

## **SPRC Report to Church Council, July 10, 2013**

The Staff-Parish Committee has continued to be busy over this last quarter and has the following main items to report:

- We celebrated Pastor Melissa Hood's ministry with us and ensured a good, comfortable farewell.
- We welcomed Pastor Sarah Meacham to her new ministry with us. We noted that we do not have a very organized set of transition tasks, so we are setting up a transition information document so we can be better organized in the (hopefully far) future, including: office arrangements and preparation; parsonage check-list (trustees did an excellent job, but there are a few things that SPRC should also have done); church information for new pastors.
- We have commenced work on an Employee Handbook, as required by the 2012 audit. We are gathering materials and, at the latest, will have this ready by the end of the year. We expect sooner, though.
- We continue to work on organizing our church office administration. Our office volunteers have been effective and we are looking at all aspects of church administration to ensure they can be performed well and in accordance with the book of discipline without over-burdening any staff.
- We are pleased to report that our month-to-month expenses are now at the levels mandated by our church budget. We gave ourselves six months to achieve this goal, and it pretty much took that amount of time! We thank the finance committee for working with us to achieve this goal.
- The primary goal of SPRC is to support our staff in their ministry. As always, that will be our main focus for the next months and we look for the support of our congregation and church leaders in that effort.

Graham Wills  
Chair, SPRC