

LCR Annual Compensation Review

Name: Cheryl Cieczka
Title: Office Administrator

Hire Date: Current: 3/26/2018
Previously: 5/8/2007-7/30/2015

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

Review for 2022:

- Additional higher level of responsibility this year: both Glen and Rebecca report to Cheryl (starting when Pastor Karen leaving in July, 2022).
- Completed financial and office administrative responsibilities with accuracy and efficiency.
- Showed compassion and grace to members and others contacting or entering the office.
- Flexible on handling many things outside of specific job responsibilities.

Additional Opportunities for 2023: With the hiring of the Interim Pastor, potential new staff, etc.

- Act as a mentor, guide to these new staff to help welcome them, provide support and guidance.
- Be the role model for the face of LCR, as we build back hope.
- Be flexible with regards to time in the office (vs. working from home), thoughtfully balancing the needs of LCR to have the office open and visible.
- Document current process and procedures:
 1. Payroll
 2. Printing of checks
 3. Taxes and 941

How we will work together for 2023:

- Day to day current activities: Managed by Interim Pastor (examples: worship, bulletins, website, supplies, etc.)
- Financial issues/questions/concerns: work with Treasurer/Finance Committee Chair
- Personnel issues, changes in job responsibilities, changes in work schedule, vacation requests, etc.: Discuss with Dawn and she will manage appropriately with the executive council for decisions.
- If a permanent Pastor is hired during 2023, we will address all changes at that time, with input from Cheryl.

Compensation:

- 2022 Salary: \$19.93/hour with 3 weeks of vacation (paid 40 hours/week).
- 2023 Salary: \$22.00/hour with 4 paid 40 hour weeks of vacation (with pre-approval-with Executive Council). 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).

This 10.4% increase in salary for 2023, is the result of two independent items:

 1. 3.4% merit increase, in recognition of performance and taking on extras throughout the year.
 2. 7% comp ratio increase. This increase reflects a competitive salary analysis completed based on similar roles and responsibilities. Competitive salary reviews are generally done at time of hiring and/or as deemed necessary on-going. This is a one-time increase.
- 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.

Communicated and reviewed on _____ (date)

Cheryl Cieczka _____ Tony Baumgardt _____

Dawn Jacobson _____