



Human Resources and Relationships Committee
(formerly the Ministry & Personnel Committee)
Fairlawn Avenue United Church

Terms of Reference

The United Church of Canada bylaws require that each Pastoral Charge has a Ministry and Personnel Committee. At Fairlawn Avenue United Church this committee is known as the Human Resources and Relationships (HR&R) Committee, a confidential committee accountable to Governing Council. Policies addressing the responsibilities of the committee are contained in The United Church Manual and are compiled in Appendix 1 of these Terms of Reference.

Personnel employed by FAUC work within an organizational structure that includes defined management roles. FAUC's HR&R Committee fulfills its United Church prescribed role in collaboration with the church's management staff. To best support ministry personnel, staff and the congregation within the organizational structure at FAUC, the HR&R Committee performs a *human resources role* and not a *supervisory or managerial role*. The responsibility for day-to-day management of staff rests with the reporting manager as identified in each staff member's job description.

Purpose

The HR&R Committee fulfills the human resources function at FAUC.

- The committee is responsible for supporting all ministry personnel and lay personnel (i.e., all matters related to the employment of staff).
- The committee acts as a liaison between staff and the congregation.

Scope

To fulfill its purpose, the scope of the HR&R Committee's work includes the following.

- Recommending relevant policy, process and procedures on human resource management to Governing Council, in compliance with legislation and United Church requirements (see Appendix 1).
- Providing support and consultation for staff in human resource matters. This includes, but is not limited to, recruitment, review of employee-related issues including development, performance, and disciplinary issues, and to provide feedback to staff and Governing Council as required.
- Striving to maintain healthy relationships between staff and the congregation by supporting the FAUC Guiding Principles.
- Developing recommendations, through analysis of qualitative experience and quantitative data, of solutions that address systemic challenges, opportunities and recommended solutions on matters within and related to the Committees objectives.

Deliverables

In achieving its purpose, the HR&R Committee will

- Ensure responsibilities defined in the United Church Manual are fulfilled (see Appendix 1);
- Develop a plan, in consultation with senior staff, of priority human resource matters to be addressed each calendar year; and

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- Propose a human resources budget (compensation, personnel development etc.) to Governing Council each fiscal year.

Organization

Members

- The HR&R Committee members will comprise a minimum of three (3) and a maximum of five (5) members. We will strive to ensure the committee reflects the diverse nature of our community in regard to age, gender, tenure, etc.
- The Chair of the Governing Council cannot be a member of the M&P committee.

Chair

- The Chair of the committee will be a voting member of Governing Council.
- The Chair is responsible for confidential safekeeping of all employment records related to staff and minutes of the HR&R Committee meetings.

Term

- Members will serve for a two-year term. Renewal may be approved not to exceed two additional terms.
- Members should have staggered terms to ensure continuity on the Committee.

Staff Support

- None.

Meetings

Frequency of Meetings

- The committee will meet at least once per quarter, with other meetings as required.
- An agenda will be circulated at least five days prior to the HR&R meeting.

Quorum

- A quorum will constitute fifty percent plus one of the members. In the case of a 3 (three) or 5 (five) member committee, quorum will be two (2) or three (3) members, respectively.

Decision Making

- Decisions will be made by consensus.
- If consensus cannot be achieved, committee members must agree on how to deal with the outstanding issue (i.e., vote, continue discussion, table issue to another meeting, etc.). When voting, majority (fifty percent plus 1) rules with quorum present.

Minutes

- Meeting minutes will be circulated no later than one week after the HR&R Committee meeting and shall be approved at subsequent meetings.
- The Committee shall report the proceedings of each meeting, and all recommendations made by the Committee at such meetings, to the Governing Council.

Guests

- The Chair may invite guests to attend meetings or parts thereof as a resource as required.

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Accountability

- The HR&R Committee is accountable to Governing Council through the Chair of the Committee.

Review and Revision

- These Terms of Reference will be reviewed every two years.

Other

- The Committee shall have such powers and perform such duties as the Governing Council may from time to time delegate to it.

Appendix 1: Roles and Responsibilities of the HR&R Committee

Appendix 2: Supporting Documents

Appendix 1: Roles and Responsibilities of the Human Resources & Relationships Committee

The roles and responsibilities of Ministry & Personnel committees (known as the Human Resources and Relationships [HR&R] Committee at Fairlawn Avenue United Church) as mandated by the United Church are listed in the following table.

Fairlawn Avenue United Church employs a number of staff, including an Executive Director responsible for providing organizational leadership by working in collaboration with the Minister, Governing Council, staff and active volunteer personnel in strategic and operational matters. In support of good management practices, the HR&R Committee has delegated certain responsibilities to the Executive Director (ED) which include management and leadership oversight of staff.

Policy development by the HR&R Committee will be undertaken in collaboration with the respective council at FAUC (e.g., policies affecting the Property Council will be collaboratively developed with the Property Council).

Roles and Responsibilities		M&P	Delegated to Executive Director (ED) or to the Minister	Comments ¹
1	The Consultative and Supportive Role			
1.1	The HR&R Committee is responsible for being available for consultation and support for matters involving the staff (<i>policy</i>)	x		
1.2	The HR&R Committee is responsible for maintaining close contact with the regional council Pastoral Relations Committee or equivalent (<i>policy</i>)	x		
2	The Healthy Relationships Role			
2.1	The HR&R Committee is responsible for overseeing the relationship of the staff to each other and to the people of the congregation	x		
2.1.1	Standards of confidentiality and transparent processes	x		
2.1.2	Management of employment relationships		X	Minister will be primarily responsible for the management of employment relationships for the ED and for those staff

¹ ED will be primarily responsible for the management of employment relationships for those staff directly involved in the more administrative facets of the Church, as defined in consultation with the HR&R Committee (e.g., Custodial, Office Administration, Building Care, Communications and Event Management). Minister will be primarily responsible of the management of employment relationships for those staff directly involved in spiritual matters, as defined in consultation with the HR&R Committee (e.g., Music Director, Children and youth programming, etc.)

Roles and Responsibilities		M&P	Delegated to Executive Director (ED) or to the Minister	Comments ¹
				directly involved in spiritual matters, as defined in consultation with HR&R Committee (e.g., Music Director, Children and Youth Programming, etc.)
2.1.3	Management of multi-staff team relationships		x	
2.1.4	Management of other relationships with ministry personnel (e.g., supervised ministry education)	x		
2.1.5	Act as a resource in encouraging conflict resolution (i.e., resolution does not need to be managed by HR&R Committee)	x	x	-Conflict resolution process to be developed. -Minister will be primarily responsible of the management for those staff directly involved in spiritual matters, as defined in consultation with HR&R Committee (e.g., Music Director, Children and Youth Programming, etc.), as well as management of the ED.
3	The Supervisory Role			
3.1	The HR&R Committee is responsible for regularly reviewing the working conditions, responsibilities, and compensation of all staff, and making any recommendations needed as a result of these reviews to the governing body (<i>policy</i>)	x	x	ED to update HR&R Committee and provide the committee with recommendations for review by committee; the Committee will bring recommendations to Governing Council
3.1.1	Compliance with employment regulations (Employment Standards Act, Human Rights Code, Occupational Health and Safety Act, etc.)		x	

Roles and Responsibilities		M&P	Delegated to Executive Director (ED) or to the Minister	Comments ¹
3.1.2	Ensure workplace health and safety (including violence and harassment)	x	x	
3.1.3	Compensation	x	x	
3.1.3.1	Salary	x	x	ED to make recommendations to the HR&R Committee -Minister to make recommendations for those staff directly involved in spiritual matters, as defined in consultation with the Committee (e.g.. Music Director, Children and Youth Programming, etc.)
3.1.3.2	Statutory holidays and vacation		x	- Minister to make recommendations for those staff directly involved in spiritual matters, as defined in consultation with the HR&R Committee (e.g., Music Director, Children and Youth Programming, etc.)
3.1.3.3	Sabbatical leave	x		
3.1.3.4	Maternity and parental leaves		x	ED/Minister to inform the HR&R Committee
3.1.3.5	Bereavement leave		x	ED/Minister to inform the HR&R Committee
3.1.3.6	Compassionate leave M&P is responsible for making decisions about compassionate leave (<i>policy</i>)	x	x	ED/Minister to make recommendation to the HR&R Committee
3.1.3.7	Extended compassionate leave		x	ED/Minister to make recommendation to the HR&R Committee. Approval will be granted by Governing Council

Roles and Responsibilities		M&P	Delegated to Executive Director (ED) or to the Minister	Comments ¹
3.1.3.8	Court duty		x	ED/Minister to inform the HR&R Committee
3.1.3.9	Leave of absence	x	x	ED/Minister to make recommendation to the HR&R Committee
3.1.3.10	Continuing education leave The HR&R Committee is responsible for ensuring staff make use of opportunities for continuing education that they have been given (<i>policy</i>)	x		
3.1.3.11	Other leaves	x	x	ED to make recommendation to the HR&R Committee - Minister to make recommendations for those staff directly involved in spiritual matters, as defined in consultation with the HR&R Committee (e.g.. Music Director, Children and youth programming, etc.)
3.1.3.12	Position description The HR&R Committee is responsible for revising position descriptions of staff as needed (<i>policy</i>)	x	x	Prepared by ED; reviewed by the HR&R Committee who brings recommendation to Governing Council for approval.
3.1.3.13	Recruitment and selection of employees	x	x	ED/Minister to make recommendation to the HR&R Committee which makes a hiring recommendation to. Governing Council for approval.
3.1.3.14	Annual performance review The HR&R Committee is responsible for conducting annual performance reviews of staff (<i>policy</i>)		x	For staff reporting to ED, ED will conduct performance reviews. The HR&R Committee is responsible for

Roles and Responsibilities	M&P	Delegated to Executive Director (ED) or to the Minister	Comments ¹
			ensuring performance reviews are conducted for all staff and for reviewing the performance reviews

Appendix 2: Supporting Documents

Ministry and Personnel Committees: Policies, Procedures, Practices (Jan 2019)

https://www.united-church.ca/sites/default/files/ministry-personnel-committees_policy-procedures-practices.pdf

- Expands on policy relating to M&P committees found in the Community of Faith section of the United Church Manual
- Contains policies and procedures from the United Church Manual that must be followed for M&P committees to carry out their responsibilities in supporting and supervising staff (ministry personnel and lay employees)
- Also includes further information which M&P committees are encouraged, but not required, to follow

Resources for Ministry & Personnel Committees (Jan 2019)

<https://www.united-church.ca/sites/default/files/resources-for-mandp-committees.pdf>

- Companion document to the M&P: Policies, Procedures, Practices
- Contains checklists of M&P committee structural needs
- Provides more detail on roles and responsibilities including best practices

United Church Manual

https://www.united-church.ca/sites/default/files/the-manual_2019.pdf