



Northwest Washington Synod Synod Personnel Committee

TO: Bishop Shelley
Northwest Washington Synod Council

FROM: Fred Row, Chair, *Fred Row*

DATE: March 28, 2024

RE: 2024 Personnel Committee Annual Report to the Synod Council and
2025 Synod Assembly

The following report provides information about the committee's background, responsibilities, membership and activities achieved during 2024.

Personnel Committee Overview

1. Creation and Membership:

- The Personnel Committee is not listed in the Synod Constitution but is officially created by the Synod Council.
- Members are appointed by the Synod Council for four-year terms.
- The committee chair works with the Bishop to recruit members.
- The Chair then submits the candidates to the full council for appointment.
- The committee chair fills vacant seats and prioritizes diversity among members.

2. Committee Membership (8 members):

- **Word and Sacrament Rostered Representative:**
 - Pr. Rhonda Bostrom, Holy Trinity Lutheran Church, Mercer Island
 - Pr. JT Burk, Prince of Peace, Shoreline
- **Word and Service Rostered Representative:**
 - Deacon Le Brandes, retired
- **Lay Representatives:**
 - Fred Row, Advent Lutheran Church, Mill Creek
 - Tom Payne, First Lutheran, Bothell
- **Specialized Ministry Representative:**
 - Pr. Paul Benz, Chaplain, Swedish Medical Center - Cherry Hill
- **Synod Council Representative:**
 - Dan Squires, Our Savior's Lutheran Church, Mukilteo
- **Assistant to the Bishop:**
 - Pr. Andy Yee, Synod Office

Principal Duties of the Committee:

1. Review and update Compensation Guidelines for rostered leaders annually, as needed.
 2. Conduct annual reviews of the Bishop and establish goals for the coming year.
 3. Periodically review personnel policies of the Synod, as requested by the Bishop or Synod Council..
 4. Research and update the Synod Employee Handbook as needed.
 5. Create and update policies and guidelines for church employees, as requested by the Bishop or Synod Council.
 6. Assist in evaluating Synod office staff when requested by the Bishop.
 7. When requested, collaborate with the Bishop and Finance Committee to recommend staff compensation adjustments annually.
 8. Submit an annual report to the Council regarding committee actions.
 9. Assist with hiring Synod office staff when requested.
-

2024 Committee Activities and Accomplishments:

1. Reviewed and modified the compensation worksheet and guidelines for 2024, adding guideline clarification around Sick Leave.
 2. Conducted an exit interview with the Director of Evangelical Missions and sent the council a number of recommendations identified during the interview.
 3. Reviewed and updated the Vacation Equality policy in the Personnel Handbook, submitted to council, where it was approved..
 4. Developed recommendations for Sabbatical Guidelines for both Synod rostered and non-rostered staff, approved and included in the Synod's Personnel Handbook..
 5. Reviewed 20223-24 Pulpit Supply Honorarium Recommendations..
 6. Reviewed Washington State Overtime labor law changes and added a link to the State website in the Compensation Guideline Document, with a brief explanation..
 7. Added link to the Compensation Guidelines for the Washington State Minimum Wage Act, regarding Ministerial Exceptions, including a brief explanation..
-

Meeting Format:

- Meetings are held quarterly, the third Monday *in January, April, July or August and October. Additional meetings may be called or meetings may be rescheduled as needed.*
- Questions or comments can be directed to the committee members via the Synod office.