All Saints Lutheran Church, Norwood

Mutual Ministry/Human Resources Team Charter

 Ministry Team: Mutual Ministry /Human Resources

 Prepared By: Pastor Eric and Lisa Wagoner

 Last Revised Date: 07/18/06

 Reviewed and Approved Date:

# Purpose of the Ministry Team

## Primary Mission: Guided by the Holy Spirit, the Mutual Ministry/Human Resources team works with the Pastor to develop and administer policies and procedures concerning salaries, benefits, working conditions and other personnel related matters that affect all paid staff members at the church.

**Primary Scope:** Paid staff

# Report-ability

## Responsible for the following reporting documents:

|  |  |  |  |
| --- | --- | --- | --- |
| Report name | Purpose | Timeline | Submit to |
| Annual Budget Request | To adequately finance the salaries and benefits of all paid staff.  | Written requests due October 31st of each year. | Church Council President and Chair of the Finance Ministry Team.  |
| Annual Event Report | To provide an annual report of the ministry team.  | Report is due October 31st of each year.  | Church Council President |
| Agendas, Meeting Notes and Summaries | To serve as documentation for the Constitution and Bylaws.  | As directed in the Bylaws of All Saints | Members of the Ministry Team; Church Council President and Secretary of the Council.  |

# Membership

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| --- | --- |
| Name | Role |
| Lisa Wagoner | Chair/Council Member |
| Pastor Eric Aune | Pastor |
| Mike Eggers | Council Member |
| James Hermann | Council Member |
| Tom Simmons | Congregation member |
| Open Position | Congregation member |

# Ministry Team Meetings

## Meeting Schedule

Meetings will be scheduled in

|  |  |
| --- | --- |
| February | Position Description review/Check in with Staff |
| June | Review any state or federal changes in compensation/Prepare for evaluations |
| August/September | Performance and goal evaluations |
| October | Salary recommendations are due to Finance Ministry Team based on performance evaluations and available budget.  |

# Applicable Bylaw language

**C13.03.** A Mutual /Personnel Ministry team shall be appointed jointly by the council and the pastor/staff. The council shall choose three individuals from the council. The Pastor/Staff will appoint two members of the congregation and these individuals will constitute the team. Term of office shall be two years, with two or three members being appointed each successive year based on the term cycle. No member of this team shall serve more than two consecutive terms.

**C13.06.01.** Define Responsibilities of Congregation Council Committees

 a. Each Ministry team will maintain current charters (C4.04.03) for their ministry team including
purpose, scope, responsibilities and frequency of meetings.

 b. Perform any other duties as defined by the Congregation Council

**C13.06.02.** Duties of the Ministry Team Chairpersons

 a. Each Ministry Team will have an identified Chairperson.

 b. Prepare an annual budget request for their respective ministry team.

 c. Prepare an annual report for their respective ministry team.

 d. Oversee the direction and work of their ministry team.

 e. Present a report of its activities to the Congregation Council at the monthly meetings.

 f. Prepare agendas, notes and summary reports as necessary.

 g. Perform any other duties as defined by the Congregation Council.

**C13.06.03.** No ministry teams or organizations within the church shall store church money in external or personal checking/savings accounts.

**C13.06.04.** All Ministry Teams (C4.04.02), shall submit an annual report to the church office at least 30 days prior to the annual meeting.

# Applicable Budget

None

# Responsibilities

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| --- |
| **Overall** |
| 1. Develop and implement all policies involving staff of the church.
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| 1. Provide advocacy and recognition for staff
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| **Review** |
| 1. Will identify or utilize a standardized tool for annual evaluations of staff.
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| 1. Will identify congregation members on a rotating basis to complete a portion of the staff reviews.
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| 1. Will summarize and communicate results of the staff evaluations to staff and pastor.
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| 1. Will complete an annual review of position descriptions and if necessary, support updates or adaptations.
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| 1. In consultation with staff and pastor, make new position recommendations providing supporting documentation.
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| **Compensation** |
| 1. Will provide support and research regarding payroll or compensation rule changes.
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| 1. Will provide budget requests including salary, benefits and other compensation dollar amounts with back up documentation to Finance Ministry team for annual budget development.
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| 1. Will oversee the use of vacation time and accurate reporting of all time worked.
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| 1. Will make improvement suggestions of reporting, status or procedures as necessary.
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| **Conflict Management** |
| 1. Will provide requested mediation between staff, pastors, membership or outside constituencies as outlined in the approved Constitution and Bylaws.
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| 1. Will ensure timely investigation, action and written follow up to appropriate individuals within established rules of confidentiality.
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| 1. Will engage the synod as necessary to appropriately mediate larger issues.
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| **Qualifications** |
| 1. Ability to keep confidences, listen and speak as a disciple of Christ and to consider the well-being of the congregation.
 |
| 1. A member of the congregation in good standing.
 |
| 1. Have experience or an interest in human resource/personnel issues.
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