M&P 101 Training

CANADIAN SHIELD
REGIONAL COUNCIL
The United Church of Canada

SHINING WATERS
REGIONAL COUNCIL
The United Church of Canada

By the end of this workshop, you will…

1. **be able to understand the difference between being a parishioner and being a M&P member.**
2. **be able to identify two helpful images for the role of being a M&P member and select one that will inform your purpose as a M&P Committee member.**
3. **be able to apply a communication strategy that supports and values lay employees and ministers.**

Policies and Procedures

1. All congregations or pastoral charges must have a committee or other body, which may be called the Ministry and Personnel Committee or a different name, with the following responsibilities:

Responsibilities

a) being available for consultation and support for matters involving the pastoral charge staff;

b) overseeing the relationship of the pastoral charge staff to each other and to people in the congregation;

c) regularly reviewing the working conditions, responsibilities, and compensation of all pastoral charge staff;

Responsibilities

d) making any recommendations needed as a result of these reviews to the governing body

e) revising position descriptions of pastoral charge staff as needed;

f) conducting annual performance reviews of the pastoral charge staff;

Responsibilities

g) ensuring pastoral charge staff make use of opportunities for continuing education that they have been given; and

h) maintaining close contact with the regional council Pastoral Relations Committee or equivalent. (The Manual, 2024, B.7.8.5)

Policies and Procedures

2. Ministry personnel called or appointed to a pastoral charge…may not be members of…the Ministry and Personnel Committee. (The Manual, 2024, B.7.8.4)
3. The Ministry and Personnel Committee…is responsible for making decisions about compassionate leave. (The Manual, 2024, I.2.3.3)
4. Lay employees of the community of faith may not be members of the M&P Committee.

Policies and Procedures

5. When a ministry personnel is planning a sabbatical leave, the ministry personnel's sabbatical plan must be approved by the M&P Committee and reported to the governing body for information.
6. The M&P Committee, as a whole committee, shall not replace the search team in the event of a change in the pastoral relationship or a new position.
7. In a multi-point pastoral charge, at least one member of the M&P Committee should come from each congregation in the charge.

Dual Relationships and Responsibilities of M&P

What hat am I wearing?

The Church as a Workplace

What makes the church different from other workplaces?

M&P Image: Trusted confidant

- **Builds relationships of trust with staff**
- **Knowing what should be kept in confidence and what is transparent**

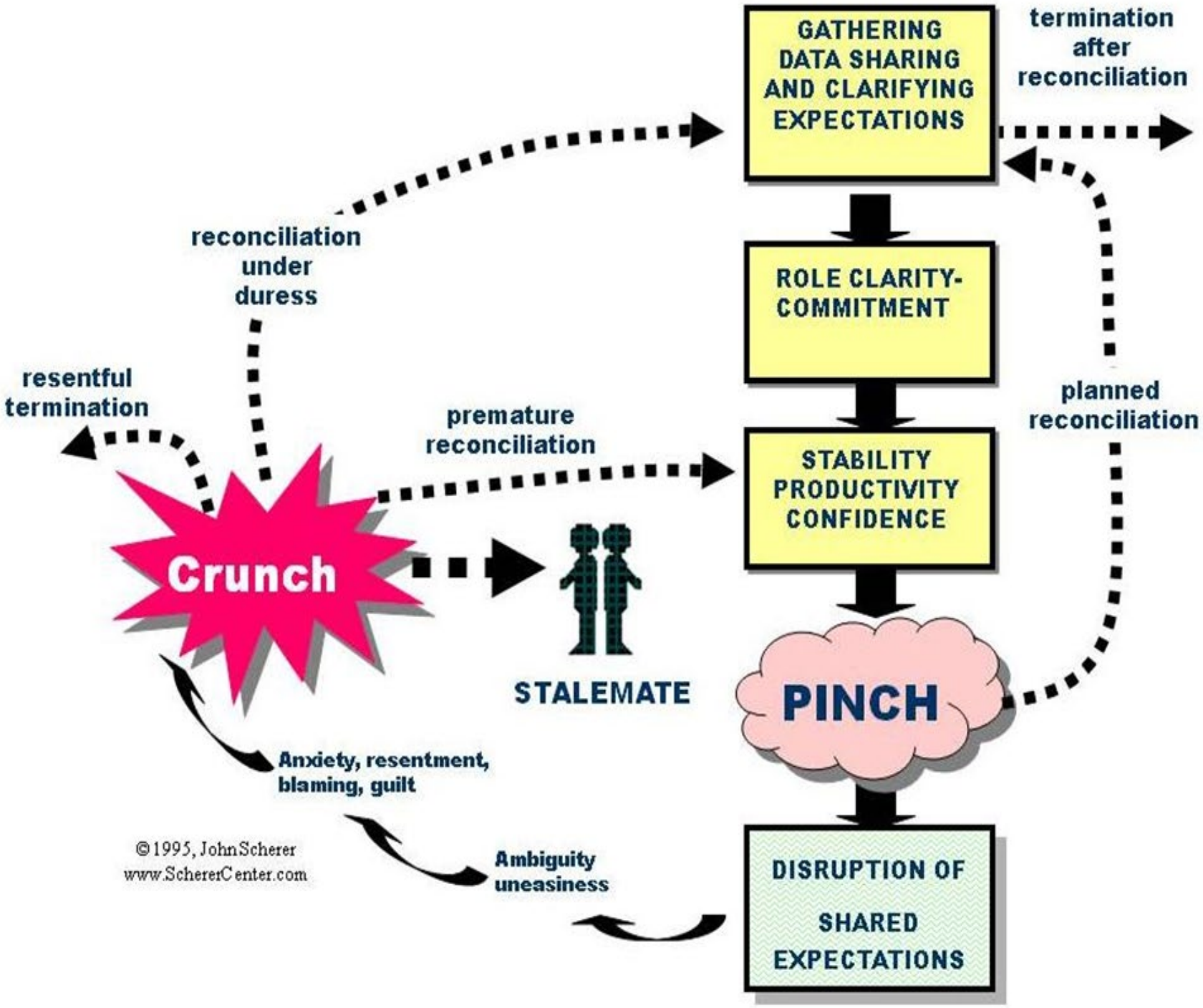
Trusted Supervisor

Giving feedback to a staff person or minister is one of the most difficult tasks of M&P. Sometimes fear of possible reactions make M&P committees shy away from having feedback conversations.

Trusted Supervisor

- Less intimate yet still committed to caring for the employee
- Provides clear direction about job description
- Addresses concerns quickly and appropriately
- Offers helpful and consistent feedback
- Knows how to access policy and procedures of the United Church of Canada

Pinch /Crunch Model



Principles for Giving feedback

Principle #1: Feedback is a regular practice. It just doesn't happen when there is a problem. Positive feedback, appreciation is an important counterpoint when difficult feedback needs to happen. (90% positive to 10% constructive feedback)

Principles for Giving feedback

Principle #2: Focus on the issue and not the person. It's important to distill the feedback you want to give to make sure it's about an objective issue that can be worked on.

Principles for Giving feedback

Principle #3: Does the issue concern the staff person, or does the feedback belong with a church member/committee?