

Report for Annual General Meeting-May 2018

Committee Name: **Human Resources Committee**

Purpose of Committee:

To foster and maintain positive board/staff relations

Members

Susan Ruttan, Lynn Wolff, Larry Charach (Chair); Mike Keast (ex-officio), Karen Mills - Board Liaison

Major Actions of 2017-18:

- At the 2017 AGM meeting there was a discussion around the lack of benefits, other than statutory requirements, for the RE and Church Administrator positions. After considering that feedback, the HR Committee recommended to the Board enhanced benefits to those staff through the introduction of an annual registered saving plan contribution and increases to their hourly rate of pay. The Board accepted those recommendations
- Provided support and coaching for regular staff meetings
- Feedback given to Minister on his performance as a supervisor and in his ministerial duties
- Initiated process and drafted performance standards for Minister and agreement on policy for major external activities of Minister (e.g., international Boards). Will be submitted to Board for their consideration in 2018-19
- Established dates for performance reviews and conducted performance review of Church Administrator and RE Director. Followed up on RE Director's suggestions with Board and RE Committee
- Provided advice to Board on key HR matters
- Provided support and feedback to Minister in both his role as supervisor and his role as Minister of our congregation

Outcomes Achieved:

- Completed and followed up on non-Ministerial staff performance reviews
- Increase in non-Ministerial staff's pay and benefit package
- Participated in Board discussion on RE Recruitment (if required) and succession planning

Planned Actions for 2018-19:

- Regular meetings with staff to review goals, performance and to provide support
- Develop succession plan for all positions
- Complete and receive approval for Minister's performance standards
- Meet with Ministerial Relations Committee as discussed below

Recommendations for Board Consideration

An Annual Performance Appraisal of the Minister is overdue and should be done as soon as possible. To support this the Board should consider results from a joint HR/Ministerial Relation meeting (to be set up) to confirm responsibilities and plans for

1. Annual performance appraisal for Minister
2. How to handle 'issues' related to the Minister given Minister reports to congregation. Consider Annual Performance Appraisal for Minister to be done jointly by HR and Ministerial Relations
3. Confirming and follow-up on Minister's measurable results.
4. Planning for changes in Minister's role in future
5. Consider how UCE should deal with Pastoral care-as a congregation it appears we need to do more. Perhaps re-considering Westwood's model.

Prepared by Larry Charach