



## JOB DESCRIPTION

# RULING ELDER FOR PERSONNEL (CHAIR)

### **Commission**

Trust in Jesus Christ as Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit.

Accept the Scriptures of the Old and New Testament to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal and God's Word to you.

Sincerely receive and adopt the essential tenants of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scriptures lead us to believe and do, and be instructed and led by those confessions as you lead the people of God.

Demonstrate obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions.

Seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world.

Further the peace, unity, and purity of the church.

Pray for and seek to serve the people with energy, intelligence, imagination, and love.

Be faithful in watching over the people, provide for their worship, nurture, and service. Share in government and discipline, serve in councils of the church and show the love and justice of Jesus Christ.

### **Qualities of a Ruling Elder for Personnel Ministry**

Ruling Elders demonstrate wisdom; maturity of faith; demonstrated leadership skills; and compassion.

Demonstrate gifts for human systems and resource management.

Possess a working knowledge and understanding of FPCA's personnel policies.

## **Personnel Ministry Area Description**

To serve as the human resource department for the paid staff of FPCA; which includes oversight of hiring and firing; annual reviews; compensation; and protocols and procedures that guide and direct the paid staff.

## **Critical Tasks for the Position of Ruling Elder for Personnel Ministry Area**

1. Attend and participate in meetings of the Session (one per month); not missing more than three (3) meetings in a calendar year.
2. Be an advocate and ambassador of the mission of FPCA to Personnel Ministry Team Members; setting the agenda and meet with them at least once per month to accomplish the following tasks:
  - a. Recommend position descriptions for all staff
  - b. Review and recommend to Session compensation packages for all staff
  - c. Manage the annual review process for all staff
  - d. Recommend personnel policies to the Session
  - e. Encourage professional growth and development for all staff.
  - f. Recommend to the Session ways to manage risk exposures.
  - g. Implement a plan of equal employment opportunities, developed in consultation with the Lehigh Presbytery and approved by the Session
  - h. Spiritually and professionally support the staff
  - i. Confer with the Lead Pastor and/or Executive Director for Finance and Administration on any issues of importance or concern
3. Spiritually guide, resource, and encourage the Lead Pastor
4. Be prepared to lead discussions on relevant issues related to the Personnel Ministry Area at Session meetings.
5. Submit monthly reports to Session and bring actions items before the board in a timely way.
6. Be prepared to lead discussions related to the Personnel Ministry Area at Congregational Meetings.

## **Time Commitment**

*Three-year term; year begins May 1 and ends April 30; with a possibility of serving a second, three-year term.*

Monthly Session meeting (2.5 hours per month) – 4<sup>th</sup> Wednesday of the month; 7:00-9:30 p.m.

Meetings with Lead Pastor (2.5 hours per month)

Meetings with Personnel Ministry Area Team (3 hours per month) – 3<sup>rd</sup> Tuesday of the month;  
7:00-10:00 p.m.

Miscellaneous – worship leadership, emails, phone calls, contacts, additional meetings (4 hours  
per month)

*Total Approximate Time Commitment: 12 hours per month*