

# Minutes from Coordinating Meeting

## March 6, 2025

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

V is Virtual/Zoom

- **Opening Prayer** — at 6:32 pm by Aaron.

### Administrative:

- **Approval of February Minutes** — Motion by Ron, seconded by Russ; approved.

### Old Business

- **Updated Personnel Policy and Employee Handbook** — status of Session approval was discussed. Aaron requested a copy of the proposed handbook, which he will distribute to the Session in hopes of having it approved at their meeting on 3/13.
- **Director of Children's Ministry** — Aaron reported the Session has decided they would like to have the position opened up to applicants. Steve will contact Michael to see what his preferences are for this process.

### New Business

- **Child Protection Policy** — Nicole Moncada and Josiah Durfee were in attendance to discuss a proposed revision of the policy. Nicole and Josiah have researched the policies of other churches. Their proposed update includes:
  - Adding a 4-step process for onboarding volunteers, which includes subscribing to "Protect My Ministry" both for background checks (~\$15 per person) and online training for volunteers (~\$120/year). Our current background check vendor charges about \$7.50 per person, but they only do a national check whereas PMM will also check with local authorities.
  - Collaboration with the GEPC Safety Team to provide and maintain a safe environment.

- Robust restroom policies.
- A new volunteer application and consent for criminal background check.

The team requested a change to remove the age restriction (16 or older) from the section on diapering. There was also discussion on the need for additional restrooms on the first floor of the ministry center, to accommodate adults in a separate location from the children in Sunday School. Aaron said he would send Property an email asking them to explore options for doing that.

Nicole will update the proposal with our suggested changes, then Aaron will share it with the Session in hopes of approval at their 3/13 meeting.

- **Key Policy** — none of the team was aware of an existing policy on usage of church door keys. Aaron will circulate a draft for the team's review.
- **Coordinating Team Policies Review** — there was discussion of the "policies" which Ethan Funk had distributed to the team. It was noted that many of these are not really policies but rather forms which are used for different purposes. Also, several were policies for other teams which were approved by Coordinating but are not actually our policies. There was also discussion that it would be helpful if we had a central repository for all policies so they could be easily located by anyone who needed them. Aaron will seek clarification of what the intention was regarding how teams should respond to these documents.

#### Adjournment:

- Motion for adjournment by Mark, seconded by Russ; approved. The meeting was adjourned at 8:31 pm.
- Mark closed the meeting with prayer.

#### Next meeting:

- April 3, 2025 @ 6:30 pm

Respectfully submitted,

Steve Moberg  
Clerk