

Minutes from Coordinating Meeting
May 1, 2025

Member	Attend	Member	Attend
Cooper, Barry	P	Lancaster, Mark	A
Ellison, Russ	P	Moberg, Steve	P
Kleinmeyer, Aaron	P	Wilson, Ron	P
		<u>Guests:</u>	
Ex Officio:			
Morefield, Michael	A		

V is Virtual/Zoom

- **Opening Prayer** — at 6:31 pm by Aaron.

Administrative:

- **Approval of April Minutes** — Motion by Barry, seconded by Ron; approved.

Old Business

- **Updated Personnel Policy and Employee Handbook** — Steve discussed having made the changes to the handbook that the Session had requested:
 - Changed Good Friday holiday to Easter Monday
 - Changed the holiday for the employee's birthday to a floating holiday
 - Changed the expense-reporting instructions to allow for having receipts submitted monthly with the employee's expense report. Steve pointed out that this is really a Finance policy which we included in the personnel handbook, so he will advise the Finance team that the Session has requested this change.

The revisions will be presented to the Session at their May 8 meeting. Following that we will plan for distribution of the manual to the staff.

- **Child Protection Policy** — Aaron and Barry reported that they met with Josiah and Nicole regarding some suggestions the Session has made regarding the policy. Josiah and Nicole will come back to us with the changes they wind up making.
- **Director of Children's Ministry** — Michael has asked that Coordinating take the lead on setting up a search team for this position. Michael had provided an old job description for this position. The team suggested a number of modifications, which Aaron will incorporate into an updated description to be passed along to the search committee. Russ agreed to serve as the Coordinating representative and it was suggested that Josh be asked to serve as the pastoral representative. The team discussed possible candidates to fill two or three

additional positions on the search team. Aaron and Russ will work on contacting those candidates to determine their interest.

- **Staff reviews** —
 - Ron worked with Michael on the 6-month review for Josiah on 4/8.
 - Barry agreed to work with Michael on the 6-month review for Josh, which should be conducted in May.
 - Steve has talked with Michael about the review for Kathy, which has been held up by Steve's various health issues so far this year. They agreed to do the review after Steve is allowed to resume driving in mid-May.
- **Coordinating Team charter** — Aaron led a discussion the team's charter documents from 2018. Several modifications were recommended. Barry made a motion for approval, seconded by Russ. Approved.
- **Social media position** — Barry reported he worked with Steve on a position description for this position. He will send that to the Session for their approval.
- **Security changes** — Cameras are going up around the church. One of the mag locks has been bench-tested and is working, so it just needs to be put on a door, followed by similar locks for the other doors included in the initial rollout.

New Business

- **Missouri Sick Leave law** — Steve reported on the new Missouri sick leave law, which voters authorized with a constitutional amendment last November and which went into effect on May 1. Guidance from Miller Management in April cautioned there was a court challenge to the law which was before the Missouri Supreme Court, and the state legislature was considering making changes to it. Steve reported that the Supreme Court has ruled to uphold the law, and thus far it does not appear the legislature is going to change it. However, GEPC's current sick leave policy grants our employees more benefits than what is required by the new law.
- **Church calendar with major events** — Aaron brought up the idea of creating a calendar with major events in the life of the church. Due to time constraints, discussion was limited but more ideas will be explored at our June meeting.

Adjournment:

- Motion for adjournment by Ron, seconded by Barry; approved. The meeting was adjourned at 8:13 pm.
- Ron closed the meeting with prayer.

Next meeting:

- June 5, 2025 @ 6:30 pm

Respectfully submitted,

Steve Moberg
Clerk