The Ministry and Personnel Committee

A Training Program

Workshop Goals

- To review the purpose and function of the M&P Committee
- To provide access to resources for M&P Committees to use
- To address questions and challenges faced by committee members present.

Why have an M&P Committee?

- Ministry and Personnel Committees are mandatory committees required by the bylaws of The United Church of Canada. Each Pastoral Charge is required to have an M&P Committee.

What is the function of the M&P Committee

- The M&P Committee is a consultative and supportive committee that oversees relationships within the pastoral charge ministry, particularly the roles and functions of paid leaders and employees. M&P Committees may also be involved in setting expectations for volunteers.

Function

- The M&P Committee is essentially a human relations committee whose function is to provide a confidential setting for consultation with and support to and assessment of all accountable staff persons on a Pastoral Charge.

This Includes

- All Ministry Personnel
- This includes: CDM, DLM (-NR), Diaconal and Ordained Ministers, Custodians, Organists, Secretaries, any contract workers

Membership

- The M&P Committee must have at least 3 and no more than 7 members. In a multi-point pastoral charge, at least 1 member should come from each congregation in the charge.

Membership

- You have been chosen to be on this committee because you have:
  -knowledge of the UCC
  -Good inter-personal and communication skills
  -Experience with the organization of the PC
  -Human resources or personnel training or experience
  -Conflict Resolution Skills

Membership

- Ministry Personnel may nominate 1 member as a liaison
- **Members of the staff, including members of the Order of Ministry, must not be members of this committee**

Membership

- To prevent confusion and conflict of roles, chairs of the church's official board, standing committee chairs, or people in positions of authority, and members of the Finance Committee, should not serve on the M&P Committee.

- Members of the PC who are currently involved in some kind of conflict on the PC should not be appointed to the M&P Committee.

Duties

- To provide a consultative and supportive place for the staff of the Pastoral Charge and for members and adherents of the congregation(s)

Duties

- Review working conditions and renumeration for the staff of the Pastoral Charge and make appropriate recommendations to the Official Board, Church Board or Church Council

Duties

- Oversee the relationship of the staff of the PC to members of the Congregation(s) and others;

- Oversee the relationship between and among different members of the staff of the PC with respect to their responsibilities and authority

Duties

- Consult with all members of the staff of the PC 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.

Duties

- Review and evaluate annually the effectiveness of the staff of the PC as defined by the Official Board, Church Board or Church Council

Duties

- Maintain close liaison with the District's Pastoral Relations Committee
- Review regularly the responsibilities of all staff of the Pastoral Charge and revise the position descriptions when required or requested

Duties

- Receive from each Ministry Personnel settled in or appointed to the Pastoral Charge, a current police records check, at the expense of the Ministry Personnel, no later than the completion of each 3 year period of the pastoral relationship

Duties

- M&P Committees are not stand alone committees and must report to the Official Board any recommendations that may come from the meetings

How Often Should you Meet?

- The M&P Committee will meet at least once each quarter (once every 3 months) and additional meetings can be scheduled as needed

Who should be notified of the Meetings?

- All members of the committee
- Ministry Personnel and all other staff

Record Keeping

- Record keeping is very important. Each M&P committee should have 2 sets of files

Record Keeping: General Files

- **General Files**

- General files for the committee should be identified and kept in a place appropriate for the Pastoral Charge

- **This would include:**
handbooks and resources, the mission statement for the PC, the PC profile from the JNA, position descriptions, The United Church Manual

Record Keeping: General Files

- **In no case should records or rumours, accusations, or innuendoes be kept in any file.**

Record Keeping: Personnel Files

- A separate **Confidential** file for each Ministry Personnel and staff person.

- These files are to be kept in a secure place accessible only to the M&P Committee

Record Keeping: Personnel Files

- These files should contain:
  - copies of position descriptions
  - call or appointment forms
  - police records checks results
  - remuneration
  - lists of continuing education
  - copies of annual reviews
  - reports and recommendations brought to the Board

Record Keeping: Personnel Files

- **In no case should records of rumours, accusations, or innuendoes be kept in any files**

Confidentiality & Accountability

- Accountable to the Official Board
- Open dialogue with staff members is essential
- Mutual trust, clear communications
- Confidentiality standards should be negotiated and shared with board and congregation
- Anonymous or undocumented complaints are not to be considered or recorded
- Educate congregation of process for concerns and complaints

- Where action on a complaint is taken, those directly involved need to be informed but not publicized more widely then necessary

- No surprises

- If a report is made to the board about personnel, try to get consensus with person involved about what to report.

- Paper trail in Confidential Personnel Files

The Balancing Act of the M&P Committee

- Consultative Role
- Supervisory Role
- Educational Role
- Conflict Resolution Role

Consultative Role

- Visionary and help to coordinate mission: encourage the board to regularly update the profiles which were created during the Needs Assessment

- Caring for ministry personnel and staff: M&P Committees are "Pastor" to the staff, they encourage staff to have a support system, while ensuring the staff care for themselves, you work to improve working conditions.

Tools to Help

- JNA
- Mission Statement
- Pastoral Relations Conveners or MP&E Chair
- Conference Personnel Minister

Supervisory Role

- Review and evaluate
- Clear expectations
- Goal setting
- Showing appreciation
- Workplace health and safety

Tools to Help

- Pastoral Relations, MP&E, CPM
- Regular review of position descriptions
- Regular review of the PC Mission, JNA
- Appreciation can be shown as lunch invitations, motions of thanks at Annual Meetings, flowers, raises above the minimum
- Knowledge of the sexual abuse policy of the UCC

Educational Role

- Educate the congregation on how to give constructive feedback

- Direct discussion, explanation, improvement or change

- Consistent, clear, and well-publicized process about how concerns are raised and dealt with

Tools to Help

- Have a workshop with your Official Board
- Make a presentation during worship
- Notice in Sunday Bulletins and Newsletters
- Make sure you regularly report to the Official Board

Conflict Resolution Role

- Conflict will arise
- Encouraging conflict resolution or mediation
- Design a process of hearing both or all sides fairly
- M&P Committee can test the legitimacy of the concern

- Assess if there is a situation of serious conflict
- If so, consult early with the Pastoral Relations Conveners and/or the CPM
- Be somewhat familiar with the Manual (2013) J.6.3 and the Dispute Resolution Handbook.

Tools to Help

- Pastoral Relations Conveners, MP&E Chairperson, and CPM
- Conflict Resolution Facilitator
- Dispute Resolutions Policy Handbook

The Annual Review

- The Annual Review is intended to be a means by which Ministry Personnel and staff members and people of the Pastoral Charge may support one another in their mutual responsibilities for ministry
- Feedback is important for all in the work that we do
- Helpful feedback occurs in a climate of mutual trust and openness

The Annual Review Focus

- The inter-relationship between Ministry Personnel and Staff members

- Between ministry personnel and the variety of groups and persons to whom they must relate

- Offers the opportunity to ensure that the PC is fulfilling is obligation to the Ministry Personnel

- Aimed at growth and development
- Do it when things are going well, do not wait for problems to arise
- Do not save up criticisms
- Consult key lay leaders and committee chairs who work closely with staff
- It requires a clear mission, goals and job descriptions

- Results must be shared with personnel before anyone else
- Personnel must have an opportunity to respond
- Recommendations recorded, disagreements noted
- Copy to the personnel and a copy for the personnel file
- Appendix D of the handbook pgs 33 - 34
- Each committee can modify it to meet their needs

Enjoy Your Ministry

- This is a "Ministry" you do "Together"

It is an important task, a mandated task and a Blessed task