

First Unitarian Church Committee Description

Name of Committee/Group Human Resources Committee (formerly Personnel)

Mission To provide integrity in all personnel processes, including, but not limited to, hiring, supervising, evaluating and firing of staff and record-keeping.

Responsibilities To further this purpose, the Human Resources Committee shall

1. Aid in the hiring of all staff
 - a. Create and update all staff job descriptions
 - b. Create and post all job advertisements when recruiting new staff
 - c. Delegate one member of Committee to serving on a hiring task force
 - d. Make sure the hiring process is consistent for all staff
2. Initiate annual evaluation of staff
 - a. Create and distribute evaluation forms to all supervisors
 - b. Check completed forms for consistency
3. Coordinate salary review process
 - a. Check evaluation 'scores' after supervisor has met with employee
 - b. Recommend raises, if any, against the pool of money available in the budget
4. Make recommendations to the Board of Trustees regarding employee policies, to make sure the church is in compliance with employment laws; e.g., sexual harassment, firing
5. Be available for consultation on employee relations problems
 - a. Coach supervisors on laws and recommended methods for dealing with recalcitrant employee
 - b. Make recommendations of procedures to be used in performance issues that will support the supervisor and encourage employee improvement
6. Create and update supervisory training materials
7. Collaborate with Board and Minister to make future staff recommendations
8. Adminstrate employee benefits; e.g. health insurance

Last reviewed 3/3/09

First Unitarian Church Position Description

Position Name **Chair, Human Resources Committee (formerly Personnel)**

Purpose of Position *To facilitate meetings of the Committee and supervise members and other volunteers in implementing the work and responsibilities of the Committee.*

Responsibilities

1. Attend and facilitate the flow of periodic meetings of the Committee
2. Fill or delegate responsibilities to Committee members as appropriate (&c Member description form)
3. Create an agenda and distribute it before each meeting
4. Maintain an awareness of plans, problems and projects pertaining to the Committee's responsibilities
5. Coordinate with Staff and Board of Trustees
6. Attend or delegate attendance at the Council meetings

Qualifications

1. Ability to run a meeting and delegate responsibilities
2. Awareness of building and grounds repair and maintenance requirements and ability to determine the level of response to each
3. Some supervisory skills

Amount of Time Required

1. Monthly meetings – 2 to 2 ½ hours per month
2. Coordination with others – varies as needed
3. Council meetings – 2 hours three times a year

When

1. Monthly meetings –
2. Council meetings – as scheduled, usually October, January and May
3. Others – as needed

Training Provided

1. Mentoring and orienting by previous chair

Support Provided

Budget, Staff assistance

First Unitarian Church Position Description

Position Name **Committee Member, Human Resources Committee** (formerly Personnel)

Purpose of Position To serve the functions of the Committee in a leadership capacity, in keeping with its Mission Statement and Strategic Plan.

Responsibilities

1. To attend monthly meetings for planning and review, discussing issues and determining the best way to meet needs.
2. To maintain an ongoing awareness of the personnel and human resources needs of the church
3. To set priorities of needs against budget constraints.
4. To recommend policies and practices that would be beneficial to the church and the staff
5. To be a part of a hiring team as delegated (*see hiring team position description*)

Qualifications

1. Interest in and some ability to address the needs of managing staff issues
2. An understanding of some aspects of personnel and human resources techniques
 - a. Employment law
 - b. Benefits
 - c. Human resources practices
3. Sense of what is possible according to budget and time restraints
4. Ability to take a leadership role in recruiting and supervising volunteers for one-time tasks and work details.
5. Management experience
6. Organizational skills
7. Confidentiality

Note: Not all members of the committee are required to have all qualifications, except confidentiality.

Amount of Time Required

1. Two hours per meeting
2. Two to four hours per month as required for specific tasks

When

1. Meetings are called by the chair as needed, quarterly or bi-monthly
2. Tasks as required and assigned

Training Provided

1. On the job training and mentoring
2. Workshops as needed or available

Last reviewed 3/3/09

First Unitarian Church Position Description

Position Name *Hiring Team Member*

Purpose of Position *To assist in the interviewing and hiring for a specific church staff position*

Responsibilities

1. To represent the Human Resources Committee on an ad hoc team assembled to fill a vacant staff position
2. To review the job description and make recommendations for any changes before the hiring process starts
3. To meet with the Hiring Team, which comprises some configuration that might include the minister, the chair and/or designee of the staff position committee, a member of the Board of Trustees, any additional member the committee recommends
4. To interview candidates and select one for the position, in conjunction with other team members
5. To handle the human resources portions of the teams work
 - a. Create and post ads for the position
 - b. Send out letters of regret to person(s) not chosen for the position
 - c. Send out letter offering job to person chosen
 - d. Send and receive letter of agreement
 - e. File all correspondence as required

Qualifications

Understanding of the human resources requirements in the hiring process

Amount of Time Required

Five to ten hours per hire

When

As needed

Training Provided

Some coaching by other members of the committee

Responsible To

In partnership with Human Resources Committee, Board, Minister, Committee related to staff being hired

Support Provided

Human Resources Committee, Board, Minister

First Unitarian Church Position Description

Position Name *Employee Handbook Supervisor*

Purpose of Position

Responsibilities

Qualifications

Amount of Time Required

When

Training Provided

Responsible To

Support Provided

Last reviewed ___/___/___