

Report of the Personnel Committee to the Congregation

Annual Meeting, June 12, 2014

The Personnel Committee has completed a year of discernment and action focussed on staff development. Our goals were to ensure that our staff resources were appropriately defined, skilled, trained, and compensated to better lead and support the members of the congregation, and the Minister, in achieving church goals.

We began with a review of staffing plans and job descriptions, along with budgeting data assembled by the Transition Team, from several regional UU congregations to understand how successful churches were creating growth. Based on those findings, and an in depth review of our church's staffing needs, we began to create a staffing plan.

Without a UUA guideline or model to go by, we spent a lot of time developing the individual parts of the plan. The plan was constructed in three major parts:

1. **Creation of New Job Descriptions.** These were very idealistic at first and we took some time to shape them into job descriptions that were practical, and affordable. They all featured a higher level of skill and professionalism, and a new leadership component; both features missing in the old job descriptions. These were extensively reviewed with various church stakeholder groups, and the staff, before they achieved their final shape.
2. **Creation of the Job Fit Workshop Process.** This process, which involved listening more than talking, involved the committee in two 2-hour long workshops for each staff member to understand their current skills and capabilities, and future growth needs to eventually fit into the new job descriptions. These discussions also yielded some final tweaks to the job descriptions.
3. **Recommendations to the Executive Director.** Finally, we prepared recommendations to the Executive Director based on our assessment of staff potential for success in the new job descriptions as that related to the growth and development of our spiritual community.

In response to Chris Parker's retirement announcement, the committee created a job description for an Interim Director of Lifespan Religious Education and assembled a

search team. That team work hard and successfully to find and hire an Interim DLRE who starts next August.

In response to concerns voiced at last year's Annual Meeting, the committee has created a procedure whereby a staff member who has been fired can seek a review of those personnel actions through appeal to the President and Board of Trustees. That procedure has been reviewed by staff and, along with several other updates to the Personnel Manual, has been posted to the "Members Only" portion of the church web site.

And lastly, the committee has worked to ensure that it can attract church member participation by setting out a clear goals, and creating its own term limits policy.

The Personnel Committee advises the Minister/Executive in matters regarding appropriate staffing levels, hiring, compensation (salary and benefits), and staff management. The personnel committee:

- Maintains awareness of best practices and emerging issues regarding church staffing and personnel management and training from the UUA, LREDA, AUUA, and other such professional organizations, as well as other churches who are thriving
- Assists the Minister in assessing professional staffing levels required to serve the mission of the church
- Creates and maintains job descriptions for the professional church staff (not including the minister or interim minister)
- Creates and maintains the church Personnel Manual
- Annually recommends to the Minister appropriate salary and/or cost-of-living increases for the staff based on UUA guidelines and US Government indices
- Other personnel issues as the Minister may desire

The committee is appointed by and reports to the Minister as the Executive Director of the church. Committee members this year were: Jon Lasselle (Chair), Karen Leonard, Harry Purkhiser (Acting Chair in Jon's absence), Ellen McCormick, and John Burkitt. New

members for next year are Marjeanne Vacco and Burns Fisher who will be replacing Ellen McCormick and Harry Purkhiser, both of whom have completed their two two-year terms, and a bit more.

For the Committee,

Harry Purkhiser

Acting Chair