

Personnel Committee 2021 Tentative Meeting dates and Monthly Priorities

January – Recruiting new committee member(s)

February 1 – Orientation to the committee’s work and review of 2020; updating new members and hearing from staff. Clarify evaluation procedure for music/youth staff members.

March 8 -- Update on Administrative Manual: current documents and what is still needed (e.g., job descriptions, Hiring and record-keeping policies, evaluation policy for other employees and pastor, compensation reviews, guidelines for Professional Development, etc.) Seek guidance from other presbyteries and PCUSA resources, such as **Guidelines for Session Personnel Committees**, previously distributed. Mid-year check in with pastor re: goals for 2020-2021

April 12 -- Continuation of policy development

May 10 -- Final draft of above policies; prepare to present to session (if approval of some of these is required, determine which are sent as action items)

June 14 – Review leadership evaluation process; promote participation by all officers and leaders

July 12 -- Distribute surveys and review with Session and Deacon groups re: self-evaluation; receive pastor evaluation forms and pastor self-evaluation

August -- Feedback to pastor re: evaluation results in “360 degree” format

September -- ?? loose ends?

October -- Terms of call 2022 development

November -- Finalize above for presentation to session; prepare 2022 Personnel budget

December -- Self-review and preparation for 2022