

Middletown Christian Church Personnel Committee

Job Description



Reports To: Middletown Christian Church Board of Directors

Status: Volunteer

Mission Statement: *Living out the love of Christ by embracing people where they are.*

Middletown Christian Church welcomes people of every race, gender identity, age, physical and mental ability, sexual orientation, economic circumstance, faith background, and political affiliation to participate fully in the life of our church.

Background: The responsibilities outlined in this job description are based on the Middletown Christian Church bylaws, ensuring consistency with the Church's established governance structure.

Job Purpose & Description:

The Personnel Committee at Middletown Christian Church assists the Board of Directors in overseeing all personnel and human resource matters within the Church. Committee members are responsible for developing and implementing a staffing plan that aligns with the Church's mission and vision, monitoring personnel policies and procedures, and ensuring that performance evaluation processes are conducted effectively. The Personnel Committee also provides guidance on talent acquisition, compensation, and benefits, ensuring that the Church's staffing needs are met in a manner that supports its strategic goals.

Summary of Responsibilities:

- Ensure the Church's staffing plan aligns with its mission and strategic goals, such as those outlined in MCC's 2023-2026 Strategic Goals.
- Oversee the development and implementation of personnel policies and procedures, including staffing, talent acquisition, compensation, and benefits.
- Monitor the Church's performance evaluation processes, ensuring they are conducted effectively and align with the Church's mission.
- Collaborate with the Board of Directors, Senior Minister, and other Church staff to address staffing needs, talent acquisition, and performance management.
- Provide guidance on organizational structure, compensation levels, and staffing practices, ensuring they align with the Church's strategic goals and mission.

Time Commitment:

- Attend scheduled Personnel Committee meetings (~90 minutes per meeting).
- Participate in additional meetings and consultations as needed.
- Engage with Church staff and the congregation between meetings to ensure effective governance and progress toward objectives.

Term and Structure:

- Personnel Committee members serve a 3-year term. Each year, one-third of the committee members rotate off, ensuring continuity while bringing in fresh perspectives. Members cannot

serve more than two consecutive terms. After serving two terms, a member must be off the Committee for at least two years before being eligible for re-election.

Strategic Vision Alignment:

- Support the Church's strategic goals by developing and implementing personnel policies that foster a positive work environment, align staffing with the Church's mission, and ensure that all personnel matters are handled in a manner that reflects the Church's values and strategic objectives.
- Collaborate with the Board of Directors and Church leadership to address staffing needs, talent acquisition, and performance management, ensuring the Church's long-term mission is supported.

Additional Duties:

- Attend Church events, special meetings, and participate in worship as needed.

Our Values:

- *Radical Love* – sharing the unconditional love, grace, and forgiveness that God offers to all people.
- *Freedom of Belief* – creating a space that encourages questions and faith exploration through prayer and study of Scripture.
- *Sacrificial Service* – reflecting the life of Christ in the way we live, the places we go, and the choices we make.
- *Real Conversations* – growing together with openness, honesty, and transparency.
- *Infectious Community* – sharing life together in grace-filled relationships.

Middletown Christian Church (Disciples of Christ)

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