

Report of the Personnel Committee April 2023

The Personnel Committee meets quarterly or as needed to address policies and guidelines pertaining to the employees of the Penn West Conference of the United Church of Christ. All members adhere to the Conflict of Interest guidelines as well as confidentiality of all discussions. Andrea Snyder's and Jim Neatrou's terms ended in June 2022. They were replaced by Rev Dr. Rich McCarty and Doug Hearn. Doug has become the chairperson of the Personnel Committee.

This past year the committee has reviewed the self-evaluation materials supplied by Rev David Ackerman. Rev Ackerman comments that it is privilege to serve the PWC and he is thankful to the Personnel Committee members as well as all in leadership positions and of the members in PWC. From the COM and selected congregations, the reviews of Rev Ackerman are very consistent. The positive remarks on his leadership and ministry focus on his positive endeavors and leadership style.

Rev. Ackerman took a well-deserved and reflective sabbatical leave. He reported back to the committee on his activities in our October meeting. Rev Ackerman expressed his thankfulness for the opportunity to take his sabbatical as well as the time with his Spiritual, Mental Health and Physical Coaches. The Personnel Committee was very supportive of furnishing the resources needed to Rev Ackerman for his sabbatical. We are thankful that Rev Ackerman returned refreshed and reenergized.

The role of the PWC Office manager has changed these past months. The position of office manager has been re-written with the collaborative input of Diane Fox and agreed to unanimously by members of the PWC Personnel Committee. Diane Fox took medical leave in 2022. She had the unanimous support of the Personnel Committee to take up to 6 weeks of sick leave, and supported the committed moved to only return when her condition permitted. Diane submitted a proposal for partial retirement beginning in 2023. Diane will focus on conference spending, managing special offerings and endowment funds as well as other duties as assigned. This allowed the committee to arrive at a job description for the part-time secretary to handle filing, office organization, and other duties as assigned to make the organization work more effectively, while freeing Rev Ackerman from these types of tasks. With the reduced hours PWC experienced a payroll savings. We were fortunate to interview several candidates and offered the position to Andrea Kopcak. Andrea brings with her a wealth of experience and quickly became a member of the team. We welcome Andrea Kopcak to the team and wish her much success in her new position.

The committee have also focused on the Associate Youth Minister position, responsibilities and goals. We have posted the position online and are working with others collaboratively on the opportunity. The Associate Youth minister job description has been amended to include a social media components. The Personnel Committee moved to send the Youth Ministry proposal to the Board of Directors. Don McIlvaine and Doug Hearn will represent the Personnel Committee in the process of interviewing candidates for Associate Youth Ministry along with George Kepple, Dave Mears, Lisa Griffin and Julia DiFiore. The position has been posted and applications, responses and interviews will be forth coming.

Respectfully Submitted,

Douglas Hearn