

## Reviewing the Personnel Review

Each year the leadership of First United, led by the Vice President, undertakes a Personnel Review of all our paid staff members. At present, these are: Vini Frizzo, Music Director; Mona Kaul/Maddie Potter/Priscilla Roberts, Nursery Workers; Derek Roe, Child and Youth Education Coordinator; Lisa Stanger, Office Manager; and Shelli Yoder, Worship Leader.

A personnel review is a valuable workplace “best practice” that allows for congregational input and suggestions for ways to better meet our community goals, and offers constructive feedback to our dedicated staff, who are eager to serve our needs and improve our programs and offerings. The review gives Jack, our Senior Minister, a chance to discuss with staff members their work together as a team, and to hear in turn their suggestions for improvement in a formalized, annual conversation. The reviews also serve as a guideline for setting salary increases in the next year’s budget. (The Senior Minister is evaluated by the Pastoral Relations Committee, consisting of Norm Overly(chair), Sharon McCann, Ralph Gaebler, and Tina Irvine.)

Last year, we realized that our old format for seeking congregational input was not working for us. The paper forms were long, included questions about performance that didn’t always accurately reflect the responsibilities of staff members, and asked for evaluations that congregants didn’t feel equipped to answer. We got few responses and wasted a lot of paper.

This year, we’ve brought the personnel review online, and hope that it will be easier, faster, and encourage more feedback (which tends to be overwhelmingly positive, by the way).

We want to hear from you! Click on this link <http://bit.ly/FirstUnited1> to select the staff member you wish to evaluate, navigate with the red forward arrows at bottom right, and answer four simple questions (two multiple choice and two allowing for written feedback—one expressing appreciation and one offering suggestions for the future). You can also view a job description for each staff member in a link in Question #2. After the four questions, you will be asked if you would like to evaluate another staff person and sent back to the staff menu to select another individual. We encourage you to evaluate as many people as you have knowledge about—let’s celebrate the people who work hard for us! You can identify yourself or not, as you see fit.

If anyone needs assistance in using this new format or would like to respond in a paper version, please speak to me, Mary Peckham, Rob Potter (who designed this newfangled marvel!), or Sara Ivey Lucas. We are eager to help.

Mary Peckham, Vice President