

Personnel Committee  
Report to 2024 Southwest Conference Annual Meeting  
For April 2023 – March 2024

**COMMITTEE MEMBERS**

Carol Turpen, First Congregational, Phoenix, AZ  
Rev. Gloria Smith, Encanto Community, Phoenix, AZ  
Patty Lantrip, First Congregational, Prescott AZ  
Rev. Randy Mayer, The Good Shepherd, Sahuarita, AZ  
Rita Bourgeois, Casas Adobes, Tucson, AZ

**Report for the 2023 – 2024 period**

The Personnel Committee met monthly from April 2023 – March 2024 or as needed.  
During this year we:

- Updated SWC CM and ACM job descriptions
- Developed a performance review process for all SWC staff
- Created performance review tools for called and non-called staff
- Met with the executive board to review performance process and tools
- Updated personnel handbook to reflect new performance review process
- Participated on search committees for new EA and Bridge ACM roles
- Provided consultation to SWC staff as needed
- Oriented new church leaders in SWC to personnel committee function
- Developed personnel committee annual checklist of duties with yearly timing

Submitted by Carol Turpen  
Chair, Personnel Committee