

BEACON UNITARIAN CHURCH
STAFF POLICY
(Revised May 2009)

CHURCH VALUES AND GUIDELINES

- We value the many and varied contributions to the work of the Church made by both staff and volunteers.
- We value an atmosphere of collaboration and cooperation which will further the Church in achieving our mission.
- We value a clear and open decision-making process.
- We recognize that due to the complex nature of our work and the number of people involved, roles will often need to be clarified. Both staff and volunteers need to show leadership in identifying ambiguous situations and in clarifying proper communications and decision-making channels.
- We strive to value people over task. All are required to treat each other with respect and care while being sensitive to each other's personal journey.
- We are committed to being in a relationship of integrity with the staff.

STAFFING POLICIES

Fair Wage Policy:

- Beacon is committed to paying fair wages for professional services. It will establish the wage goal based on comparable professional positions. Beacon will make every effort to bring staff wages up to those levels.

Work Environment Policy:

- Beacon will contribute to Workers Compensation Board (WCB) and will attempt to provide a healthy, safe workplace.

Training Policy:

- Beacon is committed to providing adequate training for staff. This will be discussed as the need arises or during the performance review.

Staff/Congregation Relations

- Staff positions are professional in nature. The staff person will be expected to act in a professional manner with regards to confidentiality, to represent the Church and its values in a positive way while performing the job, and to use discretion in fulfilling the expectations of the job.
- Staff positions are service positions. The purpose of the staff is to facilitate the on-going work of the Church.
- If staff cannot help with a congregant's request due to heavy work demands, staff should refer the congregant to the correct person or group.
- All staff positions may include the responsibility of organizing volunteers. Staff is expected to show appreciation for their contribution.
- We encourage people to raise and deal with concerns early while they are still minor. Volunteers must be conscious that the staff person interacts with many congregants and one or more committees and that it may not be possible for staff to meet all requests immediately.

STAFFING PROCEDURES

Decision Process for Hiring

- The Church makes a decision to hire staff when there is a task to be done, when the budget is available, and when volunteers are unable to carry the load by themselves. Normally, the committee(s) that has (have) the responsibility of the task makes a request to the Board to hire staff. If the committee is not functioning well, the Board may have to make the decision to build the committee by hiring staff.

Hiring Process

- The Board must first decide whether this will be an employee position or a contract position and will establish a hiring committee to define selection criteria, advertise, interview, and recommend a candidate for the position.
- The committee chair(s) who will be working with a particular staff person should be on the hiring committee. Board that have no experience hiring staff may benefit from involving professionals outside the congregation. They can also access job descriptions, salary levels, sample contracts, etc. from other congregations.
- A high level of consensus by the hiring committee is required in selecting the successful candidate.

Employees

- All employees will sign an employment contract, which states: 1) the wage rate; 2) the number of hours to be worked; 3) holidays and benefits; 4) the payroll deductions to be made. Both parties will also agree upon a job description and performance evaluation process.
- All employment arrangements will meet the Revenue Canada guidelines and requirements.

Contractors

- Contract staff agrees in writing to do a specific task for a maximum of hours for a specified fee and a specified period of time.
- Contract staff are independent professionals, in business themselves, who provide their own office and equipment. They may submit claims for direct expenses, but not for overhead expenses.
- All contract arrangements will meet Revenue Canada guidelines and requirements.

Supervision

- The Personnel Committee (Board Executive and Minister) has the full responsibility to supervise staff.
- This committee will designate one of its members to be the liaison for the committee. The liaison is responsible for maintaining dialogue with the staff person regarding the work being done and any problems that may be occurring. The liaison will ensure that staff has the support needed.
- Complaints from either congregants or staff person can be fielded through the liaison who will arrange a process to resolve the problem.
- The Personnel Committee will initiate and conduct the performance review.

Performance Evaluation

- Each staff person will have an evaluation at a time agreed to in the employment contract. Employees with indeterminate contracts should have a review once a year.
- The goal of the evaluation process is to improve staff effectiveness and thus the overall functioning of the Church.
- The process will include:
 - a. a self-evaluation of the year's performance goals, the results achieved, problems encountered and recommendations for the coming year.
 - b. feedback from at least 3 congregation members (chosen by the staff person and agreed to by the Personnel Committee) who work closely with the staff person.
 - c. review of the various documents by the Personnel Committee, which will make an overall assessment of the situation and the year's accomplishments.
 - d. discussion of the evaluation and negotiation of any changes to be made. Set goals for the next period.
 - e. a written copy signed by both parties for the staff member and the Church files.
 - f. If either the staff member or the liaison requests it, the staff member can meet with the Personnel Committee as a whole to resolve any issues.

Salary Review Procedure

- The Personnel Committee will review staff compensation on an annual basis. The review will take into consideration the changing requirements of the position, economic factors such as the cost of living, the Church's fair pay policy and pay goals, and the most recent performance evaluation.
- Recommendations for salary changes will be incorporated into the budget planning process, to be approved by the Board and presented to the congregation for approval.
- Final implementation of the salary changes will be dependent on a successful canvass and will be implemented in the new Church year.

Day-to-Day Communication, Guidance and Priority Setting

- The staff person works with various committee chairs, committee members, and congregants as colleagues. Relations are collegial and respectful. This requires open, direct communication. If a congregant needs something done and believes the staff person is the right person to do it, the congregant can discuss it with staff. If the staff person cannot do it, staff can suggest who might be able to do it and how to get it done.
- If there is a dispute, then either the congregant or the staff member can bring the problem to the liaison for further resolution.
- Staff is usually responsible for maintaining Church files and records. Staff will make sure the board and committee(s) have any information they need, and committee chairs will make sure staff are up-to-date on committee work and have copies for the Church files.

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