



Doylestown Presbyterian Church

Volunteer Job Title: Personnel Committee Member

Reports To: Jenny Danzis, Committee Moderator

Time Commitment:

- The Personnel Committee meets on the second Monday of the month at 7:00pm, and meetings generally last about an hour.
- In addition to attendance at monthly meetings, committee members have some duties to carry out that are aligned with the mission of the committee.
- Terms of service are typically three years in duration, with new rotations beginning in June of each year. Volunteers who have completed a three-year term of service may begin a new term after at least a one-year hiatus from the committee.

Purpose: The purpose of this role is to support the DPC strategic plan through the hiring, supporting, and strengthening of the staff who lead and enact the ministries of the church.

Duties: Members of the Personnel Committee are responsible for the following:

- Supporting ordained and non-ordained staff by providing the resources to fulfill their ministries
- Reviewing the adequacy of compensation and benefits
- Reviewing results of the annual performance evaluation of non-ordained staff
- Offering encouragement and guidance, while ensuring the staff model serves congregational needs

Additional Responsibilities of the Committee Moderator: The Moderator is responsible for leading the committee – fostering the idea sharing, communication, and collaboration needed to achieve the committee’s mission. The Moderator attends all stated and called session meetings, serving as a representative of the committee. The role of Moderator is typically filled by a sitting Elder, but may be filled by a member-at-large under special circumstances. In this case, the Moderator will not attend session meetings; instead, the committee will have someone in the group who is on session serve as session-committee liaison.

Requirements and Training:

- Members of this committee should be serving, or have previously served, as a DPC Deacon or Elder.
- No specific training is required to serve on the Personnel Committee.

To Volunteer: To sign up as a volunteer for this role, [click here](#). If you have questions or wish to learn more about this role, please contact Chris Graham-Rawlings (Member Engagement Coordinator) at chrisr@dtownpc.org.

Be a bridge for Christ and a beacon of His love.