

PGR Personnel Report

August 30, 2022

Earlier this summer, as the Finance Committee was soon to begin its work in calculating a budget for 2023, the Personnel Committee did reviews and considered salaries for our staff. The following changes were suggested and then approved by Administration Team.

Gap Lead Presbyter. John Rickard's contract with Great Rivers expired on June 30. Happily he agreed to extend his time with us for another 6 months. It was suggested that he assume some additional interim tasks. To make this feasible, we removed the task of doing background checks for incoming pastors from his responsibilities. (approximately 2 hours per week) This allowed us to add an additional 3 hours per week to his hours with us. This increased his salary to \$1,150 per week. *(Note: John suggested that to have the background checks done by someone who will remain in the Presbytery when his time is finished, would be a good thing since it will provide some helpful institutional memory.)*

Stated Clerk Elissa has been asked to pick up the job of doing background checks for incoming pastors, beginning this July. This adds an additional 2 hours per week to her time with us and her salary. When we agreed to share Elissa's talents with East Iowa Presbytery, her salary with us had been set at \$32.61 per hour or \$489.15 per week, with additional Board of Pension dues at 37% of her salary. With the increase of her hours per week, her pension also went up proportionally. For 2023 the Board of Pensions has announced an increase in Pension dues from 37% to 39%. This increase will further add to our budget for Elissa's compensation.

CLP Coordinator As Covid lock-down has ended, Cheyanna is looking forward to doing some person-to-person meetings with our CLPs. With that in mind, the committee recognized that she would need more hours to accomplish this important part of her work. Her hours were increased from 15 hours per month to 20 hours per month, which will increase her salary to \$775 per month. This is an increase of \$150 per month.

Book keeper. Sabrina McGrath has been an exemplary employee, picking up loose threads and helping us to keep our expense line as low as possible. She was hired in 2018 and has had only one \$.50 per hour increase in that time. The committee granted her a 5% cost of living increase and a 5% merit raise. These increases bring her salary to \$28.05 per hour which began in July. She works 16 hours per week without Board of Pensions or other monetary benefits, although she does receive paid vacation.

Personnel Reviews have been done for our Stated Clerk and Bookkeeper, both receiving very high marks, as well as our thanks for jobs well done. Cheyanna will have her review this fall.

Many thanks to the Committee members Mike Orr, Forrest Krummel, Pam Moore and Nena Visser.

Report submitted by Personnel Chair, Joyce Chamberlin