

**Coordinating Team
Meeting Notes
Thursday, June 6, 2024**

Date/Time: Thursday June 6, 2024		
PRESENT(P) ABSENT(A) EXCUSED(E)		
Dave Wiersma (Moderator) (P)	Ron Wilson (P)	
Steve Moberg (A)		GUESTS
Russ Ellison (P)		
Michael Morefield (Pastor) (A)	Mark Lancaster (P)	

- ✓ Opening Prayer – Dave
- ✓ Executive Session
- ✓ May Minutes Approved
- ✓ Handbook Discussion - Documents sent by Dave included Handbook update suggestions. We will incorporate calendar, child protection policy, credit card, employee leave policies in the future. We should have a class with signed acknowledgment.
- ✓ Job Description Changes - Job descriptions should be sent to Coordinating when approved by Session.
- ✓ Various Searches - Discussed Choir Director, Worship Leader, and Youth Director searches.
- ✓ Staff Undershepherd Idea – Mark suggested we consider having a Coordinating Team member assigned to each Staff member to increase communication. Perhaps meet monthly or quarterly between Staff and Team member. More discussion at future meetings.
- ✓ Trash Cleaning Idea – Russ suggested we may want to consider asking for youth who would carry the trash out for a fee. We have many young folks involved in the activities of the church, and this might provide a bit of income without adding to Facility Manager duties.

- ✓ Caleb Leave – Discussed Caleb’s unused vacation plus the Leave that was granted by Session and how those are handled given his last day on payroll thought to be June 30, 2024. Ron will discuss with Caleb, which began with an email during the June meeting.
- ✓ Next meeting – Tuesday, July 2, 6:30pm
- ✓ Closing Prayer - Russ

Action Items	
Recommendations/Plan of Action	Completion/ Follow-Up Due Date
Next Meeting Date	Thursday July 2, 2024 6:30PM