



## Northwest Washington Synod Synod Personnel Committee

**TO: Bishop Shelley  
Northwest Washington Synod Council**

**FROM: Fred Row, Chair, *Fred Row***

**RE: Personnel Committee Annual Report for Synod Council and Synod Assembly**

Who makes up the Personnel Committee and What is the role or duties of the Committee? First of all, it is important to realize that the Personnel Committee is not listed in the Synod Constitution; however, it is an "official" committee created by the Synod Council. Members of the committee are appointed by the Synod Council. The chair of the committee works with the Bishop to recruit new members to 4 year terms. The Executive Committee of the Synod Council considers a list of candidates provided by the committee and gives preliminary approval to proceed submitting them to the full council for appointment. The committee chair is responsible for appointing candidates to fill an open seat.

The Personnel Committee believes in diversity and strives to have representation from a diverse membership. The committee provides assistance for two distinct groups: the Synod office, and congregations as they interact with rostered leaders.

### **The makeup of the Personnel Committee is 8 members who represent the following:**

- 2 persons on the Word and Sacrament Roster
  - Pr. Rhonda Bostrom**, Holy Trinity Lutheran Church, Mercer Island
  - Pr. JT Burk**, Prince of Peace, Shoreline
- 1 person on the Word and Service roster
  - Deacon Le Brandes**, retired
- 2 lay individuals
  - Fred Row**, Advent Lutheran Church, Mill Creek
  - Tom Payne**, First Lutheran, Bothell
- 1 person under specialized call
  - Pr. Paul Benz**, Chaplain at Swedish Medical Center - Cherry Hill
- 1 synod council representative
  - Pr. Ivar Hillestad**, Church of the Apostles
- Assistant to the Bishop
  - Pr. Any Yee**, Synod Office

***Principal duties of the committee are:***

1. Conduct Annual Review of Bishop. Discuss the results of evaluation with Bishop in January in association with established goals and discuss setting goals for coming year.
2. Review and adjust the Compensation Guidelines for rostered leaders including:
  - a. Each year gather Data in AUGUST, adjust compensation worksheet and clarifying documents and distribute to Synod Council for approval at their September meeting.
  - b. Finalize necessary changes in introduction narrative and cover c documents to be reviewed by the committee prior to submission to the-Synod Council.
  - c. Revise and approve the compensation worksheet, including any supporting documents and post on the Synod Website by October 1
3. Periodically, or upon the request of the Synod Council or Bishop, review the personnel policies of the NWWA Synod.
4. Upon request of the Synod Council or Bishop, research, monitor and interpret the Synod Employee Handbook and recommend necessary changes to the Synod Council.
5. As required, the committee shall create and update policies and guidelines for rostered personnel and other church employees.
6. When requested, assist Bishop in evaluation of office staff.
7. As requested, and in collaboration with the Bishop and Finance Committee, recommend compensation adjustments to Synod Council for Synod staff to the Synod finance committee each year by NOVEMBER.
8. Provide a written report annually of Personnel Committee actions to Synod by December Synod Council meeting.
9. Participate as requested by the Synod Council in the hiring of Synod office staff.

**Activities and areas addressed by the committee this past year:**

- Continuing the ongoing review of the recommended compensation worksheet and guidelines. The committee makes modifications as needed and welcomes input from congregational councils and treasurers.
- Developed resource guidelines for establishment Mutual Ministry Team(s)
- In the process of finalizing a Grievance and Appeal process for inclusion in the Synod Personnel Handbook.
- Conduct an Annual Review of the Bishop in late January of early February each year.
- Conducted exit interviews of Synod staff departures and provided feedback and recommendations to the Synod Bishop and Council.
- Review the Synod Personnel Handbook and Policies as requested by the Bishop and/or the Council.

Meetings are held quarterly and generally online. They may also be held in person and/or a combination of on-line by some and in person by others. Questions or comments about committee activities may be sent to the committee members via the Synod office.