



PURPOSE

To have oversight of the employment of staff deemed to be Ministry Personnel.

SCOPE

Consultation and support to pastoral charge staff.

Employment related issues of pastoral charge staff

GOAL

To ensure that the pastoral charge staff are supported in their ministry and that relationships with the congregation allow all to meet their spiritual needs.

OBJECTIVES

To provide support to and consultation regarding issues for Ministry staff.

To oversee the relationship of the pastoral charge staff team to each other and to the congregation.

To conduct a regular review of employee related issues of the pastoral charge staff and to provide feedback as required.

DELIVERABLES

Ministry staff feel supported in the delivery of their ministry by each other, by the Board and by the congregation.

Congregation members feel they are heard, respected and have guidance on their spiritual development.

MEMBERS

Number

The Ministry and Personnel Committee members will be a minimum of five and a maximum of eight

Term of Membership

Ministry and Personnel Committee members who are Board members are elected for a two year term, with two renewable one year terms.

Appointment

At least two Ministry and Personnel Committee members are appointed from the Board members and others will be recruited based on their skill set.

Early Removal

Ministry and Personnel Committee members may be removed before their term ends if they:

- a) resign;
- b) move away;



- c) leave the United Church;
- d) miss more than three meetings in a row;
- e) exhibit unsuitable behavior; or
- f) other reasons the congregation feels appropriate.

Staff Support

None (this is a confidential committee of the Board)

MEETING

Quorum

A quorum will constitute fifty percent plus one of the membership. (e.g. if five members, then the quorum will be 3)

Frequency of Meetings

Meetings will be held at least six times per year.

Chair

The Ministry and Personnel members will select a member to be chair.

Notice of Meeting and Agenda

An agenda will be circulated at least five days prior to a Ministry and Personnel meeting.

Meeting Minutes

Meeting minutes will be circulated no later than one week after a Ministry and Personnel meeting.

Voting

All committee members may vote and decisions are reached by consensus.

REPORTS TO

The Church Board

RELATED POLICIES

United Church Manual

REVIEW AND REVISION

These terms of reference will be reviewed every two years.