

Opportunities to Serve Hamilton Conference - The United Church of Canada

STAFF COMMITTEE

Committee Mandate

To support the Conference Staff and their ministries in any way that is deemed appropriate.

The responsibilities of this committee are:

- to conduct Performance Reviews and receive proposals and make recommendations regarding continuing education, skill training and study leaves for Staff members
- to receive Staff resignations and initiates the process for a Search Committee to be put in place. (Representatives of the Staff Committee sit on all Search Committees.)
- when the work of the Search Committee is completed, make a recommendation to the Conference Executive
- to organize celebrations at the time of Staff resignations and retirements
- to relate to representatives of the Presbyteries in order to facilitate the relationship between Presbyteries and the Program Staff in their role as Persistent Friend

Reporting Relationship

The Chairperson will report on behalf of the committee to the Executive of Hamilton Conference and write a report for the Annual Meeting of Hamilton Conference to be included in the Record of Proceedings.

Gifts, Skills and Experience Needed:

Committee members will have knowledge of the ministry of Hamilton Conference and the responsibilities of the Staff within that ministry and have the ability to maintain confidentiality.

Committee members will be open to the leading of the Spirit, active participants in a local pastoral charge or ministry, familiar with the polity of The United Church of Canada, predisposed to collaboration and teamwork, sensitive to diversity issues and differences in

learning styles and passionate about the mission and ministry of The United Church of Canada.

Orientation and Training Available:

Sharing the duties of the Staff Committee. For continuity, the Vice-chairperson is expected to become the Chairperson.

Membership:

This committee will usually consist of five members, including **Chairperson, Vice-chairperson, Secretary and two Members-at-Large**. Staff Support will be provided by the **Executive Secretary**.

Expectations and Terms:

Members will serve a three year term, which may be renewed once. The committee will normally meet monthly at the Conference Office, by conference call and email exchange.

STAFF COMMITTEE

~ Recommendations by Screening Committee ~
The Hamilton Conference Screening Committee has reviewed the job descriptions and associated material submitted by the above named committee and offers the Human Resources Committee these comments.

Reviewed On: 11/28/03

Risk Assessment: LOW Risk

Appropriate Screening Steps:

• Screening for Confidentiality for the whole committee

Other Recommendations: