

## **WESTMINSTER COMMISSION: LEADERSHIP (Reports monthly to Session)**

Responsible for placement and oversight of those that lead the Westminster congregation, both professional and lay.

**Membership:** Two (2) ruling elders, one of whom serve as moderator  
Five (5) members-at-large from congregation. Members will serve a three-year term, staggered to ensure continuity.

**Staff Resource:** Pastor, (Head of Staff)

**Task Team:** Nominating Committee

### **Duties:**

#### **Church Personnel:**

- Establishes, maintains, and interprets the personnel policies and guidelines which govern the treatment of staff members.
- Works with other Session commissions on personnel matters, and reviews and recommends for Session approval:
  - All non-ordained new-hires and involuntary terminations.
  - All salary adjustments.
- Serves on search committees for non-ordained staff positions as well as interim pastoral positions.
- Spells out methods of performance reviews, and exit interviews, and ensures that these take place.
- Provides the means for evaluating the Pastors.
- Counsels with staff members, valuing the need for confidentiality.
- Oversee Emergency Response Plan implementation/training for staff, membership at large

#### **Nominating:**

- One elder and one additional member from this commission will convene the Nominating Committee. (This is a committee of the congregation. See By-Laws for description.)
- The Nominating Committee will have a total of 9-11 people: two from the Leadership Commission, one from the other seven commissions, one deacon, may one youth, two at-large-members.

#### **Policy:**

- If a Leadership Commission Member has three unexcused absences, the moderator will contact.

### **Suggested Yearly Time-line:**

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|--------------|--|
| Jan./Feb.    | -Organize Nominating Committee and elect at-large-members at annual congregational meeting.    |
| Mar./Apr.    | -Review pastoral goals for the year.   |
| May/June     | -Mid year reviews with pastoral and non-pastoral staff.<br>-Conduct Staff Satisfaction Survey. |
| June/July    | -Convene Nominating Committee  |
| Aug/Sept/Oct | -Review and plan Leadership budget for the following year                                      |

- Nov./Dec.
- Emergency Response Plan training for staff and membership at large.
  - Finalize budget and staff salaries
  - Pastoral Performance Reviews
  - Staff recognition

12/12