

**Ministry & Personnel (M&P) Committee  
TERMS OF REFERENCE**

**Purpose**

The M&P Committee at Rideau Park United Church provides a confidential setting for consultation with, and support and assessment of, all staff members in a Pastoral Charge. It is responsible for recommending salaries and other remuneration and for determining working conditions. It does not have the power to act on major personnel issues, but rather to make recommendations to Council.

The *Rideau Park United Church Personnel Manual* is the primary source for these Terms of Reference.

**Structural Accountability**

The M&P Committee is a sub-committee of, and accountable to, Council.

**Responsibilities**

General

In addition to the mandate stated under 'Purpose' above, the specific duties of the M&P Committee are to:

Specific

1. Provide a consultative and supportive agency for the staff of the Pastoral Charge and for members and adherents of the congregation;
2. Review working conditions and remuneration of the staff of the Pastoral Charge and make appropriate recommendations to the Council;
3. Oversee the relationship of the staff of the Pastoral Charge to members of the congregation and others;
4. Oversee the relationship between and among different members of the staff of the Pastoral Charge with respect to their responsibilities and authority;
5. Consult with all members of staff of the Pastoral Charge about their plans for continuing education, and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available;
6. Review and evaluate annually the effectiveness of the staff of the Pastoral Charge as those persons and positions relate to the mission of the Pastoral Charge as defined by the Council;
7. Maintain close liaison with the Presbytery Pastoral Relations Committee;
8. Review regularly the responsibilities of all staff of the Pastoral Charge and revise position descriptions when required or requested; and
9. Receive from each Ministry Personnel settled in, or appointed to, the Pastoral Charge, a current policy records check, at the expense of the Ministry Personnel, no later than the completion of each three-year period of the pastoral relationship.

These duties are based on Section 244 (c) of *The Manual 2007 The United Church of Canada (The Manual)*.

**Membership**

The M&P Committee consists of no less than three, but not more than seven, members representing the Pastoral Charge. Members of the staff of the Pastoral Charge, including members of the Order of Ministry, can not be members of this Committee.

The RPUC constitution specifies that the appointment of the Chair of M&P Committee is for a minimum of three years and a maximum of five years.

The *RPUC Personnel Manual specifies* that members shall be appointed for a three-year period and their term can be extended on a year by year basis.

### **Frequency**

The Committee meets and reports to Rideau Park United Church Council quarterly or more often, as required.

**Date of completion of Form:** October 2007

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