

Zion Lutheran Church
Human Resources (HR) Committee

TERMS OF REFERENCE

PURPOSE: The Zion Lutheran Church HR Committee will function according to the following mandate:

- Develop an organizational structure for Zion Lutheran Church for recommendation to Council
- Determine the status of each position and recommend to Council prior to recruitment, including employee position(s), contract position(s), full-time, part-time, etc.
- Ensure compliance with Labour Standards and Canada Revenue Agency rules and regulations regarding employment and contractors
- Oversee recruitment of staff and personnel, including contractors, as approved by Council
- Ensure staff and contract positions have Job / Position Descriptions prior to recruitment
- Develop postings/job ads for each position
- Conduct screening, interviews and make recommendations to Council for the hiring of staff and contractors
- Draft Employment Agreements and Contracts and recommend to Council with each position
- Develop and oversee a Volunteer Policy, including recruitment, screening and functions for volunteers
- Develop and maintain reporting relationships between staff and Council and staff and Pastor

VALUES: The Zion Lutheran Church HR Committee will operate within the following value system:

- solution focused in planning and human resource management
- respect and maintain confidentiality of sensitive information
- communicate in a respectful, open and honest manner
- proactive in meeting the needs of the Council and congregation
- coordinate the use of resources in the most efficient and effective manner possible
- follow-through on commitments to each other, to Council, and to the Congregation

MEMBERSHIP:

- An elected member of Council shall be the Chairperson of the HR Committee (Heather Leask)

- A minimum of 2 and a maximum of 3 congregational members, with an interest and working knowledge of human resources and volunteer management, shall be appointed through an Expression of Interest, selection and motion of appointment by Council.
- The Congregational Chairperson shall be an ex-officio member of each Committee.
- The Pastor shall function in an advisory capacity to each committee.

TERM:

- The Chairperson will follow his/her term of office on Council.
- All terms of appointment shall be for one year.
- Appointees are eligible for re-appointment up to ___ consecutive terms.

MEETINGS: The Zion Lutheran Church HR Committee will meet quarterly or as required based on staffing needs at a set date and time at a location to be determined.

- The Chairperson shall be responsible for calling meetings and providing an agenda.
- Notice will be sent to all HR Committee members and applicable staff 3 days in advance of meeting via text or email.
- A Secretary will be selected from within the Committee who will be responsible for taking minutes, having them typed and distributing to Committee members and Council.
- Virtual meetings and teleconference meetings are acceptable.

ACCOUNTABILITIES: The Zion Lutheran Church HR Committee is accountable to Congregational Council and will provide minutes of meetings to Council and an annual report to the Congregation.

Endorsed: