

Human Resources Committee - Guidelines

Constitutional Provision and General Statement of Purpose:

This committee shall be responsible for nominating members for Council offices, boards, committees, and appointed positions; supporting growth in membership and member involvement; and helping the church plan for its future.

Goal

The primary goal of this committee is to welcome and recruit church members and visitors into the life of our church. The secondary goal is to provide support to other committees and boards in accomplishing their goals and objectives in fulfilling the mission of the church.

Responsibilities

This committee will consist of at least five members. Committee members should serve a minimum term of one year, beginning in May. The first meeting in May should focus on identifying committee members to carry out the following responsibilities.

Committee Chairperson

- Plan and chair HR Committee meetings [Ongoing]
- Attend Council meetings [Monthly]
- Monitor progress of actionable projects/assignments taken on by other members [Ongoing]

Committee Secretary

- Make sure minutes from each HR Committee meeting are prepared and distributed [Ongoing]

Nominations/Recognition

- Prepare candidate slates for all appointed and elected positions [Jan.-April]
- Provide volunteer recognition support to all boards and committees [May - April]
- Initiate Time & Talent update [Aug. - Sept.]
- Coordinate tabulation of Time & Talent sheets [Dec.]
- Coordinate distribution of Time & Talent sheets to appropriate Committee members [Dec. - Jan.]
- Coordinate with other boards and committees a training session as needed for leaders and/or volunteers, for example ushers, coffee servers [Feb.]

Growth and Planning

- Provide support to all boards and committees in establishing realistic, achievable goals and objectives [April - May]
- Coordinate and manage volunteers for contacts with Visitors, Visitor Welcoming, and Name Tag Welcomer programs [Management ongoing, recruit volunteers in Dec.]
- Coordinate New Member Sponsor program with clergy [Ongoing]
- Attend new member orientation meetings [Ongoing]
- With clergy, prepare agenda for May All Boards and Committees meeting [April]
- Coordinate gathering and updating all boards' and committees' notebooks for May meeting with church office staff and clergy [April]
- Provide support for church growth with appropriate communications, publicity, and advertising [Ongoing]
- Ensure that statistical information about membership and participation is compiled and distributed appropriately

Procedures

The guidelines that follow outline possible strategies that can be used to carry out the major responsibilities of the HR Committee.

Nominating

1. In December and May and when new members are received, make sure that all of the recruiters on each board and committee are aware of the "human resources" in our congregation that are indicated by the Time & Talent data. For example, Deacons recruit ushers.
2. In January of each year, review the tabulations of Time & Talent pledges to begin the nominating process.
3. At the February Council meeting, recommend people for appointment as delegates to the Annual Meetings of the Minnesota Conference of the UCC, and to the meetings of the St. Paul Area Council of Churches.
4. At the April Council meeting, present nominees for all of the appointed positions.
5. Two weeks before the Spring Meeting of our congregation, give public notice of the slate of candidates for Council offices and for the elected boards and committees of the church. Prepare the slates with the objective of achieving a representative balance of members (age, length of membership, married and single, gender, etc.).
6. Recommend persons to the Council to fill vacancies in volunteer positions as they occur.

Growth - Visitor Development

1. Coordinate listings in community newspapers, directories, website, etc.
2. Get out the word about our congregation to people who have not yet visited and might be looking for a church connection such as ours (for example local newspaper ads, phone calls to newcomers, mass mailings, distribution of brochures, door-to-door visits, etc.).
3. Find ways to encourage our members to invite unchurched friends and neighbors to visit our church.
4. Give special attention to visitor development during the summer and early fall months.
5. Encourage and help coordinate the publicity of special programs and activities of the church.

Growth – Hospitality

1. Encourage a warm Sunday morning welcome to visitors and others before and after worship, and during the fellowship time. Recruit and oversee a team of name tag welcomeers who will provide nametags as well as a warm welcome, which is in addition to the welcoming done by greeters, ushers, and all members.
2. Ensure that welcoming phone calls are made to first-time visitors to our worship, and that regularly visiting friends are personally invited to specific church events at least twice yearly (for example August and just before Lent).
3. Encourage other boards and committees to be sensitive to welcoming opportunities in their areas, such as by ushers, child care people, church school teachers, greeters, trustees (building signs and traffic patterns), etc.
4. Provide training as needed for people with welcoming responsibilities.

Growth – Cultivation

1. Recruit members for welcoming visitors (for example, deliver welcoming gift to visitor's home) and initiate programs to encourage other personal, face-to-face contacts with visitors after their third visit.
2. Encourage boards and committees to give personal invitations to visitors and inactive members to events/programs that those groups sponsor.

Growth – Assimilation

1. Have a representative at the prospective member orientation.
2. Work with clergy to provide new members with sponsors to help welcome and integrate them into the life of the congregation.
3. Review the Time & Talent pledges and “learn more about me” questionnaires of new members, making sure that each one is given specific opportunities to become involved in the church's life in ways that fit the new members' interests, abilities, and commitments.
4. Urge event planners to assume responsibility for internal and external publicity including personal invitations, for example to the all board and committee meeting.
5. Work with the Fellowship Committee to encourage new members to be personally invited to participate in “meals together groups” and other fun and fellowship events.

6. Encourage all boards and committees to recognize the contributions of volunteers in our church's life, during and at the completion of their contributions.
7. Work with the Deacons in trying to prevent members from becoming inactive and to encourage inactive members to become active again.

Planning and Futuring

1. Before September of each year, urge the congregation's Council and boards and committees to discern and articulate annual objectives.
2. In January of each year, create and analyze baseline statistical data about our church and community; and report evaluations to the Church Council.
3. In coordination with the church office, keep leaders' resource notebooks, which include a Constitution, guidelines and job descriptions, and current statistical data up-to-date and prepare resource folders, including appropriate guidelines, for every committee member.
4. Plan a joint elected boards/committees meeting in May of each year.
5. Provide training for church leaders and volunteers.

Organizational Structure

Sub-Committees:

Web Committee

- Responsible for oversight of UCCNB Web site

Human Resource Committee - Job Descriptions

These job descriptions describe tasks that may be taken on by HR Committee members or other members of the congregation who are recruited to assist the HR Committee in fulfilling its purpose and achieving its goals.

A. Nominations Coordination

- Coordinate efforts to recruit volunteers to fill vacancies on elected and appointed boards and committees as required by the Constitution and as requested by the Church Council.
- Work closely with the Time & Talent Tabulation Coordinator to ensure that all "human resources" are known and acknowledged.
- Assist boards and committees in the use of Time & Talent resource data.

B. Growth Coordination

- Coordinate and monitor all activities of the Human Resource Committee related to visitor development, hospitality, and cultivation.

C. New Member Volunteer Coordination

- Meet with the Human Resources committee twice annually when new members join the church.
- Review new member's Time & Talent pledges and "learn more about you" questionnaires with HR committee.
- Discern with HR committee some specific ways to get new members involved in the life of the church.
- Contact new members accordingly.

D. Time & Talent Tabulation Coordinator

- Create and keep up-to-date lists of people for each of the various Time & Talent pledge categories.
- Tabulate the information from Time & Talent pledges received during the Stewardship Campaign in the fall and whenever new members are received.
- Make the lists available to members of the Human Resources Committee and to all of the recruiters on each board and committee.

E. Visitor Development

- Creatively coordinate all efforts to inform (invite) people who have not visited but may be looking for a church connection, for example, phone calls to newcomers, mass mailings, door-to-door visits, encouragement of members to do inviting, etc.

F. Publicity

Responsible for overseeing the “external” publicity for our congregation by doing the following:

- Maintain updated addresses, deadlines, and any other helpful information about local newspapers and radio announcement possibilities - for example *New Brighton Bulletin*, *Focus*, ABC newspapers, *Star Tribune*, *St. Paul Pioneer Press*; WCCO radio, North Central cable television, etc. Develop suggestions/hints for writing news articles.
- Distribute a publicity sheet to each committee chairperson in May of each year.
- Encourage members of boards and committees to write publicity articles and/or to provide the publicity director with the information needed to write the articles.

G. Coordinator of Sunday Morning Name-Tag Welcomers

Responsible for ensuring that visitors are warmly welcomed on Sunday mornings by:

- Ensuring that there is a team of Name Tag Welcomers who will provide name tags as well as a warm welcome to visitors and others before and after Sunday worship and during fellowship time.
- Conducting periodic training sessions for those recruited.
- Coordinating with the church office the printing of nametags for new members and friends of the congregation and for others as needed.
- Maintaining the guidelines for Name Tag Welcomers.

H. Coordination of Contacts with Visitors

Responsible for overseeing friendly contacts with visitors to our congregation in these ways:

- Make, or recruit others to make, welcoming phone calls to second-time visitors in the week following their visit. The church office secretary and clergy will provide the information about second-time visitors. The coordinator needs to keep the church office updated on the name of the current visitor caller. [Contact with first-time visitors will be made by clergy.]
- Maintain the “Visitor Follow-up Form” for use by the phone callers. The phone caller returns a completed form to the church office after each phone call.
- Recruit people to issue personal invitations (note and/or phone call) to “regularly visiting friends” (neither members nor first-time visitors) at least two times during the year (for example August and just before Lent).
- Invite visitors to the meetings for prospective members.

I. Welcoming Visitors Coordinator

- Responsible for recruiting and overseeing a team of members who deliver a gift from the church (for example, a God is Still Speaking mug) to people soon after their third visit to the church.

J. Statistics Coordination

Responsible for compiling and reporting statistical data and trends in the following categories:

- Membership information - including male/female, age distribution, length of membership
- Worship attendance and member's level of church activity
- Church School enrollment and attendance
- Types of family units
- Financial income and expenditures
- Community demographics

K. Planning Coordination

Responsible for facilitating short- and long-range planning by doing the following:

- Oversee annual objective setting by: a) providing boards and committees with information/education on and forms for the process; b) reminding boards and committees to establish annual objectives in September and to assess progress on objectives in February.
- Analyze statistical data about our church life and our community and report results to the committee and to the Church Council.
- Ensure that: a) the leaders' resource notebooks which include a Constitution, guidelines and job descriptions, current statistical data and other appropriate information are kept up-to-date; b) a resource folder, including appropriate guidelines, be prepared for every committee member.
- With clergy, plan a joint elected boards/committee meeting in May of each year.

L. Web site Coordinator ("Web master")

Responsible for maintenance and growth of the UCCNB Web site by doing the following:

- Oversee annual objective setting by: a) providing HR committee with annual budget; b) having quarterly review and planning meetings with the Web committee.
- Analyze statistical data about Web site usage.
- Ensure that: a) the Web committee portion of the Web site contains the following information and that it is up-to-date: policies (especially the privacy policy), minutes of meetings, contact information for the Web committee members, style guide and guidelines for appropriate material and language; b) the policies are followed, especially the privacy policy and guidelines for appropriate material and language; c) the content of the Web pages are "reasonably" up-to-date, especially those pages where content changes on a daily, weekly, Church holiday/event or other frequency; d) static-content pages are reviewed at least annually; e) any content of questionable or clearly inappropriate nature, or which violates the privacy policy, is immediately removed.
- Prepare an annual report for inclusion in the HR Annual Report for the Spring Congregational Meeting.