

MINISTRY AND PERSONNEL TEAM

MINISTRY AND PERSONNEL TEAM – min. of 4 voting members

Wayne Lord	Member-at-large
Cindy Doucet	Member-at-large
Sherry Mitton	Member-at-large
Beverly Murphy	Member-at-large

From the names listed above, the following shall serve as

Wayne Lord	Chairperson (2020)
	Secretary

Structure of Team:

The Team shall be a minimum of four (4) voting members.
The clergy may be invited to attend meetings.

Duties and Responsibilities: (Section 244c. – adapted from UCC manual)

1. Provide a consultative and supportive agency for church staff members and for the people of the Pastoral Charge.
2. Review working conditions and salary levels of staff members and make appropriate recommendations by November 1st of each calendar year to the Financial Management Team.
3. Review the support and interrelations of church staff
4. Consult with all staff members about their plans for continuing education; ensuring that those eligible avail themselves of the Church's provisions for continuing education; ensuring that time and money are available to pursue continuing education which contributes to the mission goals of the Pastoral Charge and the Church.
5. Undertake an annual review and evaluation of effectiveness of the church staff members as these persons and positions relate to the Charge's program as defined by the Council
6. Maintain confidentiality of matters brought to this committee by church staff (including Order of Ministry), and/or persons within the congregation.
7. Arrange for replacement coverage for staff
8. In the event of a vacancy in a paid non-ministerial position, advertise, interview and recommend to the Pastoral Council a suitable candidate to hire. For the purpose of the interview and recommendation, the Team may also invite the chairperson or alternate member of the Team responsible for the ongoing oversight or supervision of the employee
9. In addition to formal minutes, it is recommended that Ministry and Personnel Team maintain staff files. The staff files will include such things as:

- a. Job description
- b. Application and resume
- c. Date of hire
- d. Goal setting
- e. Performance review
- f. Professional development activities
- g. Exit interview
- h. Vacation schedules
- i. Sick time record
- j. Special notes

Staff files shall be left with respective staff at the close of the pastoral relationship; however a copy of the staff file must be maintained by the Ministry and Personnel Team

Reporting and Accountability:

The official minutes of team meetings are deemed confidential. However, a written summary shall be required for each Council meeting.

The Ministry and Personnel Team shall not become the Joint Search Team in the event of a change in the pastoral relationship or of a vacancy.