

Minutes from Coordinating Meeting
July 2, 2024

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

V is Virtual/Zoom

- Opening Prayer at 6:32 pm by Russ.

Administrative:

- Approval of June Minutes — Moved by Russ, second by Dave. Approved.

Old Business

- Mark further discussed the idea he had brought up at the June meeting about having a Coordinating Team member assigned to each staff member as an “under-shepherd”. The team agreed that the under-shepherd should avoid getting caught in the middle of a discussion that really needs to happen between the employee and his/her supervisor. Which team members will work with each staff member will be discussed in August.
- Dave distributed copies of sample handbooks we can use to compare with the church’s existing employee handbook. The team agreed to review the first two sections of the handbook (“Welcome and Introduction”, and “About Your Job”) for discussion at the August meeting.

New Business

- Steve ask for the team’s input on several matters which had come up during his meeting with Michael earlier in the day:
 - The team felt it was reasonable to have a chat with Marlene about where else she might be able to do her work and store her files, so that Nicole could make better use of her office instead of sharing it with Marlene.
 - Approved soliciting help with designing the Porch. Steve will write up an announcement for the Link, but before he submits that he will talk with Kathy, since she apparently told Dale Anderson she would be willing to help out. The desire is to let her know that it’s not a matter of us thinking she couldn’t do it, but just that she already has so much on her plate, we don’t want to add this, too.
 - The team was open to the idea of making a change in the cost-sharing for insurance for non-pastors at the beginning of 2025, while also recognizing we want to be careful

about not doing something that might make our open positions less desirable for candidates. Further discussion will be needed.

- As part of our updating the employee handbook, we will discuss better defining our vacation policy for part-time hourly employees — Is their time off paid or unpaid? If paid, how do we calculate how many hours they should be paid for? Regardless of what we eventually decide on the policy, the team voted to pay Kathy for her regular hours when she is traveling on the youth trips this summer. Motion by Mark, seconded by Steve, approved.
- Mark inquired about how we can get copies of the job descriptions for the four open or recently filled positions (Assistant Pastor, Director of Worship, Youth Director, Choir Director). Steve said he thought he had them, and that they may be included in the job postings on the church website.

Adjournment:

- Russ moved and Mark seconded. Approved. Meeting adjourned at 7:43 pm.
- Dave closed the meeting with prayer.

Next meeting:

- August 1, 2024 @6:30 pm

Respectfully submitted,

Steve Moberg
Clerk