

**Ministry Plan 2018  
Personnel Committee  
The Church of the Covenant, PCUSA  
March 20, 2018**

**Accomplishments in 2017**

1. Hired Tim Grantz to open/close the church on weekends.
2. Filled the position of Administrative Assistant vacated in May.
3. Coordinated with Christian Education to develop and implement a staffing plan for youth programming that including additional hours for the Director of Christian Education and the addition of an Interim Director of Middle School Ministry.
4. Filled the positions of Young Adult Contemporary Music Leader and Interim Youth and Music Intern.
5. Celebrated 25 years of faithful service by Cyndi Barney.
6. Collaborated with the Associate Pastor Nominating Committee to develop the job description for the Associate Pastor.
7. Completed staff evaluations and reviews.
8. Celebrated with Staff at the annual appreciation event.
9. Incorporated Board of Pension changes into the budget.

**Goals for 2018**

**GOAL #1:** Staffing

1. Continue updates to job descriptions.
  - a. Director of Christian Education
  - b. Director of Youth Ministry
  - c. Minister of Christian Education
  - d. Church Administrator
  - e. Administrative Assistant
2. Review and update the Comprehensive Staffing Plan.
3. Review and update the Job Classification/Hours/Vacation.
4. Review and update the Personnel Manual.
5. Develop a confidentiality plan for administration/staff/volunteers/ministry team.

**GOAL #2:** Set staff evaluation and review

1. Late spring – Pastor Stu and Pastor Kay complete staff evaluations.
2. Early summer –informal conversations between Staff members and Personnel committee.

**GOAL #3:** Staff appreciation event.

**GOAL #4:** Study and make recommendations regarding any Board of Pensions increases and policy changes as required.

**GOAL #5:** Add one to two new members to the committee.

**Respectfully submitted by the Personnel Committee:**

Sue Denmead, Chairperson, elder representative, John Artuso, elder representative  
Pat Boyer, Cindy Garlisi, George Jones, Sue Key, Dr. Stu Broberg, Pastor/Head of Staff, staff liaison