

## Employee Performance Review

Employee: Elizabeth Kubota

Position: Music Director, Deacon

Date Hired: Sept. 1994

Review Period: 2016

### List of employee's strengths:

*Christ-centered, reliable, organized, gets along well with people.*

*Long-time committed employee (22 years) and FUMC member (33 years.)*

*Master of Sacred Music and Master of Divinity degrees, Boston University, 2004; ordained in 2009, made Chair for Order of Deacon, New England Annual Conference, 2012; on Conference Ordination Board since 2012; seminary education being used in position as Music Director, Stephen Ministry Leader (referral coordinator, continuing ed., pastoral presence), and adult Bible studies.*

*Served as voting member and secretary of the New England Conference's Native American Ministries Committee, attending Northeastern Jurisdictional Conference in Wheeling, West Virginia, Oct. 6-9, **as part of the ministry of the Deacon.***

*Choir director, organist, pianist, harpist, vocalist, guitarist, electric bass player: **held guitar classes for those interested as part of ministry of the Deacon.***

*Found and used new materials for all choral groups, vocalists and instrumental musicians.*

*Found and used new Biblical studies materials for adult Christian Education in Bible study and Stephen Ministry **as part of the ministry of the Deacon.***

*Provided music for monthly Whitney communion and hymn sing **as part of ministry of the Deacon.***

*Led Bible study and served as Stephen Leader **as part of ministry of the Deacon.***

*Preached on July 10 **as part of ministry of the Deacon.***

*Trying to be supportive of Pastor John and his ministry by helping as he asks: attending Interfaith Clergy meetings, covering Whitney communion when he cannot make it, preaching when he asks, re-writing the Blue Christmas service, providing communion for church conference.*

*Provide specific examples of employee's major achievements during the review period:*

Six new participants and a new director have joined the choral music program, adding a men's choir called the Gospel Accord, directed by member Dennis Deyo.

Both a Palm Sunday and Advent program were done well during worship by the Sanctuary Choir.

Crossroads has 2 new song leaders/worship planners and a drummer this year.

Guitar Club was launched with 4 members this past fall.

Stephen Ministry has 10 SMs all of which have CRs. I have been referral coordinator since Lisa Shufflebarger resigned. We will begin training 4 more SMs Jan. 4.

Bible study has welcomed Aaron Hero and Karen Keirstad as new participants this year. We covered Ann Spangler's "52 Names for God," many in Hebrew as well as a short study on seven women of the Bible.

Found new organ/piano duets for Amy Neil and self to be used in worship.

Organized, provided materials and some food for the Holy Week Messianic Seder, 2016.

*Are there any areas where performance can be improved? If so, what can the Church do to assist?*

*My sound system is used during Crossroads. Since I have been diagnosed with herniated disks I cannot move my 3 amps around. To avoid moving them I have been setting them up and leaving them on the chancel. This way I can hook up the guitars and bass easily, especially on bell choir days when the amps cannot be further back in the chancel area. I recently received a complaint that the amps are not "pretty." I feel they look fine and considering the situation I am working with I really do not want to put them away before the 9 am service and put them back out for Crossroads. Besides, there is not enough time to move stuff between services and start on time.*

*A related issue is the small amp on the stand I have attached to the new keyboard and the song leader. Our drummer, Mike Fields, cannot hear the keyboard without the amp on the stand turned toward him as the drums are way in the back of the chancel. I was also told the amp on the stand is "not pretty."*

***Could I have the support of the SPRC to leave the amps on the chancel? I had them removed for the bell concert. Moving the amps every week is going to have a negative impact on performance for Crossroads musicians. We need to be rehearsing not moving stuff between the services. Our drummer needs to be able to hear the song leader and keyboard to stay on beat.***

*What are the employee's goals for the coming year? What can the Church do to support the achievement of these goals?*

**New goals:**

*To train 4 new Stephen Ministers. This involves 50 hours between January 4 and May 17.*

*To keep Stephen Ministry going while we train new SMs. This will happen via schedule and rotation being set up this week (12/26/16).*

*To help Sanctuary Choir prepare and present a creative and Christ-centered Palm Sunday and Advent program.*

*To preach three times in 2017.*

*To recruit new Bible study members.*

*To further refine the skills of the Crossroads musical leadership.*

**Church can help by:**

*The church can help by providing adequate budgets for Stephen Ministry, the music budget, and adult Christian Ed. And positive strokes are always welcome!*

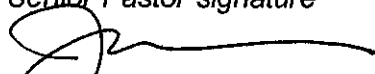

**Reviewer Comments:**

*Elizabeth continues to bring incredible value to our church as music director and ordained minister. She is a person of deep faith, as witnessed by the many ways in which she feels called to practice it. She is always thinking of new ways to praise God through different musical programs and groups. She is truly a woman of God who continually seeks to serve and worship Him in the name of Jesus.*

*Elizabeth is committed to developing her skills and knowledge, even with all she has accomplished. Last year, we discussed how she has worked on some of her preaching techniques, from using outlines and notes vs. reading her sermons (the latter being how she was taught at BU). This year Elizabeth would like more opportunities to preach at Sunday services to continue honing her preaching skills; as such, we have added a goal for her to preach three sermons in 2017.*

*It has been a pleasure supporting Elizabeth over this last year and I look forward to our continued collaboration.*

## Yearly Employment Summary

<b>Employee:</b> Rev. Elizabeth Kubota		<b>Position:</b> Music Director / Ordained Deacon		<b>Summary Date:</b>									
<b>Date Hired:</b> Sept. of 1994		<b>Years of service:</b> 22		<b>As of:</b> December 2016									
<b>Work hours:</b>  30 hours per week  Effective dates: January of 2013 to October of 2015													
<b>Salary:</b>  \$36.423 for 2016; 2017 salary is proposed at \$37,515, pending approval at Church conference. This is an increase of 3%.   Effective dates: Jan. 1, 2017 to December 31, 2017													
<b>Vacation Days:</b>  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Baseline vacation days</td> <td style="width: 50%; text-align: right;">_ 30 hours _____</td> </tr> <tr> <td>Additional days based on years of service</td> <td style="text-align: right;">_ 90 hours _____</td> </tr> <tr> <td>Other days per contract</td> <td style="text-align: right;">_____</td> </tr> <tr> <td> Total vacation days</td> <td style="text-align: right;"> _ 120 hours (4 weeks) _____</td> </tr> </table> Effective dates: Jan. 1, 2017 to December 31, 2017						Baseline vacation days	_ 30 hours _____	Additional days based on years of service	_ 90 hours _____	Other days per contract	_____	 Total vacation days	 _ 120 hours (4 weeks) _____
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Other days per contract	_____												
 Total vacation days	 _ 120 hours (4 weeks) _____												
<b>Sick Days:</b>  Total sick days: 1 hour for every 30 hours worked; max of 40 hours  Effective dates: Jan. 1, 2017 to December 31, 2017													
<b>Other Benefits/Allowances:</b>    													
<b>Employee signature</b> Rev. Elizabeth Kubota		<b>Date</b> 2/8/17		<b>Senior Pastor signature</b> 									
		<b>SPRC Chair signature</b> 		<b>Date</b> 2/6/17  2/8/17									