



Personnel Committee

Why?

Ch. 12 CONGREGATION COUNCIL

C12.04c To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.

C12.04d To maintain supportive relationships with the rostered minister(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.

C12.08

The Congregation Council shall be responsible for the employment and supervision of the staff of this congregation.



Ch. 13 CONGREGATION COMMITTEES

- C13.01 Executive Committee=
Officers - President, VP,
Treasurer, Secretary, Pastor
- C13.02 Nominating Committee
- C13.03 Audit Committee
- C13.04 Mutual Ministry Committee
- C13.05 Call Committee
- C13.06 Other Committees



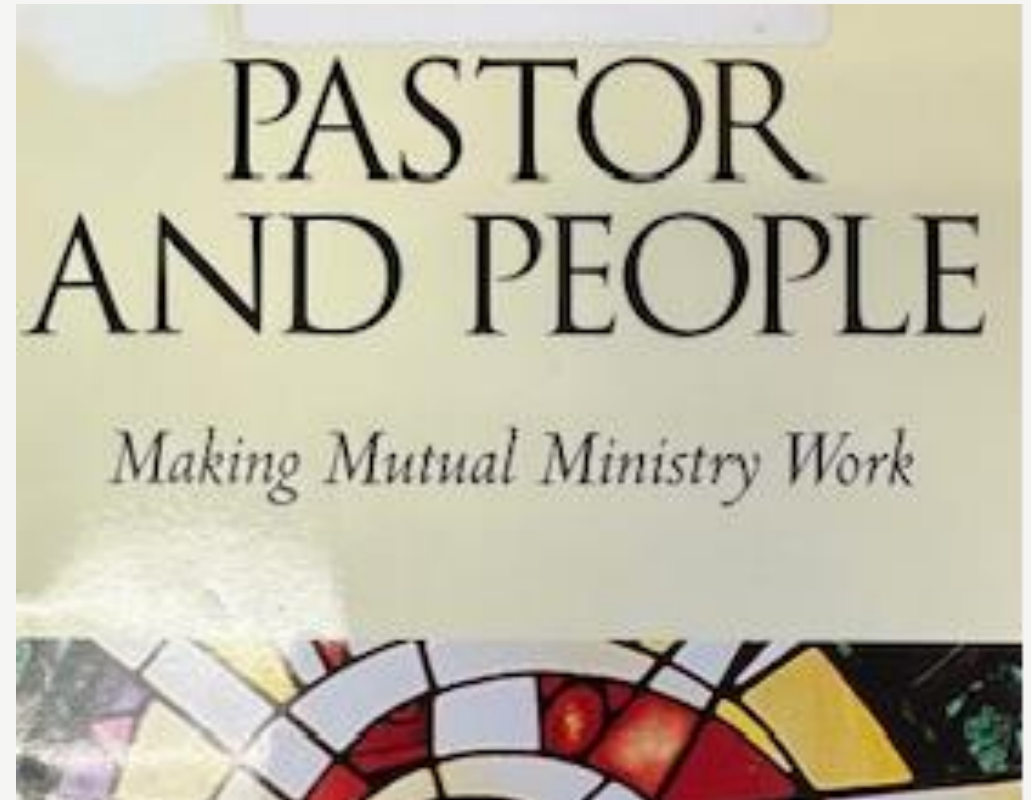


Mutual Ministry Committee

Mutual Ministry:

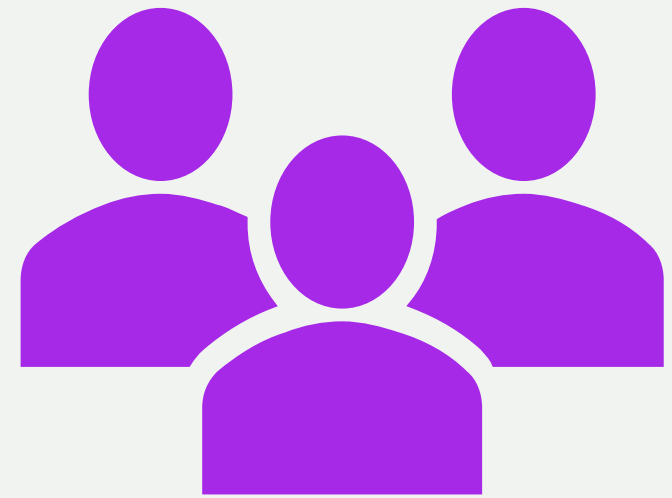
"A mission-oriented enterprise that is characterized by a broad vision of ministry and a healthy practice of mutuality."

We're in it together!



The Mutual Ministry Committee:

- is oriented toward God's mission.
- builds on a broad vision of ministry and a healthy practice of mutuality.
- makes use of a small group approach to develop mutuality.
- carries out the ministry tasks of scanning and response in support of mission.





The Mutual Ministry Committee

- Mutuality exists not “between” the rostered minister and people but “among” all the people, including the rostered minister.
- Patiently builds relationships within the group.
- Is grounded in prayer, bible study, conversation.
- Is not the place for therapy, biases, or personal agendas.
- Doesn't get turned-in on itself.
- Scans life within the congregation and community.
- May share observations with the Council.





Personnel Committee

A Personnel Committee

- May make recommendations to the Council on employment policies
- Assists Council in preparing for a fair review process
- Works with rostered minister & employees on position descriptions
- Doesn't act on its own
- Is not the complaint department
- Does its work as a ministry of justice: fairness to the people the congregation pays to carry out its work.

Personnel Committee

- Has read & discussed constitution, church's insurance, fair employment laws, ELCA health & pension & benefits program, and synod compensation guidelines.
- Understands Letter of Call and policies for time away, ESST, continuing ed., reimbursable expenses, position descriptions.
- Ensures there is 'safe ministry training' and a publicized process for the reporting of breaking trust/misconduct.
- Has at hand the synod/bishop contact 507-367-3904.

Ministry Review and Evaluation

Should be based on real responsibilities in this congregation and our shared mutual expectations

May include these components:

1. Ministry goals of rostered minister / employee

2. Review of basic ministry areas:

- Understanding of ministry

- Caring for the needs of the congregation

- Following Christ's mission into the world

- Mutual ministry cared for together

Avoid rating systems (poor, unacceptable, average, excellent, etc.), surveying everyone at worship, and sharing raw hurtful comments that can never be unseen by the staff member.

3. Planning and goal-setting for next year

Personnel Committee Members

- Engaged in the congregation: active in worship and ministries, president or vice president, someone from another committee or team
- Understands the nature of church and ministry 24/7/365 and 'wheel of well-being'
- Experience and skills with employment
- Responsible, fair, partners, keep stricts confidentiality
- Appreciates the challenge of the "Covenantal Relationships" and "Employment Relationships" of being church. (*Susan Beaumont)
- May meet monthly or periodically, depending.



**Conversations,
questions, or
take-aways**