Personnel Team Meeting
July 25, 2018

Attending: Jenny Killian, Deb Seifert, Milt Hall and Rev. Scott DeBlock

The Personnel Team met at 6:30 pm in the parlor.

The team reviewed the task list from the June 2018 meeting.

Discussed and reviewed the Sexual Misconduct and Abuse policy we have, compared to the Presbytery's version. Deb proposed changes and they were discussed. Deb will take the changes and finalize our version.

"Employee" will be added to the Volunteer/Officer sheet. The team needs to determine who needs to sign this and then get those signatures on record.

Deb will begin working on the personnel policies. Deb was thanked for her work on the above.

The following job descriptions are being finalized: Treasurer, Bookkeeper, Administrative Assistant and Backstretch positions

Scott explained that he meets regularly with Justina and Eve. He periodically touches base with Lizette. Scott will consider holding a quarterly staff meeting. Jenny will share this at the next Session meeting, in response to Session's concern that they don't know how to evaluate Scott's work with staff.

Scott will contact the snow removal contractor to be sure we are set for the coming winter. A volunteer/group needs to be set up to handle the snowfalls that are less than the contractor handles, and are issues during the week and Sunday mornings.

Scott shared that a routine audit was done on the church regarding our worker's compensation coverage. All employees and anyone paid for doing work for the church have to be covered under our worker's compensation policy unless they have their own coverage and present the certificate. The feeling is that we only hire people that we want to cover or that have their own coverage. The Finance Team will report on this at the next Session meeting.

Tabled from agenda:
        Staff/volunteer evaluations- Fall 2018 plan
        Referring back to the June 2017 work plan- staff development, care and wages
        and hiring

Next meeting: September 13, 2018 6:30 pm

Respectfully submitted: Jenny Killian, Team Leader