

Diocese of Elphin – HR Policy Handbook

Document Name: Introduction and Ethos
Document No: 0.1.2 (original)
Effective Date: 15th February 2019
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Approved By: +Kevin Doran, Bishop of Elphin



Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.

This document outlines the Diocesan policy on Ethos. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).

The purpose of this policy is to act as an introduction to the Diocese of Elphin's HR Policy Handbook and describe the ethos of the diocese.

The diocese includes parishes, and organisations, under the control of the diocese and any constituent parish and/or other office or agency of the diocese, (hereafter referred to as "the employer"). The Diocese of Elphin recognises Jesus Christ as the way, the truth and the life. It seeks to value the gifts and abilities given to every person by the Holy Spirit for the building up of the Church.

Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the 'diocese' serves.

"The employer" aims to realise this ethos by:

- providing every staff member with a contract and clear job description in advance beginning their employment;
- ensuring that each staff member's place of work is a social and moral environment in which his or her views, feelings and opinions are respected;
- encouraging staff members to avail of professional development opportunities relevant to their work;
- implementing up to date Data Protection policies to ensure secure processing of staff members' personal data;
- offering reflective spiritual opportunities, e.g. annual day of recollection, that support staff members replenish and rejuvenate their spiritual lives;
- adhering to diocesan HR policies;
- communicating in a timely manner all changes to the diocesan HR policies, likely to having a bearing on the staff member's work;
- annual review of staff member's work-related performances in consultation with staff member;
- celebrating successes.

The role of the Church in the world also necessitates that each staff member has the capacity and willingness to adapt to changing circumstances that may arise. Consequently each staff member (along with each constituent element of the diocese) is expected to play his or her part in fostering a culture of review, dialogue, evaluation and collaboration in the service of the Gospel. From a staff member's perspective this requires a commitment on the part of the diocese and of every staff member to participate in evaluation and planning processes with a view to realising the ongoing improvement of the services provided.

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1. The Diocesan HR Policy Handbook is designed to clarify and support the above Ethos.
2. The Handbook is divided into an overview section (Section 0) and various other sections covering all aspects of working in the diocese from hiring (Section 1) to the time a person leaves work (Section 12).
3. It is intended to update the folder on a regular basis in line with European and National developments.
4. Each Line Manager is responsible for communicating these documents to their staff. Each staff member is required to read, sign and accept responsibility for compliance with each policy.
5. Line Managers should complete communication and obtain sign off from staff members ideally within 10 days of notification of the HR Policies. Copies of the 'sign-off sheet should be retained on the staff member's HR file for reference and audit. (See sign-off sheet 0.1.3).