

## 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 adheres to the United Church of Canada's Ministry and Personnel Committee Policy, Procedures, Practices; the Resources for Ministry and Personnel Committees; and the relevant federal and provincial 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. Some of the meeting may 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

- Ministry and Personnel Committee: Policy, Procedures, Practices (January 2019) the United Church of Canada Resources for Ministry and Personnel Committees (January 2019) the United Church of Canada

MINISTRY and PERSONNEL COMMITTEE	
Approval Meeting of the Board of Elders:	April 2019
Approved by Ministry and Personnel Committee:	April 2019
Previous Version Dates:	2018
Committee Responsible:	Ministry and Personnel Committee