



A Church Guide to Human Resources

Product Description:

This guide contains useful information for anyone who works on the people side of church administration. Each subject is intended to educate and equip the reader in developing processes that will best serve the church and its staff.

The guide includes:

- Information on what the personnel file should (and should not) contain as well as how long different type of records should be retained
- A discussion on exempt versus non-exempt status
- Best practices for staff selection
- Guidance on why job descriptions are important and how to write them
- Instruction on developing staff evaluations
- A salary administration plan
- Advice on developing a staff handbook including a sample outline