

## 2019 Personnel Committee Report UCC Southwest Conference

It was a busy year for this Committee, with staff evaluations and personnel policy changes as the two major projects.

The Committee, in consultation with Dr. Lyons and others, worked on several sections of the Personnel Policy Manual of the SWC. This document has needed changes for some time. "Addendum 4," which details benefits policy for staff, was updated, especially regarding Sick Leave and Health Insurance. These changes to Addendum 4 were approved by the SWC Executive Board in July. In general, clarification was made in the document, regarding the terms of "Called Staff" and "Employed Staff." The Committee is in the midst of revising other sections of the Manual, such as the updating of the evaluations of employed and called staff addenda.

The other big project for the Committee this past year was the carrying out of formal evaluations of SWC staff. This included the development of survey instruments tailored to the different roles of conference minister, associate conference minister and employed staff. Feedback to these surveys was solicited from various groups, such as clergy, church administrators and moderators throughout the conference. The surveys included both objective and open-ended questions. In addition, the Committee sent open-ended questionnaires to individuals outside the conference (peers) to supplement the feedback for called staff (CM and ACM). After reviewing the input from all these sources, feedback summary documents were prepared and the Committee chair and Dr. Lyons met with staff to discuss the feedback and ask for their input as well.

I want to thank all of the committee members for their hard work in accomplishing these projects. As with other SWC teams, it's a challenge to work together when members live in different parts of Arizona, and all have busy schedules. But we were still able to accomplish a great deal!

Submitted by,  
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