

# Minutes from Coordinating Meeting April 4, 2025

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

V is Virtual/Zoom

- **Opening Prayer** — at 6:33 pm by Aaron.

## Administrative:

- **Approval of March Minutes** — Motion by Aaron, seconded by Ron; approved.

## Old Business

- **Updated Personnel Policy and Employee Handbook** — still awaiting approval, but there doesn't seem to be any major objection. Only a question about having a holiday for the employee's birthday; the team discussed possibly changing that to a floating holiday.
- **Child Protection Policy** — Aaron said he had been contacted by Josiah who was wondering if the new policy had been approved yet. Barry motioned to accept the policy, with a recommendation that Josiah and/or Nicole should bring us update requests if they find that changes are needed as they work with volunteers on the new policies and procedures. Seconded by Russ; approved. Aaron said he would notify Josiah.
- **New Restroom(s) in the children's ministry area** — Mark reported that Property discussed our request for exploration of how we might add additional restroom(s) to help alleviate issues with adults and children using the same restrooms. Property's suggestion is to add two single-person restrooms at the north end of the hall, where there is currently a closet. The restrooms would extend into the area where there is a shower in the women's restroom. The shower is rarely used and in fact sometime causes issues, and using that space would allow easier access to plumbing. Rough estimate of costs is \$50,000.
- **Key Policy** — Following our March meeting, Aaron circulated a draft key policy for the team's review. Barry suggested that we need to instead create an "access" policy, which would incorporate policies for the use of electronic door locks. He reported that DVR servers are already in place and he anticipates that magnetic locks will be installed on five of our external doors, tentatively by the end of May. These will use access cards, which will

have the advantage of our being able to disable them if they are lost or the user leaves the church. They can also be programmed to only allow access during certain hours and/or on certain days. The addition of cameras and the possibility of using phones to access the church could come in later phases of the project. It was agreed to table this discussion at least until our next meeting to see how much progress is being made on the installation.

- **Director of Children's Ministry** — Following our last meeting, Steve had emailed Michael to see what his preferences are for the process of opening the position up to internal applicants. No response has been received, so Steve will send a reminder.

#### New Business

- **Little Lambs director leave of absence** — Steve advised the team that Rae Durfee has agreed to fill in for Amanda while she is out on leave.
- **Social media position** — the Session has expressed an interest in adding a person to keep our social media accounts up to date (~5 hours/week). Barry has drafted a job description, which he will circulate to the team.
- **Staff reviews** — Ron will be working with Michael on the 6-month review for Josiah on 4/8. Aaron expressed an interest in experiencing the review process. It was suggested that he work with Michael on conducting Josh's 6-month review, which will be coming up in May.

#### Adjournment:

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

#### Next meeting:

- May 1, 2025 @ 6:30 pm

Respectfully submitted,

Steve Moberg  
Clerk