

PERSONNEL COMMITTEE 2017 ANNUAL REPORT

From "Constitution and By-laws of the American Baptist Churches of Rhode Island"

Article X, Section D: Personnel Committee

1. The Personnel Committee shall consist of five (5) persons to be divided into three classes (2, 1, and 2), for a term of three years. Members shall be eligible for one additional three-year term and be eligible for a new appointment after the lapse of one year.
2. This Committee shall develop and publish personnel policies and provide for regular evaluation of all staff.
3. This Committee shall serve as a forum for grievances or concerns among staff which any staff member feels is not being addressed by the organization and/or its staff.
4. This Committee shall consult with the Executive Minister regarding salaries, wages, and benefits for each staff member. The Committee will make recommendations to the Budget Committee.
5. This Committee shall participate on search task forces for executive staff as outlined in Article VII, A3.

Comments on the fulfillment of our duties:

1. We were very pleased that the Committee had its full complement of members this last year. The current Personnel Committee are Dan Cottrell, chairperson, Joyce Duerr, Evan Howard, Paul Pierce, and Stan Lemons.
2. The Committee continued consulting with our Executive Minister and others on clarifications and applications of Position Descriptions and a variety of Personnel matters. In accordance with Privacy matters we are unable to report on details of any staff changes. In the midst staff transitions we compliment those who have not only taken on new and different responsibilities but have done so admirably. Filling the position of Hospitality Coordinator has been especially challenging. Personnel matters are held in the highest regard and we continue our best efforts to staff ABCORI in a manner that supports "the whole gospel for the whole world."
3. The practice of the Personnel Committee is to encourage direct communication between concerned parties to reach understanding and resolution. If there is a filed grievance, consistent with our ABCORI By-laws, it is the role of our Committee to fulfill our duties also described in the By-laws. There were no official grievances filed.
4. The Personnel Committee has fulfilled its role in consulting with our Executive leadership for the goal of faithful stewardship and advocated for fair compensation to staff.
5. Our most significant efforts currently are the review and updating of the ABCORI Employee Manual last updated in 2011.

Respectfully submitted,
Daniel W. Cottrell, chair