

Diocese of Niagara

Profile for the Human Resources/Ministry Support Staff person

Benefits For Parishes: Supporting Excellence in Ministry

- Assisting the Bishop in a time of transition in a parish by developing covenants to provide clarity of expectations when formulating a new partnership of ministry (see draft covenanting process paper)

Developing a handbook for Parochial Teams

- how to read a resume
- how to formulate appropriate questions for the interview
- prayers/opening worship for the interview
- setting up the space and providing hospitality
- note-taking and analysis of interview
- reflection and discernment of God's voice and leading of the Spirit
- Closing prayers
- Preparing for the arrival of a new incumbent

Developing (and updating) a handbook for Wardens

- What do we do when we have concerns for and/or about our rector?
- Safe and vulnerable people protocol
- Handling the Finances
- Building upkeep; decennial inspections; maintenance
- Role in the parish and Diocese
- Maintaining your Spirituality in the midst of leadership role
- Well-being for Wardens and surviving the leadership role
- Dealing with Conflict effectively and efficiently
- Health and safety in the parish
- Record keeping

Parish Profiles

- Work with parish consultants to create an environment of honesty and trust to develop a true picture of where they are with status quo/ with the Vision/ with excellence in ministry/ with Natural Church Development; what do they really want/ need? What are they prepared to give up and /or take on to get there? Where is God leading?
- Explore and develop together a parish profile that highlights where the Vision fits and where the work is needed; who is the right person to get us where we need to go?
- What are the challenges? What gifts and skills do we have in the parish? What gifts and skills do we need to complement and lead us on God's path?
- Develop and provide guidance for evaluations of parish priest and staff
- Provide Safe church and Screening in Faith leadership and guidance
- Provide Health and Safety training and parish audit and recording process
- Provide training and development in various related areas as needs arise
- Point person and liaison with other Diocesan consultants/experts to provide the parish with the leadership and guidance they need as requested

Benefits for the Diocese and Clergy Support

Provide leadership and support for Candidates committee

- provide support to the Bishop and Executive Officer with screening and initial meetings of prospects for ordination to orders
- participates in the process of candidates committee
- provides training for volunteers on candidates committee in interviewing techniques
- Assisting the Bishop and E.O. with follow up and process of Candidates Committee; tracking and keeping files of candidates in good order
- Provide training and support for parish internship

Provides leadership and support for Candidates for Ordination

- Liaison with Chaplains to ordinands, provides support
- Maintains records and follow up
- coordinates conferences and retreats
- resume writing for ministry; interview preparation; reference checking

Develops and provides Post Ordination Training to promote Excellence in Ministry

- Develops, provides or initiates a plethora of one day courses in topics such as Vision for Niagara; Dealing with conflict; Project Management 101; Dynamics of Growth; People Skills 101; Communication Skills 101; Preaching and Story Telling; Liturgy Alternatives 101 - how to 'play' with liturgy; dos and don'ts; Policies and Procedures in Niagara; Managing Change; Finances 101-reading financial statements and understanding the numbers; Stewardship 101; Outreach 101/ Social Justice 101; -PWRDF/ Poverty Initiatives/ Local outreach/ Refugees; Safe Church Training -who are the vulnerable in our midst?; Who is Who and What is What in Niagara; Working with and Developing Leaders in the Parish; Orientation to Diocesan resource Centre and Diocesan Resource staff and programs; National Church and its Role/ church polity; others per suggestions
- Provides training and support for Mentoring partnerships
- Revising and where necessary developing job descriptions for staff positions at Cathedral Place & Canterbury Hills; evaluations; maintaining records
- Assisting with Covenanting process in settled parishes where invited
- Assisting with personal issues in parishes; hiring, contracts, orientation, discipline, conflict resolution
- Provide support and training for Regional Deans and Archdeacons on matters relating to personnel issues and record keeping
- Orientation to the Diocese for new clergy or new to Niagara clergy
- Developing and providing policies and procedures manual; resources on website re church buildings and projects; memorials; safe church etc
- Working with Director of Interim Ministries to evaluate Fresh Start
- Provides support for clergy

Benefits for the Bishop and Executive Officer

- Alleviate pressure of dealing with the daily needs to provide support to clergy in the field as it relates to HR and Ministry Support
- Reduce the workload (currently 80%) of the E.O as it relates to HR and provide him the time for future planning and development of the Vision
- Provide the Bishop with accurate and up to date information regarding his Clerics in the field to support his role as chief pastor
- Liaise with the Bishop to develop Letters of Agreement; Covenants; Job Descriptions; Evaluations; record keeping
- Alleviate the stress on the executive staff by providing hands on assistance, expertise in matters relating to HR
- Provide leadership and support for clergy days and conferences especially in regard to health and welfare for the clergy and staff of the Diocese
- Enable the Bishop and Executive Officer to have the time to be more available to be in the field working with and for the people