

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

Refer to the Conference Constitution (dated 3/14/09)

The Chair of Salary & Benefits Committee is appointed by the Leadership Team from a member of the Leadership Team. (Article X.E.1)

**Responsibilities:**

1. Chairs the Salary & Benefits Committee (see separate Job Description for this Ministry)
2. Typical Tasks (not all referred to in the constitution):
  - a. Obtain the latest yearly MC USA recommendations and policies for church pastor salary & benefits. These are used as a guideline for preparation of the conference pastors and staff salary & benefits.
  - b. Initiate the preparation of each staff member's yearly personal salary document and Memo of Understanding.
  - c. Review each salary document and MOU with the S&B Committee.
  - d. Bring the yearly recommendation of any staff cost of living and/or wage adjustments to the Leadership Team (non-staff). (Article X.E.4b)
  - e. Review with each staff person their yearly personal salary document.
  - f. Review with each staff person their yearly personal Memo of Understanding (MOU).
  - g. Resolve any issues related to the salary document and MOU directly with the staff person, or if necessary, take to the S&B committee for resolution.
  - h. Sign, along with the staff person, the Memo of Understanding prepared yearly for each staff person.
  - i. Initiate the yearly review of fringe benefit levels. (Article X.E.4d)