

17<sup>th</sup> October 2022

## GWUC People & Culture – Update to Congregation.

Good afternoon and I hope this update finds you well and managing through the processes adopted to re-open the Church and its activities following the pandemic. I have been fortunate to have direct or indirect contact with Church Council and other leaders of GWUC.

The processes of re-opening required strong leadership and patience. Please find attached a progress report on a variety of issues.

### Church Office and Office Manager.

We were involved in the decision to close the office at the Church and facilitate Joanne conducting all business from home, apart from irregular team meetings where proper self-distancing arrangements are observed. We were conscious as to her personal security and issues associated with her working from home and this worked well. Joanne managed the office activities in a professional manner and this has continued as she has led the many facets of the reopening.

### Ongoing Welfare Services.

At that time, and through subsequent discussions, we were engaged in the whole range of issues with Elinor and Faye as to our continuing arrangements as to Welfare functions. Agreement was eventually reached for them to arrange meetings on a set half day per week, with strict meeting protocols. We saw a significant reduction in the appointments over the pandemic and then the reopening.

We were wary as to the ongoing meeting arrangements personal security and access arrangements. These were resolved. However, we have seen our Welfare activities return to face the increasing challenges associated with societal and economic challenges.

We adopted the process of Joanne making appointments and coordinating the resultant meeting.

As a consequence, we have seen our services associated with Welfare commitments return and return to pre covid levels. We have been pleased with the resultant delivery.

### Staffing complement and Plans for 2023.

You are aware of the activities of The JNC and the processes and progress which is being achieved to enable and progress employment of 2 Full time recruitments as approved at the recent September congregation meeting. It is not my intention to comment further.

However, we have a range of other Staffing and contractual issues which you should be aware of.

I am delighted to up-date you as to each of these:

### Amendment to Terms of employment for Jemma Graham

#### Children and Families worker.

You will remember Jemma Graham is likely to finalise her studies in early / Mid 2023. It was our understanding that following completion of this current year that Jemma would cease her employment at GWUC.

Fortunately, we have been able to reach agreement with Jemma to continue her current hours for the period of late January/ early February 2023 to a date in April 2023. We are delighted with this outcome and will finalise the specifics with Jemma over the next few weeks.

It has been confirmed with Synod People & Culture and we will make minor adjustments to the Position Description to reflect the changed supervisory relationships. We will then finalise the process through Presbytery over the next few weeks

Revised Letters of Offer will then be completed and signed.

#### [Pastoral Care Worker - Extension of Di Paterson.](#)

We have been discussing with Di over these last several months and she recently confirmed her willingness to continue for a further 12 months with an option to consider a further period. This is an extension on the same terms and recognises the ability of Di to consider her future and be able to make decisions going forward.

We are delighted that Di has again been prepared to extend her term here at Glen Waverly. We look forward to finalising these arrangements in similar timing as indicated above.

#### [Welfare Coordinator – Elinor McCluskey De Garza.](#)

We confirm that Elinor will continue as our Welfare Coordinator for 2023. We have had detailed discussions as to her availability and willingness to extend her time here at Glen Waverly.

There will be some minor amendments to her hours and frequency, but this will not impact our ability to offer the services which are well received.

It is intended that we complete a Letter of Offer over the next several weeks.

In conclusion, we are delighted to confirm that we have secured our team and will finalise our Letters of Offer/ Contracts through the coming weeks.

#### [Performance Reviews 20220 \(for 2021 Year\).](#)

As you are aware, we postponed the completion of Performance Reviews for our team members throughout the Pandemic. Whilst unsettled as to this approach, we advised the need for ongoing Performance Reviews both as a development vehicle and in terms of building a data base as to the range of skills and competencies required particularly as we were coming toward an important contract review/ extension process in late 2022.

We are required to undertake reviews which should be consistent and with the aim of developing a useful data base. That was the reason and rationale for establishing a new template which would uniformly be applied.

However, with the situation as to the closure there have been discussions with Church Council as to the ability and desire to complete reviews now or in the immediate future. There was little appetite or means of completing the full review process, we moved on.

We recommended to Church Council that we complete a short memo for each of our employees using a revamped template. This was agreed and David Fraser joined our committee as the Church Council representative. The process worked well

It is aimed to have each person complete a short review format, be interviewed and a summary be presented to Church Council via circulation through the Secretary of Church Council. It featured the success items and achievements, changes to the role requiring amendment in future to the Position Description, areas of difficulty or assistance required, development issues etc.

This then led to an abridged summary presented to Church Council. I thank David for his involvement and engagement.

### [Annual Leave Policy and Management.](#)

People & Culture have until recently had no responsibility for Annual Leave, its accrual and its use.

We recently wrote a detailed policy to manage, record and control the Annual Leave approval processes. This will be implemented as from 1 January, 2023 with Joanne Boldiston as Office Manager and the writer as Convenor of People & Culture to oversee leave applications and then produce bi annual reports for Church Council.

It will no longer be possible for our team members to accumulate more than 2 years accumulation of Annual Leave. Should any person accumulate Annual Leave inclusive to 2 years then we will manage and force leave to be taken in the third year and to progressively expunge the accumulation.

### [Summary.](#)

These have been and remain challenging times for all at GWUC. Our team did well in presenting a variety of alternate activities, using varied media. We have come through the pandemic only to then be faced with challenges as to changes and new personnel within our team.

We have been faced with various People & Culture challenges which have largely been resolved.

I thank Church Council and our Team for your support under Neil's leadership.

I conclude by thanking the People & Culture Committee consisting of some experienced HP Professionals, some experienced commercial people and finally those who bring background and currency as to our Congregation.

Ken M Coutts

**Convenor, People & Culture.  
GWUC.**

