

## **Report of the Personnel Committee May 2022**

The Personnel Committee meets quarterly or as needed to address policies and rule governing the employees of the Penn West Conference of the United Church of Christ. During the past twelve months, the Committee held an exit interview with outgoing Youth minister, Melissa McLean. Her input led the committee to recommend that, if possible, the position of Youth Minister should be filled. The Committee also conducted a performance review with office Manager, Diane Fox. Diane's performance continues to be excellent, and the Committee informed her of both the Committees and Rev. Ackerman's high opinion of her work.

The Personnel Committed drafted and submitted to the Board of Directors an updated guidelines for acceptable use of social media by employees of the Penn West Conference. The Board of Directors approved these updates, and it is now part of the employee handbook.

The Personnel Committee worked with Rev. Ackerman to devise a plan for his sabbatical leave. The Committee approved a job description for the Interim Conference Minister, discussed a list of candidates for this position, and recommended Rev. Richard Pleva to serve as our Interim Minister during Rev. Ackerman's sabbatical. Rev. Ackerman's sabbatical is currently scheduled to run from July 4, 2022 until September 25, 2022. This is a total of twelve weeks.

With The plans for the Sabbatical formalized, the Committee proceeded to conduct Rev. Ackerman's performance review. This year the Committee decided to ask the Committees on Ministry from each Association to provide input for this review. We also asked one congregation from each Association that either is currently seeking a new pastor or has just recently called a new pastor to share their insight into Rev. Ackerman's performance. The Committee reviewed these responses in conjunction with Rev. Ackerman. The reviews were universally positive, and his performance was found to be outstanding.

Diane Fox has requested that The Personnel Committee, in conjunction with Rev. Ackerman, begin to plan how her position as Office Manager might be revised to reflect the current needs of the Conference and Diane's needs as well. These plans are ongoing, and the changes will be finalized after Rev. Ackerman returns from his sabbatical.

Each year the Personnel Committee reviews all Conflict-of-Interest Forms and deals with them as appropriate.

After June of 2022, The Personnel Committee will be reorganizing. Some members are ending their term, some new members will be joining the Committee, and I will end my term as Chairperson. When the reorganization is complete, a report will be issued to the Board of Directors.

Respectfully submitted,

Don McIlvaine, Chairperson