

## **WOODCLIFF 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

The Ministry and Personnel Committee (Committee) is a standing committee of the Woodcliff United Church (WUC) Council (Council) that is tasked with assisting all staff of WUC, including the Minister, in their work and coordinating the hiring of staff. The Committee is not tasked with hiring clergy. The Committee is responsible for all human resources related issues for all WUC staff, as well as the administrative work that accompanies the employment of that staff. Some human resources issues related to the Minister require Presbytery involvement. The goal is to create a safe and enjoyable work environment that enables staff members to serve WUC to their fullest potential. Working together in a shared leadership capacity, the Chair of the Committee and liaison Committee members facilitate communication to promote stronger working relationships among the staff, Council, and the Congregation.

### **Tasks**

The general tasks of the Committee include (*The Manual, 2016, Section B.7.8.5*):

- maintaining confidentiality and adhering to federal and provincial privacy legislation, and The United Church of Canada (UCC) privacy guidelines
- consulting on and providing support for matters involving the staff
- overseeing the relationship of the staff to each other and to the Congregation
- regularly reviewing the working conditions, responsibilities, and compensation of all staff
- making any recommendations needed as a result of these reviews to Council
- revising position descriptions of staff as needed except for the Minister who is governed by the terms of the call
- conducting annual performance reviews of the staff
- ensuring staff make use of opportunities for continuing education
- educating Council, its committees, and the Congregation about the role of the Committee within WUC and The UCC
- maintaining close contact with the Calgary Presbytery (Presbytery) Personnel Commission
- ensuring, with the assistance of the Duty of Care Committee, that all Committee activities adhere to the WUC Duty of Care Policy and Guidelines
- ensuring that volunteers who contribute to the activities and programs of the Committee are recognized
- evaluating the effectiveness of Committee activities on a regular basis
- preparing a report of the Committee's activities for the WUC Annual Report

Specific tasks of the Chair of the Committee include:

- ensuring that all Committee meeting agendas and minutes, contracts, personnel files, and correspondence are kept in a secure location at WUC so as to maintain confidentiality
- coordinating the process of recruitment and hiring for non-ministry personnel
- ensuring that appropriate UCC hiring policies and practices are followed and implemented for both ministry and non-ministry personnel
- ensuring that the terms of the call for the ministry personnel are upheld
- working in partnership with each member of the Committee to ensure that non-ministry personnel have current contracts and job descriptions that act in accordance with Alberta Employment Standards legislation
- ensuring that current Police Information Checks are on file for each staff member
- coordinating the annual reviews of staff members, in collaboration with each Committee staff liaison member
- ensuring, upon ratification of the budget by Council and the Congregation, that a letter of confirmation is sent to each staff member, via their liaison, regarding their contract and program budget
- ensuring that each staff member is duly informed of any changes to the terms of their contract
- liaising with Presbytery and Alberta and Northwest Conference (ANWC) to keep up to date on all UCC policy requirements relating to staff members who are working 14 hours per week or more, including job descriptions, compensation, holidays, and benefits; ensuring that this information is shared with the Committee

Specific tasks of the liaison Committee members include:

- meeting with their designated staff person on a regular basis to review work goals
- dealing with and/or bringing to the Committee any issues related to their designated staff person
- assisting the Chair in maintaining each staff person's personnel files
- approving, if required, time sheets and expense reimbursements for their designated staff person
- conducting annual staff reviews
- working on new initiatives to support staff in the conduct of their work
- encouraging staff to pursue continuing education opportunities

### **Accountability and Communication**

The Committee is accountable to Council. The Committee Chair or a delegate shall be a member of Council.

The Committee shall usually meet in September, October, January, March, May, and as required.

The Committee Chair or a designate liaises with the Worship Committee Chair, the Christian Development Committee Chair, the Property Committee Chair, and the Pastoral Care Committee Chair on issues that impact staff. The Chair also liaises with the Presbytery and ANWC staff on

policies that impact WUC staff.

The Committee shall report to Council quarterly or more often as circumstances warrant.

Due to the confidential nature of the Committee's work, efforts to communicate directly to the Congregation on an ongoing basis are limited.

When appropriate, communication with the Congregation regarding Committee matters shall occur throughout the year using methods such as:

- the Woodcliff Messenger
- the WUC website
- service bulletins
- information offered during the Sunday morning worship services
- congregational meetings

### **Human Resources**

The membership of the Committee shall include a Chair and a liaison member for each staff person. One of the members of the Committee will act as the recording secretary for each Committee meeting. Ministry personnel and staff members of WUC, as well as members of their immediate families, cannot be a member of the Committee.

Members of the Committee should possess knowledge of UCC policies and practices with regard to both ministry and non-ministry personnel, familiarity with the Congregation, and skills in interpersonal relations, communication, recruitment, mediation, conflict resolution, and administration. The ability to maintain confidentiality with adherence to relevant privacy legislation is important.

### **Financial Resources**

The budget of the Committee shall be examined on a yearly basis and submitted to Council as part of the WUC budgeting process.

Budget items include:

- salaries
- benefits
- other employment costs
- staff leave replacements
- minister's sabbatical
- continuing education

The Ministry and Personnel Committee portion of the WUC Committee Structures document was originally approved by Council on February 21, 2017.

Last revision: \_\_\_\_\_