

Personnel Team Charter

The Personnel team's role is not a traditional HR function, but rather the following:

- Conduct Staff performance reviews minimum 2 times/year – discuss goals, challenges, priorities, start/stop/continue; provide feedback
- Evaluate Job descriptions, roles & responsibilities - re-evaluate & update per needs of congregation, leverage teams & others to review and refresh
- Provide recommendations for merit to Council to meet annual budget timing

The Team works to build positive relationships via regular check-ins to ensure conditions of success, remove barriers, and provide a confidential safe zone for staff. The Team serves solely for the betterment of the church and its staff, acting in the best interest of the whole church. Team members must respect confidentiality in all aspects of their work. For this reason, rotation of its members must ensure an appropriate turnover of members while enabling continuity of the team's work. In order to achieve this, term limits are defined as follows:

Council President: Upon election of new Council President, the incoming President begins their term on the Personnel team immediately. The exiting President will remain on the Team for a period of 3-6 months, depending on when the first round of staff reviews are held, to ensure understanding of existing process and to assimilate the new member into the role.

3 Additional members: Shall be appointed by Council for terms of 3 years each, with a goal that one member cycle off each year, allowing for continuity.

Additional members from the congregation: Can be appointed by the Council and/or Pastoral staff as deemed appropriate and with final approval by the Council. Same term limits as above.

While this team does not have a maximum number of participants, it is recommended that the number be kept at no less than 4 members and no more than 6. The minimum number helps to ensure that there are at least 2 team members in any meeting with staff.

Team members can serve a maximum of 2 consecutive 3 year terms before requiring a break of at least 2 years. Suggested timing of transition is summer, before the Program year commences (September – May). Team members' names will be posted on the website.