

## #1.6

### COMMITTEE COMMUNICATION AND PLANNING

PURPOSE: This policy is to clarify relationships between Session Committees and Staff. It applies to all Session Committees (with the exceptions noted below for the Personnel Committee).

#### PROVISIONS:

1. All Session Committees shall maintain a meeting schedule and shall forward this information to the Office Administrator.
2. Committee agendas should be made available to both the Pastor and the Office Administrator prior to the Wednesday Staff Meeting before the Committee Meeting. This allows for review of calendars for planned events and elimination of potential conflicts.
3. Minutes of monthly meetings shall be maintained and forwarded to both the Pastor and to the Clerk of Session by the Wednesday prior to the next Session Meeting for inclusion in Session packets.
4. The Personnel Committee shall meet when called by the Session, Pastor or Personnel Committee Chair to facilitate annual salary budgeting, secure new staff positions, replace Staff as needed, or resolve Staff issues as necessary.

RESPONSIBILITY: Compliance with these Procedures is the responsibility of Committee Chairs and the Pastor.