

Ministry and Personnel Committee Meeting Minutes

March 09/2012

Wesley Knox Parlour

Commenced: 0600 pm/Adjourned 0830 pm

Next Meeting: TBD

Correspondence:

- March 18 inviting chair of all committees to LC-as part of 3 for 4 times a year to have interaction with committees
- M&P would like to stress the role of the custodian is to maintain and clean the church, the role is not to clean up after various groups using the church.
- Thank you from Tom for gift card.
- Correspondence from Tom regarding his advice on M&P being an effective committee.
- Staff meetings will be attended by M&P as required.
- Discussed problematic Church phone system for admin staff.
- Senior Coordinator announced retirement from role effective April 15, 2020.
- Staff payroll reviewed.

Employee Update:

- Custodian-Concern of amount of traffic entering office space, M&P committee members had a discussion with individuals that have office access to reinforce that there is a folder system to submit documentation to the church office.
- M&P committee will revisit role of custodian in regards to specific duties.
- Admin-A.R. moving March 25-26 assistance required. There is a few members of the congregation that have administrative support role experience that may be willing to support A.R. absence. Cathie will approach perspective volunteers with consideration that future opportunities could be fulfilled by willing individuals.
- Music Camp/Vacation Bible school as possible renters discussed but more details required.
- Director of Music was looking for wedding policy possible update, M&P will forward to appropriate committee with M&P support.

Upcoming Responsibilities and carryovers:

- Discussion with current Treasurer about role and responsibilities. Possible division of Treasurer's role, advertisement of role/s.
- Discussed revamping Employee Performance Review.
- Discussed staff absences, consider working with other churches to address scheduled leave.

Staff meetings: M&P will attend if required.

Search Committee update: has received candidates for Church Hub, currently being review, Youth ministry also to be hired.

Action items:

- Phone system to be looked into-Lorraine.
- Office supply-Cathy.
- EPM review-Mike.
- Custodian job description does it need to be more descriptive (or prescriptive?)-All
- Custodial supply-Cathy.