

**The Unitarian Universalist Congregation
in Westport (TUUCW)
Human Resources Committee Charter
Update 4/2026**

- Purpose** The Human Resources Committee (also referred to as HR Committee) supports the mission of The Unitarian Universalist Congregation in Westport by advising the Senior Minister and the Board of Trustees (Board) on Human Resources / Personnel policy matters and by supporting the Human Resources work of the Senior Minister and leadership team as requested and appropriate.
- Goals General** Ensure that Human Resources / Personnel policies and employee / staff-related documents (i.e., position descriptions, salary surveys, employee handbook / policy manuals, etc.) are up to date and accurate.
- Communicate with the Senior Minister and the Board as appropriate regarding Human Resources-related issues (such as compensation and benefits programs).
- Provide appropriate materials to support the Senior Minister and the Board as needed in communicating with the Congregation regarding Human Resources policies and procedures.
- Assist in the resolution of staff-related grievances pursuant to the procedures established in TUUCW’s Human Resources Policy Manual/Employee Handbook.
- Roles/Responsibilities** The Human Resources Committee will consist of at least three members, appointed by the Senior Minister and in collaboration with the Board as appropriate. The Senior Minister sits on the Human Resources Committee.
- Human Resources Committee members’ terms are generally planned for three or more years in length, with appointments staggered to ensure continuity and fresh perspective brought to the Human Resources Committee on a regular basis.
- The Human Resources Committee will choose a chairperson each year from its current membership, with rotation of chairperson as appropriate.
- Should a Committee member resign prior to the completion of their tenure with the Committee, the Senior Minister, with the Board’s support, will choose the new member for a term to include the remainder of the current year plus renewal on a regular basis.
- Should the Chair resign, a designated Chair will assume the Chair of the

Committee for the remainder of the current year through the following year. The Committee will choose the next Chair.

Guidelines

The Human Resources Committee will meet a minimum of three times per year. Additional work may be completed via email and other agreed on technologies.

The Committee will review Human Resources / Personnel documents and policies as defined above on a regular basis, collaborating with internal staff members as appropriate. Human Resources / Personnel documents will have periodic reviews to ensure timeliness of information. This may include annual reviews of benefits and compensation programs in conjunction with UUA renewals and compensation guideline updates.

Changes to the periodic review schedule may be made in the event of any legal or organizational restructuring.

Communicating with the Congregation will be through Soundings articles and the Annual Report. The HR Committee will also communicate with the Board of Trustees as requested or appropriate.

The Human Resources Committee collaborates with other TUUCW Committees as appropriate regarding human resources related topics.

The Committee makes use of UUA resources, including the UUA's Leader Lab resources, compensation guidelines, and benefits program administration, as appropriate.

The HR Committee will submit an annual report in advance of the annual congregational meeting.

Accountability

The Human Resources Committee serves in an advisory role to the Senior Minister and, as appropriate, provides an advisory role to the Board on Human Resources / Personnel issues and concerns. This Human Resources advisory role reports to the Senior Minister in support of the Minister's responsibilities related to managing the staff. The Committee, including the Minister, will advise the Board on matters related to Human Resources policies including updates to the Employee Handbook (Human Resources Policy Manual), implementation of Human Resources policies and Human Resources matters that have legal or fiscal ramifications.

In the Human Resources Committee's advisory capacity, the Committee does not directly supervise or evaluate staff.

Annual Goals will be evaluated and results reported to the Board and included in the Annual Report to the congregation.