

LCR Annual Compensation Review

Name: Cheryl Cieczka

Hire Date: Current: 5/29/2018

Title: Office and Finance Admin

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

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

Review for 2023:

- A full year of additional higher level of responsibility this year: both Glen and Rebecca report to Cheryl (as of 7/2022).
- Remained flexible with all various staff changes (including Pastor Kelly leaving, no Pastor for many months, part-time Interim Pastor, hiring of Youth Director, hiring of permanent full time Pastor). Throughout all the changes, Cheryl kept the church running smoothly. Cheryl is the “glue” that holds LCR together.
- Completed financial and office administrative responsibilities with accuracy and efficiency.
- Cheryl manages her workload appropriately and with thoughtful prioritization.
- Showed patience and compassion with members and others contacting or entering the office.

Additional Opportunities for 2024

- It is recognized that these items were intended to be completed in 2023, however, with all the various staffing changes; there was not time to focus on these. Focus in 2024 is requested. Suggestion: Documentation could be completed by Cheryl with review by member of the Finance committee or have a Finance committee member work on documentation with you. Schedule this based on workload. Let's try to get at least two of these done in 2024. Document current process and procedures:
 1. Payroll
 2. Printing of checks
 3. Taxes and 941

How we will work together for 2024:

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

Compensation:

- **2024 Salary:** \$23.10/hour with 4 paid 40 hour weeks of vacation (with pre-approval from John and Dawn). The 5% increase reflects recognition of your performance and the extras “above and beyond” without a Pastor on staff.
- 2023 Salary: \$22.00/hour with 4 paid 40 hour weeks of vacation (with pre-approval-with Executive Council).
- Continued:
 - Over-time: No additional over-time hours will 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 John and Dawn.
 - Telecommuting is allowed (max. one day per week) based on meeting church needs.
 - Pre-approval from John, Dawn and Executive committee is required for any business travel.

Communicated and reviewed on _____ (date)

Cheryl Cieczka _____

John Anderson _____

Dawn Jacobson _____