

**First-St. Andrew's United Church
Statement of Policies and Procedures**

5.6 Ministry & Personnel Committee

5.6.1 Purpose

The mandate of the Committee is to oversee relationships within the pastoral charge ministry, particularly the roles and functions of paid leaders and employees. It has a dual role: it is consultative and supportive.

5.6.2 Membership

5.6.2.1 The Committee consists of persons elected by the congregation to provide a confidential setting for consultation with, support and assessment of all staff persons of the Pastoral Charge. Members shall be diplomatic, be able to maintain confidentiality, have strong interpersonal communication skills and have expertise or talented interest in personnel administration.

5.6.2.2 Ideally, the Committee shall consist of from three to seven members.

5.6.3 Responsibilities

The Ministry and Personnel Committee shall:

5.6.3.1 Attempt to solve, through listening and facilitation, any personnel problems that may arise.

5.6.3.2 Make recommendations for paid staff and volunteer positions, and the hiring of staff with the exception of the order of ministry.

5.6.3.3 Develop, monitor and modify position descriptions for paid positions. Position descriptions will be provided to Council for approval.

5.6.3.4 In collaboration with the Church Treasurer and Finance Committee prepare compensation recommendations as part of the annual budget process. It is expected that annual adjustments to staff salary and benefits will be in accordance with the periodic changes recommended by the United Church of Canada. Changes required to an individual's compensation due to modification of his/her role shall be recommended to, and approved by, Council Executive.

5.6.3.5 After consultation with appropriate Council committees, make a recommendation to Council on the need to fill a vacancy. The recommendation to Council will:

- a) Confirm that the position description is current*

- b) Provide the rationale for filling the position*
- c) Clarify whether the position is full-time or part-time and if part-time, specify number of hours per week*
- d) Identify the salary range for the position, in accordance with the church budget*
- e) Identify participants in the selection panel*

With the approval of (a) through (e) realized, M & P will proceed to advertise the position, undertake interviews, conduct reference checks, and make an offer to the preferred candidate. If the selection panel identifies a need to increase the salary beyond the approved ceiling, then M&P shall seek approval from Council Executive before making an offer. Church Council will be informed once an offer has been accepted.

5.6.3.6 Conduct annual reviews with staff members concerning the workplace, working conditions, employee satisfaction and opportunities for improvement.

5.6.3.7 Consult with staff members regarding their needs for continuing education and implement plans for continuing education consistent with the needs of the congregation.