

Personnel Committee Annual Report for 2014-2015

The Unitarian-Universalist Church of Nashua is served and guided by a professional and engaged staff. It is important that staff roles and expectations are understood by staff members and the congregation, and that there are procedures to maintain and keep current job descriptions and staff management tools, such as, the personnel manual, performance review program, and competitive salaries and benefits.

In order to meet these needs the personnel committee:

- Maintains awareness of current practices and emerging issues regarding church staffing and personnel management and training from the Unitarian Universalist Association (UUA), Liberal Religious Education Directors Association (LREDA), Association of Unitarian Universalist Administrators (AUUA), and other such professional organizations, as well as other churches who are thriving
- Assists the Minister in assessing professional staffing levels required to serve the mission of the church
- Creates and maintains job descriptions for the professional church staff (not including the minister or interim minister)
- Creates and maintains the church Personnel Manual
- Annually recommends to the Minister appropriate salary and/or cost-of-living adjustments for the staff based on UUA guidelines and US Government indices
- Other personnel issues as the Minister may desire

Over the past year the committee:

- Held staff interviews on current job descriptions and Personnel Manual
- Reviewed and updated of job descriptions for the Church Administrator, Sexton, Membership/Volunteer Coordinator, Director of Lifespan Religious Education, and Interim Director of Lifespan Religious Education
- Reviewed and updated the Personnel Manual

Our goals for the 2015-2016 church year are:

- Draft and complete recommendations for a staff performance review program.
- Review and update the job description for the Music Director

- Interview all staff members on job descriptions and the personnel manual, make changes as warranted.
- Add one new member to take the membership position being vacated by Karen Leonard

Karen Leonard is leaving the committee after serving for 8 years. Karen is the last original member of the committee in its current iteration. It is with sadness that we see her go, and with with gratitude for her years service, thoughtful counsel, and the many, many hours she put in to make the committee and the church better than we would have been otherwise. Thank you, Karen -- I hope we can still call you for advice now and then, or when we have particularly tough questions on grammar, punctuation, or word use.

Members:

John Burkitt, chair, 2013 – present

Karen Leonard, member, 2007 – present

Marjeanne Vacco, member, 2014 – present

Burns Fisher, member, 2014 – present

- Respectfully submitted on May 28, 2015 by John Burkitt for the Personnel Committee