

Minutes from Coordinating Meeting
March 7, 2024

Deacon	Attend	Deacon	Attend
Ellison, Russ	A	Wiersma, Dave	P
Lancaster, Mark	P	Wilson, Ron	P
Moberg, Steve	P		
Ex Officio:		Guests:	
Morefield, Michael	A		

V is Virtual/Zoom

- Opening Prayer at 6:30 pm by Steve.

Administrative:

- Approval of February Minutes — Moved by Ron, second by Dave. Approved.

Old Business

- Sabbatical request from Caleb
 - Session denied our recommendation to extend sabbatical policy to include full-time staff, feeling that policy should only apply to ordained staff.
 - Dave met with Michael on 2/28, then Dave and Steve met with Michael and Caleb on 3/3 (Mike Brink joined by phone after Caleb left).
 - Outcome was that Session may be open to granting a paid leave of absence rather than sabbatical. Referred to Coordinating to draft a proposal.
 - After discussion by the team, Mark moved that we recommend a 6-week paid leave of absence for Caleb under a new Employee Leave Policy with these provisions:
 - Full-time, non-ordained staff would be eligible to request an unpaid leave after one year of service; could request a paid leave after five years of service. Paid leaves would only be available once every five years.
 - Maximum duration would be six weeks.
 - No cash stipend attached.
 - No obligation for employee to pay back if he/she resigns after returning from the leave.

- Employee should submit a written request for the leave, outlining his/her plans for the absence, including recommendations on how his/her duties could be covered by volunteers and/or other employees.
 - Request is subject to approval by Senior Pastor and Session.
- Second by Steve, approved. Mark will draft a proposed policy.
- Member Tim Eckerley had attended our February meeting to request that his organization, the Heart of America Aquarium Society, be charged the member rate rather than non-member rate for their meetings. Dave has discussed with Michael and they decided this should be referred to the Property Team for their input. As decided last month, we will not enforce the non-member rate until July at the earliest.
- Finance has provided the credit card usage policy. It appears all we are missing is a form to be signed by each person given a church credit card to acknowledge their awareness and understanding of the policy. We also need a mechanism for auditing credit card transactions on a periodic basis. Ron is the chair of the church's Audit Committee this year, and they always audit two months of transactions. They will make a recommendation on future monitoring of transactions.
- Dave shared a spreadsheet he created that could be used for tracking vacation usage by each staff member. Mark moved, Ron seconded its adoption. Approved. Dave will work with Kathy on its implementation.

Personnel Matters:

- Steve shared that Michael is working on how he wants to reassign the responsibilities formerly held by Chuck Leedle. He has requested some salary survey data; Steve will research and provide this to him.

Adjournment:

- Meeting adjourned at 7:52 pm.
- Closing Prayer by Mark.

Next meeting:

- April 4, 2024 @6:30 pm

Respectfully submitted,

Steve Moberg
Clerk