

Staff Parish Relations Committee Report to Church Council, January 2014

Administrative Assistant: SPRC knew that filling that position was going to be tricky; it's a critical one to the smooth running of the church and requires a blend of many skills. We are disappointed to have to report that we have not yet been able to find someone to fill the position; instead we will make a temporary appointment while we continue our search. This is not an ideal situation, and we know it could be stressful for our staff and probably frustrating to many in the congregation, but we strongly feel it is in the best long-term interests of the church.

Staff Changes: As of January 16, we are reducing the definition of "full-time" from 40 hours a week to 35 hours a week. This affects the positions of Music and Youth Direction, and our Office Administration position. This was done as part of the directive from church council to hire a Director of Christian education while keeping the same budget as in 2013.

Employee Handbook: As a result of the 2013 audit, SPRC committed to creating an employee handbook that clearly defines our general staff policies. This is now ready for final review; a copy has been posted on the church web site, and will go into effect January 16 unless any issues are raised over it. We strongly encourage all interested parties to look it over and send any comments to Graham Wills via email (graham@willsfamily.org).

Thank You: A very large thank you to all who volunteered in the church office in December, as well as to those who are ongoing volunteers. Thank, you, thank you, thank you!