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Human Resources for Parishes

Deborah Jumeaux – Director of Human Resources

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Team

Lily Chow
Human Resources Coordinator
ljchow@toronto.anglican.ca
416-363-6021 ext. 233

Amy Talbert
Human Resources Manager
atalbert@toronto.anglican.ca
416-363-6021 ext. 241

Deborah Jumeaux
Director of Human Resources
djumeaux@toronto.anglican.ca
416-363-6021 ext. 232

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Parish Roles

Churchwardens

Incumbent

Treasurer
Lay Staff

Associate Priests
Assistant Curates
Honorary Assistants

Churchwardens and Incumbents do not have authority over each other

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Responsible Ministry: *Screening in Faith*

Screening is one of the steps to prevent sexual misconduct in our places of ministry

- Applicable to all employees & volunteers
- Ensure all employees and volunteers know that they will be screened before they start
- Assess positions for risk: high, medium, low risk
- Fully compliant with all 11 standards & practices of the policy
- Must be 18 yrs. old to be in high-risk position

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Responsible Ministry: *Screening in Faith*



Reference checks required for high-risk positions

Police Record Check required for high-risk positions –
at start and every 3 years after

Sexual misconduct policy training is required for medium
& high-risk positions –
within 6 months and every 3 years after

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Sexual Misconduct Policy

Canon Pastor

- Responsible for policy, questions, and investigations
- If you are aware of an incident, witness or experience misconduct, have concerns, or unsure – call the Canon Pastor

Contact: 416-807-2494 or
canonpastor@toronto.anglican.ca

- The Rev. Canon John Anderson, Canon Pastor
- The Rev. Susan Haig, Assistant Canon Pastor

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Hiring Staff

- Churchwardens and Incumbents are the hiring and dismissing authority of lay staff
- Fair and transparent process:
 - Job description, job ads, resume screening, same interview questions to all candidates, have a scoring scale, references & job offer.
- Ensure compliance: Human Rights Code & Ontario ESA.
- Employee vs. contractor

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Employment Agreements

- Every work arrangement should be in writing.
- Must include a list of duties and responsibilities, a list of work conditions and a termination clause.
- Used for all employees and *contract employees of the parish.

*Contract employees: defined period, no more than 2 years

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Supervising Staff

- Ensure employee is provided with job description
- Ensure that supervisors (usually Incumbent) are meeting regularly with staff
- Set a weekly or monthly meeting date
- Provide and document regular (timely) feedback

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Performance Reviews

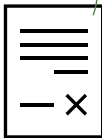
- The annual process is to:
 - discuss the job performance and ministry development of the employee
 - review goals and accomplishments
 - set goals and objectives for the coming year
 - identify training needs
- Supervisor to conduct review (usually Incumbent)



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Endings

- Resignation – Get it in **writing**. Recognize with an acceptance letter.
- Dismissals; obtain guidance
- Review personnel file
- Seek assistance - call the HR Team
- Contact employment lawyer at **LegalConnex**: 1-866-263-0256 (have your insurance policy #)
- Employment Standards Act sets a minimum for notice requirements



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Health & Safety

- Create Health & Safety policy
- Have a Health and Safety Bulletin Board
 - "The Green Book" (the Act), Inspection Reports
 - Health and Safety Policy
 - Workplace Violence & Harassment Policy
 - First Aid & Safety Representative
 - WSIB & ESA Posters
- Document all training taken by your staff
 - Ministry of Labour has free, online training
- COVID-19 protocols

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Violence & Harassment

- Policy is a requirement under OHSA
- Parishes with 6 or more employees:
 - Must have a written policy
 - Must train employees on the policy
- Best for every parish to have a written policy, must do a risk assessment.
- Document all training taken by parish staff.
- Must investigate all incidents and complaints
- If a cleric is involved in an incident, you must contact the Canon Pastor.

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Accessibility for Ontarians with Disabilities Act (AODA)

- Required multi-year initiative.
- Laws to improve accessibility for people with disabilities.
- Ensuring that the services you provide can be accessed by everyone in a dignified way.
- If you have at least 1 employee, you need to follow AODA.
- Must train employees/volunteers

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Next Steps

Conduct an audit to ensure that parish:

Is in compliance with all legislation:	Is in compliance with all Diocesan policies:	Has in place:
<ul style="list-style-type: none">• Health & Safety Policy, Training, and Bulletin Board• Workplace Violence & Harassment Policy and Training• AODA and Training	<ul style="list-style-type: none">• Screening (references and police record checks)• Sexual Misconduct Policy training	<ul style="list-style-type: none">• HR Manual/Policies• Regular touch base meetings/ Performance Reviews• Proper Employment and Independent contractor agreements

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