

THE CHURCH OFFICE AND HUMAN RESOURCES COMMITTEE

- 13.51 The Church Office and Human Resources Committee consists of a Convener and seven members. These shall include:
- (a) at least one lay person with knowledge and experience of Human resources;
 - (b) at least one person with special skills in psychological assessment;
 - (c) the General Secretary;
 - (d) a member of the Finance Committee appointed by that Committee;
 - (e) at least one woman.
- 13.52 The Church Office and Human Resources Committee determines the vision, mission, goals and key outcomes of the General Assembly Office and reports these to the General Assembly or Executive Commission on an annual basis. The committee is guided by the Human Resources Manual as adopted by the General Assembly.
- 13.53 The function of the Church Office and Human Resources Committee is to fulfil a directive, co-ordinating and monitoring role over the activities of the administrative and other departments at the General Assembly Office by:
- (a) receiving clear, measurable goals and associated plans from the General Secretary and Heads of the General Assembly Office Departments;
 - (b) monitoring the carrying out of these plans and attainment of these goals through regular reports from the General Secretary and Heads of Departments, lending support whenever necessary;
 - (c) assessing and reporting on results achieved (that is, plans carried out and goals attained) to General Assembly;
 - (d) setting remuneration levels and packages according to the Budget;
 - (e) reviewing and ratifying staff appointments according to established General Assembly procedures;
 - (f) assessing and reporting on the overall performance of the General Secretary and Heads of Departments and their staff to General Assembly;
 - (g) drawing up and managing an Annual Budget for the Committee.

- 13.54 The Church Office Committee and Human Resources Committee has power
- (a) to appoint the staff required to enable the General Secretary to administer the affairs of the Church; and
 - (b) to determine the salary and other emoluments and conditions of service to apply to each person appointed. The Church Office Committee and Human Resources reviews annually the remuneration and allowances of every employee of the General Assembly and its Committees.