

UU Church of Nashua

Personnel Team Annual Report for CY 2015-16

The Unitarian Universalist Church of Nashua is served and guided by a professional and engaged staff. Staff roles and expectations need to be understood by staff members and the congregation. The Minister/Executive needs to maintain and keep current job descriptions and staff management tools such as the personnel manual, performance review program, and competitive salaries and benefits.

The Personnel Team advises the Minister/Executive in matters regarding appropriate staffing levels, hiring, compensation (salary and benefits), and staff management in support of the church's mission and covenant,

The Personnel Team:

- Maintains awareness of current practices and emerging issues regarding church staffing and personnel management and training from the UUA, LREDA, 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 and job evaluation forms for the professional church staff (not including the minister or interim DFF)
- Creates and maintains the church Personnel Manual
- Annually recommends to the Minister appropriate salary and/or cost-of-living increases for the staff based on UUA guidelines and US Government indices
- Other personnel issues as the Minister may desire

Accomplishments for the 2015-16 church year

- Held interviews with the Church Administrator, Membership Coordinator, Sexton, Music Director, and Interim Director of Lifespan Religious Education to review job descriptions and the Personnel Manual.
- Reviewed Sexton Job Descriptions at other UU churches
 - Groton MA
 - Concord NH
 - Cambridge, MA
 - Lexington - Follen Church
- Updated the job descriptions for the Church Administrator, Membership Coordinator, Sexton, Music Director, and Interim Director of Lifespan Religious Education
- Added new job descriptions for Child Caregivers, Coffee Crew, and Bookkeeper

- Established a job review process and wrote job review forms for the Church Administrator, Membership Coordinator, Sexton, Music Director, Child Caregivers, Coffee Crew, Bookkeeper, and Interim Director of Lifespan Religious Education
- Reviewed and recommended annual Letters of Agreement for all of the professional staff
- Reviewed and updated the Personnel Manual
- Consulted with the White Wing Board on their Personnel program
- Added new member Victoria Agnew

The Personnel Team is saying goodbye to two members this year - Marjeanne Vacco and Karen Leonard.

Marjeanne is leaving the committee after 2 years. She has been a wonderful asset, bringing a wealth of knowledge from academia and life experience. She has been a great help offering a fresh view as we reviewed and updated job descriptions and the employee manual, and looked at changes to the church staffing. The team will miss her.

Karen leaves the team after serving for 9 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 gratitude for her years of service, thoughtful council, 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.

Current members of the Personnel Team:

John Burkitt, chair, 2013 – present

Karen Leonard, member, 2007 – present

Marjeanne Vacco, member, 2014 – present

Burns Fisher, member, 2014 – present

Victoria Agnew, member 2016 – present

Respectfully submitted by John Burkitt, for the Personnel Team 05/17/2016