



THE COMMITTEE ON ADMINISTRATION

Convener Raoul Gagne

Committee Members Lackey Rowe

Meeting Date and Time As needed

Our Mission

To establish personnel policies, manage the hiring and dismissal processes, and to provide direction to and evaluation of the church staff. These are all accomplished in conjunction with the UUTC Board, our minister, and others who interact with paid UUTC personnel.

About Our Committee

The committee focuses on preparation of personnel policies, including the Personnel Policy Manual, the development of position descriptions, personnel contracts, and evaluation criteria. The committee also conducts reference checks, and engages appropriate personnel to conduct background reviews and drug testing.