

Resurrection Annual Staff Performance Review

Name: Cheryl Cieczka

Hire Date: Current: 3/26/2018

Title: Office Administrator

Previously: 5/8/2007-7/30/2015

This compensation is inclusive of all pay and benefits associated with position.

Review for 2024:

- It has been impressive on how you have taken on the role and responsibility of being the direct supervisor for Glenn and Rebecca (since July 2022) and now also Marc this past year. You bring up issues, concerns as appropriate and give direction to them as needed.
- You have managed well the added responsibility of supporting a second pastor beginning in September 2024.
- You have been exceptional at managing your work-load and setting your priorities between the Office Admin and the financial responsibilities with what is best for the church. Some highlights include:
 - Worship assistances appreciate your accuracy regarding announcements, service process and occasional last minute revisions so that they feel prepared.
 - Finance Committee and Council appreciate your monthly financials and the accuracy and timeliness that they receive them, typically a few days prior to the Council meeting. There is an understanding that this can't always happen due to vacation, Council meeting changes, and/or other issues. A suggestion might be to send out a quick email when you can't make the normal timing and set expectations of when the reports will be available.
 - Exceptional organizational skills that ensure every detail is handled with precision and excellence.
 - You have demonstrated your adaptability, ability to learning new things, and embrace change. Examples include, but are not limited to: Proficient Learning ProPresenter 7 and changing the counting process with Finance Committee.
 - All appreciate your effective communication skills. This is a very important part of keeping staff, pastors, committees, and general congregation informed. There are so many examples, including Flocknote, weekly bulletins, "The Cross", and emails. Your ability to convey important information clearly and efficiently fosters connection within our church and community.
- What truly sets you apart is your heart for the church and its people. You approach your work not as just a job but as a ministry, treating everyone (members, visitors, and staff) with kindness, patience and compassion. You are a more than an administrator. You are a partner, a source of wisdom and unwavering support in both roles that you have. You anticipate needs, provide thoughtful solution and ensure every aspect of the church life is cared for.

Additional Opportunities for 2025

- Because of your expertise and skill sets, Annual Audit team identified a clear risk for Resurrection. They strongly recommend that documentation on current process and procedures that are critical to keep the church running is required. While this has been identified before due all the staff changes and gaps it was not a priority in the past. However, it is critical this year that the following processes be document. A finance committee member will work with you on the documentation and testing of each process. Please find time in your priorities this year and ensure the documentation is completed, correct and clear.
 - Payroll
 - Printing of checks
 - Taxes and 941

How we will work together for 2025:

- Day to day current activities: Pastor Ryan is your manager (examples: worship, bulletins, website, supplies, etc.)
- Financial issues/questions/concerns: Dawn continues to be your manager
- Personnel issues, changes in job responsibilities, changes in work schedule, vacation requests, etc.: Discuss with Ryan and Dawn and they will manage appropriately with the executive council for decisions. Executive Council continues as Staff Support. Any one or all of the Executive Council can be approached for grievances or work concerns should Ryan and/or Dawn not be available or appropriate given the specific issue.

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Compensation:

- **2025 pay:** \$23.80/hour or 3% increase.
- 2024 pay: \$23.10/hour
- Continued:
 - Vacation: 4 paid 40 hour weeks (with pre-approval from Ryan and Dawn)
 - Over-time: No additional hours of over-time would be approved prior or after the vacation (1 day vacation, no overtime 1 day before or after; 1 week vacation, no overtime 1 week prior or after). The expectation is to work no more than 40 hours per week as budgeted with overtime minimal for a special project for example). Any overtime should be approved by both Ryan and Dawn.
 - Telecommuting is allowed (max. one day per week) based on meeting church needs.
 - Pre-approval of any business travel and related expenses will be reimbursed. Pre-approval from Ryan, Dawn, and Executive Committee is required.

Communicated and reviewed on _____ (date)

Cheryl Cieczka _____

John Anderson _____
(co-supervisor)

Dawn Jacobson _____
(co-supervisor)