

Personnel Committee Member:

Thank you for your willingness to participate in a Personnel Committee for a local church that partners with Reliant. The role that you will be playing in the church is vitally important. We believe this will help us all as we continue to provide accountability and support for our staff and leaders.

We recognize that you are volunteering your time to serve in this capacity, so we want to make sure that you are well-equipped. This packet includes an overview of the purpose, responsibilities, and guidelines for the Personnel Committee. It also contains information about some of Reliant's employment practices and procedures that will be relevant to your role.

In addition, we've created a section in our Reliant Field Manual specifically for Personnel Committees. You can access it at [Personnel Committees](#). If prompted for an access code, it is *iamreliant*. The pages contain additional external resources and best practices from churches and organizations with experience with similar types of committees.

If you have any questions, please do not hesitate to contact one of us.

With gratitude,

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## Personnel Committees

### Purpose

To ensure accountability and transparency, churches where Reliant-employed pastors serve on the legal/governing board must have a Personnel Committee, acting as independent lay leaders and connected to Reliant HR.

### Responsibilities

The personnel committee will be entrusted with overseeing the following:

- The annual review and performance management of local pastors
- Compensation setting for local pastors in partnership with Reliant
- Compensation setting for any member of the pastor's family who is employed by Reliant or the church in partnership with Reliant
- Any regular HR compliance responsibilities related to those pastors, including acting as a reporting mechanism to Reliant for any personnel-related issues

The goal is to accomplish this in a principled way, with standards that can be met through a variety of church polity and governance systems.

### Committee Guidelines

Because this is a formal committee with authority to make decisions and to provide recommendations to the church board, it's vital that the committee follows a few basic guidelines:

- The committee should determine the frequency of meetings in collaboration with the church governing board
- One committee member should be designated as chair
- The chair will prepare agendas, run meetings, and connect with Reliant Central as needed
- Minutes should be taken at meetings and maintained in an agreed-upon place; all decisions should be documented in minutes and, if applicable, the rationale for establishing any recommendation or decision.

The pastors will not report to this committee hierarchically; the committee will provide accountability to employment issues. Any recommended actions from the committee (outside of pre-delegated authority) would be in the form of a proposal to the church's governing board and/or to Reliant HR for final decisions.

### *Independent Committee*

The committee and those participating in the decision-making process may not have any conflict of interest in the decision, whether direct or indirect. That is, the members in the decision-making process may:

- Not be employed by the church or Reliant
- Not be related to anyone employed by the church or Reliant
- Not be related to other members of the committee
- Not be in the hierarchy or employee management structure of the church or Reliant
- Not be in the hierarchy or employee management structure of another organization or company along with another member of the committee
- Not be a person whose employment or compensation is determined in a manner that involves input or decision-making by the person whose employment or compensation is being addressed
- Not have other personal or financial conflicts of interest.

### *Committee Makeup*

The committee shall be made up of three to five (3-5) men and women with a minimum of 30% gender diversity, a majority of whom are locally attending members of the church. Churches in the first three (3) years since planting, with less than 50 adult members (non-college students), or requesting an exemption due to other extenuating circumstances may use non-local committee members. Non-local members should be appointed with a preference for members from the planting church or from among former local members. If no amenable committee, in whole or in part, can be put into place, the Reliant Board Personnel Committee will assist with this function.

## Employment Practices

### Evaluation and Compensation Calendar

Reliant has two Evaluation/Compensation seasons. Check with your local church leadership or Reliant HR to determine the season your church participates in as a community. Here is an overview of those seasons.

#### Spring Season:

- **Annual Evaluation:** mid-March through April (typically due to Reliant April 30)
- **Compensation decisions finalized with Reliant:** May through early June (typically due the first week of June)

#### Fall Season:

- **Annual Evaluation:** mid-September through October (typically due to Reliant October 31)
- **Compensation decisions finalized with Reliant:** November through early December (typically due the first week of December)

### Notifying Reliant Human Resources

If the Personnel Committee is made aware of misconduct by a pastor, whether alleged or confirmed, the committee should notify the Reliant HR Compliance Officer as soon as possible. This notification can be made in the following ways:

- Email [notifyHR@reliant.org](mailto:notifyHR@reliant.org)
- Call 407-490-0141

The Personnel Committee should also contact Reliant Central with any other employment-related questions or concerns that involve the pastors. The Collegiate Program Team Director, Mike Swann, can be reached at [mike.swann@reliant.org](mailto:mike.swann@reliant.org) or 407-545-5453.

*Note: Information for how Reliant employees can report concerns is found in the "Employee Reporting" section of the Field Manual (<https://solomon.reliant.org/display/public/employman/Employee+Reporting>).*