

## **THEOLOGICAL GROUNDING**

God created us to be in relationship with one another. Human beings are nurtured in families where we care and are cared for at the most basic level, which equips us for life in the larger community. The Church recognizes the significance of family in the lives of its church personnel and seeks to be fair, reasonable and compassionate in all its dealings related to family. Scriptures instructs us to honor those we call “father” or “mother” (Exodus 20:12), and to care for children, for such is “the Kingdom of God” (Mark 10:13-16). Therefore, it is the policy of the Mission Presbytery to meet or exceed the following compensation terms regarding calls and covenants for its staff. This policy is effective when leave is necessary for the reasons covered in these policies.

Mission Presbytery policies apply to Mission Presbytery employees and staff. Mission Presbytery employees and staff are defined as those employees receiving pay directly from Mission Presbytery and not from any other entity.

Mission Presbytery also creates and offers these policies as an example for those congregations in the Presbytery who have not developed policies for their congregation. These policies may be adopted by each individual congregation or may be modified to meet the needs of the individual congregation.

### **SCOPE**

The Human Resources Team (HRT) is a sub-committee of General Council. The HRT serves as a member of the General Council (GC) and handles human resource responsibilities for employee and volunteer staff members (Staff), and contract personnel reporting directly to the General Presbyter; and, is responsible for Staff, contract, and Presbytery-wide HR policies.

The HRT seeks to provide an open, caring climate supporting all Staff, by working closely with the General Presbyter (GP) Head of Staff in a way that encourages participation in recommendations, shared expectations, and open communications.

### **ROLE**

1. Supports the work of Mission Presbytery Staff and individual development
2. Oversees terms of agreement with contract personnel
3. Establishes and sustains a healthy and safe work environment
4. Informs Staff, contractors, committees, and the GC on HR policies and procedures
5. Develops Staff job descriptions
6. Reviews Staff and contractor performance
7. Remains informed on applicable employment laws and policies pertinent to the Presbytery
8. Recommends to GC, policies, procedures, terms of employment, and personnel actions
9. May advise Presbytery churches and officers on HR management
10. Works closely with the GP to counsel Staff and provide an additional level of grievance support
11. Works with the Stated Clerk to secure HR records in the Presbytery Office are maintained
12. Maintains HR management confidentiality

### **COMMITTEE MEMBERSHIP**

The HRT will consist of five (5) members nominated through the Committee on Representation and Participation (CORP) and elected by the Presbytery. One (1) member of the five will be nominated and elected to serve as the HRT Chair. The HRT chair may hold the position for no more than 2 consecutive years. Members shall serve in classes with terms of up to three (3) years. No one may serve for more than six (6) consecutive years. The HRT will elect its own Recorder from among its membership. The GP is an exofficio member of the HRT.

## **1. HR Chair**

- a. Serves as a member of the GC with voice and vote
- b. Approves report for Presbytery meeting packets
- c. Presents recommendations to GC and, if requested by GC, presents recommendations to Presbytery
- d. Reviews and approves HRT meeting minutes
- e. Develops a collegial working relationship with the GP and HRT
- f. Consults the ecclesiastical officer of the Presbytery on constitutional requirements, Presbytery policy, and legal matters when appropriate

## **2. HR Recorder**

- a. Records meeting business as per confidentiality standards of employment law
- b. May distribute HRT communications and minutes to HRT members

## **MEETINGS**

The HRT shall meet at least quarterly face-to-face or by conference call. The HRT Chair or GP/Head of Staff shall plan regular meetings and call special meetings at a mutually agreed upon time. The agenda for each meeting shall be set by the HRT Chair and the GP/Head of Staff jointly. Three (3) HRT members shall constitute a quorum. No meeting of HRT shall be an Open Meeting. Neither will HRT meetings take place without the GP/Head of Staff present, unless the GP/Head of Staff is notified and informed of the agenda in advance.

Other Presbytery employees, contractors or volunteers may be requested by HRT to attend a specific meeting. Should the HRT need to go into executive session, those not on the committee will be excused. If the HRT goes into executive session to discuss freely the GP's own performance or evaluation, the GP will be excused from the executive session.

## **HRT RESPONSIBILITIES**

1. Recommends to GP and GC hiring and firing/terminating/ending contract of any Staff.
2. Works with the GP/Head of Staff to draft offer letters and/or contracts for hire, as well as other documents such as disciplinary letters and/or termination documents.
3. Confers with the GP/Head of Staff on any important issues concerning Staff and contractors.
4. Develops, with the GP/Head of Staff, position/job descriptions for Staff positions.
5. Reviews each Staff position/job description at least annually together with the specific Staff member and the GP/Head of Staff.
6. Updates and recommends to GC changes in position/job descriptions, compensation (salaries and benefits), and staffing model (number of Staff necessary to do the work required by Presbytery). Works with the GP to recommend to the GC annual salary adjustments.
7. Reviews with the GP/Head of Staff agreements the Presbytery intends to enter into with contract employees before final approval.
8. Provides a copy and explanation of the HRT Policies & Procedures to all Staff and contract personnel.
9. Works with the MP Accountant-Bookkeeper in preparation of the Staff budget including BOP and compensation costs for all Staff, making recommendations to GC for modifications as needed.
10. Works with the GP to encourage professional growth and development of the paid Staff.
11. Retains, updates, and recommends to GC the HRT Policies & Procedures applicable for Staff, contractors, and Presbytery members.

12. Works with the GP/Head of Staff and Staff to retain and update employee files, including:
  - a. employment agreements
  - b. volunteer agreements
  - c. annual performance reviews
  - d. salary/financial records
  - e. medical records
  - f. vacation/sick leave
  - g. continuing education leave
  - h. other documentation allowed by employment laws and policies
13. Provides a safe space and safe place to any Staff member for unresolved issue(s) with the GP/Head of Staff, co-workers, or members of Presbytery.
14. Conducts annual performance and contract agreement reviews:
  - a. Contracter agreements will be reviewed with the GP/Head of Staff, Supervisor of the program and/or Committee accountable for the contractor's services to determine needed contract extensions, terms, modifications, and/or cessation.
  - b. Evaluations of Staff performance:
    - 1) The HRT ensures that 90-day introductory evaluations are conducted with new staff incumbents at the 90th day of work time period. Thereafter, all evaluations are conducted annually in the fall season, in preparation for the budget season.
    - 2) The HRT will develop the annual Performance Evaluation form to be used by all MP Staff. Each form will use the job current description for that position. Each Staff member will complete a self-assessment of their performance, skills, abilities, opportunities for growth and desired goals for the coming year.
    - 3) Each Staff member will submit their completed form to their immediate supervisor for annual review.
    - 4) The GP/Head of Staff will add management's assessment to the form.
    - 5) The GP/Head of Staff will meet with each member of Staff to review the past year and discuss strengths and developmental opportunities. A report based on this discussion will be generated by the GP/Head of Staff for the HRT.
  - c. Evaluation of Management performance
    - 1) The HRT ensures that 90-day introductory evaluations are conducted with new staff incumbents at the 90th day of work time period. Thereafter all evaluations are conducted annually in the fall season, in preparation for the budget season.
    - 2) HRT will invite members of the GC to provide input regarding the work performance of the GP/Head of Staff and Stated Clerk. This information will be used by the HRT to complete the supervisory review of the GP/Head of Staff's and the Stated Clerk's evaluation of performance.
    - 3) Upon completion of all conversations, the GP/Head of Staff will report to the HRT providing summary information, potential issues, risks and solutions to HR situations. The HRT will collaborate with the GP/Head of Staff to come to resolution or make recommendations to solutions.
    - 4) The HRT will meet individually with the GP and the Stated Clerk to conduct the annual review meeting.
  - d. In the event of a dispute as the result of these annual staff meetings, any employee may request a meeting with the HRT members.