

DRAFT FOR APPROVAL
Policy Document on Non-Staff Part-Time work at Northlea United Church

This policy document shall be in line with the current version of the United Church of Canada Manual.

At times, committees may need to compensate for work that cannot be filled through regular volunteers or by staff. This policy does not apply to one-time contract personnel that may need to come to the church on an infrequent basis.

Should a committee decide that fees be given to a person the following procedures should be followed.

- 1) The committee should ensure that the budget allows for such work through discussions with the treasurer and finance committee.
- 2) A description of the work should be written by the responsible committee and reviewed by Ministry and Personnel.
- 3) Committee can receive guidance from the Ministry and Personnel Committee on the appropriate fee structure.
- 4) The final approval of the availability of the contract should be done at the Board level, normally through the budgeting process.
- 5) These contracts should be reviewed and approved at the Board level, annually as to their need and the availability of funds.

If contract work is available

- 1) It is the policy of Northlea United Church that being a member or adherent of the Church does not exclude a person from applying for the contract.
- 2) It is the policy of Northlea United Church that the fact that a person is not affiliated with the Church does not exclude a person for applying for the contract.
- 3) Contracts should be advertised widely in appropriate forums (bulletin, website, local papers etc). Specific requirements such as theological background or music ability or professional affiliation should be clearly stated on the posting.
- 4) When interviews are required, there should be a minimum of 2 committee members or designates at the interview and if possible a member of the Ministry and Personnel committee. The final decision as to who to engage is with the Committee responsible for the contract.
- 5) Contracts are only effective for one budget year. If the contract is renewed for the following year and the person who filled the contract is acceptable, a new posting and selection process do not need to be done.

Initiation of the Contract

- 1) All contracts should be reviewed and approved by the Ministry and Personnel Committee prior to being offered.
- 2) Contracts should be signed and copies of the contracts should be kept by the responsible committee and the Ministry and Personnel Committee.
- 3) Northlea United Church's Duty of Care document will be read and initialed as part of the contract process.
- 4) Where required a Police Records Check (PRC) will be a condition of the contract.

Grievance

- 1) If a person has a dispute with the contract process or during the contract, this dispute should be directed to the Chair of the Committee responsible for that position. If a resolution is not found, then it is referred to the Ministry and Personnel Committee.

The Board of Northlea United Church should review this policy document once a year.

This policy document is effective on February 10, 2010

Next review date: February 2011.