

Personnel Committee Report
February 11, 2012

For Information:

- The committee has approved the hiring of a Committee on Ministry Coordinator for one year with the option of renewing.

Rationale: Given the current transition of the Presbytery structure and the increasing needs of the Committee on Ministry, hiring a C.O.M. Coordinator is the best option possible at this time. Currently the moderator of the COM is working 15 hours a week. This is not sustainable as a volunteer position. The Coordinator will work with churches by contacting them during times of conflict, transitions, as well as coach COM members who are doing triennial visits and working with PNCs, updating and overseeing policy updates – especially as those updates relate to the new form of government, communicating with other COM moderators to keep track of COM issues in the denomination, finding and planning educational events in order to train and equip COM members to work with congregations and pastors more effectively, Board of Pension liaison to the presbytery, CLC (denominational call program) contract.

The salary will be:	\$14,000
Travel Expense Allowance:	\$ 2,000
Professional Expense/ Continuing Education	\$ 1,500
<u>FICA (estimated)</u>	<u>\$ 1,070</u>
Total	\$18,570

- The committee has also approved continuing the office assistant position through the end of the year.

Rationale: The Office Assistant position has given the staff the necessary support to effectively maintain the website, update the presbytery database, and coordinate meeting notices as well as coordinate the food, coffee, etc. for meetings. Given the move of the offices, having the Office Assistant will also help with the transition. The estimate cost for the rest of the 2012 year is \$10,000.

How will we pay for this? Because of the projected surplus, the finance committee has allocated \$15,000 of extra resources to be used for personnel needs. As a result we will be able to hire a COM Coordinator and to keep the Office Assistant through 2012. Other resources will come from 1) unused funds that have been budgeted for moving the office and for the rental of an extra office space in Stevens Point, and 2) the travel expense line item for the Associate for Administration. This gives us an approximate total of \$34,000. This is more than enough to cover the cost.