The Personnel Commission oversees care of church staff and HR policies on behalf of the Session and in conjunction with the SLT, ensuring that Hope’s staff are receiving care and oversight and that Hope’s staff compensation is competitive with national and regional averages.

1. **Primary Responsibility**

* Oversee care of care of church staff, with particular emphasis on Teaching Elder’s care and compensation.
* Approve HR policies (expenses, holidays, etc).
* Approve Staff Bonuses
* Meet at least annually with each TE and their wife (if married) prior to each new fiscal budget year.

1. **Other Specific Responsibilities and Authority** 
   * Approve compensation and bonuses for Staff Members on SLT.
   * Approve compensation package exceptions (outside of adopted compensation methodology).
   * Approve and Record Housing Allowance for TE’s annually each December.
   * Maintain and submit meeting minutes to the Church Session.
2. **Meeting Focus & Frequency**
   * Meets bi-annually (June & Dec. in conjunction with general budget and bonus/TE housing allowance cycles).
3. **Membership, Election, and Terms:**
   * **Voting Members:** 
     1. One (1) RE currently serving on the session from each respective congregation.
     2. Each RE may send a representative from his CCC when necessary.
   * **Non-Voting Members:** 
     1. Director of Operations
     2. SLT Members
   * **Election:** Appointed by Care Commissions and reviewed as needed.
   * **Term:** Indefinite, reviewed at the discretion of the Session.
4. **Meeting Ownership, Voting, and Operating Norms:**
   * **Meeting Owner:** Director of Operations
   * **Voting:** All decisions shall require a unanimous vote to pass. Any member may request that a motion be referred to the whole session. A dissenting vote shall have the same effect.
   * **Operating Norms:**
     + Agenda circulated by Dir. of Operations at least 3 days prior. Any member may request additional agenda items.
     + Come prepared by reading any materials ahead of time and ready with thoughts and recommendations.