

Minutes from Coordinating Meeting
October 7, 2024

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

V is Virtual/Zoom

- Opening Prayer at 6:34 pm by Dave.

Administrative:

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

New Business

- Steve reported that Josiah Durfee, the new Director of Student Ministries has been successfully onboarded, with all his paperwork taken care of. Josh Lee, the new Assistant Pastor of Community will start on October 31, and has already completed his insurance enrollment form.
- The team talked about implementing drug testing for new employees. Our policy says we will do this and our offer letters to Josiah and Josh told them we would. However, the church has not established a relationship with any testing facility to conduct such tests. Steve has research using Quest Diagnostics for this purpose. They would charge \$200 to set up our church as a client, and roughly \$50 per person we send for testing. Dave will talk with the Session about their thoughts on this matter.
- Dave talked about the search for the Director of Worship. The search committee has not had much success identifying one person who has the skills to lead both worship services. Dave is thinking that we may need to think about splitting that job between two people, with one overseeing the first service and the other overseeing the second service.

Old Business

- The team continued its review of the Employee Handbook, looking at “Section III - Health and Safety” and “Section IV - Your Compensation and Hours of Work”. Only minor changes were recommended. The review will continue in November with the next two sections: “Insured Benefits” and “Paid Leave Time”.

- Ron spoke on the report of the Audit Committee, which he chaired. He sent the report to the Session, the Deacons, and Coordinating. Most of the report dealt with financial transactions, the most significant of which involved donations made by an anonymous donor for the purpose of funding bonuses for several staff members. The Audit Committee recommended that those transactions should be submitted to the Session for their approval and inclusion in the year-end review and salary planning discussions.

Adjournment:

- Ron closed the meeting with prayer.
- Meeting adjourned at 7:40 pm.

Next meeting:

- November 7, 2024 @ 6:30 pm

Respectfully submitted,

Steve Moberg
Clerk