

## **Ministry and Personnel Committee**

In an earlier item the M&P committee committed to communicating frequently with the congregation. While bulletin and newsletter articles are the easiest way to communicate we will from time to time speak from the pulpit on a Sunday morning and conduct Q and A sessions like we did on February 16<sup>th</sup>.

This article will address the M&P committee's responsibilities as they pertain to performance reviews of staff and general office supervision.

### **Performance Reviews**

The Ministry and Personnel Committee Guidelines published by the United Church of Canada provide the following context for the annual performance review for staff:

*"It is the responsibility of the M&P committee to design and conduct an annual review for ministry personnel and staff members.*

*The annual review is a means by which ministry personnel, staff members, and people of the pastoral charge support one another in their mutual responsibilities for ministry. It is not intended to interfere with the relationship between ministry personnel and Council, or with the relationship between staff members and the committees that oversee their work. Rather, it is an occasion for helpful feedback in a climate of openness and trust that leads to constructive results."*

This is a time consuming, but necessary, process and we will be initiating the 2016 process in the near future. In the past we have sampled the congregation along with members of Council. A full congregational survey is also an option. As you can appreciate the latter approach would be very time consuming. In any event expect to hear of action soon in this regard.

### **Office Supervision**

While M&P is responsible for the performance reviews of our office staff, the day to day supervision is always best undertaken by employees on site. Here we are referring to our Office Administrator and part time staff. While Rev. Valerie, Rev. Phillip, and Shannon would each be eligible to carry out this role, the assignment of Shannon was the result of us undertaking an assessment of availability and the person in the best position to undertake an objective assessment of each role. This could change at any time following a review of the process by M&P and Council.

We, as a committee, communicate with Shannon to ensure things are going okay and, as well, each staff member has a direct route to us as a committee to discuss matters that may improve their working environment.

None of the above is intended to ignore Council's ultimate authority in these matters.

**Communication**

In an effort to improve communication with you the congregation we have established an email account that goes only to the Chair of the Ministry and Personnel committee. We believe this is an avenue for you to respond to matters that pertain to the role of our committee. We will deal with the responses at future committee meetings.

**The email address is:**

[mandpwuc@gmail.com](mailto:mandpwuc@gmail.com)