

## *Staff Resources Committee Minutes*

07/11/17

The Staff Resources Committee for July was held Monday the 11<sup>th</sup>. In attendance were: Phyllis Jessup, Karl Love, Laura Matchett and Kay Sturgeon. The committee spent some introduction time regarding our UUCGT, career and personal background to better acquaint ourselves since we have a new member.

The committee accepted, with gratitude, Phyllis as our chair for the next. We understand that she will be away for a couple of months, but the committee will cover the work.

Kay Sturgeon reported that the time card initiative, now implemented, seems to be progressing without appreciable issues. In Rabbi Chava's absence, Kay will approve any requests for off site work or additional time requests should they occur.

The committee discussed further revisions of the Staff Resource manual. It was agreed to have a committee member meet with the operations committee, once a month. The purpose of the visit, in part, is to review the manual with our staff, a section at a time. This will highlight further possible revisions and hopefully increase staff understanding of the various provisions. We will initially discuss the topic of paid and unpaid time away.

The committee discussed the Rabbi's letter of call. The letter is to be reviewed periodically and updated as needed. It was determined that sufficient updating was required. Phyllis and Kay will examine the letter and report back to the committee.

With Rabbi Chava's evaluation process well in place, the committee will turn its attention to the evaluation process for the Director of Lifespan Experience and the Music Director. The first step is to update and expand the job descriptions currently within the manual. To do this, the committee established a working definition of who the stakeholders are for each position. These stakeholders will offer differing perspectives on congregational expectations and needs for the two positions. For Lifespan we identified: Children, parents, families, non-participants, and teaching volunteers. For Music we identified: performers (both vocal and instrumental), consumers (kids as well as adults) and committees (Sunday Services, Music and Committee on Ministry, and possibly Lifespan Experience). These lists are subject to modification.

The committee will next survey UUA materials to benchmark questions that can allow us to begin discernment. Karl agreed to personally review this process and intent with both Sarah Montgomery-Richards and John Baily.

We will next meet August 15<sup>th</sup> at 12:30. At that time we will formalize our annual calendar.

Respectfully submitted,

*Karl D. Love, Chair*