

**St. John XXIII Parish at St. Nicolas de Flue
Parish Administrative Council 2025**

Name: William McClain
Position: Human Resources

Description of function:

- Oversee and coordinate the staff relations to establish and maintain a motivating and engaging work environment for staff employees while ensuring compliance in all employment law matters.

Key Accomplishments in 2024/25:

- Management of annual performance & salary review process for 2024.
- Coordinated and contracted the temporary replacement for maternity coverage for the Director of Religious Education and her return.
- On-going assessment and managing of staffing requirements:
 - Coordinated the contract and administrative requirements associated with the temporary replacement of the Director of Religious education who was on maternity leave.
 - A return to parish activities post-Covid required an increase in cleaning support and recruitment of part-time cleaning staff.
- Continued day-to-day management and coordination of a range of confidential personnel issues.

Targets for 2025/26:

- Maintain close relations with staff to maintain engagement.
- Continue to review and update parish HR policies as required.
- Continually review compensation market in anticipation any needed changes.