

Parkwood Presbyterian Church Personnel Team: Terms of Reference

Purpose:

To provide a consultative and supportive group for teams with staff earning remuneration and for other volunteers.

Membership:

The Personnel Team consists of four members of the congregation. The Minister is an ex-officio member of the team. Church staff shall not be members of this team. Session shall appoint the members of the team, with at least two members being elders. Membership on the team shall be for an indefinite term.

Responsibilities

- a) To provide consultative assistance and guidance to teams in their hiring, supervising and evaluating of church staff.
- b) To provide personnel support to church staff.
- c) To maintain documents relating to the personnel management of paid staff.
- d) To meet and report at Session meetings in January, April, June and October or more often as circumstances warrant.

Functions:

To develop guidelines for preparing job descriptions, contracts and terms of employment for church staff to ensure consistency of approach.

To develop guidelines for evaluating the effectiveness of church staff.

To develop guidelines for establishing and reviewing rates of remuneration for church staff.

To assist supervising teams in preparing job descriptions and carrying out a search for new church staff.

To assist supervising teams in preparing contracts and terms of employment for new church staff.

To assist supervising teams in reviewing working conditions and annual remuneration for church staff.

To assist supervising teams in reviewing and evaluating annually the effectiveness of church staff.

To maintain a set of historical and current job descriptions, contracts, rates of remuneration and performance evaluations.

To provide church staff with access to an independent group to discuss their working environment, their rate of remuneration and any other work issues.

approved by Parkwood session 25 May, 2010