

REPORT TO CHURCH COUNCIL of
FIRST UNITED METHODIST CHURCH OF SANTA ROSA, CA
March 14, 2020

Name of Commission/Committee/Group: Staff Parish Relations Committee

Members of the Commission/Committee/Group: Naomi Niimi, Chair; Lisa Brazie-Barker, Bob Cheal, Cheryl Cummins, Andrea Davis, Trey McAllister, Mere Ponijiasi, Epi Ratu, Denise Rich, Charles Rhodes, Larry Wofford, Pamala Stephens, Lay Leader; Pastors Lori Sawdon, Lindsey Kerr,

Meetings are held: Second Wednesday of month at 7:00pm, Carriage House

Purpose of the Commission/Committee/Group:

- Support church staff by providing a communication link with pastors, staff, congregation and the District Superintendent.
- Provide annual review of compensation for staff, recommend adjustments if needed.
- Provide annual pastoral assessments for Conference reports.
- Support pastors in maintaining healthy self-care and balance.
- Provide support in filling Staff position vacancies.

How does the purpose help fulfill the mission of FUMC?

- Work with Church Council and Finance Committee to develop a budget that includes adequate compensation for all staff, including salary and benefits.
- Work with pastoral staff to meet their goals relating to Fruitful Practice, Action, and Outcome.

What are your activities/programs/ministries/accomplishments for the last year?

- Reviewed budget and recommended adjustments for all Staff including COLA and State minimum wage requirements.
- Approved and adopted an Employment Hiring Process for use in advertising, interviewing and filling future Staff positions.
- Approved and adopted revised job description for Church Operations Manager. Subsequently hired Janis Brewster for the position.
- Reviewed and revised job descriptions for Director of Music, Stony Point band leader, Accompanist, Bookkeeper and Older Adult Ministries Coordinator which will be funded by Beulah Grant.
- Advertised and participated in Search Committees for open Staff positions. Subsequently hired Jan Lappin as Director of Music, Emma Rea as Band Leader, Laura Blum as part-time Bookkeeper.
- Affirmed FUMC commitment to a contemporary service at Stony Point with Stony Point Band, and a traditional service at Montgomery campus with Chancel Choir.
- Engaged Pastor Jim Carrant as Interim Pastoral Care minister during Pastor Lindsey's leave.
- Hosted farewell events for Mary Brunet and Janin Comiskey.
- Interviewed Jacob Wilbur as a requirement for continued studies at Pacific School of Religion.
- Planned and implemented a Staff appreciation event.
- Completed and submitted Conference annual reports regarding pastoral compensation and assessments.

What are your goals and plans for the next year?

- SPRC/staff liaisons maintain regular contact to facilitate open communication of joys, concerns, issues and report back to SPRC at least twice a year.
- Continue to work with Lead Pastor to develop Job Descriptions for various Staff positions that we anticipate will be filled in coming year.
- Continue to work with Pastors, Finance Committee and other Church leadership to ensure adequate compensation for employees as required by State and City regulations.

What goals or benchmarks have you set to measure success/effectiveness?