

## Administration and Personnel Ministry Team Highlights: What do we do?

This team supports and provides leadership in matters involving the staffing and day to day administration of our Church. We perform such duties as:

- Interviewing for Church staff positions
- Setting or changing staff salaries
- Creating and editing job descriptions
- Conducting yearly annual reviews with the staff
- Communicating staff needs to the Session
- Reviewing and updating Church membership rolls annually
- Keeping record of Church attendance to determine membership needs or trends
- Securing and scheduling Sunday School/Worship supervisors and nursery volunteers
- Reviewing and updating Church policies
- Ensuring that administrative best practices are implemented and followed in our church Pre-School
- In conjunction with our deacons, developing a Congregational Care plan to meet the needs of our congregation
- Aligning the resources and talents of our congregation with our Ministry Teams to ensure we serve Christ and our community as effectively as we can
- And more!

Would you like to be involved? JOIN US as a member of the Ministry Team, or VOLUNTEER your time and talent to assist with any item above that you might be interested in!