



What's in Your HR Toolkit?



CANADIAN COUNCIL *of* CHRISTIAN CHARITIES

Having an HR department usually isn't cost effective for small-to-mid-sized Christian ministries, yet their HR needs are pressing. Creating policies, crafting job descriptions, conducting performance reviews, and staying on top of employment legislation are just a few of the everyday challenges.



NEW PROGRAM FOR CCCC MEMBERS

CCCC's new Human Resource program provides on-demand HR expertise and support for ministries that may not have their own HR professional on staff.

We work one-on-one with your ministry to equip you with the tools that you need to build a thriving workplace.

Our practical, customized, faith-based solutions help you to navigate the challenges of any stage of the employment relationship: *planning, attracting, integrating, engaging, or releasing.*

PLAN

ATTRACT

INTEGRATE

ENGAGE

RELEASE

CCCC CAN HELP YOU TO . . .

PLAN

Strategically assess the needs of your ministry before making the decision to hire

- › Align your HR strategy with your ministry's goals
- › Conduct workforce planning effectively
- › Review organizational design
- › Perform job analyses and create job descriptions
- › Build customized, legislatively compliant HR policies and processes that reflect best practice
- › Set appropriate compensation for new and existing positions

ATTRACT

Attract top talent to your ministry

- › Create a great candidate experience from start to finish
- › Craft job postings that comply with human rights legislation
- › Enable and equip your employee ambassadors
- › Leverage your workplace culture to attract top talent

INTEGRATE

Enable new staff members to integrate into your ministry as quickly as possible

- › Develop an on-boarding program for new staff members
- › Define what success looks like on the job and how work will be evaluated
- › Plan for authentic and effective one-on-ones

ENGAGE

Engage your staff and build on their strengths

- › Build on the strengths of your employees
- › Create a rewards and recognition program
- › Action plan based on employee engagement survey results
- › Perform individualized development planning

RELEASE

Help your staff to leave well and protect your ministry from legal liability

- › Avoid common pitfalls in the area of employee terminations
- › Conduct effective exit interviews
- › Navigate the resignation process

PRICING › CCCC'S HR SERVICE IS OFFERED IN BLOCKS OF 10 HOURS (\$1500), 5 HOURS (\$750), & 2 HOURS (\$350).



HOW THE PROGRAM WORKS

- › **BUY A BLOCK OF TIME.** Log on to our online store at cccc.org/store to purchase a block of time. You will be required to sign a letter of engagement and provide proof of proper insurance coverage.
- › **TELL US ABOUT YOUR MINISTRY.** Next, we will schedule a phone call with your senior leader to conduct a diagnostic of your HR practices. This discussion will generate a baseline review of your ministry's HR needs and a plan for next steps.
- › **KICK OFF WITH A VIRTUAL MEETING.** CCCC will host a conference call to meet your leadership team, discuss working together, and create a plan for moving forward.

This is primarily a virtual service with most interactions taking place by phone or email. Currently, the HR program is open to CCCC Members only. Purchased time does not expire; however, all purchases are final and CCCC does not provide refunds.

QUESTIONS? CONTACT US!

Our goal is to help your ministry to thrive!

If you have any questions or comments about our HR Program, please contact Chris Hall at 519.669.5137 or chris.hall@cccc.org.



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