

PSEC Personnel Committee Report Spring Meeting 2019

The PSEC Personnel Committee met either monthly or bimonthly throughout the year.

The Personnel Committee added 1 member since the last Spring Meeting:

Edward Livingston, Authorized Minister, Philadelphia Association

The Committee updated the Clergy Compensation Guidelines for 2019 including a 3% COLA increase.

The Committee met with Conference Staff and completed individual Staff annual performance reviews that included a self-evaluation, evaluation by the Conference Minister and one-on-one meetings between each staff member and a member of the Personnel Committee.

The Conference Minister reviewed Staff performance evaluations with the Personnel Committee.

The committee completed an annual performance review of the Conference Minister that included self-evaluation, peer input from ten interdisciplinary thought partners from local and national settings. We also broadened performance feedback to include responses from a conference wide a web-based poll. Of the 134 respondents, 90% offered an overall positive rating of the Conference Minister.

The Committee reviewed and completed an update to the Conference Document Retention Policy.

The Committee reviewed and completed an update to the Conference IT Policy.

At the recommendation of the Conference auditors, Herbein and Company, Inc., the Personnel Committee reviewed a draft Conference Executive Compensation Policy. The Conference Minister and the Personnel Committee created this with assistance from Herbein and UCC National Legal Counsel.

Pursuant to policy inconsistencies that Conference Staff noted during annual reviews, the Committee launched a review of the Staff Personnel Policy Manual for discrepancies between Staff employment policies and call agreements. The Committee also solicited additional input from conference Staff concerning inconsistencies. The Committee is making progress toward reconciling any inconsistencies between policy manual and employment agreements.

Respectfully submitted,

Rev. Edward Livingston
PSEC Personnel Committee