

Minutes from Coordinating Meeting
June 5, 2025

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

V is Virtual/Zoom

- **Opening Prayer** — at 6:34 pm by Aaron.

Administrative:

- **Approval of May Minutes** — Motion by Aaron, seconded by Russ; approved.

Personnel

- **Interim Weekend Facility Manager** — the team discussed how to cover the weekend facility manager duties until Ernie is able to return. Aaron circulated a job description for this position. Mark moved for approval of the description, seconded by Barry, and approved. It is hoped that a current church member can be found for this position, possibly a student who can handle the job until they leave for college in August. Hopefully by that time we will have a better handle on Ernie's recovery.
- **Director of Children's Ministry** — Russ reported that the search committee has approved a job description and they are currently accepting applicants. He expects the committee to get together to review candidates in the next week or two.
- **Part-Time Social Media and Website Administrator** — Barry reported the Session has approved this position. He will post the opening and is leading the search, as he has recently hired several people for this type of position.
- **Staff reviews** — Steve reported that he and Michael have completed the review for Kathy (Josh will be Kathy's supervisor going forward). Barry reported he and Michael completed the 6-month review for Josh.

Old Business

- **Updated Personnel Policy and Employee Handbook** — the Session approved the handbook on May 8 with a couple minor tweaks. The team discussed ideas on how the new handbook can best be shared with the staff, with more discussion to come.

- **Security changes** — Some equipment has been installed, including a new lock on the main entry. Barry is working on an Access Control Policy so the staff knows how to assign access to various groups and individuals.
- **Church calendar with major events** — Aaron reported that Bob Williams is currently working on this project.

New Business

- **New file system for policies** — Barry reported that Bob Williams is also currently working on transferring files from the old system (Dropbox) to the new system (Sync).

Adjournment:

- Motion for adjournment by Steve, seconded by Aaron; approved. The meeting was adjourned at 8:10 pm.
- Mark closed the meeting with prayer.

Next meeting:

- July 3, 2025 @ 6:30 pm

Respectfully submitted,

Steve Moberg
Clerk