

Dorchester Presbyterian Church
Addendum 2: Personnel Committee Approval Process
Session Approved: November 21, 2017

The Personnel Committee has responsibility for developing personnel policy and procedures and presenting these new or revised documents to the Session and/or GSS Board for approval. In developing a new policy or revising policy/procedures the Personnel Committee should use resources in and outside the church such as past precedent, personnel policy forums, state and federal regulations, as well as those resources in the church responsible for administering policy and following procedures.

Drafts of new or changed policy, procedures or recommendations approved by the Personnel Committee should be sent, by the Personnel Committee Chairperson, to the Session and/or to the GSS Board Chair. Drafts should be sent well in advance of monthly meetings to give members a chance to review the draft and be prepared to discuss. Following the Session or GSS Board meeting if not approved, input/changes should be given to the Personnel Committee Chairperson to make revisions and then resubmitted. Until approved by the Session/GSS Board documents shall remain in draft form.

The upper left corner of documents should show the progress/status of the approval process as it moves along as shown in the following example:

Personnel Committee Draft

Initial Draft 11/1/15

Revised Draft 11/15/15

Approved Draft 11/16/15

Session/GSS Board

Presented 12/10/15

Approved 12/10/15

The final document inserted in the Policy and Procedure manual need only show the Session/GSS board approval Date in the upper right corner.