

FOUNDRY UNITED METHODIST CHURCH
Charter of the Personnel Committee of the Foundry Board
APPROVED April 26, 2022

Purpose and Authority

Pursuant to Article II of the Bylaws of the Management Board of Foundry United Methodist Church, the Foundry Board is responsible for ensuring compliance with the requirements of ¶ 258.2 of the United Methodist Book of Discipline (Staff Parish Relations Committee). The purpose of the Personnel Committee is to assist the Board in fulfilling that responsibility by providing expertise, recommendations and support to the Board and the Senior Pastor with respect to the oversight of Foundry's human resources. See Bylaws, Article V, Section 1.

Responsibilities

The Personnel Committee shall:

1. Propose employment policies to the Board;
2. Assist the Board in preparing for its annual performance review of the Senior Pastor;
3. Work with the Senior Pastor and staff on the design of position descriptions and other issues relating to human resource management, when requested to do so by the Senior Pastor;
4. Propose procedures for the Board to follow in executing its human resource oversight responsibilities, as set forth in the Bylaws;
5. Monitor and support the execution of the Board's procedures with respect to human resource oversight;
6. Carry out other duties as assigned by the Board or as determined by the Committee to support the purpose of the Committee and the Board;
7. Provide quarterly updates to the Board on Committee actions;
8. Conduct an annual self-review; and
9. Provide an annual report to the Board.

Composition, Role of the Chair, and Meetings of the Personnel Committee

Under the leadership of the Board President, the Foundry Board shall designate a member of the Board to serve as the Chair of the Personnel Committee. The Board shall also designate at least one other member of the Board to serve on the Committee. The Chair, in consultation with the Nominating Subcommittee of the Governance Committee, may designate other persons, who need not be members of the Board, to serve on the Committee. The Chair and the other members of the Committee shall serve for one-year terms, but they may be appointed to an unlimited number of terms.

It is the responsibility of the Chair to review this Charter to confirm that the Committee is faithfully fulfilling all of its duties.

The Committee shall meet at least once per quarter. The Chair shall determine the dates on which the Committee will meet.