

MEMORANDUM

DATE: September 25, 1987

TO: Department Heads

FROM: Jack Hicks

RE: COUNSELING AND MINISTRIES CENTER MANAGEMENT CHANGES

As a part of our need to operate at reduced staff levels for budget reasons, I am implementing some layoffs. Though no one enjoys such situations, they are a present fact of life. I am reviewing all levels of the corporation accordingly. One cut I regret having to make affects the management of the Counseling and Ministries Center.

We are losing Jerry Zwack as the manager of this department due to cut-backs. We will not be re-filling this vacant position, but will cover with existing employees. I am naming Chris Mathews as Administrator of the department and am naming David Motherwell as Director of Counseling. Both are new positions.

Chris will oversee all department administration, including personnel, policies, procedures, work flow, resolution of day-to-day problems, files, counseling assignments, counselor schedules, PRV's, interfacing with other departments, and oversight of the Ministries office.

David Motherwell will have oversight of all counseling and spiritual matters for the department, including uniform counseling standards, counselor development, counseling appeals, oversight of volunteer counselors, and counselor consultation regarding disfellowships. David will also be the primary interface with the pastor for all the counselors and will be responsible to the pastor for the counsel given being an accurate extension of the pastor.

Both of these new assignments are effective immediately. A revised organizational chart is attached for your information. All other department positions remain unchanged.

We appreciate very much the service Jerry Zwack has rendered in the formation and first 15 months of Counseling Center operation. Jerry has been liked by all his staff, and he will be missed. I know many of you have at one time or another worked with Jerry and have grown to love him, too.

T-M9/22/87JH

Encl.

