

Personnel committee, Presbytery of Santa Fe

The personnel committee convened in October, 2016 with the following members: Nelson Capitan, Jan Micali, Toby Montoya, Susan Keil Smith (chair), Judith Todd and Rob Woodruff.

The group has reviewed the mission of the Personnel committee and let it remain as stated: **To support a healthy work environment for employees of the Presbytery of Santa Fe.**

Personnel committee brief overview

The personnel committee of the Presbytery of Santa Fe exists to oversee and review the work of the Administrator and consultants of the presbytery. In addition, the committee creates, reviews and updates job descriptions of the paid positions within the presbytery. The committee consciously communicates regularly with staff to support each of those paid by the presbytery.

The committee has reviewed job descriptions for the Stated Clerk, Consultant to the Commission on Ministry (COM), Presbytery Chaplain and the Consultant for Youth and Young Adult ministry, and the Consultant for the Communications Advisory Team. We have met with the Stated Clerk, Stephen Rhoades, to review his work thus far and two of us met with the consultant to the COM, Bill Humphreys. In addition, we have met twice with the Transitional consultants, Judy and David Fletcher. Two of us meet regularly with the Administrator, Sharon Yates, to review work and the transition.

We look forward to continuing to support the work of the presbytery through those who have been hired to provide the expertise to move the presbytery forward through the work of its committees and commissions.

Susan Keil Smith, 2/17/2017