

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

### Strategy #3: Human Resources

Plan # 1	Plan Description	Person Responsible	Staff/ Volunteer	Due Date	Status: R, Y, G	Comments
<b>1</b>	<b>Labor Analysis</b>					
1	Create organizational chart	all		9/2020	G	
2	Job descriptions and responsibilities for all full and part-time paid staff	Joan		12/2020	G	paid staff assessing job duties and will use new template
3	Job descriptions and responsibilities for ministry volunteers - determine number of hours and schedule	Sally Keith		12/2020	G	list of volunteers being compiled
4	Develop staff satisfaction survey for paid staff	all		12/2020	G	
5	Conduct staff satisfaction surveys	Joan Meaghan		1/2021	G	sent out practice survey, edited as needed, surveys to be sent out 1/8/21 to be completed by 1/15/21
6	Determine percent of current budget for paid staff	Sally & Meaghan		2/2022	G	will meet with Fr. Caleb to calculate after annual meeting
7	Determine ratio of paid staff to active membership	Sally & Meaghan		2/2022	G	will meet with Fr. Caleb to calculate after annual meeting
8	Determine ratio of volunteers to active membership	Sally		12/2022	G	pushed back until December of next year to provide notice to all committee heads to keep track of volunteers over the 2022 volunteer year
<b>2</b>	<b>Staffing Management Plan</b>					
1	Develop Spiritual Gifts Assessment	all		11/2020	G	Hardcopy & digital version
2	Distribute Spiritual Gifts Assessment to Parish		website w/ Julie Martin's assistance email w/ Jane Cunningham	2/2021	G	Send out Jan. 19 due by Feb. 17 (email blast, USPS and website) Goal: 25% response

Updated 1/4/22

3	Tabulate results		Volunteers	3/2021	G	Done
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4	Create list of St. Paul's ministries to match with Spiritual Gifts			4/2021	G	Done
5	Match results of SGA with individual talents			5/2021	G	
6	Provide feedback to survey respondents and gauge interest/commitment in different ministries			4/2021	G	working on matching talents, mailings went out end of April 2021
7	Share results with vestry and committee chairs			5/2021	G	Found that there was a need for more committee chairs than previously expected - in addition to following up with SGA participants we put info on facebook, in e-news, on website and in bulletin about volunteer needs
8	Follow up with phone calls to SGA participants to try to fill key ministry positions			7/2021	G	As a result of follow up calls, many gaps in leadership/key ministry roles as we resume "normal" church post-pandemic have been filled. Will continue to work on filling remaining roles.
9	Review St. Paul's Personnel Manual and revise as needed	Ray		11/2020	G	Done
10	Develop job description for Parish Administrator	All		4/2021	G	Being updated. Matching results of Spiritual Gifts Assessment to duties related to that job. Suggestion of hiring a part-time temporary Parish Administrator.
3	<b>Membership &amp; Congregation Involvement</b>					
1	List of Ministries with Primary contact available	Sally will get list from Teresa, Joan/Sally will adjust as needed, Meaghan will format		11/2021	G	In lieu of Ministry Fair

Updated 1/4/22

<b>2</b>	Work with Membership to set up a new members event with Vestry members	All		10/2021	<b>G</b>	Oct 13th Hi-Wire New Members Event
<b>3</b>	Second round of Spiritual Gifts Assessment to to attract new members and those who did not participate in round #1	All		11/2021	<b>G</b>	11/21 New members sent SGA via email. Will follow up during the month of December & January.
<b>4</b>	Member Spotlight to be included in e-news	All		11/2021	<b>G</b>	Developed list of questions, well received so far.
<b>4</b>						
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						