Congregational Staffing Assessment

<u>Specific Recommendations</u>

Staffing

- Development of an Assistant Minister for Pastoral Care with responsibility for a Parish Care Program and a Pastoral Associates Program.
- Increase Membership Coordinator position towards ¾ time member director position within 2 years, with an increased responsibility for Volunteer coordination and leadership.
- Ensure that all Program Staff have the needed equipment to be able to work offsite for at least ¼ of their scheduled hours.
- Develop and create intentional Volunteer Staffing positions that are supervised by and accountable to the Administration Staff for Receptionist responsibilities (min of 3 people).
- Develop and create intentional Volunteer Staffing positions that are supervised by the Building Manager for building security (2 to 3 people).
- Develop a 5 year phased plan to transition the Church Administrator position into an Executive Director position, to include an increase in staff supervision and governance accountability.
- Program staff and senior church administrative staff participate in a "Staff Read" of *When Moses Meets Aaron*.
- Develop a 2-3 year phased plan for raising salaries to reach Large I size rating in the UUA Salary Recommendation for all staff positions.

Leadership

- Implementation of a Susan Beaumont style Church Staff Performance Management system, with a formal supervision and evaluation system. The goal being to develop an easy to use and accountable system for staff evaluation and performance enhancement that includes explicit expectation and evaluation criteria for performance.
- Attend the "Stepping up to Staff Supervision" course offered by Susan Beaumont OR utilizing the book *When Moses Meets Aaron* and finding a congregation practicing the system whom we can consult with.
- Pru Comm participates in a "Board Read" during the next calendar year of *Inside the Large Church* by Susan Beaumont.

Technology

- Transition the congregational data systems towards a unified and purpose designed church software system, that all staff members can access through the internet.
- Laptops for all program staff

- Purchase of a staff teleconferencing service, such as Zoom teleconference or Anymeeting to allow for off-site work. This may include outfitting an office or room at the church with a good teleconference camera and projector.

Giving

- A professional and objective assessment of the congregation's giving capacity towards the increased staffing costs of the recommendations of this assessment.

Implementation Dependent On Increased Giving

The following recommendations require increased giving to implement:

- Assistant Minister for Pastoral Care
- Increase in Membership Coordinator to ¾ time
- Transitioning Church Administrator position into an Executive Director position
- Software for updated and more user friendly congregational data system
- Laptops for Program Staff
- Staff teleconferencing system (camera and projector)
- Professional and objective assessment of the congregation's giving capacity

Implementation Not Dependent on Increased Giving

The following recommendations **do not** require increased giving to implement:

- Develop and create intentional Volunteer Staffing positions for Receptionist responsibilities
- Develop and create intentional Volunteer Staffing positions for Building Security
- Develop a 2-3 year phased plan for raising salaries to reach the Large I size rating in the UUA Salary Recommendations for all staff positions
- Develop a 5 year plan to transition Church Administrator position into an Executive Director position with increased staff supervision and governance accountability
- Development and Implementation of a Church Staff Performance Management system
- Board read of *Inside the Large Church*
- Staff read of *When Moses Meets Aaron*