

Personnel Ministry Meeting  
Tuesday, November 16, 2021 at 7:15 pm via Zoom

Attending: Jaime Baughman, Jeff Roeger, Sue Otterson, Barbara Werstler, Rev. Amy Gopp, Sally Saltzman, Debbie Barber

Call to Order/Prayer

Jaime called the meeting to order at 7:14. Pastor Amy opened with prayer.

Review of minutes from September meeting

The Otterson/Werstler motion to accept was approved.

**Old Business**

**1. Updates:**

**a. Office Administrator/Financial Administrator Position**

Situation: Leah is learning her additional position. There has been good collaboration with Sally. Going very well. Leah is comfortable with the situation. She is typically in the office 8-4 and able to get the work finished. It is especially challenging at year's end, but Leah is doing well. It will be important for us to rewrite Leah's job description. Recommendation is to wait until end of probationary period. Will revisit after January 1.

**b. AV Stipend position**

There have been several conversations with Felicia and Julie. They would like to be finished by end of December. We can't do the new AV system installation until we have all the equipment, so for now we have to use Felicia and Julie's equipment. Will Mahon is interested in doing the AV for us. Has agreed to be trained by Woodsey's. Natalie Roeger may be the second one to be trained. The stipend being paid to Felicia and Julie has been \$50 per service/apiece. That amount has been budgeted for 2022. We plan to continue that level. A job description needs to be written for these tasks and responsibilities. Felicia should be helpful with this task.

**2. Approval of part-time job description for Minister of Faith Formation**

In Pastor Kim's new position description, the only change is to remove the "adult education" portion. This will be effective Jan. 1. The Werstler/Baughman motion to accept this change passed unanimously.

Pastor Amy's recommendation: Wait until January and February and live into this change, allowing time to identify the gaps before moving ahead. In February this will be on the agenda again, after there has been time to try this approach.

**3. Needed updates and changes to the Safe Church Policy and procedures**

This agenda item will be pushed to the January meeting.

## **New Business**

### **1. Salary increases for 2022**

Consideration was given to raises for the staff. Kudos to Leah for her work ethic, attitude, understanding of how the church works and ability to work with not only the administrative piece but also the people.

Last year Kim's salary was increased because of her ordination. All others received 3% increase, except for Heather.

Sally has asked Kim for an update on her part-time proposal. She will be losing some benefits. Sally is working on coverage for life insurance.

Currently, \$210,000 has been received in pledges. Many pledges have not yet come in. Sally's recommendation is to try to match salary increases with the general increase amounts across the U.S. Health insurance is increasing 5%. We need to also consider expenses related to a pastoral care hire. Although not all budget lines for this year have been spent, we still have a tight budget. This year, 1/12 of the endowment (\$28,000) was allocated each month. Sally estimated that there will be at least \$30,000 for 2022.

Turning to pay increases, Jeff recommended that we consider individual employees' contributions instead of equal across the board increases. Sally suggested we consider a base increase for everyone then add one-time bonuses where they are warranted.

Sally explained how bonuses could be added to individual salary lines, e.g., cost of living increases + designated bonus.

Barb spoke about Pastor Amy's evaluation and her dedicated work, particularly throughout the pandemic. She added that Leah's new responsibilities have been a very positive move for the office. Comments were also made about Don's contributions, particularly during covid.

Proposed 3% COLA for all employees, provided pledges reflect sufficient income to support. (Amy, Kim, Corey, Leah, Don, Leslie). Barber/Werstler motion passed.

Bonuses: Considered for Pastor Amy, Leah and perhaps Don. The amounts will be determined by what the budget allows once it is set. Sally will review the total payroll and report back to Jaime.

We would like to identify in the 2022 budget a bonus pool that will be available for outstanding performance and dedication during the past year, to be awarded by the Personnel Ministry by the end of the first quarter.

Motion: Werstler/Roeger Passed unanimously.

Meeting adjourned, 8:25 p.m.

Next meeting: Tuesday, January 18 at 7:15 pm via Zoom (?)

Respectfully submitted,  
Debbie Barber