



St. Paul's Episcopal Church

Human Resources Presentation
November 1, 2020



Meet the Team



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Rationale for Human Resources as a Strategy

- Our people are our ministry.
- Human resource management is concerned with recruiting and hiring; compensation and benefits; compliance with fair labor practices and laws; and employee safety, training, and review. Legalities aside, this puts your congregation in alignment with the baptismal promise to strive for justice and to respect the dignity of every human being. Good business practices and faithful discipleship come together in the way we treat our employees and our volunteers.

Our Goals

Implement a management plan for paid staff and volunteers in keeping with best practice.

Year One	Year Two	Year Three
<ul style="list-style-type: none">● Develop “Right Staff” model● Assess 25% Parish Spiritual Gifts● Staff interviews● Job descriptions (paid staff and volunteers)	<ul style="list-style-type: none">● Assess 50% Parish Spiritual Gifts● Staff and Volunteer Satisfaction Surveys● All positions filled using “Right Staff” model	<ul style="list-style-type: none">● Assess 75% Parish Spiritual Gifts● Parish Satisfaction Survey● Assess plan

5 Parts

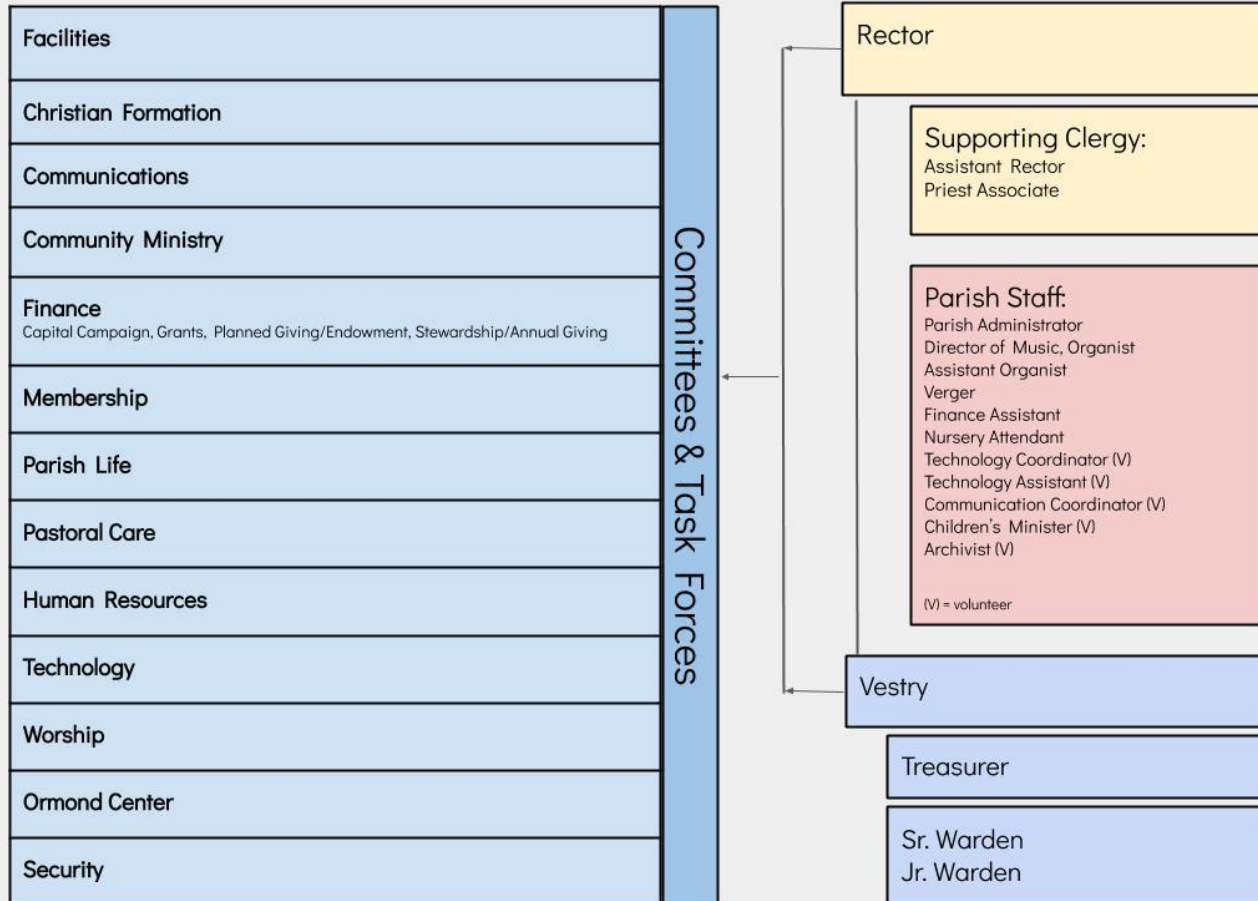
1. Labor Analysis
2. Staffing Management Plan
3. Satisfaction Surveys
4. Staff Recruitment and Hiring Plan
5. Assess and Revise Plan

Accomplishments To Date:

- Created [Organizational Chart](#) to name paid staff, volunteers, and committees and task forces that are vital to St. Paul's work
- Developed [Spiritual Gifts Assessment](#) to be shared with SPEC members to identify talents and gifts to match individuals with opportunities to use their talents within St. Paul's
- Created [Staff Satisfaction Survey](#) to provide detailed insight into levels of satisfaction among paid staff members at St. Paul's

St. Paul's Episcopal Church Organizational Chart

Wilmington, NC





ST. PAUL'S
EPISCOPAL CHURCH

Spiritual Gifts Assessment

Thank you for taking the time to complete St. Paul's Spiritual Gifts Assessment. What follows are 64 statements. As you read them through carefully and prayerfully, write the number that best describes you.

- 1 - Not me at all!
- 2 - Rarely
- 3 - Sometimes, but not consistently
- 4 - Fairly close
- 5 - That's me!

Please resist the temptation to answer the way you think you should, or how you would LIKE to be. Instead, answer the way you feel right now. You're not trying to get a specific score. Your goal is to understand how God has wired you and how you can become the person God made you.

Name: _____ Phone Number: _____

Email Address (if applicable): _____

- _____ 1. I am a very organized person.
- _____ 2. I like working behind the scenes to help others.
- _____ 3. I like to work with my hands or with tools.
- _____ 4. I find singing to be a great way to communicate my feelings.
- _____ 5. I welcome people into my home for social gatherings.
- _____ 6. I have lots of friends who are not yet Christians and I am glad to talk with them about my faith.
- _____ 7. I enjoy helping other people understand the teachings of the bible.
- _____ 8. I can motivate others to help or serve in new ways.
- _____ 9. I enjoy visiting the sick and those who are shut-in.
- _____ 10. I take pleasure in giving generously of my money and other resources.
- _____ 11. I enjoy nurturing the faith of other Christians.

Both hardcopy and online assessment available to accomodate all members' preferences



ST. PAUL'S
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St. Paul's Spiritual Gifts Assessment

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Email address *

Valid email address

St. Paul's Episcopal Church
Staff Satisfaction Survey

Name: _____ Position: _____

Please answer the following as **yes** or **no**.

- _____ 1. I would recommend our church as a great place to work/minister.
- _____ 2. I know where to go to get authority when I need to make a decision.
- _____ 3. I know how to communicate what my boss wishes to see done.
- _____ 4. I have documented the tasks of my job should someone have to take my place.
- _____ 5. I understand our compensation and benefits system.
- _____ 6. I track examples of my performance throughout the year for use in quarterly and annual reviews.
- _____ 7. I clearly know my responsibilities.
- _____ 8. I am confident that my supervisor can (competency) and will (motivation) help me reach my goals and objectives.
- _____ 9. I understand the "why" behind at least 80% of what we do.
- _____ 10. I can support at least 80% of the goals, strategies and methods of the church.
- _____ 11. I understand our church's mission, vision and values.
- _____ 12. I understand my gifts and strengths.
- _____ 13. I get to use my gifts and strengths on a daily basis.
- _____ 14. My area of ministry receives an appropriate amount of promotion and visibility.
- _____ 15. My spiritual growth is a priority, and I feel supported by the Senior Leadership in my faith walk.
- _____ 16. When I do a great job, my contributions are recognized and appreciated.
- _____ 17. My supervisor provides feedback and coaching, which helps me do a better job.
- _____ 18. I have ideas to contribute to the work and objectives of the church, and feel that I have opportunities to present my ideas.

Please answer the following questions using a 1-5 scale:

1 - Strongly Agree; 2 - Agree; 3 - Somewhat Agree; 4 - Disagree; 5 - Strongly Disagree

Job Definition

- _____ 1. The work that I do fits my job description.
- _____ 2. My roles & responsibilities are clearly defined.
- _____ 3. The work I do is a good fit for my skills and experience.
- _____ 4. Expectations, work deadlines and work quality goals are clearly explained when I am given an assignment.
- _____ 5. I feel that I have room to grow and learn in my present assignment.
- _____ 6. I see the value in my work and how it contributes to the church's overall goals.
- _____ 7. My current work assignment is about right to accomplish in the number of work hours allotted.
- _____ 8. I agree with my supervisor's evaluation of how I meet expectations.

Work Environment

- _____ 1. My fellow employees are committed to performing quality work.
- _____ 2. I understand the rationale behind at least 80% of our church-wide strategies.
- _____ 3. I have a close friend at work.
- _____ 4. The church sees my spiritual growth as a priority and I feel supported in my faith walk.

Channels of Communication

- _____ 1. I regularly initiate communications with my immediate supervisor about my work.
- _____ 2. My immediate supervisor has discussed with me the overall objectives of our area.
- _____ 3. My supervisor regularly initiates communication with me about my work.
- _____ 4. There are good lines of communication between my area and other areas within the church staff.
- _____ 5. If I have a specific work-related issue that has not been addressed by my direct supervisor, I feel comfortable in discussing it with the rector or Human Resource Committee.

Please answer the following questions using a 1-5 scale:

1 - Strongly Agree; 2 - Agree; 3 - Somewhat Agree; 4 - Disagree; 5 - Strongly Disagree

My Direct Supervisor

- _____ 1. My supervisor displays the attitude and behavior of a servant leader.
- _____ 2. My supervisor supports and stays focused on the church mission and vision.
- _____ 3. My supervisor supports me in the achievement of my goals.
- _____ 4. My supervisor is consistent in his expectations and feedback regarding staff issues.
- _____ 5. I experience a positive working relationship with my supervisor.
- _____ 6. My supervisor's attitude and behavior make me proud he is my supervisor.

Goals and Future Opportunities

- _____ 1. I feel confident that the results of this survey will be communicated and an action plan will be developed as an outcome of the survey results.
- _____ 2. My supervisor has discussed specific work goals for me.
- _____ 3. I have ideas to contribute to the work and objectives of the church and feel that I have opportunities to present my ideas.

Overall Satisfaction

- _____ 1. On a five point scale, where "5" is *extremely satisfied* and "1" is *extremely dissatisfied*, how satisfied are you with our church as a place to work.

Additional Written Comments

Current Focus

- Constructing Job Descriptions for all paid staff at St. Paul's using unified template
- Creating Job Descriptions for parish volunteer ministries to include
 - Responsibilities
 - Number of hours required
 - Schedule
- Determining ratio of paid staff to current membership
- Determining ratio of volunteers to current membership
- Determining percent of current budget for paid staff
 - Will update once new budget is approved and new rector has been called

Next Steps

- Conduct staff satisfaction surveys
- Spiritual Gifts Assessment
- Review St. Paul's Personnel Manual

Our Pledge

We will keep St. Paul's members informed and involved as necessary as we continue to move forward and make progress with our Human Resources Strategy goal.

[St. Paul's Episcopal Church Website](#)

ENEWS

Strategic Plan Page

Questions?
