

## **Personnel Ministry Team Annual Report 2020**

Chairperson: Judy Lake  
Council Liaison: Ken Bobek  
Committee: Tina Baker, William Bunting, Terry Ziemke

The responsibility of the Personnel Ministry Team is to regularly review the staffing needs of Shepherd of the Hill Lutheran Church in consultation with the Pastor and the other ministry teams of the church and make recommendations to the Church Council.

In order to meet the responsibilities of the Personnel Ministry Team, they shall carry out the following activities with the exception of the rostered leaders.

The ministry team shall review all commendations, complaints, and concerns regarding the paid staff of the congregation.

- Collect, update and, when necessary, originate job descriptions of all paid staff of the congregation;
- To review the working conditions, salary structure and working hours of all paid staff of the congregation at least twice each year and make recommendations to the Congregation Council prior to preparation of the annual budget. Such recommendations shall include:
  - Continuation, addition, or reduction of pay;
  - Changes in working hours of staff to better serve the congregation and other staff members;
  - Changes in working conditions to better serve the congregation and other staff members;
  - And salary review and recommendations.

**This year, the Personnel Ministry Team made recommendations to the Church Council regarding the following items:**

- This year the COVID-19 restrictions curtailed the ability of the Personnel Committee to meet in person, but the Committee did make recommendations to the Church Council regarding the following items:
- After some discussion, the Personnel Committee agreed to recommend that the Church Council approve 2 “flex” paid days off each for the Parish Administrator (Dawn Virva) and the Financial Secretary (Kern Franz). Based on Dawn’s part time schedule, this would amount to approximately 13 extra hours of paid time off for the year. Based on Ken’s part-time schedule, this would amount to approximately 9 hours of paid time off for the year. The budgeted amount would remain the same, essentially, they are getting more time off but with the same pay.
- The Personnel Committee decided to review the request for extra vacation days at a future date, (after the COVID-19 pandemic), when we all hope to be back on a somewhat regular schedule.

- The Personnel Committee was also informed about the hiring of a second custodian and learned this had already been approved by the council. The committee realizes that this is an unusual time because of the pandemic and there was probably some urgency and time constraints contributing to the quick hiring. However, we discussed and determined that the Personnel Committee needs to be included on any future hiring of SOTH staff.
- Terry Ziemke asked to be released from the position of Chairperson. Judy Lake volunteered to be the new Chairperson. Terry will continue to serve on the committee as a member.