



Report of the Human Resources Section

Statement of Purpose

Through service and administration, the Human Resources section of the Office of the Presiding Bishop of the Evangelical Lutheran Church in America (ELCA) seeks to provide the staff resources, personnel policies, and practices for all who carry the responsibility for advancing the purpose of the churchwide organization and to bring to all staff members justice and wholeness in the fulfillment of their tasks. Staff members of the section strive to achieve good stewardship for the people of this church. In all endeavors, the Human Resources section embraces the mission of this church to give joyfully in witness and service. The mandate of this section is defined in continuing resolution 15.11.D05., printed in Section X of this volume.

The section's mission statement reflects its constitutional mandate and guides daily interaction. Human Resources serves the mission of the churchwide organization by serving its people—those serving now, both at the churchwide organization office and those deployed, those not yet here, and those who formerly served.

Report of Work 2007–2009

Internal Committees

Five internal committees composed of churchwide staff assist this section: 1) the Position Evaluation Team, 2) the Inter-Unit Staff Team on Inclusivity, 3) the Health and Wellness Committee, 4) the Churchwide Office Wellness Committee, and 5) the Radar O'Reilly committee, which is composed of executive administrative assistants and provides a communication link between HR and churchwide units.

In addition to the internal committees, this section sponsors advisory committees that plan, implement, and oversee the staff Christmas party, the summer picnic, staff recognition events, Christmas service projects, and care for the art collection.

Staffing

In faithfulness to the gospel and this church's commitment to be inclusive in the midst of division in society, the churchwide units are staffed to reflect the inclusive unity that is God's will for this church. As of December 31, 2008, 57 percent of the churchwide staff were female, 67 percent were laypersons, and 35 percent were persons of color. Using the guidelines established by the Federal Labor Standards Act, 79 percent of positions were exempt.

Compensation and Benefits

Per the personnel policies of the churchwide organization, the section sponsors a regular examination of the salary grades used for compensation administration in the churchwide office. In addition, grade-level reviews are conducted on an ongoing basis for various positions. Following a comprehensive study in 2008, the Church Council approved adjustments to the pay ranges in order to respond to market pressure. In addition to the regular salary range, special market comparisons were made for salaries in Information Technology, Development Services, and the Mission Investment Fund. Salaries in each of these areas are administered in ranges specific to each discipline.

The newly approved ranges ensure that ELCA salaries are competitive with similar organizations in the Chicago area. Similar organizations are those that are not-for-profit, render a service to society, and are mission-driven. As part of the budget process each year and in accord with the churchwide organization personnel policies, a pool for merit increases is established. In 2008, the pool was established based on an increase of 3 percent; in 2009, the pool was established based on a 3.5 percent increase.

Regular salary grades and ranges as of February 1, 2009, are as follows:

Grade	Minimum	Midpoint	Maximum
6	\$24,201	\$30,252	\$36,302
7	\$26,266	\$32,833	\$39,400
8	\$28,626	\$35,783	\$42,939
9	\$31,281	\$39,102	\$46,922
10	\$34,428	\$43,035	\$51,642
11	\$38,067	\$47,584	\$57,101
12	\$41,239	\$51,549	\$61,859
13	\$44,048	\$55,060	\$66,072
14	\$47,418	\$59,272	\$71,126
15	\$51,479	\$64,348	\$77,218
16	\$56,316	\$70,395	\$84,475
17	\$62,148	\$77,685	\$93,222
18	\$68,016	\$85,020	\$102,024
19	\$74,943	\$93,679	\$112,415
20	\$83,306	\$104,132	\$124,958
21	\$93,319	\$116,649	\$139,978
22	\$105,379	\$131,723	\$158,068
23	\$119,842	\$149,803	\$179,764
24	\$137,178	\$171,472	\$205,767
25	\$157,958	\$197,448	\$236,938

Personnel Policies 2007–2008

A number of personnel policies have been revised to reflect changes in regulations, structure, and practice. Changes are approved by the Church Council.

Performance Management System

The performance management process establishes a consistent approach for defining job expectations, measuring performance, addressing employee development needs, and documenting progress. It also promotes dialogue between supervisors and employees about performance and development as well as career expectations.

Performance of all staff members is evaluated using a broad range of feedback tools.

Staff Development

A wide variety of required and elective courses is available to assist staff members with individual training and development needs. Required “core” courses include New Employee Orientation, Sexual Harassment Prevention, and Anti-Racism Training. In addition, Human Resources provides other training courses for units and individuals focused on team-building, supervision, compliance issues, and new policies. In 2007–2008, more than 50 employees who serve as administrative assistants completed eight full days of training and received a certificate from Rockhurst University. In 2008–2009, more than 25 employees completed a five-day training on mentoring and received certificates from Rockhurst. Employees also may participate in CPR training delivered by the Red Cross and pre-retirement seminars presented by the Board of Pensions.

Major Directions for 2009–2011

Major efforts on the horizon include continued training in supervision for all churchwide supervisors, support for leadership development within the organization, continued and enhanced use of technology within the section, and ongoing analysis and revision of existing personnel policies.

Else B. Thompson, *executive*