

Ohio Conference of Mennonite Church USA  
**Salary & Benefits Committee**  
**Job Description**

As stated in the Conference Constitution (dated 3/14/09)

**Membership**

Consists of a chairperson, (a member of the Leadership Team appointed by the Leadership Team), a member of the Stewardship Ministry (appointed by that ministry) and two at-large members (appointed by the Leadership Team) from the delegate body with skills or experience in human resource development. (Article X.E.1)

**Purpose**

The Salary and Benefits Committee exists to insure that responsible remuneration policies and procedures are in place, and that equitable remuneration (including salary and fringe benefits) is provided for Conference staff persons. (Article X.E.2)

**Responsibilities** (as defined in Article X.E.4)

1. Implement the staff remuneration policies of the Ohio Conference.
2. Make a yearly recommendation to the Leadership Team regarding any staff cost of living or other wage adjustments.
3. Review and update job descriptions every three years, or as requested by the Leadership Team.  
(**NOTE** – this appears to duplicate the responsibility of the Gifts Discernment Ministry. Suggest this be reviewed further.)
4. Review fringe benefit levels yearly.
5. Resolve salary and benefit policy questions.

**Clarification of what is Not the Responsibility of the Salary & Benefits Committee**

The committee will not deal with staff hiring, staff termination, staff performance reviews or other areas of personnel policy. (Article X.E.4)