

PERSONNEL COMMITTEE

Annual Report 2009

The Personnel Committee is responsible “to provide for the administration of the program of the Church, including employment of non-ordained staff, with concern for equal opportunities, fair employment practices, personnel policies and annual review of the adequacy of compensation for all staff, including all employees”. (**Book of Order G10.0102.n**)

The Committee met on a regular basis in order to carry out our responsibilities. Here is a summary of our actions:

1. Appointed a sub-committee to review evaluation procedures for all employees and to develop appropriate evaluation forms to be used in the future.
2. Reviewed various medical plans in anticipation of the need to renew plan on March 1, 2009.
3. At his request, updated the contract of Dr. William Entriiken.
4. Appointed a Committee to integrate nursery school employee handbook in to Church’s handbook.
5. Welcomed Susan Tedesco as the new Business Administrator.
6. In consultation with the Joint Finance Committee, it was determined that no salary increase could be given to staff for 2010.
7. Heard the concerns about the performance of the Director of Children’s Music and recommended that a contract for 2009/2010 not be offered.

Many thanks to Dr. Walton, Susan Tedesco, Fatima Torres and members of the Committee for their help and guidance in carrying out our tasks. Many thanks to our staff who work diligently and for all they do beyond the call of duty.

Betty C. Jones, Chair

Committee Members:

Dr. Jon Walton, Senior Pastor, ex-officio

Larry Tallamy, Adult Education	Nancy Sellar, Joint Finance
Susan Tedesco, Business Administrator	Charlotte Wallace, Membership
Reade Ryan, Church and Society	Steven Wells, Nursery School
Craig Arcella, Communications	Albert Garner, Trustees
Mark Fontaine, Deacons	Ingrid Ladendorf, Worship
Heidi Valero, Family Ministries	