

**Presbytery of Long Island  
Personnel Committee Report to  
Shepherding Council – June 16, 2010**

**The Personnel Committee recommends that the Shepherding Council**

1. Sustain the annual review of the Stated Clerk, Shirley J. Russell;
2. Recommend to the presbytery for its approval the new position description for the Transition Presbyter for the period of transition from May1, 2010, until the date the new General Presbyter takes office; and
3. Recommend to the presbytery for its approval the amended position description for the Treasurer/Financial Secretary for the year 2011.

**Items of Information for the Shepherding Council and for the Presbytery**

1. The Personnel Committee voted to set the summer (July and August) 2010 office hours for the Presbytery Center to be from 9 A.M. to 4 P.M..
2. The Personnel Committee reviewed with Shirley Russell, the Stated Clerk, her prior year's work and accomplishments, her objectives for this prior year, and her goals for the coming year.

Having nearly completed 13 years as Stated Clerk, Shirley reported that she still loves coming to work and facing the interesting questions that cross her desk every day. Her references stated that she is extremely knowledgeable, professional, and dedicated to the presbytery, its churches, and her colleagues. She is resourceful and finds answers to questions related to all aspects of church and presbytery life, sometimes even before the questions can be voiced.

The committee commends her for her leadership and guidance in making the reading of churches' minutes more efficient, and for her willingness and accomplishments in providing training for clerks of session.

Shirley and the committee will be conferring frequently during the coming year as she tackles the goal of preparing for turning the presbytery's records, the staff resourcing of the Committee on Ministry and the

Committee on Preparation for Ministry, and her office over to her successor in the summer of 2012.

3. The Personnel Committee met with Marie Zupka-Ludder, Associate for Congregational Resourcing, and with Frederick Woodward, chair of the Committee on Ministry, to make plans for the transition period between the retirement of Ellen F. Marquardt, Interim Executive Presbyter, and the hiring of a new General Presbyter. As a result of this consultation, the committee has prepared a document entitled "Roles of Presbytery Staff with respect to Congregations in Transition" for the presbytery's information and guidance, and a new job description for the Transition Presbyter for the presbytery's approval. Transition Presbyter is the title that has been assigned to Marie for the extra work she has accepted, acting as Head of Staff and assuming some of the duties of the Interim EP.
4. The Personnel Committee recommends to the Shepherding Council a one-half per cent merit raise in addition to a cost of living adjustment raise of 2.7% for the staff salaries for 2011. Thus, the committee recommends a 3.2% increase in staff salaries from 2010 to 2011. Such a merit raise at this transition time which is requiring increased responsibility, responsiveness, and effort on the part of our staff is in the committee's sight actually minuscule.
5. The Personnel Committee met with the Treasurer/Financial Secretary, Arthur Ireland; received his recommendation for a reduction of his hours to be worked as a trial during the year 2011; and approved his proposal. Art's responsibilities of oversight, supervision, monitoring, and general fiscal management of the presbytery's finances are not being reduced. He will be attending to his job effectively and hopefully more efficiently through e-mails, telephone calls, reports, and other electronic communications. He will be spending less time in the office and will be greatly reducing his hours attending meetings. The committee has prepared a job description for this one-year trial period for the presbytery's approval.