

Core Team Minutes

April 9, 2018

Holy Trinity Vision: to love God, uplift people, inspire hope and grow disciples of Jesus Christ, here and everywhere we go.

Present: Mike Huss, Sharon Saunders, Carol Ottoson, Lynnette Dobberpuhl, Troy Banitt, Mary Haugen (SPRC)

Opening Prayer

Discussion

Troy Banitt was welcomed to the Core Team.

SPRT Update:

SPRT recap of 2017-18 accomplishments: SPRT has been working toward a more formal and professional handling of Human Resources for staff of the church. Mary presented the Employee Handbook that they developed to protect Holy Trinity and its employees covering grievance, harassment, equal opportunity and other areas. In addition job descriptions were updated, and processes for setting and following through with staff pay raise/paid vacation were clarified. Now the process is that SPRT makes recommendation for pay, Core Team and Finance approves, Congregation approves whole budget, and SPRT confirms rate with Payroll. An SPRT Liaison meets with staff to convey specific info regarding pay and job description annually and has check-in conversations quarterly or more often. HT moved to using a cleaning company vs. custodian. SPRT has been implementing open and frank conversations with the pastor and other staff, which has helped clarify many aspects of roles and expectations.

In Process: SPRT is researching the possibility of moving to a payroll service which can offer direct deposit for staff and relieve the church treasurer from some of the ongoing duties. SPRT is reconsidering how some of the roles such as music staff are categorized. Historically they have been paid a “per performance” stipend like a contractor which may put them at a disadvantage in areas, such as not having taxes withheld. SPRT has concluded that an employee categorization is more accurate for their role.

Other SPRT Notes: Areas for improvement that were pointed out: Core Team needs to make more effort to access budgetary reports, do better at two-way communication, and have an increased awareness of how new initiatives impact other people, with more effort spent consulting those people (e.g. Inspire worship and music staff.) Mary urged Core Team and Trustees to look at the United Methodist Insurance website materials for best practices when

renting the building to outside groups which they discovered while researching UMC guidelines for employee relations. (Found at <http://www.uminsure.org/outside-groups>)

Volunteer Coordinator Updates (from message sent by Sheila Posthumus):

The role of communion coordinator is transferring from Marie Piette to Julie Johnson. Thank you to Julie for taking on this role, and to Marie for your years of dedicated service.

Volunteer Survey: Out of 229 questionnaires mailed, 65 were returned which is a 28% response rate. A number of people have been identified for new and existing ministries. The Volunteer Coordinators are considering a fall survey in 2019 to coordinate with the Stewardship Drive.

Volunteer Appreciation Sunday was held on April 18.

They have updated the Volunteer Opportunities brochure for 2018.

The Volunteer Coordinator budget request for \$300 fell through the cracks, and is still needed to cover expenses for past and future activities. This item will be added to the next meeting agenda, when the Budget will be reviewed.

Children, Youth & Family update:

Nursery and renovation update: The layout of the nursery has been affected by the construction for the lift. It has been reduced by about 1/3 of its original size. Painting of a portion of the room is covered in the current bid, but some additional work will be needed to bring it all together. Currently the room is used between services by parents looking after smaller children while the older ones are in Sunday school, and during the second worship service. There may be 0-5 children and 0-4 adults in the room at any of those times.

VBS: Registration is underway for June 11-14, and due to requests the program has been expanded this year to include 3 and 4 year olds (five signed up in this age group so far, with a max of 12). We have two adult volunteers for preschool, and have sufficient volunteers in many areas, but are still seeking help. Due to the interest in younger ages VBS we are also looking at resuming 3's and 4's Sunday school.

3rd Wednesday: As a result of the Volunteer Survey, three people who are interested in being a part of 3rd Wednesday events have been identified. They have been contacted to help discuss a how to resume this fun and well-attended community event in a sustainable way.

Prayer support ministry for congregational care: Following last meeting's initial conversation about the visitation ministry, some questions have risen about how much it is needed, how many hours would be required, and whether it couldn't be covered by current staff seeing there is no current budget for a staff person, and how to project the need. According to Sharon Saunders' research, Stephens ministry

seemed excessively costly, but Befrienders ministry is more reasonable (\$799 per person) and is used by St. Michael's which might be a helpful resource for finding out how much they use it and for what kinds of care (advertised as substance abuse recovery support, postpartum, physical rehab, job loss, etc.) Certified Lay Ministry is also a route that provides support to the lay people as well as training. Discussion resulted in a recommendation that we start with 1-2 volunteer laypeople with skills and training in the field and see how it is used before deciding on a paid position.

Past items:

Live Streaming: Some progress has been made, but another head or pair of hands would help facilitate the process of working out how we stream the service. No confirmed volunteers to help with this have come forward yet.

Audit: No volunteers to help Jeff Erlandson, Finance Chair, with this year's internal audit have yet come forward. A few names of people familiar with church financial processes were forwarded to Jeff.

Next Meeting(s):

Core Team, check in with your Ministry Liaisons and share any new reports no later than Friday, April 27.

Next meeting will be in May, watch for a Doodle to schedule.