

SECTION 3 - Personnel

Origin: TOTP Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

Date: 21 November 2015

3.8 Duties of Church Committee

3.8.1 To act on behalf of the congregation between annual meetings.

The role of the Church Committee is “to serve the congregation”. The annual congregational meeting approves the budget that sets out the congregation’s priorities for the coming year. It is the work of the church committee in part to carry out the goals and objectives approved by the congregation.

As circumstances change, the church committee makes decisions on behalf of the congregation as it seeks to carry out its goals and objectives. The church committee along with the wardens and Incumbent/Ministry Developer needs also to ensure the congregation has the opportunity to talk about and discuss the direction, purpose, statement, goals and objectives of the parish as it seeks to carry out its mission to the world.

3.8.2 At all times to support and assist the Incumbent/Ministry Developer and wardens in the execution of their duties.

The committee is to work together with the Incumbent/Ministry Developer and wardens as a team responsible for the mission of the parish. The wardens, in consultation with the Incumbent/Ministry Developer, are to teach and encourage this working relationship.

3.8.3 To clarify the long and short term goals and objectives of the congregation and to develop a program to achieve them.

This is the crucial work. The church committee is to develop programs to enable the parish to move forward in the direction decided, and achieve the goals and objectives agreed upon.

3.8.4 To communicate and interpret the goals, objectives and program of the congregation to its people and to encourage them to support the same. To participate in the life of the congregation as an example to ensure everyone knows what is happening, why and how they can be a part of it.

- 3.8.5 With the wardens to ensure all the necessary furnishings and equipment are available and in good condition for the proper provision of worship and congregational functions.

Here the church committee, in conjunction with the wardens, has the task of ensuring the facilities and tools are available for congregational programs.

- 3.8.6 To appoint and set the terms of employment of all lay persons employed by the congregation whether full-time, part-time, honorary or paid.

The wardens or an appointed committee takes responsibility for the human resources to carry out parish programs, by creating position descriptions, work parameters, and pay scales. It is the responsibility of the wardens to deal with personnel issues in a confidential manner and report to Church Committee the results of these dealings.

- 3.8.7 To maintain an inventory of all property of the congregation.

The committee must maintain a written inventory of the facilities and tools required for the congregation to carry out its mission.

- 3.8.8 To establish such sub committees as the church committee may decide.

Reality says that not everyone can be involved in every goal or objective of parish program. Work may need to be divided up to be better accomplished. The work of the wardens, along with the Incumbent/Ministry Developer, is to ensure the church committee does its work for the benefit of all.

- 3.8.9 When church property is used by an outside body for a one time event and alcohol is being consumed, it is necessary the appropriate permits and licenses be obtained as follows:

- a) for the person that is serving the alcohol, a copy of their serve right license.
- b) a copy of the temporary license to serve and sell alcohol that has to be displayed at the bar area.