

## CAG Personnel Committee Report – 2024

The Committee's role includes but is not limited to supporting the Conference Minister as she supervises staff, be a resource to her regarding HR matters, developing and maintaining the Personnel Handbook, and facilitating a job performance evaluation of the Conference Minister.

The Conference Personnel Committee has met several times following last year's CAG meeting.

In November 2023 the committee reviewed and updated the travel policy.

In the spring we completed Mary's annual evaluation, gathering input from leadership in each Association and the National Church. Overall, Mary got positive comments by all.

In November 2023 we established a Discernment Committee with representation from each Association and three Board Members. Their role was to update the job description for a settled Conference Minister. This group met many times and had listening sessions gathering input from the Conference and other Conferences throughout the country. They submitted a draft job description to the Personnel Committee for review and editing. Once it was completed the Personnel Committee then sent an updated draft to the Conference Board for their review and editing suggestions. It was finalized and approved by the Board at their July 2024 meeting. After the Board's approval it was then shared with Mary for her review since her call agreement as Transitional Conference Minister gives her the opportunity to review the finalized job description and accept being called as the candidate. Mary has agreed to be considered as our candidate and was approved by the Board at their September meeting. The Conference Board will present Mary as our proposed candidate during the October CAG business meeting. A vote will be taken at that time.

In addition to the above, the Personnel Committee dealt with the decision to eliminate Kevin Zimmer's position. These decisions are always difficult to make. The restructuring of our Outdoor Ministry staffing is currently being completed. Restructuring of our Communications position was also completed. Julie Darnold Atkins was not able to commit to the time required for the new position. The position was posted and Kristin Paul was hired as our new Fundraising and Communications Specialist.

Respectively submitted

Joyce Bathke

Personnel Committee Chair