

*Nous sommes ici pour célébrer, éduquer, encourager et servir. We are here to celebrate, educate, encourage and serve.*

## STAFF SUPPORT COMMITTEE

**MANDATE:** The Staff Committee provides a supportive, consultative and creative forum for the nurturing of the Conference Office staff, their work and ministry.

### Accountability

The Staff Committee is a standing committee of the Conference Executive. It regularly reports to the Executive and annually at the Conference Annual Meeting.

### Roles and Responsibilities

- Meet on a regular basis with staff persons to foster a positive environment that affirms and supports their ministries by providing pastoral and personal support
- Ensure new staff members are welcomed, are oriented to their positions and that they are covenanted/welcomed by the Conference Executive.
- Promote the well-being of staff with sensitivity to workloads, recognition of personal needs and promotion of personal self-care. Celebrate life transitions and milestones.
- Provide a forum for the staff to discuss their plans for continuing education, study leave, etc.
- Prepare budget requests for staff development and for the work of the Conference Staff Support Committee.
- Understand and hold in trust the Conference vision for its staff, reflecting on and encouraging staff members in the setting of priorities, goals and visions. Assess and reflect on the implications for staff time when motions are passed at Conference/Executive meetings. Provide a forum for the assessment of job descriptions.
- Provide a forum in which staff can be listened to and heard by persons who have an understanding of the work, so that they can test their ideas and share the joys and challenges of their work
- Periodically review working conditions and make any recommendations to the Conference Executive
- Serve in an advisory capacity, regarding personnel issues, to the Executive Secretary.
- Conduct exit interviews with all staff.
- Receive reports from the Executive Secretary regarding his/her work
- Provide input to the Executive Secretary's performance review
- Participate in training and education for the ongoing work of the Committee

*Last Updated – November 16, 2015*

## **COMMITTEE MEMBERSHIP:**

The Staff Committee comprises a Chairperson and up to five other people. New members shall be recommended in consultation between the existing members of the committee and the Executive Secretary and then confirmed by the Conference Executive.

This committee will strive for a balanced representation from the Conference including such factors as experience in pastoral relations/oversight; experience in church courts such as Conference President; as well as representation of both male and female, lay and ministry, etc.

## **SKILLS AND GIFTS:**

**EXPECTATIONS & TERM OF OFFICE:** Continuing until the 43<sup>rd</sup> General Council when it will be reconsidered

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