

**Ministry Plan 2017-2018
PERSONNEL COMMITTEE
The Church of the Covenant
February 28, 2017**

Accomplishments 2016-2017

1. Began Parish Nurse Program/ wrote job description.
2. New Staffing Plan, revised Comprehensive Staffing Plan to include Minister of CE and Project Manager for CE/ wrote job descriptions.
3. Conducted Staff Reviews and Evaluations for all staff members.
4. Reviewed and revised all Board of Pensions coverages/ major changes in BOP coverage
5. Conducted Staff Appreciation Event.

Goals for 2017-2018

1. Examine sustainable size of our current Personnel Budget in relation to the size of our pledge income (80 to 100% of pledge income is Personnel Budget).
2. Continue to monitor BOP Coverage Changes.
3. Review and Update Personnel Manual.
4. Develop confidentiality plan for administration/staff/volunteers/ ministry team.
5. Continue efforts at staff appreciation.
6. Continue annual staff reviews.
7. Continue to update job descriptions.
8. Determine staff members who qualify for substantial review and merit increase.
9. Work with Associate Pastor Nominating Committee to develop job description for Associate Pastor.

Respectfully submitted by the Personnel Committee:

Cindy Garlisi, Chairperson, elder representative

Pat Boyer, second elder

Sue Denmead

Gary Recktenwald

Sue Key

George Jones

Dr. Stu Broberg, Pastor/ Head of Staff, Staff Liaison