

Additional Information:

MINISTRY AND PERSONNEL COMMITTEE

It has come to the attention of the Transition Team that there are some (possibly many) people in the congregation who are unaware that we have an M&P (Ministry and Personnel) committee. There is also a lack of understanding regarding the function of the M&P committee. The following quote is taken directly from the Ministry and Personnel handbook of the United Church of Canada pgs 4-5. For greater detail the Handbook is posted on the UCC website [united-church.ca \(https://www.united-church.ca/leadership/supporting-ministry/ministry-and-personnel-committee-resources\)](https://www.united-church.ca/leadership/supporting-ministry/ministry-and-personnel-committee-resources)

The current members of the M&P committee of St. Albert United Church are: Valerie Ellis (chair), Donna Wyatt, Pam Sutherland, and Joan Johnson.

The policy about the Ministry and Personnel Committee may be found in the Community of Faith section of The Manual at B.7.8.5. Policies that address the responsibility of the M&P Committee in regard to pastoral relationships between multiple staff may be found in the Pastoral Relations section of The Manual at I.1.4.4. *Further additional policies are listed below.*

UCC POLICIES AND PROCEDURES TO BE FOLLOWED REGARDING M & P:

1. ALL CONGREGATIONS OR PASTORAL CHARGES MUST HAVE A COMMITTEE OR OTHER BODY, WHICH MAY BE CALLED THE MINISTRY AND PERSONNEL COMMITTEE OR A DIFFERENT NAME, WITH THE FOLLOWING RESPONSIBILITIES:
 - a) *being available for consultation and support for matters involving the pastoral charge staff*
 - b) *overseeing the relationship of the pastoral charge staff to each other and to people in the congregation;*
 - c) *regularly reviewing the working conditions, responsibilities, and compensation of all pastoral charge staff;*
 - d) *making any recommendations needed as a result of these reviews to the governing body;*
 - e) *revising position descriptions of pastoral charge staff as needed;*
 - f) *conducting annual performance reviews of the pastoral charge staff;*

g) ensuring pastoral charge staff make use of opportunities for continuing education that they have been given; and

h) maintaining close contact with the regional council Pastoral Relations Committee or equivalent. (The Manual, 2019, B.7.8.5)

2. MINISTRY PERSONNEL CALLED OR APPOINTED TO A PASTORAL CHARGE...MAY NOT BE MEMBERS OF...THE MINISTRY AND PERSONNEL COMMITTEE. (THE MANUAL, 2019, B.7.8.4)

3. THE MINISTRY AND PERSONNEL COMMITTEE...IS RESPONSIBLE FOR MAKING DECISIONS ABOUT COMPASSIONATE LEAVE. (THE MANUAL, 2019, I.2.3.3)

STRUCTURE OF THE MINISTRY AND PERSONNEL COMMITTEE

ACCOUNTABILITY TO GOVERNING BODY

- *Regularly reports to the governing body*
- *Makes recommendations to the governing body*
- *M&P Committee represented at every governing body meeting*

COMMITTEE SIZE

- *Decided by the community of faith*
- *Ideally 3–7 people*
- *In a multi-point pastoral charge, all congregations represented*

BUILDING THE COMMITTEE

- *Committee members identified through the nominations process*
- *Members are actively involved in the life of the community of faith*
- *No ministry personnel or their immediate family members; no lay employees or their immediate family members*

TERM OF OFFICE

- *Elected at annual meeting*
- *Term set by governing body*
- *A balance of consistency and new energy is desirable*