Advent Lutheran Church
Volunteer Service Description

Personnel Committee Member

Task

1. Personnel Committee members together:
   i) Meet as needed to develop job descriptions for open, paid positions on staff at Advent
   ii) Meet with staff members for support and evaluations as needed/requested and with pastor input.
   iii) Research compensation ranges for staff using synod guidelines and available, local compensation ranges
   iv) Meet to review compensation for paid positions on staff at least annually
   v) Recommend compensation adjustments to the Advent Council for approval
2. Review requests for compensation changes from staff members and forward any recommended changes to Advent Council for approval
3. Review applications for open staff positions and forward recommendations to pastor for background and interviews.
4. Your service will help support staff with any needed/requested concerns/questions.

Impact

1. Your service will provide Advent with appropriate wage and compensation amounts that will enable Advent to hire and retain competent staff.
2. Your service will show the congregation that Advent values staff but manages finances carefully.
3. Your service will create trust between staff and the leadership of Advent.

Time-frame

Your service lasts for a term of one calendar year, from January 1, 202x to December 31, 202x+1. Service hours vary, depending on tasks needed. The committee meets only a few times per year, usually less than 2 hours per month. Term may be renewed upon agreement between the team coordinator and volunteer.

Testimonials

(From Warren Blair, team member — *2018/2019)* "Being a part of this committee allows me to be a support person for identified staff members and the pastor. It's nice for staff members to know they have a person they can reach out to and ask questions or seek support and clarification."