



# CENTRAL UNITED CHURCH



## MINISTRY AND PERSONNEL COMMITTEE

*Under Christ's direction, the whole body is fitted together perfectly,  
And each part in its own special way helps the other parts  
so that the whole body is healthy and growing and full of love.*

*Ephesians 4:16*

### THEOLOGICAL RATIONALE

The Ministry and Personnel Committee (M&P) is a mandated committee of The United Church of Canada (UCC The Manual, 2019, Section B.7.8.5). The Committee is a collaborative body that has oversight of all staff members of Central United Church (Central), including full time, part-time and contract employees. The committee assists in supporting and guiding each staff person in fulfilling the established parameters of their specific job description. M&P is concerned with coordinating the hiring of non-ministerial staff, working in consultation with the appropriate ministry team and the Board. The call or appointment of the Minister(s) is a separate process that must follow the procedures and guidelines established by the UCC.

M&P is responsible for all human resources issues affecting the Community of Faith (COF) staff, as well as the administrative work that accompanies such employment. Some employment issues related to the Minister(s) of the COF require the involvement of the Chinook Winds Region (e.g. requests for personal leave, restorative care, sabbatical leave, inappropriate conduct, requesting a change in the pastoral relationship).

The goal is to create a safe, productive and enjoyable work environment that enables all staff members to serve God and Central to their fullest potential as they further the Vision, Mission and Values of Central. Working collaboratively with the staff, the Minister(s) and the Board, M&P facilitates communication and works to promote strong collegial relationships. All of the work of the committee is carried out at the direction of Jesus who worked ceaselessly to ensure that "*the whole body is healthy and growing and full of love.*" (Ephesians 4:16)

### TASKS

The tasks of the Committee, according to *The Manual, 2019, Section B.7.8.5*, include the following:

- (a) Developing and revising staff job descriptions as required, in consultation with the Board.
- (b) Maintaining confidentiality in matters related to the staff through adherence to federal and provincial privacy legislation, as well as privacy guidelines established by the UCC.
- (c) Consulting with the staff on a regular basis and providing support to the staff.
- (d) Overseeing the relationship of staff members to each other and to the congregation.
- (e) Regularly reviewing the working conditions, responsibilities and financial compensation for all staff, including the Minister(s).
- (f) Conducting performance reviews once a year to assist the staff in goal setting for themselves and goal setting for their work as staff members.



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- (g) Ensuring that the programming staff engages in goal-setting sessions at least once a year, with appropriate financial compensation offered (e.g. Annual Staff Planning Retreat).
- (h) Advising staff of options to deal with personal crises.
- (i) Ensuring that staff members are given the opportunity to develop their potential through continuing education.
- (j) Maintaining close contact with the Chinook Winds Region Pastoral Relations Committee or its equivalent with regard to ministerial compensation and other decisions that are made by the General Council of the UCC regarding ministry personnel.
- (k) Ensuring Police Information Checks (PIC) are obtained by the staff.
- (l) Keeping confidential documentation about staff members in a locked filing cabinet in the Church Office, including their PIC.
- (m) Writing a report to be included in the Annual Report, recognizing that certain matters dealt with by M&P must remain confidential.
- (n) Evaluating the work of the Team on a yearly basis, using the following guidelines:
  - Setting goals for the Team (e.g. using one Team meeting to set goals and another Team meeting for evaluation)
  - Setting goals for Team members (e.g. development of leadership skills)
  - Developing questions/surveys/feedback opportunities that target and evaluate outcomes
  - Celebrating achieved goals, both the Team and the Team members
  - Deliberating on areas of concern and providing positive solutions

### **SPECIFIC TASKS OF THE M&P CHAIR**

- (a) Ensuring all committee meeting agendas and minutes, contracts, personnel files and correspondence are kept in a locked location at Central to maintain confidentiality.
- (b) Coordinating the process of recruitment and hiring for non-ministry personnel.
- (c) Ensuring appropriate UCC hiring policies and practices are followed and implemented for both ministry and non-ministry personnel.
- (d) Ensuring the terms of the call or appointment for the Minister(s) are upheld.
- (e) Ensuring non-ministry personnel have current contracts and job descriptions that act in accordance with Alberta Employment Standards legislation.
- (f) Ensuring current PIC is on file for each staff member, with the cost for such checks to be paid for by staff members.
- (g) Ensuring a letter of confirmation is sent to each staff member regarding their remuneration, upon ratification of the annual budget by the Board and the congregation at its Annual Congregational Meeting.
- (h) Ensuring staff members are consulted when changes to their terms of employment or contract are being considered.
- (i) Ensuring the Board is made aware that any changes to the Terms of Call of a Minister require the involvement of the Chinook Winds Region and its Pastoral Relations Minister.
- (j) Providing support resources to the staff, the Board and the congregation should a matter of conflict related to employment arise.
- (k) Ensuring all Occupational Health and Safety Standards for staff members are met.
- (l) Preparing a report for the Annual Report.

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#### **OUR MISSION**

To create a safe and vibrant community, in which God's unconditional love is demonstrated by people who choose to follow the teachings of Jesus, led by the Holy Spirit.



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## ACCOUNTABILITY

- The Committee is accountable to the Board and shall report to the Board as required.
- The Chair of the Committee is a Voting Member of the Board.
- The Committee shall meet on a quarterly basis or more often as required.
- The Committee shall submit a written report of its activities to the Board whenever the Board meets, with adherence to confidentiality principles regarding staffing matters. Such reports shall be attached to the Board minutes.
- Approved minutes of Committee meetings shall be submitted to the Recording Secretary of the Board.

## HUMAN RESOURCES

The membership of M&P shall include a Chair, a Recording Secretary and at least two (2) other members. Ministry personnel and staff members of Central, as well as members of their immediate families, are not eligible for membership on M&P.

## FINANCIAL RESOURCES

The budget of M&P shall be prepared on a yearly basis, submitted to and examined by the Finance Team as part of Central's budgeting process.

Budget items will include:

- Salaries
- Benefits
- Other employment costs
- Staff leave replacements
- Minister's sabbatical
- Continuing education
- Annual planning retreat

This document is a living document that can be changed or revised at any time with approval of the Board.

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