

## **5 Considerations for Enhancing Your Ministry's HR Practices**

Many ministries have pieces of their human resources (HR) practices in need of review, updating, and refining. Taking the time to improve these areas will provide a consistent approach within the organization and streamline the process when new people join your ministry team. Here are five considerations for enhancing your HR practices:

### **1. Is the employee handbook up to date?**

A thorough employee handbook provides a firm foundation for the smooth operation of your ministry team. It should outline overall expectations and contain all the pertinent information and policies related to Called and hired staff. An up-to-date handbook helps prevent misunderstandings and potential conflicts.

### **2. Are position descriptions current?**

It is good practice to review position descriptions on an annual basis and whenever a new person joins the team. The position description should clearly overview the expectations and responsibilities of their role on the team and define the key relationships for accountability. The position description can be used as part of the review process to ensure quality performance.

### **3. Are all key processes documented?**

The reality is that members of a ministry team come and go; you don't want all the key knowledge leaving with them. Documenting processes means having written details on how to perform all the aspects of their position description. Although a painstaking proposition, having detailed documentation ensures consistency and continuity in time of transition.

### **4. Is the system for handling employee data secure and confidential?**

Employee records usually include sensitive information such as driver license number, Social Security number, bank account information, medical information, and personal contact information. Improperly managing this information could put employees at risk and get your ministry in hot water. You need to have protocols in place for collecting and storing sensitive employee information.

### **5. Is the training process adequate?**

Hopefully you can find qualified people to join your ministry team, but even qualified candidates need some on-the-job training. Proper onboarding training sets the right expectations for new team members and can prevent issues later. Ongoing professional development is also vital for the long-term success of each employee.

Interested in an organized planning tool for matching the future goals of your ministry with your HR plans? Please contact Grace in Action for more information about our ministry-focused Strategic HR Planning process.