

The Human Resource Leadership Team is the only team that is appointed by Council. The responsibilities of this team and the issues/concerns handled by the team require a specific skill set and experience. The 2017 HRLT includes Anne Yenchko, who leads the team and is its representative on Council, and Jean Link, Bea Luzier, Martha Lohaus and Mary Jane Okan. This team works quietly behind the scenes yet when serious personnel matters occur or impact any member of our community, they are called upon to assist. Below is the list of responsibilities for the HRLT team:

- Oversight and support of the Enabling Minister.
- Support and oversee performance of all paid personnel.
- Work with support staff in developing annual performance goals.
- Conduct regular check-ins and performance appraisals to fulfill KC mission.
- Annual review of paid employees.
- Quarterly or periodic meetings with paid employees.
- Develop Performance plans for upcoming year.
- Ombudsman for personnel issues with regard to personnel to and from Council and personnel to and from Community.
- Enforce and implement the Safe Child Policy including ensuring that background checks are conducted on all volunteers who work directly with children.
- In event of allegation of misconduct concerning paid staff or volunteers, HRLT will conduct fact-finding process that will provide the following:
 - determination of grounds of allegation
 - meeting with paid staff or volunteer
 - meeting with any related persons
 - preparation of report for Council with recommendation for action or no action

The accomplishments that the HRLT team have had in 2017 so far are:

- Manage the HRLT budget.
- Ensured all background checks were completed on Sunday School team and the Agape Summer Camp team.
- Performed annual review for Office Administrator.
- Worked with Building & Grounds to secure hard-copy office files in a lockbox. Developed procedure for file security and implemented with Office Administrator.
- Completed Enabling Minister's Annual Performance Review and extended contract until June 4.
- Worked with Heather during her transition and supported her through it.
- Made sure Minister's files, KC materials, etc. were copied (electronically) and stored for future access.
- Oversaw the smooth transition of the Enabling Minister's administrative duties.
- Developed the Worship Coordinator position description with Council and developed a contract, negotiated compensation and set expectations.
- Worked with Heather and Amy to ensure a smooth transition for Worship Task Groups.
- Discussed Pastoral Care support with Jack Dunlavey in preparation for Heather's departure.

- Supported the Search Team with updating Enabling Minister's Position Description and providing compensation guidelines for a new Enabling Minister.
- Ongoing work include checking in frequently with Worship Coordinator, providing performance feedback and troubleshooting for paid personnel as needed, and providing direction and oversight for Office Administrator.

As with all the teams, the HRLT is a vital function that keeps our community a safe, supportive and well managed. Thank you to all the members for their commitment to this work.