

Employment Policy for Lay Employees

ROMAN CATHOLIC DIOCESE OF NELSON

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SCOPE

The provisions of this Employment Policy apply to lay employees of The Roman Catholic Bishop of Nelson including the Chancery, Parishes and other Diocesan ministries.

PURPOSE

To promote equity and fairness to all employees of The Roman Catholic Bishop of Nelson.

To support positive employment practices consistent with social justice and the teachings of Jesus.

DEFINITIONS

Absence Tracking Form: The spreadsheet that the Payroll Department provides to the Parish, which the Parish uses to record employee absences such as vacation and sick leave.

Casual Employee: An employee who works irregular hours and/or on call, or less than 12 hours per week.

Chancery: The administrative office for the Diocese.

Diocese: The Roman Catholic Diocese of Nelson.

Employment Standards Act: “The *Employment Standards Act* of British Columbia sets out the minimum standards that apply in most workplaces in British Columbia. The Employment Standards Branch of the Ministry of Labour administers the Act.”¹

Parish: When referring to ‘Parish’ with respect to employees, Parish includes the Chancery, Parishes and other Diocesan ministries.

Payroll Department: The Payroll Department at the Chancery.

Payroll Timesheet: The timesheet provided to Parishes annually by the Payroll Department.

Supervisor: The person in each Parish who is responsible for personnel. For example, in a church, the Supervisor is the pastor, and at the Chancery, the Supervisor is the Bishop.

Temporary Employee: An employee working for a fixed term (which is less than a year)

¹ www.labour.gov.bc.ca/esb/esaguide

SANCTIONS

Violation of any Diocesan policy is subject to disciplinary action, up to and including termination of employment.

EMPLOYMENT PRINCIPLES

The Diocese is committed to the following principles:

- Ensure Diocesan policies, procedures, and practices are in compliance with the Code of Canon Law, as well as employment standards including the Employment Standards Act.
- Foster the creation and development of good working relationships.
- Employ, develop, remunerate and support workers in ways that honour personal dignity and foster spiritual growth and enjoyment of life.
- Provide a supportive work environment.

HIRING

A condition of employment must include the obligation to support the distinctive character of the Diocese by appropriate personal conduct and respect for the Catholic faith.

Recruitment

The Payroll Department must be consulted prior to advertising for a new employee.

Job vacancies and employment opportunities are advertised to the Catholic faithful. Available means include Parish bulletins, websites and other Diocesan publications. The job description serves as the basis for advertising.

The interview team comprises a minimum of three qualified persons including the Supervisor at his/her discretion. The Supervisor makes the final hiring decision. No member of the interview team may have a close relationship with any of the interviewed candidates; that is, personal friendship, or related by blood or marriage.

New Employees

Paid workers are deemed to be employees unless it is determined that person is a self-employed individual in accordance with guidelines set out by Canada Revenue Agency. If a new hire is considered self-employed, the Payroll Department must be consulted before work commences.

Job Description

Each job has clearly defined responsibilities, which specify the employee's duties and identify the person to whom the employee is directly responsible. Job descriptions provided within this policy (Schedule A) are general descriptions and may be adapted, if appropriate, for specific positions.

Salary

The level of remuneration is commensurate with the responsibility of the position, the employee's qualifications and experience, the range of duties, as well as the local employment market.

Probationary Period

Every appointment is subject to a probationary period of six months. At the completion of this period, if performance is satisfactory, the employee receives confirmation of employment. The probationary period also applies if an employee moves from one position to another within the Diocese.

It is recommended that during the probationary period the Supervisor provide regular verbal and/or written feedback and evaluation of the employee's performance. Any areas for improvement are clearly documented and discussed with the employee. The original evaluation is placed in the employee's personnel file and a copy is given to the employee.

Before completion of the employee's probationary period, the Supervisor conducts an employee performance review. The original, completed review is placed in the employee's personnel file, and a copy is given to the employee.

The probationary period is extended by the total time of any absences from work (e.g. illness).

In extenuating circumstances, the initial probationary period may be extended for a period of up to six months. Appropriate documentation with supporting rationale is necessary to support this action.

Payroll Information

When an employee is hired, the following documents are forwarded to the Payroll Department:

- Signed employment contract
- Payroll File Information form
- Documents as required by the Diocesan *Safe Environment Policy*
- Completed Personal Tax Credits Return (TD1) and British Columbia Personal Tax Credits Return (TD1BC)
- Payroll Bank Authorization for Direct Deposit form
- Personal cheque (marked void) for automatic deposit

- Benefit application forms (eligible employees only)

PAYROLL PROCEDURES

The Payroll Department provides payroll services for the Diocese. These services include:

- Direct deposit to the employee's bank account
- Access to individual statement of semi-monthly earnings and deductions
- Year-end T4's
- Income tax, CPP and EI deductions and remittances
- Administration of employee benefits
- Payroll invoicing to Parishes

Payroll is processed twice per month. Paydays are the 15th and the last business day of the month. When the 15th day of the month falls on a weekend, the payday is the previous Friday. Payment is by direct deposit.

Each year, the Payroll Department provides the "Diocesan Payroll Schedule" and a current Payroll Timesheet to every Parish. Payroll submissions are emailed to the Payroll Department each pay period by the deadline shown in the "Diocesan Payroll Schedule."

Each pay period the Parish payroll administrator completes the Payroll Timesheet for non-salaried employees. Only actual hours worked prior to the submission deadline are recorded. The Parish payroll administrator submits the timesheet to the Payroll Department and the Supervisor. The Supervisor reviews the timesheet and notifies the Payroll Department of any changes.

The employee is responsible for submitting an updated TD1 and TD1BC to the Payroll Department if there is a change in the employee's claim amount. The employee is responsible to provide the Payroll Department with updated personal information when necessary (for example, an address change).

Personnel Files

Even though the Payroll Department provides payroll services, each Parish must maintain payroll records as required by the Employment Standards Act (www.labour.gov.bc.ca) and the Canada Revenue Agency. In addition to these records, the Parish must also maintain the following documents in the personnel file:

- Resume
- References
- Salary records
- Person(s) to contact in case of emergency
- List of items (such as keys) provided to the employee
- Signed employment contract
- Changes in employee classification or assignment

- Performance evaluations and any disciplinary letters
- Records of hours worked each day
- Absence Tracking Form
- Any other information pertaining to the employee's work record

Privacy

Personnel files are confidential and are the property of the Diocese. Only authorized persons may have access to personnel files.

The personnel files for each employee are under the control and care of the Supervisor, who secures paper files in a locked location and/or implements security precautions for electronic files (e.g. password protection, offsite backup).

The employee has the right to review his/her own personnel file. The Supervisor (or designate) must be present for these reviews. When employment ends, the Parish retains the personnel file for a length of time in accordance with legislation.

Employee Performance Review

It is recommended that the Supervisor provides ongoing feedback to the employee regarding performance and that the employee receives a performance review at least every two years. If there is a concern about the employee's performance, formal written performance reviews are conducted more frequently as deemed appropriate.

The purpose of the performance review is to identify, discuss and evaluate, in an objective and clear manner, the employee's abilities, skills, knowledge, personal and professional growth, and overall performance related to the following:

- Gospel values and Catholic doctrine
- contributions to the work environment
- duties and responsibilities of the position as per the job description
- meeting and/or exceeding standards and expectations related to the position
- achievement of goals and objectives concerning productivity and outcome outlined in prior review(s)
- establishing and maintaining effective interpersonal and working relationships
- demonstrating dependability and accountability

Refer to the Employee Performance Review form (Schedule B) for further instructions in conducting the review.

In addition to a review of the employee's performance, changes to the job description are recorded. The original document is placed in the employee's personnel file at the Parish, a copy is provided to the employee, and a copy is forwarded to the Payroll Department.

Health Benefit Plan

The cost of employee health benefits is shared equally; that is, the Parish pays 50% and the employee pays 50%. All eligible employees must join the Diocesan group benefit plan. Temporary Employees are not eligible for health benefits.

An employee who works an average of at least 20 hours per week at one Parish is eligible for health benefits. The waiting period to join the plan is 3 months of continuous employment, for at least 20 hours per week, at the Parish. An eligible employee may opt out of the dental and/or extended health portion of the benefit plan if these benefits are provided by a spousal plan. Short and long-term disability, life insurance, critical illness, and accidental death and dismemberment benefits are not optional for an eligible employee regardless of spousal coverage.

The provider's benefit booklet summarizes employee health benefits. An employee who registers late for benefits is required to provide medical background information and might be ineligible for coverage due to certain pre-existing medical conditions. An employee who registers late will also be subject to restrictions on dental usage for a one year.

Registered Pension Plan

A permanent employee who works an average of at least 20 hours per week at one Parish is eligible for enrolment in the registered pension plan.

Tuition Benefits

An employee who is eligible for health benefits is eligible for tuition benefits for his/her children who attend a Diocesan Catholic school. The Parish pays one-third of basic tuition to the school that the children attend. There is no fee adjustment for pre-school or daycare programs, or before and after school programs.

Statutory Holidays

Payment for statutory holidays is according to the Employment Standards Act and Diocesan policy. If a statutory holiday occurs during a scheduled vacation, the employee is entitled to another day/time off with pay. The Payroll Timesheet for non-salaried employees automatically calculates the statutory holiday pay.

An employee is only permitted to work on a statutory holiday with prior approval, in writing, from the Supervisor.

The Diocese observes the following 12 holidays:

- New Year's Day
 - Family Day
 - Good Friday
 - Easter Monday*
 - Victoria Day
 - Canada Day
 - B.C. Day
 - Labour Day
 - Thanksgiving Day
 - Remembrance Day
 - Christmas Day
 - Boxing Day*
- * Per Diocesan policy

Overtime

An employee requires prior approval in writing, from the Supervisor, to work overtime. According to the Employment Standards Act an employee who works over 8 hours in a day or 40 hours in a week is considered to have worked overtime and must be paid accordingly.

Advances

Advances are granted to employees only in exceptional circumstances. The Supervisor and the Diocesan Office of Financial Administration must approve all advances prior to issuance.

VACATIONS & LEAVES OF ABSENCE

Absence Tracking Form

The Parish payroll administrator records employee absences on the Absence Tracking Form. The Parish keeps the Absence Tracking Form on file electronically.

The Parish payroll administrator sends a copy of the Absence Tracking Form to the Payroll Department:

- When a payroll deduction is required (for example, time off without pay for salaried employees). The deduction must also be noted in a separate email.
- When any entry is made in the Absence Tracking Form.
- At year-end. The Payroll Department uses the previous year's data to create the Absence Tracking Form for the coming year.
- When the employee qualifies for a vacation pay increase. The Payroll Department updates the Absence Tracking Form to reflect the new vacation entitlement.

Vacation

Vacations are planned in a manner that best enables the Parish to serve the community. The Supervisor is responsible for establishing a vacation schedule with the employee. Annual vacation is taken within the calendar year. The Supervisor may approve a maximum of ten days

carried over to the next year. In extenuating circumstances, the Supervisor may authorize additional carry over. No payment is made in lieu of vacation.

A Temporary or Casual Employee is paid vacation according to rates set out in the Employment Standards Act. An eligible employee is entitled to vacation pay in one of two methods, as per the following table. Increments are set on completion of the years of continuous service listed.

<i>Years Completed</i>	<i>Salary</i>	<i>Hourly</i>
1 year completed	2 weeks	4%
3 years completed	3 weeks	6%
8 years completed	4 weeks	8%
20 years completed	5 weeks	10%

A non-salaried employee receives earned vacation pay with each payroll, and is not paid vacation during any absence.

Annual vacation must be earned prior to being used. In extenuating circumstances, the Supervisor may grant written approval of early use of vacation entitlement for the current year.

Earned vacation days are paid on the employee's final pay if employment ends before vacation entitlement is used. If employment terminates prior to the end of the calendar year and vacation entitlement for the year has been used, unearned days taken are deducted from the employee's final pay.

An employee is not eligible to accrue vacation leave entitlement during a personal leave of absence or time off without pay.

Workshops

The Supervisor may approve, in writing, one paid day per year to attend an employment related workshop of the employee's choice. Reimbursement for travel expenses is at the discretion of the Supervisor. The Supervisor may require the employee to attend additional employment related workshops with no loss of pay.

Statutory Leaves

The Diocese adheres to all legislative requirements with respect to pregnancy and parental leaves, jury duties, etc.

A Temporary or Casual Employee is not eligible for paid jury duty. In the event of jury duty, full pay for eligible employees is reduced by the amount of the allowance received from the court, excluding travel fees. Jury duty is subject to the exceptions noted in the *Jury Act*. The employee is required to provide pertinent court documentation to the Supervisor to substantiate details of any jury duty. If the employee is summoned or serving as a witness in a personal matter, time off is taken as leave without pay.

Bereavement Leave

A Temporary or Casual Employee is not eligible for paid bereavement leave. Paid bereavement leave is granted to an eligible employee in the event of the death of a member of the employee's immediate family or the immediate family of the employee's spouse (immediate family as defined in the Employment Standards Act). Eligible employees are entitled to bereavement leave to a maximum of five consecutive weekdays without loss in regular pay. If any of these days fall on a normal working day, payment is at the employee's normal rate of pay. If these days do not fall on a working day, leave is without pay.

Bereavement leave may be used once in the event of a death, either at the time of passing, or at a later date if a celebration of life is delayed. Bereavement leave must be taken within 6 months of the death. The Supervisor, in consultation with the employee, decides on the number of days of bereavement leave necessary.

Sick Leave

A Temporary or Casual Employee is not eligible for paid sick leave. Eligible employees with a regular work schedule are entitled to accrue sick leave.

Eligible employees who are unable to attend to their duties due to personal or immediate family illness are entitled to sick leave (immediate family as defined by the Employment Standards Act). An employee is not entitled to use paid sick leave for personal appointments, such as medical or dental appointments. An employee will supply to the Supervisor, if requested, a medical certificate for any sick leave absence exceeding 3 consecutive working days.

An employee accrues sick leave on a pro-rated basis at a maximum rate of 0.5 day per month (6 days per year) effective after completion of a 3 month probation period. Sick leave is compensated at an employee's basic rate of pay. An employee who exhausts paid sick accrual is deemed to be on unpaid sick leave and is not entitled to any pay. At year-end the equivalent of one year's sick leave, if available, may be carried over to the next year.

The Absence Tracking Form calculates the amount of sick time available and sick leave taken. After 5 consecutive sick days, an eligible employee must apply for short term disability. An employee who becomes ill during a scheduled period of paid leave is not entitled to additional time off with pay. An employee is not eligible to accrue paid sick leave entitlement during a personal leave of absence. No payment is made for unused sick leave when employment ends.

Benefit Continuation during a Disability Leave

Short Term Disability (includes WCB and ICBC Claims)

The employer continues to pay the employer portion of health benefit costs during the period of short-term disability. The employee provides a void cheque and signs a “Pre-Authorized Debit Agreement” to authorize the employer to withdraw the employee portion of benefit premiums disability period (a maximum duration of 17 weeks), unless the employee returns to work or qualifies for long-term disability;

- coverage for all health benefits ceases
- employment terminates at the same time as health benefits are terminated

Long Term Disability (includes WCB and ICBC claims)

If an employee’s application for long-term disability is approved, typically the benefit provider waives all premiums for life, accidental death and dismemberment, and long-term disability, from the start date of the long-term disability. These benefits remain intact as long as the employee meets the current definition of disability as determined by the insurance carrier.

The employer pays the employer portion of extended health and dental premiums for a maximum period of 35 weeks during the period of long-term disability. Therefore, the employer pays the employer portion of premiums for a total of 52 weeks from the start date of short-term disability.

The employer continues to withdraw the employee portion of benefit costs from the employee’s bank account during the period of long-term disability. If for any reason the employee’s premium payments are in arrears for more than 30 days, the employee is terminated from the extended health and dental portion of the benefit plan with no option for reinstatement.

At the conclusion of 35 weeks from the start date of long term disability, the employer no longer pays a portion of premiums. The employee may choose to continue extended health and dental coverage for up to one additional year at his/her own expense, as long as long term disability benefits continue to be approved. In that case, the employee is responsible for 100% of the premiums. The employer continues to withdraw the benefit premiums from the employee’s bank account during this period. If for any reason the employee’s premium payments are in arrears for more than 30 days, the employee is terminated from the extended health and dental portion of the plan with no option for reinstatement.

Family Medical Leave/Compassionate Care

The Supervisor may grant a leave of absence without pay for a maximum of eight weeks per calendar year in cases of emergency medical care for immediate family (immediate family as defined by the Employment Standards Act).

Leave of Absence without Pay

Written approval is required from the Supervisor before an employee takes a leave of absence.

An employee pays the employee and employer cost of any benefit premiums during an unpaid personal leave of absence that extends beyond the current pay period, unless regulated by the Employment Standards Act. Employees who wish to maintain benefits must contact the Payroll Department to make arrangement for pre-payment of 100% of premium costs for the period of unpaid leave.

A leave of absence without pay must be recorded on the Absence Tracking Form and submitted to the Payroll Department.

TERMINATION

An employee may be terminated at any time in accordance with the Employment Standards Act. The Diocesan Office of Financial Administration must be contacted before a decision is made to terminate an employee. The said office will review all documentation relating to the termination prior to its execution.

COPYRIGHT LAWS

Employees must observe copyright laws. Works protected by copyright include literary works, musical works, pictorial works, graphic works, sculptural works, motion pictures and other audiovisual works, sound recordings, and computer software. Employees must obtain permission to use copyrighted works from the copyright holder, in writing, and to pay any user fees.

USE OF COMMUNICATION SYSTEMS, COMPANY RESOURCES, AND PERSONAL DEVICES

Communications and internet access must be conducted in a responsible and professional manner, reflecting the values and mission of the Diocese and its commitment to legal, ethical and non-discriminatory business practices. Communication must not contain obscene or harassing language or images including racist, ethnic, and sexual or offensive gender specific comments or images.

All information on Parish computers is the property of the employer and may be monitored or accessed without an employee's permission. An employee must not delete, replace or install computer accessories, hardware or programs on Parish computers and systems without the approval of the Supervisor.

The Supervisor establishes which files an employee may access on the Parish computer. An employee must not access questionable or unknown internet sites and must promptly report any suspected incidents of virus contamination to the Supervisor.

All information including email and other electronic data must be maintained in a secure and confidential manner in accordance with requirements of the *Personal Information Protection Act* (British Columbia) and the *Personal Information Protection and Electronic Documents Act* (Canada). Data security is important, to protect the confidentiality of records and to reduce the risk of financial or identity theft. Diligence and appropriate levels of security are needed to protect against unauthorized access to Parish records, employee information, parishioner data, and bank account information.

An employee may temporarily remove electronic or paper documentation from the Parish, only if necessary and only with the advance authorization of the Supervisor. An employee must return all documentation to the Parish when the work is complete or as requested by the Supervisor.

Personal use of any Parish communication system including telephones, computers, electronic mail and internet access, or use of personal electronic device(s), is restricted to an employee's break period and is subject to the conditions contained in this policy.

An employee must not engage in personal business while at work, or use company offices or resources for personal business outside of work hours.

CONFIDENTIALITY

All personnel matters between the employee and the Parish are confidential unless consent is received from the employee or as required by law.

The employee is responsible for the security of all confidential information to which he/she has access. Even after termination ends, the employee has an obligation to maintain the confidentiality of information, documents and data concerning the Parish, its employees, members and organizations.

The employee must not discuss or divulge Parish operations except to the extent necessary for the normal conduct of business with those who are specifically authorized to receive such information and/or unless required by law.

The employee must not divulge anyone's personal information without the express consent of the owner of such information. Personal information includes, but is not limited to, contact information such as email address, residential address, work address, cell phone number, and home phone number.

Violation of confidentiality constitutes grounds for dismissal.

DISCLAIMER

This policy can be changed in part or entirely, with or without notice.

SCHEDULE A: JOB DESCRIPTIONS

Parish Administrative Assistant/Secretary Job Description

Summary

Reporting to the Pastor or his delegate, the Administrative Assistant/Secretary staffs the front desk of the reception area in the Parish office and carries out receptionist/secretarial duties.

Basic Job Description

To provide administrative and secretarial services to the Parish office, including working proficiently with Parish and diocesan computer programs and technology. To represent the Parish in hospitality with the Parish community.

Duties and Responsibilities

Reception

- Welcome all visitors and process paperwork as requested.
- Answer all incoming phone calls and answer routine questions or direct calls to appropriate person. Take messages when required.
- Check email and respond to or direct email to appropriate person.
- Open and close office, receive and distribute incoming mail and dispatch outgoing mail and courier items.
- Book Parish centre and meeting rooms.
- Provide other duties as required.

Recording

- Maintain sacramental records for baptisms, funerals and weddings.
- Process requests for sacramental records.
- Update the Parish list and record new registrations.
- Prepare documentation and tamper evident bags for weekly collections.
- Maintain current Mass requests and maintain a calendar of Mass intentions, baptisms, weddings and funerals.
- Record weekly collection envelopes, special and ordered collections, Pilgrimage of Faith Appeal and other donations.
- Assist the Pastor with enrolling new employees.
- Provide other duties as required.

Secretarial

- Provide secretarial duties as needed including correspondence and announcements.
- File routine paperwork.
- Develop and publicize the Parish bulletin in collaboration with the Supervisor.
- Assist in the publication and distribution of Parish flyers, newsletters and announcements.
- Manage and monitor the office supply inventory within the approved budget.
- Maintain petty cash with accurate records and receipts.

- Coordinate and schedule volunteers for special tasks as needed.
- Provide required reports and other documents.
- Maintain payroll records, including the Absence Tracking Form.
- Prepare semi-monthly timesheets for Parish employees, as well as stipend and stole fee records for the Pastor, and send them to the Payroll Department for processing.
- Document and keep current all processes and procedures that are the responsibility of this position.
- Make periodic bank deposits.
- Provide other duties as required.

Parish Bookkeeper Job Description

Summary

Reporting to the Pastor or his delegate, the Bookkeeper works in the Parish office to provide bookkeeping duties on a regular basis.

Basic Job Description

To provide bookkeeping support to the Parish with direction from the Parish Finance Committee, including working proficiently with Parish and diocesan computer programs and technology.

Duties and Responsibilities

- Prepare bank deposits and record them weekly.
- Process accounts receivable.
- Verify the accuracy of invoices before processing them.
- Process invoices and ensure that cheques are signed and distributed.
- Record and reconcile petty cash accounts monthly.
- Reconcile bank accounts monthly.
- Provide monthly financial reports to the Pastor and Parish Finance Committee.
- Prepare the annual financial report for submission to the Diocesan Office of Financial Administration in conjunction with the Parish Finance Committee.
- Complete Work Safe BC (WCB) forms and remit payments as required.
- Apply for GST rebate at least annually.
- Submit ordered and special collections to the Diocesan Office of Financial Administration in a timely manner.
- Record bank transfers from reports provided by the Diocesan Office of Financial Administration.
- Prepare and submit the “Registered Charity Information Return (T3010)” to Canada Revenue Agency in conjunction with the Parish Finance Committee, within the required timeframe.
- Maintain files for documents and financial records.
- Provide other duties as required.

Religious Education Coordinator Job Description

Summary

Reporting to the Pastor, the Religious Education Coordinator assists in carrying out the ongoing catechetical mission of the Parish.

Basic Job Description

To facilitate delivery of the Religious Education program offered at the Parish for children who do not attend a Catholic school.

Duties and Responsibilities

- Oversee planning and delivery of religious education classes for children, according to the approved diocesan catechetical program.
- Purchase supplies for the program as required.
- Recruit volunteer catechists and maintain contact list for catechists and children.
- Train, supervise and evaluate volunteer catechists.
- Arrange for substitute catechists when required.
- Plan the number of sessions required and assign catechists to appropriate classes.
- Arrange for class locations and ensure that the buildings are unlocked before the classes and locked after the classes.
- Schedule sacramental preparation courses for First Reconciliation, First Communion and Confirmation and work with the Parish office staff and the Catholic school (if applicable) to prepare for the celebrations.
- Conduct meetings with parents and catechists and communicate with them regularly.
- Attend coordinator's meetings and liaise with the Director of the Office of Faith Formation.
- Confirm that catechists are in compliance with the *Safe Environment Policy*.
- Contact families immediately to confirm unexplained non-attendance.
- Provide other duties as required.

Parish Youth Coordinator Job Description

Summary

Reporting to the Pastor, the Parish Youth Coordinator assists in providing Parish based youth ministry initiatives.

Basic Job Description

To develop, implement and coordinate programs for youth that encourage opportunities for involvement in Parish life.

Duties and Responsibilities

- Coordinate Parish based, spiritual and recreational activities for youth.
- Liaise with youth and young adults, their families, Parishioners, schools and the local community.
- Support families in promoting faith growth in young Parishioners.
- Coordinate and/or participate in diocesan and/or deanery events, retreats, conferences and other appropriate gatherings, including World Youth Day and youth rally.
- Communicate program and event information to families and Parishioners.
- Recruit and oversee the development of volunteer youth leaders.
- Facilitate the training and support of volunteer youth leaders.
- Confirm that volunteers are in compliance with the *Safe Environment Policy*.
- Maintain contact list and emergency information.
- Provide other duties as required.

Parish Pastoral Assistant Job Description

Summary

Reporting to the Pastor, the Pastoral Assistant assists in the ministerial functions of the Parish.

Basic Job Description

To support the Pastor in areas of pastoral work not requiring an ordained priest.

Duties and Responsibilities

- Facilitate baptism preparation sessions.
- Meet with parents of First Reconciliation candidates and schedule reconciliation celebrations in conjunction with the Religious Education Coordinator.
- Plan parent meetings and preparation sessions for First Communion/Confirmation celebrations.
- Recruit volunteers for marriage preparation committee.
- Organize and manage the RCIA schedule and recruit volunteers for the instructional team.
- Attend meetings of the Parish Pastoral Council.
- Work collaboratively with the Pastor in planning liturgical celebrations and sacramental preparation with the Catholic schools.
- Set up for baptisms, weddings, funerals and other liturgical celebrations.
- Assist the Pastor with preparation for Parish Advent and Lent Reconciliation liturgies.
- Communicate with Eucharistic ministers, lectors, altar servers, music ministers and ushers to confirm that each group is aware of their duties in preparation of weekly and Sunday Mass.
- Oversee training of volunteers in liturgical ministry.
- Confirm that volunteers are in compliance with the *Safe Environment Policy*.
- Attend Deanery Council meetings.
- Provide other duties as required.

Custodian Job Description

Summary

Reporting to the Pastor or his designate, the Custodian maintains the church and Parish centre and associated grounds.

Basic Job Description

To clean and maintain the Parish buildings and grounds.

Duties and Responsibilities

- Clean washrooms, dust all surfaces, clean glass windows and surfaces, dry mop or vacuum all floors and remove garbage and recycle items from Parish buildings.
- Ensure that the sacristy and church (e.g. pews, floors) are clean at all times.
- Maintain the carpets and hard-surfaced floors periodically.
- Perform and/or report necessary repairs.
- Keep all equipment in good working order.
- Coordinate periodic fire inspections.
- Maintain the grounds, lawns and flowerbeds as required.
- Clear snow and ice from sidewalks and walkways and maintain the spring, autumn and winter checklists required by the diocesan insurance policy.
- Arrange for power sweeping of parking lots and line painting if required.
- Maintain the cleaning supplies inventory and order supplies as needed within the approved budget.
- Update and maintain records contained within the diocesan “Arson Risk Management Compliance Declaration.”
- Provide other duties as required.

**SCHEDULE B:
LAY EMPLOYEE PERFORMANCE REVIEW FORM**

Lay Employee Performance Review Form

ROMAN CATHOLIC DIOCESE OF NELSON

Instructions

1. The Supervisor will complete Section A.
2. The Supervisor will give the form to the employee for completion of section B and review of section C, and the Supervisor will tell the employee on which date to return the completed form.
3. Upon receipt of the employee's completed form, the Supervisor will complete section B, review section C and schedule a date to meet with the employee.
4. During the meeting, based upon discussions with the employee, the Supervisor will provide a final rating for each evaluation factor and calculate the average.
5. The employee will be given a copy of the signed review, and the original will be placed in the employee's personnel file.

Section A (To be completed by the Supervisor)

Name of Employee: _____

Job Title: _____

Employer (Parish Name): _____

Employment Start Date: _____

Type of Employee:

Full Time (30-40 hours/week)

Part Time (16-29 hours/week)

Temporary (see "Definitions" in Policy Manual)

Casual (less than 16 hours/week)

Name of Supervisor/Evaluator: _____

Date of Performance Review Meeting: _____

Evaluation Time Period: From _____ to _____

Type of Evaluation:

Annual

Probationary

Biannual (every 2 years)

Other (specify): _____

If an extension of the probationary period is recommended, identify the period of extension and the reasons for the extension.

The purpose of the performance review is to identify and evaluate an employee’s abilities, skills, knowledge, personal and professional growth, and overall performance related to the following:

- duties and responsibilities of his/her position as per the job description
- contributing to the work environment
- establishing and maintaining effective interpersonal and working relationships, both internal and external
- meeting and/or exceeding the standards of expectations related to his/her position
- identifying goals and objectives
- demonstrating dependability and accountability
- demonstrating and living the Gospel

Section B (To be completed by the employee and Supervisor and then discussed)

Evaluate the factors that follow using the rating (noted below) that most accurately and objectively represents the employee’s performance. The final rating is completed by the Supervisor during the discussion at the performance review meeting.

8-10	Exceed expectations/requirements
6-7	Meets expectations/requirements
1-5	Opportunities for growth/improvement

Knowledge and Competencies

Duties and responsibilities of position, including technical/professional competencies.

	Rating	Comments
Employee		
Supervisor		
Final		

Quality of Work

Thoroughness and accuracy; workload management skills.

	Rating	Comments
Employee		
Supervisor		
Final		

Time Management

Effective use of time; displays organizational and priority setting skills, meets deadlines.

	Rating	Comments
Employee		
Supervisor		
Final		

Problem Solving

Judgement and ability to analyze and respond to situations/problems, including effective decision making, obtaining advice/assistance, and appropriate referral to others; demonstrates flexibility and/or creativity.

	Rating	Comments
Employee		
Supervisor		
Final		

Responsibility

Accepts responsibility and accountability for actions and performance of duties.

	Rating	Comments
Employee		
Supervisor		
Final		

Initiative

Ability to suggest and/or take action independently within scope of his/her position; demonstrates self-starting behaviour; requires infrequent reminders and/or direction; provides recommendations to improve effectiveness of processes or procedures.

	Rating	Comments
Employee		
Supervisor		
Final		

Adaptability

Shows flexibility regarding new procedures; demonstrates ability to adapt to change in work habits/duties; maintains open and positive attitude to change.

	Rating	Comments
Employee		
Supervisor		
Final		

Communication (Written and Verbal)

Demonstrates ability to express him/herself clearly to others and ability to listen effectively.

	Rating	Comments
Employee		
Supervisor		
Final		

Interpersonal Skills

Relates well to others, both internally and externally; maintains effective working relationships with peers/co-workers, Supervisor and others; demonstrates public relations skills with members of the public and others.

	Rating	Comments
Employee		
Supervisor		
Final		

Cooperation

Demonstrates ability to work effectively and collaboratively as a team member; willing to share ideas and expertise; accepts direction/supervision as necessary; receives and accepts constructive criticism and/or concerns in a mature and understanding manner.

	Rating	Comments
Employee		
Supervisor		
Final		

Demonstrating and Living the Gospel

Integrates and demonstrates Church teachings into faith-based actions and behaviours and displays an exemplary service-oriented focus and attitude in carrying out the responsibilities and duties of his/her position.

	Rating	Comments
Employee		
Supervisor		
Final		

Working Relationship with Supervisor(s)

Evaluation and overall effectiveness of the working relationship with his/her Supervisor(s).

	Rating	Comments
Employee		
Supervisor		
Final		

Workplace Participation/Enhancement

Contributes and is actively involved in helping to make the workplace a positive, people friendly and welcoming environment for all employees, volunteers, and visitors (might include participation on committees).

	Rating	Comments
Employee		
Supervisor		
Final		

Add the final ratings together and divide by the number of factors evaluated, to obtain the average.

Total of Final Ratings	
Number of Factors Evaluated	
Average (Total Divided by Number)	

Section C (To be completed jointly during the meeting)

Accomplishments/Contributions during Review Period

Includes courses, workshops, projects, personal development; previously identified special work assignments and/or goals that were successfully achieved

Goals/Objectives for Next Review Period

Includes expectations, opportunities to enhance strengths, opportunities for growth/improvement of performance and/or duties, identification of any training/education needs specifically associated with responsibilities/duties of the position and/or with personal and/or professional development; anticipated projects or other special work assignments.

1. _____
2. _____
3. _____
4. _____
5. _____

Job Description Review

Collaboratively review the employee's job description. If any changes are required, provide the employee with an updated job description and identify major changes below:

Additional Comments

Employee

Supervisor

Proposed date for next employee performance review: _____

Employee's Signature

Date

Supervisor/Evaluator's Signature

Date