

Personnel committee Annual Report for 2009

Naomi Lombard chaired the Personnel committee for 2009. Serving on the committee were Pat Roche and Paul Hoerlein.

The Personnel Committee serves as a policy advisor to the board. The Committee is called on when personnel issues arise or when Church policies require clarification. It oversees the hiring of paid positions and ensures that the performance reviews of Church personnel are completed.

The Personnel Committee provides a forum for dialogue and feedback during for the review process. Personal accomplishments over the past year are highlighted and overarching goals for the upcoming year are presented. Vacation plans are revealed and arrangements for substitutes are discussed.

Formal reviews are conducted for all paid staff. A written review is completed after the initial hiring period for new employees and annually for all incumbents; currently Ana and Tod Gobledale, Ele Nash, Gale Petersen and Terri Houlahan, Church Administrator and Roman Miranda, the Church custodian.

While the Personnel Committee oversees hiring, the Minister is directly responsible for hiring and managing of all paid staff on a day to day basis. The current ministers make it a priority to meet regularly with all staff members. They met with the CE Director weekly, the Music Director, monthly and the Office Administrator at least weekly. They also met with the Custodian on a weekly basis. This increase in regular communication was an important and welcome change in process from past years.

This year brought two changes in personnel. Terri Houlahan replaced Zee Straight-Weiss as Office administrator in early 2009. She has rapidly come up to speed on all aspects of the position. Roman Miranda replaced Environment Control as janitor. Both of these are valuable new additions to the Church staff and have exceeded expectations.

An important addition to KCCs care for its ministry staff was established this year. The Pastoral Relations Committee is a small group of 3 to 4 Church members. It was formed to assist the current ministers in assimilating to KCC life. The group has not authority, but the members are chosen for their wisdom, breadth of experience and connections throughout the congregation. The members have their 'ears to the ground' in the congregation, and bring concerns and affirmation to the pastor. They are privy to the concerns and dreams of the pastor. It is a place where conflict (real and imagined!) can first be discussed and solutions considered. The meetings are confidential and minutes are not taken. This Committee will continue to assist the new Pastor during his or her ministry and will be especially helpful for a smooth transition.

Finally, as all Committees have had to do, the budget short fall has prompted us to clarify and in some cases reduce the work hours of all paid staff.

	2009 Hours Per Week	2010 Hours Per Week
Roman Miranda	18-20	18 MAX
Terri Houlahan	20-25	20 MAX
Gale Petersen	15	15 (Clarified)
Ele Nash	Determined by contract	Determined by contract

This year, the Committee worked on drafting the first policy manual, which will be presented to the board for approval this spring. The Committee hopes to complete descriptions for all positions in 2010.

Please contact Naomi if you are interested in being a part of the Personnel Committee.

Submitted by Naomi Lombard, Chair