

TERMS OF REFERENCE

MINISTRY and PERSONNEL COMMITTEE

Purpose

The Ministry and Personnel Committee is a mandatory committee required by the by-laws of the United Church of Canada. The committee, reporting to the Board of Elders, oversees relationships within Metropolitan United Church, particularly the roles and functions of paid ministry personnel and employees. The committee provides a consultative and supportive role.

Duties and Responsibilities

1. To support communication between ministry personnel and staff members, and between the congregation and ministry personnel and staff.
2. To review ministry personnel and staff compensation including salaries, benefits, allowances and working conditions. To recommend compensation changes to the Finance Committee and the Board of Elders.
3. To establish, review and update position descriptions. To review and recommend changes to organization charts.
4. To conduct annual performance reviews with ministry personnel and staff. To ensure that time and money are available for continuing education.
5. To assist in conflict resolution at the earliest possible stage.
6. To submit a report at the annual congregational meeting.
7. To maintain an open, positive, confidential and accountable working relationship with ministry personnel and staff.
8. To ensure that Metropolitan United Church is in compliance with the United Church of Canada's employment policies and procedures, with the Ministry and Personnel Committee Guidelines, and with federal and provincial government legislation.
9. To administer the Church Risk Management Policy. To ensure the Employee Handbook and workplace policies are current.
10. To seek advice from the Board of Elders if and when required.
11. To review the Terms of Reference and send to the Board of Elders for approval, if changes are made.

Confidentiality

Members will sign a Confidentiality Agreement to be filed with committee records.

Frequency of Meetings

Meetings will normally be held monthly from September to June or as required.

Membership and Term

There will be at least three and no more than seven members. The term is for three years, subject to renewal. It is beneficial if some members' terms overlap.

Quorum

Fifty percent (50%) plus one of the members present or by phone constitutes a quorum.

Minutes

The agenda, date of meeting, attendees and action taken will be recorded. Much of the meeting will be *in camera* and will not be recorded. Minutes will be maintained in a secure location.

Accommodation

Meeting accommodation will be provided by the Church.

Related Metropolitan Resources

- Payroll and financial records will be made available by the Church Bookkeeper.
- Risk Management Policy
- Employee Handbook

Related Documents/External Resources

- London Conference Personnel Minister
- United Church of Canada's [The Manual](#)
- Ministry and Personnel Committee Guidelines available through the UCC General Council office

MINISTRY and PERSONNEL COMMITTEE	
Approval Meeting of the Board of Elders:	May 2016
Approved by Ministry and Personnel Committee:	May 2016
Previous Version Dates:	April 2015, June 2014
Committee Responsible:	Ministry and Personnel Committee