

POLICY NAME: Ministry and Personnel Committee

1. Purpose

- 1.1. To demonstrate and ensure Deer Lake United Church's compliance with the United Church of Canada's requirement that each church have an active Ministry and Personnel Committee.

2. Scope

- 2.1. The policies here apply to the Board-appointed church members who serve on the M&P Committee.
- 2.2. The M&P Committee provides support, consultation and supervision that encourages healthy working relationships and communication with, between and among staff members, the various committees and the congregation.

3. Policy Statement

- 3.1. Requirements and expectations:
 - 3.1.1. Committee members are sought out and selected for their strengths, human resources and personnel experience, and skills in communication, administration, intervention, counselling and mediation.
 - 3.1.2. Committee members commit to a four-year term, serving as Committee Chair in the third year and as Past-Chair in their final year.
 - 3.1.3. A conscious effort is made to have two women and two men serving on the Committee at all times.
- 3.2. The Committee meets monthly except for July, August and December, and reports directly to the DLUC Board.
- 3.3. The Committee is responsible for managing the following staff members of DLUC: Minister, Secretary, Organist, Choir director, Wedding and Funeral coordinators, Treasurer, Youth worker, and Caretaker contracted services
- 3.4. Each member serves as a liaison with two or three of the staff members:
 - 3.4.1. Communicates regularly and addresses any concerns and celebrates the joys they may share during the four-year term.
 - 3.4.2. Conducts an annual review to determine the level of job satisfaction, job descriptions and contract provisions.
 - 3.4.3. Reviews annually the compensation and benefits paid to staff and recommends adjustments to the Board if and when required.
- 3.5. The Committee maintains a personnel file for each staff member that contains copies of annual reviews and other documents pertaining to the staff member.

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Authorized by: DLUC Board

Staff position or organization responsible for authorising the policy

Maintained by: Ministry & Personnel Committee Chairperson

Staff position responsible for keeping the policy up to date and error free

Approval Date: [2009/11/17]

Date the current version was approved

File name: Policy MPE001 Ministry and Personnel 2009-11-17.doc

Original Issue: [2006-04-11]

Date of the original authorisation and issue of the policy

Current Version: [2009/11/17]

Date of the most recent amendment to the policy

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- 3.6. The M & P Committee will ensure that there are an adequate number of trained Funeral and Wedding Coordinators so that a trained person will always be available when required.
- 3.7. Each Spring M&P hosts a Coffee and Dessert evening at which staff members are encouraged to socialize and share ideas for the future.
- 3.8. Each Fall M&P members and spouses host a BBQ dinner for staff members and spouses at which time staff are recognized for their efforts and contributions.

4. Definitions

- 4.1. **DLUC:** Deer Lake United Church
- 4.2. **M&P:** Ministry and Personnel

5. Responsibility / Owner

- 5.1. The M&P Committee Chair and the Board are responsible for ensuring that these policies are adhered to, reviewed and maintained.

6. Legislative Context / External References

- 6.1. **The United Church Manual** (www.united-church.ca/manual/pdf/ucc_2004.pdf Section 244, pages 137-138).
- 6.2. A Handbook for Ministry and Personnel Committees.

7. Associated Documents / Internal References

- 7.1. Current job descriptions for each staff position.
- 7.2. *Guidelines and Procedures for Weddings.*
- 7.3. *Guidelines and Procedures for Funerals.*
- 7.4. Current contracts for staff members (where applicable)
- 7.5. Questionnaire template for staff annual reviews
- 7.6. Questionnaire template for pastoral annual review.

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