

Personnel Committee
Report to Winnebago Presbytery
May 1, 2017

Items for Action:

1. The Committee recommends approval of the Succession Plan policy for the General Presbyter for inclusion in the Winnebago Presbytery Personnel Policy Manual. Posted online at <http://winnebagopresbytery.org/presbytery-meeting-papers/>
2. The Committee recommends approval of the updated Winnebago Presbytery Personnel Policy Manual. Revisions are intended to incorporate current practices and procedures and are not intended to introduce substantive changes to the Manual. Posted online at <http://winnebagopresbytery.org/presbytery-meeting-papers/>
3. The Committee recommends approval of the updated position descriptions for the Stated Clerk and COM Coordinator for incorporation into the Manual of Operations. Revisions are intended to incorporate current practices and expectations, in a format consistent with personnel strategies from “Stepping Up To Supervision” and are not intended to introduce substantive changes to the requirements of each position. [The Committee also reviewed the description for the Administrative Assistant and made minor changes.] Posted online at <http://winnebagopresbytery.org/presbytery-meeting-papers/>

Items for Information:

1. Work will continue to update the position description for the General Presbyter. There was discussion to explore opportunities to lessen the increasing administrative workload on Sarah as she continues to resource the Commissions and Committees of Presbytery in light of the Leadership Commission beginning its discussion of its assessment of the Presbytery mission and staffing.
2. Conversation continued for the transition of Stated Clerk upon the December 31, 2017, retirement of Michael Lukens. The Committee will conduct an exit interview at its November meeting. It is anticipated that a service of recognition will occur during Worship at the November Presbytery meeting and coordinated by the Committee on Ministry. A group has been recruited to plan a mid-December celebration of his 40+ years of service to the Presbytery of Winnebago and to the Presbyterian Church (USA).

Calendar Items:

1. The Committee will next meet on May 18 at the Presbytery Office in Neenah to conduct a review of the General Presbyter and to hold its annual luncheon with the administrative team.