

**Ministry Plan 2016-2017**  
**PERSONNEL COMMITTEE**  
**Church of the Covenant, PCUSA**  
**February 23, 2016**

**Accomplishments in 2015-2016**

1. Reviewed and updated job descriptions
2. Reviewed and completed Comprehensive staffing Plan
3. Reviewed and updated Job Classification/Hours/Vacation for staff
4. Staff evaluations and reviews
5. Staff appreciation event

**Goals for 2016-2017**

1. Develop a process/call an individual to help with pastoral care and other matters
2. Review benefits from the Board of Pensions in light of coming changes
3. Examine the sustainable size of our current Personnel Budget in relation to the size of our pledge income ((80-100% of pledged income is Personnel Budget)
4. Review and update Personnel Manual
5. Develop a Confidentiality Plan for administration/staff/volunteers/ministry team
6. Continue efforts at staff appreciation
7. Continue annual staff evaluations
8. Continue to update job descriptions
9. Determine which staff members might qualify for substantial review and merit increase

**Respectfully submitted by the Personnel Committee:**

Cindy Garlisi, Chairperson, elder representative

Sue Denmead

Gary Recktenwald

Pat Boyer

Peg Flynn

Sue Key

Dr. Stu Broberg, Pastor/Head of Staff, staff liaison