

Eagle Ridge United Church

Ministry Description: Ministry & Personnel Committee

Position:	Member of the Ministry & Personnel Committee
Purpose:	To provide a confidential, consultative group that supports the relationship between the people of the congregation and the paid and volunteer leaders. This is not a decision-making body; it makes recommendations to the Board.
Duties & responsibilities:	<ul style="list-style-type: none"> • To provide a consultative and supportive agency for the staff of the Congregation and for members and adherents of the Congregation • To review working conditions and remuneration, including salaries, allowances, benefits, honoraria for the staff of the Congregation and to make appropriate recommendations to the Official Board • To oversee the relationship of the staff of the Congregation to members of the Congregation and others • To oversee the relationship between and among different members of the staff of the Congregation with respect to their responsibilities and authority • To consult with all members of the staff of the Congregation 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 • To review and evaluate annually the effectiveness of the staff of the Congregation as those persons and positions relate to the Purpose, Vision, and Values of the Congregation as defined by the Official Board • To maintain close liaison with the Presbytery Pastoral Relations Committee • To review regularly the responsibilities of all staff of the Congregation and revise position descriptions when required or requested • To receive from each Ministry Personnel settled in or appointed to the Congregation, a current vulnerable sector (level 2) police records check, at the expense of the Ministry Personnel, no later than the completion of each six- (6) year period of the pastoral relationship
Length of term:	1 year (starting/ending at the Congregational Program Meeting usually in June).
Meeting frequency:	Every 3 to 4 months.
Eligibility:	Any person who feels called to this ministry is eligible with the exception of the staff of the Congregation, including members of the Order of Ministry or their families.
How to join:	Contact the current chair of the Team and express an interest in becoming involved. The Ministry and Personnel Committee members are appointed by the Official Board.
Preferred Spiritual Gifts (spread over the whole team):	<ul style="list-style-type: none"> • Discernment • Encouragement
Practical skills required:	Ability to maintain strict confidentiality.