

# Personnel Team Policy and Procedures

**Personnel Team Responsibilities:** The Personnel Team (hereafter “PT”) will work with the Bishop (who is a member of the PT) to oversee Ministry Centre staff and the National Leadership Team. Specifically the PT will work with “supervisors”: all Ministry Centre staff who are responsible to supervise other support staff, and each National Leadership Team member. The PT will meet regularly, perhaps monthly by computer / in person. The five areas of responsibilities for the PT are:

- Resourcing supervisors and BOA with regards new hires and terminations;
- Overseeing performance appraisals;
- Being a resource / mentor / coach for supervisors with regards personnel issues;
- Conflict resolution;
- Bishop exit strategy and new bishop on-boarding;
- Develop a policy and procedure manual.

**Rationale:** The PT is an integral part of a healthy organizational structure:

- a) The BOA is able to entrust all personnel / human resource issues to this team;
- b) The PT helps the BOA answer one of the BOA’s 3 Responsibility questions (1. Do we have the right vision? 2. Do we have the “right people on the bus”? 3. Are we financially healthy?);
- c) The Bishop is “surrounded” / protected by a team in matters of conflict or crisis;
- d) The support staff, and NLT members are supported in matters of conflict or crisis.

1. PT Membership: The PT will be comprised of the Bishop, a BOA representative, and two FM members (lay or clergy) with gifts and skills related to human resources, interviewing, performance appraisals, and team development. Team members will be approved by BOA. As this is a “Team”, only the Bishop and BOA representative are termed positions.

2. Team Leader: PT will appoint a Team Leader other than the Bishop. This Team Leader will facilitate meetings, create an agenda with Bishop, make sure minutes are kept and sent to BOA, and ensure that a BOA report is prepared for bi-annual BOA meetings.

3. Responsibilities:

A. *Resourcing supervisors and BOA with regards new hires and terminations:*

- i. PT will be a prime resource to supervisors and teams (developing salary grid with Management Committee, timeline, responsibilities, contract obligations);
- ii. The PT will review and sign off in all new hires. Final approval for all hires and terminations are through the BOA (i.e. BEFORE offers or negotiations occur supervisors must go through PT, and PT reports to BOA). This “protects” FMCIC from poor or illegal human resource decisions, and protects our Bishop;

B. *Overseeing performance appraisals:*

- i. Develop performance appraisal system to be administrated by supervisors (Bishop with NLT; NLT with their departments; Director of Administrative Services with Finance department; Communication and Office Manager with support staff);
- ii. PT will receive these performance appraisals and review with supervisors (i.e. are all necessary resources available to supervisors to help staff move excel; are all legal matters addressed; etc).
- iii. PT will be responsible for the Bishop's performance appraisal.
- iv. PT report to BOA will include a section about "Performance Appraisals" which will include but will not be limited to:
  - List of NLT and staff with dates of Performance of Appraisals
  - List of NLT and staff with a comment section about strengths and "areas to work on in the new year with brief comments about strategies".

C. *Being a resource / mentor / coach for supervisors with regards personnel issues*

- i. Each supervisor will be assigned to a PT member in order for each supervisor to have a contact person, for the PT to check in regularly with supervisor to offer support and prayer;
- ii. Annually the PT and supervisors will meet together to discuss organizational health and to pray.

D. *Conflict resolution:*

- i. PT may help Bishop / supervisors process all matters of dispute or conflict within the NLT or support staff.
- ii. Professional mediators or therapists may be used in complex interpersonal matters

E. *Bishop exit strategy and new bishop on-boarding*

- i. PT will help the Bishop with his/her exit strategy (timelines, expectations, written transition plan, etc);
- ii. PT will help a new Bishop transition into her/his new role;
- iii. One PT member will be represented on the Bishop Leadership Task Force;
- iv. The Bishop Leadership Task Force will send Bishop-elect to PT to negotiate contract.

F. *Develop a policy and procedure manual*

- i. Develop Personnel policy and procedures with the input of all supervisors;
- ii. All recommendations will be given to BOA for review, edit (if necessary) and final approval.