

Human Resources Committee Guidelines

I. Name of Group

This organization shall be known as the Human Resources Committee of St. John Vianney Parish.

II. Authority and Relationship

The Human Resources Committee is a subcommittee of the Administrative Services/Finance standing committee that is accountable to Parish Council. The Human Resources committee shall choose a liaison that represents the subcommittee at meetings of the Administrative Services/Finance Committee as deemed necessary, participating fully in that committee's discussions and decision making.

III. Purpose

The Human Resources Committee provides human resource management guidance and assistance to the pastor and administrators of the parish and school.

IV. Functions / Responsibilities

The Human Resources Committee will:

1. Assist the pastor and parish and school administrators by providing input, generally on an as-requested basis, with respect to the following personnel issues:
 - a. Personnel needs and job analysis
 - b. New hire orientation process
 - c. Job descriptions
 - d. Staffing recommendations
 - e. Salary and benefit issues
 - f. Employee performance review systems
 - g. Personnel policies
 - h. Personnel training
2. Conduct periodic audits of key human resource functions to ensure compliance and consistency in policy and procedure.
3. Serve as a conciliation committee as the need arises to assist with prompt resolution of issues.
4. Participate in and/or lead search committees for the hiring of all new professional staff positions other than teachers.
5. Update and submit the committee's SJV Strategic Action Plan to the Parish Planning Team as required each year.
6. Recruit new members and provide for their orientation to the Committee.

V. Membership

Ex officio members:

Pastor

Director of Parish Services

Trustee - Secretary

Chairperson of Administrative Services/Finance Committee

Ex officio members participate fully in committee discussions and decision making.

At-Large Committee Members:

At-Large members of the parish (4-8)

An at-large member must be a person 21 years of age or older who is a member of the parish.

Names of potential committee members will be submitted to the chairperson and discerned for membership by the committee as a whole.

Ordinarily, at-large members of the committee shall serve a term of three years, beginning on July 1. One successive renewal term is also allowed if the Committee so discerns.

After two or more unexcused absences during one year, the member could lose her/his position on the committee, although special consideration will be given to unusual situations. Any unplanned vacancy on the committee will be filled by appointment under the direction of the chairperson. A member appointed to fill an unplanned vacancy will complete the unexpired term of office.

While not a requirement, members shall normally be parishioners with expertise in human resources or personnel management.

VI. Officers

Officers will be discerned for annual terms, with the possibility of up to two renewals as appropriate, by and from the members of the Committee at the last meeting of the fiscal year. A chairperson, vice-chairperson and secretary make up the officers of the Committee.

Duties of Officers:

Chairperson

1. Shall have at least one year of committee experience.
2. Shall prepare the meeting agenda with input from the Director of Parish Services and School Principal and other committee members.
3. Shall preside at all meetings of the committee.
4. Shall have authority, with approval from the committee, to assign additional duties and responsibilities to individual committee members.

Vice-Chairperson

1. Shall have at least one of year of committee experience.
2. Shall preside at any meeting which the chairperson is unable to attend.
3. Shall perform other additional duties assigned by the chairperson, with the approval of the committee.

Secretary

1. Shall maintain a written record of all actions of the committee.
2. Shall preserve all reports, proposals and documents entrusted to her/his care.
3. Shall arrange for the mailing of meeting minutes to all committee members and the parish in a timely fashion.

VII. Meetings

A. This Subcommittee meets on an as needed basis.

B. Decision-making Process

The Committee's manner of decision-making shall be communal discernment, which includes gathering of information, prayerful reflection and dialogue, leading to consensus. When this is not possible, the will of the majority will prevail.

VIII. Changes /Amendments

These guidelines will be reviewed and confirmed or amended by consensus on an annual basis.

Date of Approval _____

Date of Most Recent Revision _____