

CHCC Staff Feedback Process

We are blessed at CHCC with a wonderful, caring staff that exhibits a passion for God and a Christ-like spirit for service. Our current staff is as follows:

- Pastor of Preaching and Leadership Kent Landhuis
- Pastor of Care and Visitation Leonard “Doc” Ranson
- Pastor of Discipleship Todd Joslin
- Director of Worship Leah Van Maaren
- Director of Team Ministries Marie Schulte
- Director of Children’s Ministries Kris Crowther
- Office Coordinator Tracy Spicer
- Maintenance Coordinator Paul Donnan

In an effort to promote continuous personal growth in their service to the church, the HR Team recently met with all of the staff members to review and update the current job descriptions and duties being performed. This process provided for clarification of roles and corresponding expectations regarding how the staff interacts with the various teams, the congregation, and the Consistory.

The staff also desires feedback from the congregation in order to improve their ability to serve. While informal feedback takes place on a frequent basis, CHCC would like a process developed that allows for any suggestion or concern to be documented and made available to the appropriate people in the church. For that reason, the HR Team has developed a procedure for the congregation to be able to provide confidential feedback. This will be made possible by using the attached form. Additional copies will be available in a mailbox at the church, from any of the HR Team members, and on the website.

This form will allow any person in the church the ability to document a suggestion or concern regarding any staff person. The completed form should then be placed in the mailbox of the HR Team Leader or the Vice-Chair of the Consistory, currently Brian Becker and Randy Whitehead respectively. If a female is needed to assist with the issue, then Brian or Randy will request a female member of the HR Team or Consistory to assist.

In most cases, the form will be evaluated and delivered to the appropriate supervisor of the staff person involved for resolution. It is our hope that this process will be a useful forum to help our staff continuously improve their service and personal growth, and provide us the ability to answer any concerns that may exist.

Members of the HR Team are Brian Becker, Ken Viggers, Beth Brockette, Dana Chapman, Earl Johnson, and Diane Potter. Marie Schulte is the staff representative on the team.

CEDAR HILLS COMMUNITY CHURCH

CONFIDENTIAL STAFF SUGGESTION/CONCERN FORM

(Please complete and turn in to either the Chairperson of the H.R. Team or the Vice Chairperson of the Consistory)

Statement of suggestion or concern: _____

Remedy or action desired: _____

Submitted by: _____ Date: _____

Received by: _____ Date: _____

Statement and date of response or action taken: _____

