

## CHURCH STAFF

Our church is blessed in having three committed and conscientious staff: Liz, our Administrator, Rob, our Site Supervisor, and Minty, our Children and Families Minister.

As in secular work, they are all subject to certain employment guidelines and have annual reviews which help them to fulfil their potential as well as providing good outcomes for our church. Several action points from the recent reviews have been shared at PCC and they also have relevance for members of the church congregation.

- We are aiming to make the Office a more secure environment and there is going to be a buzzer system fitted for times when staff are on their own. You will still have access to the office during normal office hours (**10am - 12:30pm Monday to Friday**) but there may be times when you need to buzz first before being let in. Don't be put off by the buzzer!
- Please keep enquiries in person or by phone to the office hours (10am - 12:30pm) and not outside these times, including during the office non-contact time. If there is anything urgent outside the office hours then please contact a churchwarden.
- Staff may worship with us or in other churches on Sundays. Please respect that as their own time and leave enquiries to office hours or email the church or put messages on the Office pad in the church pigeon hole. The pad is checked every Monday morning. Again, for anything urgent please contact the churchwardens. Minty is very often on duty on Sundays so may be available for discussions outside worship time.
- Any enquiries about cleaning tasks, use of equipment, moving of chairs etc, please do through the office or churchwardens.
- Please take responsibility for any equipment or resources you may use on site, and clear away afterwards or let Rob and Liz know if things are to be left in place.

Thank you for your cooperation with these points, and for all the encouragement you give to Liz, Rob and Minty as they work for our church and for the Kingdom of God. They do appreciate working here and we very much appreciate them!

Marion Cook, Staffing Sub Committee Chair