

Human Resources			
Source: Standing Committee on Ministry and Personnel	Authority: Standing Committee on Ministry and Personnel	Original Approval Date: Mar. 2007 Last Review Date: Sept. 2008	Next Review Date: Oct. 2013
Purpose of Policy: To provide principles and procedures for the congregation's relationship with its Order of Ministry personnel and other paid and accountable staff.			
Theological Rationale: Eastminster United Church undertakes to comply with all employment requirements stipulated by statute and denominational regulation so that it is a responsible employer which treats its employees with fairness and enables them to give the congregation effective leadership in the faithful pursuit of its mission. As a community of faith, Eastminster Church seeks to provide an employment environment which reflects the Biblical mandate for life-affirming and just relationships.			

1.0 The Standing Committee on Ministry and Personnel

1.1 Organizational responsibility for the support and accountability of all paid and accountable staff within the congregation is given to the Standing Committee on Ministry and Personnel. The Committee's role and function is defined in three authorities: 'The Manual' of The United Church of Canada (Sections 189, 211, 226), the United Church's 'Handbook for Ministry and Personnel Committees', and the Constitution of Eastminster United Church.

1.2 (The Constitution of Eastminster United Church Article IV.11)

"The purpose of the Standing Committee on Ministry and Personnel is to provide a confidential setting for the support, consultation and assessment of Order of Ministry personnel settled in, or appointed to, the congregation and all persons employed by the congregation.

"The members of the Standing Committee on Ministry and Personnel shall be its Chairperson elected by the congregation, one person appointed by each of the congregation's Order of Ministry personnel, and at least four (4) members-at-large. Staff of the congregation, including Order of Ministry personnel, shall not be members of the Standing Committee on Ministry and Personnel.

"The Standing Committee on Ministry and Personnel reports to the Church Council and shall receive direction from it. While the committee's formal actions and recommendations shall be reported to the Church Council, much of its effective work will be conducted quietly and confidentially in dialogue with the ministers, other staff members and the people of the congregation.

"The Standing Committee on Ministry and Personnel shall maintain close liaison with the Pastoral Relations Committee of the Belleville Presbytery of The United Church of Canada."

2.0 The Staff

2.1 The number and function of paid and accountable staff positions will be determined by the Church Council of Eastminster United Church on recommendation of the Standing Committee on Ministry and Personnel. Decisions related to the call, appointment or change of status of Order of Ministry personnel will require the approval of the congregation and the Belleville Presbytery.

- 2.2 All staff will comply with the congregation's General Guidelines for Staff (Appendix A).
- 2.3 All Order of Ministry personnel and other paid and accountable staff are required to provide a vulnerable sector (level 2) Police Records Check, at his/her own expense, prior to the initiation of any new pastoral relationship, including call, settlement, appointment, and internship.
- 2.4 All paid and accountable staff is required to provide a vulnerable sector (level 2) Police Records Check, at his/her own expense, prior to employment.
- 2.5 All Order of Ministry personnel and other paid and accountable staff must immediately report to the Standing Committee on Ministry and Personnel whenever they have been charged with any criminal offence, in any jurisdiction.
- 2.6 All Order of Ministry personnel, in a continuous pastoral relationship, are required to provide to the Standing Committee on Ministry and Personnel a current police records check, at his/her own expense, every six (6) years.
- 2.7 All Order of Ministry personnel and other paid and accountable staff are required to sign a "Criminal Offence Declaration" annually. (Appendix C)
- 2.8 The Order of Ministry is responsible to give oversight to other staff persons and to effectively manage the normal operation of the congregation in accordance with church policies and directives of the Eastminster Church Council and other courts of The United Church of Canada.

3.0 Performance Management

- 3.1 The Performance Management duties of the Standing Committee on Ministry and Personnel are defined by the United Church's 'Handbook for Ministry and Personnel Committees':
 - review working conditions and remuneration for the staff and make appropriate recommendations to the Church Council;
 - oversee the relationship of the staff to members of the congregation;
 - oversee the relationship between and among members of the staff with respect to their responsibilities and authority;
 - consult with all staff about their plans for continuing education and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available;
 - review and evaluate annually the effectiveness of staff as those persons and positions relate to the mission of the congregation as defined by the Church Council;
 - review regularly the responsibilities of all staff and recommend appropriate revisions to position descriptions
- 3.2 Each staff person will submit annually in June to the Standing Committee on Ministry and Personnel an outline of performance objectives for the year beginning in September. Objectives should be specific to the staff person's position description, achievable and measurable. Members of the staff will consult with the member of the Order of Ministry and their assigned Ministry and Personnel Representative.

Performance objectives will be reviewed and approved by the Standing Committee on Ministry and Personnel.

In January each staff person will provide a progress report concerning the achievement of performance objectives to the Order of Ministry and a copy to their assigned Ministry and Personnel Representative.

On the basis of the mid-year report, performance objectives may be revised with the agreement of both the staff person and the Standing Committee on Ministry and Personnel.

The annual proposed performance objectives due in June each year will include a description of the extent to which the previous year's objectives were achieved.

- 3.3 The Standing Committee on Ministry and Personnel will perform an annual performance review with each staff person. The review will include an evaluation of past performance in relation to agreed objectives and a discussion of objectives for the subsequent year. A model for the annual performance review is provided in the United Church's 'Handbook for Ministry and Personnel Committees' (Appendix B).
- 3.4 It is the responsibility of the Standing Committee on Ministry and Personnel to propose the staff budget for the congregation, including all salaries, allowances and benefits. Remuneration packages will be reviewed annually on the basis of the following components which were approved by the Official Board Executive March 9, 2004 (Minutes page 1416):
- an annual review of position descriptions;
 - the annual performance review;
 - the cost of living index;
 - consideration of the 'Guidelines for Lay Staff of the United Church';
 - consideration of the qualifications and experience grid published by the Royal Canadian College of Organists; and
 - consideration of available salary grids for comparable positions in the public and not-for-profit sectors
- 3.5 Each staff person will be assigned a member of the Standing Committee on Ministry and Personnel who will be his/her designated Contact with the Committee. For Order of Ministry personnel the Contact is his/her appointee to the Committee.

It is the duty of the Contact to advise the staff person of any decisions of the Committee or concerns which may arise and to communicate with the Committee on behalf of the staff person. The purpose of the Contact is not to deny access to the full Committee. In addition to the annual performance review, any staff person may request a meeting with the full Committee through his/her Contact or by communicating with the Committee's chairperson.

- 3.6 In the event of conflict between, or with, church staff persons, the responsibility for conflict resolution is as follows:

Conflict between staff persons and members and adherents of the congregation:

The responsibility for conflict resolution rests with the Standing Committee on Ministry and Personnel. Appeals related to the resolution should be directed to the Church Council.

Conflict between support staff persons:

The responsibility for conflict resolution rests with the Order of Ministry. Appeals related to the resolution should be directed to the Standing Committee on Ministry and Personnel.

Conflict between support staff persons and the Order of Ministry

The responsibility for conflict resolution rests with the Standing Committee on Ministry and Personnel. Appeals related to the resolution should be directed to the Church Council.

Conflict between members of the Order of Ministry who are serving the Congregation:

The responsibility for conflict resolution rests with the Standing Committee on Ministry and Personnel. Appeals related to the resolution should be directed to the Standing Committee for Pastoral Relations of the Belleville Presbytery.

Conflict between members of the Order of Ministry and the Standing Committee on Ministry and Personnel:

The responsibility for conflict resolution rests with the Church Council. Appeals related to the resolution should be directed to the Standing Committee for Pastoral Relations of the Belleville Presbytery.