

AUUA CERTIFICATION PROGRAM

HUMAN RESOURCES MODULE

In this module, the candidate must complete sections 1, 2 and 3, and needs to choose two of sections 4-6.

Section 1

Goal/Area of Focus:

Conflict management, covenantal relationships

Level 1: Describe any covenants within the organization. If there are none explicit, describe how potential conflicts are currently navigated.

Level 2: Research staff and congregational covenants and discuss with your minister or board president. Write a report describing finding and outcomes.

Section 2

Goal/Area of Focus:

Employment Policies

Level 1: Describe, in depth, the current employment policies and practices of the organization. This may need to include history on hiring for different positions.

Level 2: Research one of the key areas from the following list which may be included in employment policies and evaluate your policies in light of these learnings.

- -ADA – Accessibility Issues
- -Discrimination & Harassment
- -Exempt vs. Non-Exempt
- -Federal & State Differences
- -Independent Contractors
- -Ministerial Dual Employment Status
- -Overtime
- -Members as Staff
- -Termination (Involuntary & Voluntary)

Section 3

Goal/Area of Focus:

Records Management

Level 1: Describe the current record retention policies and practices of the organization.

Level 2: Research one of the key areas from the following list and evaluate your policies in light of these findings.

- Personnel Files
- –Benefit Documents
- –Permanent Documents
- –Tax Documents
- –Vacations & Sick Leave Reports
- -Employee Payroll records

[***Choose two of the following three sections.***]

Section 4

Goal/Area of Focus:

Hiring Practices: Background Checks/References, UUA Fair Compensation Guidelines

Level 1: Describe how non-ministerial positions are filled and individual are hired for your organization, including use of the UUA Fair compensation resources.

Level 2: Research and report on federal and state labor requirements and necessary documents along with best practices regarding the hiring process.

Section 5

Goal/Area of Focus:

Job Descriptions & performance evaluations

Level 1: Identify what staff job descriptions exist within the organization and the process for maintaining their accuracy. Describe the process for performance evaluations.

Level 2: Investigate possible models for performance review procedures and write a report describing how some of these could be used in the congregational setting.

Section 6

Goal/Area of Focus:

Staff Supervision

Level 1: Submit an organizational chart that includes reporting relationships. Include a capsule job description for yourself, and those you supervise.

Level 2: Submit a complete job description for your position and evaluate this in light of the UUA guidelines.

Suggested Reference Materials

This list reflects only a small portion of the possible resources available on this subject and the candidate is encouraged to find and cultivate other resources for their use. Please note the resources used when submitting final material.

Self-Evaluation

AUUA. *AUUA-admin Listserv Archives*.

National Association of Church Business Administration. *Church Staff Evaluation. A Tool for Effective Performance*. Ft. Worth, TX: NACBA, 1999.

Human Resource IssuesBerry, Erwin. *The Alban Personnel Handbook for Congregations*. Washington, DC: The Alban Institute, 1999.

Bloss, Julie L. *The Church Guide to Employment Law*. Matthews, NC: Christian Ministry Resources. 1999 or most recent edition. Pages 230 – 232

Busby, Daniel D. *The Zondervan Church and Nonprofit Organization Tax and Financial Guide*, Grand Rapids, MI: Zondervan Publishing House, current edition.

Buzzard, Lynn and Susan Edwards. *Risky Business!. Church Hiring and Volunteer Selection, A Legal and Policy Guide*. Ann Arbor, MI, J.W. Edwards, Inc., 1996.

Church Treasurer Alert. *Personnel Records – How Long to Keep Them*. Matthews, NC: Christian Ministry Resources, Vol 3. No 5. Feb 1995, p4

Hammer, Richard R. *Church and Clergy Tax Guide*. Christian Ministries Resources, Current Edition.

Messmer, Max. *Human Resources Kit for Dummies*. For Dummies, 1999.

Westing, Harold J. *Church Staff Handbook: How to Build an Effective Ministry Team*. Grand Rapids, MI: Kregel Publications, 1997.

www.ELCA.org/secretary/recordsmanagement/business.html *Records Retention Schedule for Business Records*. Evangelical Lutheran Church of America, Downloadable file.

Labor Laws

www.postercompliance.com

www.hrdoc.com

www.complianceposter.com

www.postersolution.com

Office of Church Staff Finances

AUUA. *AUUA Guide Book*. AUUA, 2000

www.UUA.org

Your District Compensation Consultant

Congregational Employment Insurance and Benefits

AUUA. *AUUA Guide Book*. AUUA, 2000

www.churchlawtoday.org. *2006 Compensation Handbook for Church Staff*.

www.nacba.net. *National Church Staff Compensation Survey*.

www.uua.org. *Programs and Services/ Ministry and Professional Leadership/ Church Staff Finances*

Conflict Management

Boers, Paul. *Never Call the Jerks*. Washington, DC: The Alban Institute, 1999.

Cosgrove, Charles H. and Dennis D. Hatfield, *Church Conflict. The Hidden System Behind the Fights*. Nashville, TN: Abingdon Press, 1994.

Haugk, Kenneth C. *Antagonists in Church: How to Identify and Deal with Destructive Conflict*. Minneapolis: Augsburg Pub. House, 1988.

Oates, Wayne E. *The Care of Troublesome People*. Washington, DC: The Alban Institute, 1994.

Rosen, Mark I. *Thank You for Being Such a Pain*. New York: Three Rivers Press, 1998.

Ursiny, Tim. *The Coward's Guide to Conflict*. Naperville, IL: Sourcebooks, Inc, 2003.