

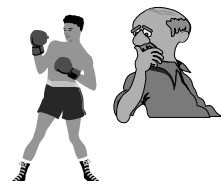


## Roles of the Ministry and Personnel Committee: “[M&P Guidelines, 2010](#)”

<p style="text-align: center;"><b>Consultative and Supportive</b></p> <p>For all Staff of the Charge and for Members and Adherents of the Congregation</p> 	<p style="text-align: center;"><b>Human Relations</b></p> <p>with Staff, congregation members and adherents</p> 
<p>Consult With:</p> <ul style="list-style-type: none"> <li>▲ Ministry Personnel</li> <li>▲ Paid Staff</li> <li>▲ Official Board / Council of the Pastoral Charge</li> <li>▲ to foster development of an effective ministry team.</li> </ul> <p>Review</p> <ul style="list-style-type: none"> <li>▲ Working Conditions</li> <li>▲ Continuing Education (*<a href="#">Sabbatical</a>)</li> <li>▲ Annual Performance Reviews</li> <li>▲ Position Descriptions</li> <li>▲ Matters concerning welfare and interests</li> <li>▲ Relations between and among Staff and members of the congregation.</li> </ul> <p>Inform:</p> <ul style="list-style-type: none"> <li>▲ current UCC policies and procedures re Staff</li> </ul> <p>Recommend</p> <ul style="list-style-type: none"> <li>▲ to Official Board / Council re salary and compensation, and working conditions</li> </ul>	<p>Meet Regularly with</p> <ul style="list-style-type: none"> <li>▲ ministry personnel and staff <ul style="list-style-type: none"> <li>◦ foster good working relationships</li> <li>◦ Clarity about boundaries and limits</li> </ul> </li> </ul> <p>Develop a climate for:</p> <ul style="list-style-type: none"> <li>▲ Constructive feedback</li> <li>▲ minimizing gossip, maximizing appropriate discussions and decision making.</li> <li>▲ Well known process for raising issues.</li> <li>▲ M&amp;P is the committee to talk with regarding effective working relationships in the charge.</li> </ul> <p>Publicize M&amp;P processes Workplace Health and Safety (creating healthy workplace environment and dealing with harassment / threats) “<a href="#">Ethical Standards of Practice for Ministry Personnel</a>” “<a href="#">Faithful Footsteps</a>”</p>

<b>Conflict Resolution</b>	
<p>Supporting healthy responses to issues Encourage conflict resolution Fair hearing of all sides (Confidential discussions) “<a href="#">Dispute Resolution Policy Handbook</a>” The Manual 2010 Sections 065-074. Consult PSM, CPM, PR</p>	

**Short Forms:** M&P = Ministry and Personnel Committee.  
PSM = Pastoral Support Minister; CPM = Conference Personnel Minister.  
PR = Presbytery Pastoral Relations Committee; UCC = United Church of Canada

# RESOURCES for M&P

## "We are not alone"

<http://www.united-church.ca/handbooks>

[Ministry and Personnel \(M&P\) Committee Guidelines, January 2010](#)

[Lay Employees, Employment Guidelines for](#)

[Guidelines for Committees Requiring a Police Records Check](#)

[Designated Lay Ministry and Congregational Designated Ministry, Handbook](#)

[Understanding the Sabbatical Policy for Ministry Personnel in Pastoral Relationships](#)

[Guidelines for Committees Requiring a Police Records Check](#)

[Dispute Resolution Policy Handbook](#)

**Presbytery Resource Centre - 29 Ontario St. Mitchell - 348- 9261**

## People resources available to you.

**The chair of Huron-Perth Presbytery Pastoral Relations Committee:**

**See current Listing on Presbytery Website:**

[http://www.h-ppresbytery.ca/our\\_structure/division\\_of\\_ministry\\_person.html](http://www.h-ppresbytery.ca/our_structure/division_of_ministry_person.html)

**Members of other M&P committees**

**Pastoral Support Minister: Rev. Neil Lackey (519) 656-2196 [psm.hpp@sympatico.ca](mailto:psm.hpp@sympatico.ca)**

**London Conference Personnel Minister:**

<http://www.londonconference.ca/content/conference-staff-0#personnel> **(519) 672-1930**

## Forms

<http://www.united-church.ca/forms>

**The Manual 2010**

[www.united-church.ca/files/manual/2010\\_manual.pdf](http://www.united-church.ca/files/manual/2010_manual.pdf)

Resources for M&P committees in addition to those above may be found on the following sites:

Huron-Perth Presbytery Web site: <http://www.h-ppresbytery.ca/>

London Conference Web site: <http://www.londonconference.ca/>

United Church of Canada Web site: <http://www.united-church.ca/>