

Ministry and Personnel Committee Terms of Reference

Purpose

The Ministry & Personnel Committee (M & P Committee) at Rideau Park United Church (RPUC) provides a confidential setting for consultation with, and support and assessment of, all staff members at RPUC. The RPUC Personnel Manual is the primary source for these Terms of Reference.

Structural Accountability

The M & P Committee is a Standing Committee of, and accountable to, Council.

Responsibilities General

1. It is responsible for providing input, based on the policies and directives provided by the UCC and the Eastern Ontario and Outaouais Regional Council, regarding salaries, housing allowances, benefits and other remuneration, and for determining working conditions.
2. The M & P Committee does not have the authority to act on major personnel issues, but rather to make recommendations to Council.

Specific

1. To be available for consultation and support for matters involving RPUC staff;
2. To oversee the relationship of RPUC staff to each other and to members of the congregation;
3. To regularly review the working conditions, responsibilities and compensation of all RPUC staff;
4. To make any recommendations needed, as a result of these reviews, to Council;
5. To revise position descriptions of RPUC staff as needed;
6. To conduct an annual performance review of RPUC staff;
7. To ensure RPUC staff make use of opportunities that they are given for continuing education and other required training;
8. To maintain close contact with the Eastern Ontario and Outaouais Regional Council, as required;
9. To take all steps necessary to assist and support Council in the staffing process at RPUC for members of the Order of Ministry, and all other staff; overseeing such things as recruiting search committee members, providing job descriptions, entering into negotiations with respect to salary, work terms and conditions, and maintaining contracts.
10. To provide input, in consultation with the Stewards, regarding the Ministry and Personnel section of the RPUC Annual Budget;
11. To revise and update the RPUC Personnel Manual as needed, with a recommendation to Council.

Note: These duties are based on By-laws: Local Ministry Unit: Section B 7.8.5 of the Manual 2013, The United Church of Canada.

Membership of the M & P Committee

- The M & P Committee shall consist of a chair, not less than three liaisons (or committee members), but not more than one per staff person. (Staff at RPUC, including members of the Order of Ministry, cannot be members of this Committee.)
- The Chair is elected by the congregation at the Annual Congregational Meeting; committee members will be recruited by the Chair
- The RPUC Constitution specifies that the term of Chair of the M & P Committee is for a minimum period of three years and a maximum period of five years;
- The RPUC Personnel Manual specifies that Committee members, except for the Chair, shall be appointed for a three year period and their term can be extended on a year by year basis.

Frequency of Meetings

The Committee meets and reports to the RPUC Council quarterly or more often as may be required.