

Personnel Meeting

September 14, 2021

Present: Pastor Amy, Jeff Roeger, Sue Otterson, Sally Saltzman, Jaime Baughman, and Barb Werstler

- Call to Order 7pm
- Prayer: Pastor Amy
- Approval of Minutes from June meeting: Motion to approve by Jeff Roeger and second by Jaime Baughman. Passed unanimously

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Old Business:

- Status of Evaluations—all evaluations are complete and done within the appropriate time frame, with the exception of Heather. Pastor Amy commented that the process worked well and the time frame was good.
- Updates and changes to Safe Church Policy is tabled until November meeting.

New Business:

- Heathers last day is September 14 and the approach of the position must be different. It is a 10 hour a week position. Pastor Amy expressed concerns about the position being a training position, with the last three Financial Administrator's leaving for full-time work elsewhere. She researched other churches of a similar size and found that most have one person serving as Office and Financial Administrator. Amy shared that Leah is willing to take on the role of Financial Administer, in addition to her regular responsibilities. Jeff Roeger shared his praise for Pastor Amy and her leadership skills to make it happen for Leah to step into the position. A process is in place for consistence performance improvement plan. A trial period of 90 days will take place starting October 1 and ending January 1. Leah is excited about this opportunity and will work with Sally Saltzman 2-4 hours every day until her training is complete. Leah will begin with basic tasks, adding on more by the first of the year. She will continue to work with Sally who feels confident about Leah. By January 1 Leah will be taking over. Location of the Leah's office may change for accessibility. Her office hours may have to shift to accommodate the financial work. Compensation for Leah's new position will begin October 1st with her new hours and pay. She will make \$21.00 an hour for the additional 10 hours per week, above and beyond her normal salary.

Jeff asked when a good time to announce to the congregation about Leah's new position and Jaime expressed that the Council would have to vote on it and she recommended we share with the congregation after Leah's probation period.

Jeff Roeger made a motion to promote Leah to a newly created related position of Office Administrator, effective October 1, expanding her current position to include responsibilities of the Financial Administrator. Motion was second by Jaime.Baughman. Passed unanimously.

Jaime will present this motion to council at the September meeting.

- Minister of Faith formation, Kim Nagy wants to go part-time, essentially 25 hours a week. She understands she is going to forfeit all her perks. She will no longer coordinate Adult Education. Pastor Amy will pick up the responsibility of the Adult Education. Kim's passion and heart is with child education and youth. Pastor Amy will

pick up the slack, which will start January 1st. Pastor Amy expressed her concerns for Pastoral Care. We need to look at hiring a part time pastoral care. Sally questioned Kim's housing allowance and is going to check into 50% less. Sue Otterson made a motion to accept Kim's request to go part-time, working 25 hours per-week beginning January 1. Second by Jaime Baughman. Passed unanimously. Jaime will present this motion to council at the September meeting.

While we have returned to in-person worship, we are not currently offering nursery care or in need of a Children's Director of Worship and Arts. Sue stated these two positions are not used or paid at this time, but will need to be addressed in the future as our situation changes.

Meeting Adjourned-8:06pm

Next Personnel Meeting November 16,2021 at 7:00 Virtual