

## Minutes of the Personnel Ministry Meeting Tuesday, April 20, 2021 at 7 pm via Zoom

In attendance: Jaime Baughman, Jeff Roeger, Sue Otterson, Barb Werstler, Rev. Amy Gopp, Debbie Barber

Guest: Sally Saltzman

The meeting was called to order by Jaime Baughman at 7:01.

Pastor Amy led us in prayer.

The minutes from the February meeting were unanimously approved as written.

### **Review of COVID Advisory Team suggestions from 4.19.21 meeting**

The team met last evening. Although the ultimate decision remains with Council, the overall feeling is that we should maintain virtual services for the time being. We may try outdoor worship in July and again in August. As these decisions are considered, staff in-office schedules will also be taken into account.

Leah can continue to schedule groups remotely. Only Don is in the building on a regular basis. Others come in one day a week.

### **Old Business**

When new or existing employees are in need of drug testing, we use the Portage Professional Building. 3957 Loomis Parkway, Ravenna, OH 44266 - 330-297-2385. Fast Fingerprints, also in Ravenna, is used for fingerprinting. While these tests are always done prior to employment, our current personnel policy also requires they be repeated every five years.

Leah now has one file that holds all job descriptions, which include Senior Pastor, Minister of Faith Formation, Administrative Assistant, Financial Administrator, Caretaker-Sexton, Director of Music, Director of Hand Bell Choir Music Ministry, and Children's Director of Worship and Arts. The recently updated Personnel Policies document is also in the file.

### **New Business**

#### 1. Financial Administrator

Sally Saltzman joined us to discuss the Financial Administrator position and the request from Heather Cronin to allow her to change her work hours with UCC. Heather has recently accepted a full-time position elsewhere. She has asked that she be able to continue in her UCC position as well, but reduce her work hours to 7.5, from 15. She thinks she will be able to complete her responsibilities in that amount of time. Sally and Pastor Amy have given her a 30 day trial

period to test the feasibility of such an arrangement. This will end May 12, when Pastor Amy and Sally will meet with Heather.

When Sherry held this position, she was never evaluated nor has the job description been updated. Sally is going to review now and note recommended changes to make it current.

## 2. Kim's Parental Leave

Kim will be on leave 7/18 - 9/11. Amanda's due date is 7/18. Coverage for Kim's responsibilities has been worked out. Parents, Pastor Amy, Sunday School teachers and others will cover UYF, Sunday School, J-Walkers, Christian Ed and Confirmation.

Jeff suggested we have a sendoff, perhaps a drive-by baby shower. Jaime will check with Becky (Education) to see if something is already being planned.

3. We failed to update the senior pastor position when we reviewed the other job descriptions during our last meeting. Please see attachment for changes that have been unanimously approved 4/20/2021.

4. Rhuna will be leaving her Children's Worship Team Director position after she marries and moves away. Her current contract ends May 31. There are no plans for the work over the summer. We need to decide if we want to post the position or find someone internally.

Clarification was provided regarding stipend positions, which are only provided to members. We could tap into the Living Water newsletter to post this open position. Preference is to go ahead and post. Jaime will work with Pastor Amy to get it published.

5. Dianne Drewette will resume her work in the nursery when we return to in-person worship. This is another stipend position.

6. Another document we will finalize later this summer is the Safe Church Policy. We need to broaden the policies and consider all scenarios. This will provide an opportunity for us to do research to see what other churches and institutions are doing. Pastor Amy will present some models for consideration.

**Jaime has asked us to hold May 18 for a possible meeting, depending on the outcome of the discussion with Heather.**

Meeting adjourned 7:43 pm.

Respectfully submitted,

Debbie Barber