

**Peace River Presbytery**  
**Purpose and Responsibilities Guide**  
**for the**  
**Human Resources Team**

**1. Purpose Statement - Job Description (per the Standing Rules)**

8.5.3 **Human Resources Team.** Ordinarily the moderator of the Human Resources Team shall be a ruling elder. In the event that the Team uses a co-moderator model, it would ordinarily be desirable for both a teaching elder and ruling elder to be represented. This team (9 members) shall be responsible for:

8.5.3.1 Assisting the General Presbyter in his or her role regarding human resource matters, including professional and leadership development of staff and volunteers and in making any recommendations to the Steering Committee.

8.5.3.2 Nurturing a culture that values relationship building and mutual respect. Ensuring that new committee or team members are properly onboarded and members completing terms of service are appropriately recognized with appreciation.

8.5.3.3 Conducting annual performance reviews of the General Presbyter and Presbytery's elected staff in consultation with the General Presbyter. Assisting the General Presbyter in conducting annual reviews of the Presbytery's hired staff.

8.5.3.4 Preparing and recommending, upon consultation with the Finance Team, the annual compensation of the Presbytery staff to the Presbytery through the Steering Committee.

8.5.3.5 Preparing and recommending, upon discussion with the General Presbyter, human resource policies for the Presbytery staff to the Presbytery through the Steering Committee.

8.5.3.6 Serving as a resource to the churches of Presbytery in human resource matters.

8.5.3.7 Administering the Presbytery's policies as defined in the *Administrative Manual* on the process for nominating and electing commissioners to the General Assembly and to the Synod.

8.5.3.8 Nominating members of committees, teams, commissions and boards as required including the moderators and vice-moderators, or co-moderators, at the last Stated Meeting of Presbytery of the year.

8.5.3.9 No person shall ordinarily serve in more than two (2) elective positions in Presbytery at the same time.

8.5.3.10 With the exception of the Steering Committee, no members of the professional or office staff shall serve on any of Presbytery's committees or teams except in an advisory capacity.

8.5.3.11 Vacancies are to be filled by the Human Resources Team as they occur by submitting nominees for replacement at any properly called meeting of Presbytery.

**2. Vision Statement:** The Human Resources Team shall provide leadership on matters related to the faithful deployment of God's people in Peace River Presbytery to include paid staff, volunteer staff and volunteers. The Team shall take a broad view of task analysis, performance appraisals and leadership development. Placing value on nurturing relationships is a cultural thread that the human Resources Team will shepherd and caretake in their work.

**3. The scope of responsibility of members and leadership.**

a. Team member responsibilities shall:

1. Be familiar with Peace River Presbytery Employee Handbook and Human Resources policies.
2. Participate in developing or updating necessary Human Resources procedures and policies.
3. Develop annual review protocols/procedures, in conjunction with General Presbyter, in conducting annual reviews with the Presbyter's elected staff and non-elected staff, including Mission Peniel staff.
4. Be familiar with Peace River Presbytery Standing Rules, Team/Committee Leader Protocol Guides and Representation Committee report.
5. Participate in developing and implementing recruitment and consideration practices that match volunteer skills and passions to the needs of the Presbytery's teams/committees.
6. Participate in developing appreciation practices for staff and volunteers.
7. Serve as a sounding board for the General Presbyter

- b. Moderator/co-Moderator shall:
  - 1. serve as a member of the Steering Committee and provide periodic written updates about on-going or new plans/initiatives/actions. When action is required it is desirable for a written proposal to be sent in advance of regularly scheduled Steering Committee meeting.
  - 2. work with the General Presbyter in setting Team meeting times and meeting agendas
  - 3. be responsible for communications between the Team, the Steering Committee, Presbytery staff and with congregations.
  - 4. moderator or vice-moderator shall serve on Representation Committee and serve as bridge between the work of Human Resources and Representation.
- c. The General Presbyter shall: take the initiative in communicating necessary related information and updates to the Team's moderator and committee.
- d. Other PRP staff responsibility or support: include-assisting with meeting logistics and providing staff-related budget information.

4. Authorities Granted:

- 5. Items that shall be reviewed by the Steering Committee for action by Presbytery
  - a. Staff compensation
  - b. Human Resources policies
  - c. Job descriptions

**6. Committee Members (2020) are:**

Laurie Haas, co-moderator 1/2021  
Sandra Wharton, co-moderator 1/2021  
Will Browne – 1/2020  
Karen Wismer – 2/2020  
Rex Childs – 1/2021  
Elizabeth Deibert – 1/2022  
Bruce Hedgepeth – 1/2022  
Dave Nichols – 1/2022  
Janice Croley – 1/2022

Ex Officio: Melana Scruggs, General Presbyter

**7. Staff Support** will be defined and delineated in the implementation plan.

8. 2020 Year Calendar:

Action
<b>January</b>
<ul style="list-style-type: none"> <li>• Provide orientation to new members of the Team</li> <li>•</li> <li>•</li> </ul>
<b>February</b>
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>March</b>
<ul style="list-style-type: none"> <li>• Review Representation Committee report to identify gaps/imbalance to be addressed in nominations process.</li> <li>•</li> <li>•</li> </ul>
<b>April</b>
<ul style="list-style-type: none"> <li>• Prepare slate of nominations to fill mid-year vacancies – for Presbytery action</li> <li>•</li> <li>•</li> </ul>
<b>May</b>
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>June- July</b>
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>August</b>
<ul style="list-style-type: none"> <li>• Prepare for annual staff reviews</li> <li>•</li> <li>•</li> </ul>
<b>September</b>
<ul style="list-style-type: none"> <li>• Prepare compensation recommendation to Steering Committee</li> <li>•</li> <li>•</li> </ul>
<b>October</b>
<ul style="list-style-type: none"> <li>• Finalize slate of nominations for Presbytery action</li> <li>• Anticipate openings to be filled in next year and initiate recruitment process.</li> <li>• Prepare appreciation communications to retiring team/committee members</li> </ul>
<b>November</b>
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>December</b>
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>