

Healthy Staff Culture Innovation Dashboard

March 23, 2021

Overall Program Status:

Green

- Scope – no change
- Time- **new deadlines for one project**
- Budget – no change

Program Status Legend- **Green** (on track), **Yellow** (at risk), **Red** (not on track)

Program Objectives, Scope, and Key Deliverables (from 9/22/19 NLI Report)

Invest in a Healthy Staff Culture

Woodlake has a very committed and competent staff. Due to the realities of the rapid growth of the church and its size, there is often more work to be done than hours to do it. The staff feel that tension and struggle with that tension because of their commitment and desire for excellence in their work. Due to the rapid growth, additional internal policies and procedures that will help guide staff have not yet been put into place. In order to support and care for staff and to ensure excellence in ministry, it is important that Woodlake give attention to the staff culture and environment.

- A. Assess and develop policies and procedures to support a strong and healthy staff culture(Executive Director with assistance and approval from SPRC Committee)
 1. Update all position descriptions and meet with each staff member individually to come to an agreement on the scope of work that will determine what is reasonable and expected in their area.
 2. Develop and implement a performance management system
 3. Discuss and agree on the boundaries of staff decision-making, related to programs at Woodlake, and how decisions will be communicated with the Church Leadership Council and the congregation. (Executive Director and Church Leadership Council)
- B. Evaluate compensation and future staffing to fully implement the vision and mission of Woodlake and ensure that the church is a fair and just employer
 1. Evaluate the wages and salaries of all Woodlake employees. Salary comparison to other churches and to equivalents in the marketplace.
 2. Create a strategic staffing plan for the coming two years with information from wage evaluation along with consideration of the ministry of the church. (NOTE: It was noted by multiple persons on the NLI weekend that special attention needs to be focused on the IT needs of the church. IT needs should be a near term goal.)
- C. Create annual goals and strategies in each ministry area that enable staff to see the interdependency of their work as well as the unique ministry that they offer in their area.

Project Status Summaries

Project Name	Project Leads	Decision	Due Date	Status	Accomplishments and Updates
Update Position Descriptions	Jen S.	SPRC	2/15/21	Complete	This line item is complete
Performance Mgmt System	Howard G.	SPRC	8/25/20	Complete	This line item is complete
Decision-Making and Escalation	Jimmy L.	CLC	1/30/20	Complete	This line item is complete (moved to CLC)
Compensation Benchmarking	Paul M.	SPRC	9/22/20	Complete	This line item is complete
Strategic Staffing Plan	Jimmy L.	SPRC	1/30/21	Complete	This line item is complete
Update Staff Covenant	Jen S.	SPRC	6/15/20	Complete	This line item is complete

Upcoming Tasks and Milestones

Budget

Total Allocated Budget - \$0 <ul style="list-style-type: none"> • Travel allowance - \$0 • Consultant fees - \$0 • Meals, hospitality - \$0 	YTD Budget - \$0 YTD Actual - \$0 YTD Variance - \$0 Remaining Funds - \$0
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