregation President

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CYNTHIA RIFFE  
Congregation Secretary