

Mount Cross Personnel Committee  
November 9, 2018  
Minutes

Present: Randy Churchill, Jim Prosser, Chair, Susan Prosser, Council Liaison and Pastor Bessey

Absent: Steve Michel

1. Appointment of new Praise Band Director – Pastor Bessey reviewed the process of recruiting and selecting the Praise Band Director. The Director and Pastor have agreed on employment as an independent contractor as was our prior Director in the latter part of her employment with Mount Cross. The committee reminded Pastor that the Council and/or Committee do not recruit or select employees but do make the final official appointment. He will schedule the appointment on the next Council agenda. The proposed contract has not as yet been signed.
2. Time card implementation – The details of timecard usage were discussed with Pastor Bessey and he updated the Committee on current procedures. He is now signing all time cards which mean a second signature on those that are first signed by the DOM. It was discussed that the time records must be kept for multiple years and agreed that at the end of the year they will be placed in a file in the locked cabinet that holds the personnel records. Also important is the proper notation of time categories when leave time has been utilized.
3. End of Year matter - Record of Accrued time – Sick Leave and Vacation – Committee was informed by Pastor that all employees may not be receiving pay stub if they have direct deposit payroll arrangements. He used himself as an example. Mount Cross is required to provide a pay stub with information regarding sick leave accrual. It will be necessary to calculate what if any sick leave remains for each employee at the end of the calendar year for purposes of determining accruals. Need to find out if the financial/payroll system will keep this information and add the accrual amount to other leave time earned during the year. Will need to find out from Keith Selbrede. Vacation time accruals will need to be calculated in the same manner. Committee felt that each employee should be given a summary of their accrual status at the end of the year.
4. Other End of Year Matters – Pastor Bessey said that he would be scheduling end of year performance reviews with the employees and reminding the DOM of those that need to be done by her. The Committee also discussed the need for developing a Mount Cross policy/procedure for employee notice of any change to employee status, work hours and/or compensation. Of particular concern would be advance notice period.
5. Minor (underage) Sound Room employees – Committee discussed matters of compliance for underage employees and wondered whether work permits have been secured. Will check with DOM on this. The sound room job description has never been to Personnel Committee or Church Council. Needs to be reviewed.
6. Paid positions not brought to Personnel/Council for Job description, position creation and compensation established. The following positions were discussed but Committee took no position regarding recommendations due to insufficient information.
  - Wednesday night cook
  - Praise Band Drummer/ Praise Band Director Backup

7. Church Council request regarding Continuing Resolution 98.1 – Committee recommends that this Resolution be deleted as no longer relevant.
8. Personnel issues from Pastor – no others
9. Employee Handbook draft - set working session to review and finalize – will set meeting when full Committee is available
10. Next Meeting Date - to be determined.

Submitted Susan Prosser, Church Council Liaison

#### MOUNT CROSS PERSONNEL COMMITTEE

#### MINUTES OF OCTOBER 1, 2018

The meeting was called to order at 11:10 A.M. Present were Autumn Hilger, Randy Churchill, Steve Michel and Jim Prosser.

The minutes of September 10, 2017 were approved as presented.

The committee discussed the format for minutes to be posted and agreed that a bullet point format should be used for minutes posted on the church website in order to preserve confidentiality. More detailed minutes will be kept by the Chair.

The committee received an update on the Interim Pastor Selection Committee's process and progress.

The committee discussed a personnel matter and a recommendation to the Council was approved.

The Chair reported to the committee on issues related to the employee handbook. Copies of other California Lutheran church handbooks will be disseminated and the committee will review them with the intention of making a recommendation to the Council by year end.

The committee discussed a second personnel matter and a recommendation to council was approved.

The meeting adjourned at 12:08 P.M.

Jim Prosser, Chair

#### MOUNT CROSS PERSONNEL COMMITTEE

#### MINUTES OF SEPTEMBER 10, 2017

The meeting was called to order at 9:45.

Present were Brian Edwards, Linette Angelastro, Randy Churchill, Steve Michel and Jim Prosser.

The committee received an updated draft of the job description for the Director of Ministries position and made recommendations. Council liaison, Brian Edwards, is making the modifications and will present them at the next Church Council meeting.

The committee was advised that Linette would be leaving and that her spot was expected to be filled by Autumn Hilger.

Randy Churchill suggested that the committee should be chaired by someone other than the council liaison, Brian Edwards; and, the committee selected Jim Prosser to be the new chair.

The meeting was adjourned at 10:45.

Jim Prosser, Chair

### **Personnel Committee Meeting Minutes January 8, 2015**

#### **Opening**

The Personnel Committee meeting commenced at 7:05 pm.

#### **Present**

In attendance were Bob Burrow, Randy Churchill and Steve Michel.

#### **Approval of Minutes**

The minutes from the meeting of April 30, 2013 were accepted as posted on the Church's website. The minutes for the most recent meeting were deferred.

#### **Discussion Items**

The time for future meetings was discussed. It was felt that Thursday evenings would be the best time when there is need for a meeting.

During the upcoming year, the committee will focus on getting the hiring procedure process written, so there will be the need to meet further to discuss that.

The committee discussed the current status of the bookkeeper and Treasurer as being identified in the draft 2015 budget and action taken by the Church Council.

The committee did not identify any areas where the committee would need to provide input into the 2015 budget process at this time.

#### **New Business**

A revised employment agreement was reviewed for the Church Organist. The agreement was the result of the service time changes, particularly the change to the one traditional service time. As a result, it was being recommended that the employment agreement be changed to reflect the revised number of service times as well as an updated compensation amount based on the standard for the organization of churches. The committee agreed with the revised agreement and would recommend it to the council.

The position of the Children, Youth and Family Director was reviewed as to the current status of the recruitment. The changes to the job description being recommended by the Learning Committee were acceptable. The Personnel Committee will await the recommendation for the final candidate and would be available to assist with the employment agreement.

#### **Agenda for Next Meeting**

List the items to be discussed at the next meeting.

## **Adjournment**

Meeting was adjourned approximately 7:37.

Minutes submitted by: Bob Burrow

## **Minutes Personnel Committee April 30, 2013**

Present - Committee: Becky Riley, Randy Churchill, Steve Michel; Council Liaison: Gayle Johnson; Pastors Erik & John.

Pastor Erik called us to order at 7:05 with a prayer around a candle.

**1. Increase stipend for Treasurer.** Pastor Erik reviewed the discussions that took place prior to the completion of the 2013 budget, recommending a greater than \$50/month increase in the stipend. The 2013 budget put the stipend at \$250/month. Since then, the Budget & Finance Committee has realized that the amount we may pay our financial advisor for the work he is doing managing our investments may be out of proportion to what we are paying our treasurer, so the Committee also recommends an increase. Consensus of the Personnel Committee is that the Budget & Finance Committee be authorized to increase the stipend to an amount they determine to be appropriate, up to \$500/month.

**2. Furniture Wrestler.** Pastor John reported that for several years a member of the church has been available to do a variety of setup and takedown tasks prior to and after all-church and other special events, chiefly in Luther Hall. Since this person has left the area, there is a need for a replacement. The 2013 budget includes money to pay for these setups and takedowns (see Appendix A below). Since December 2012 a CDC staff member family has filled this need for several events (at \$150/event). Consensus of the Personnel Committee was that we solicit interested persons in church publications, as well as solicit an application from the Meier family. It would be best to have at least two persons or teams of people on call. There were several questions raised about the way the person should be paid, insurance issues, etc. Pastor John will contact our insurance agent to try and gain some clarity on these matters before the announcement goes out.

**3. Summer Youth Intern.** Pastor Erik outlined the basics of a proposal to hire one or more young adults to assist with some youth activities during the summer. Specifically, to shepherd the children who might attend special week-night event for the parents while the adults are in session with Pastor Erik. In addition, they might be asked to organize two or three summer events for middle school youth. Council voted the funds to cover this project at the April meeting, with the understanding that a fuller job description be shared with the Personnel Committee and Learning Committee. Consensus of the Personnel Committee was to proceed with the plan.

**4. New Nursery Attendant.** With the departure of one of our lead nursery supervisors, we are in the process of hiring a replacement. We have a resume and are about to perform the required background check (Pastor John) and check references (Pastor Erik).

When these steps are completed, consensus of the Personnel Committee was to authorize the Learning Committee to hire the new attendant. Note: the job description has been updated to reflect nursery coverage for three services during the school year and two during the summer schedule, with pay scale adjusted accordingly.

**5. Praise Band Director.** Pastor Erik summarized the process of trying to find a permanent replacement for Caroline Hobbs, who submitted her resignation late last year and who intended to step away from leadership by Easter Sunday (although in the absence of a new leader, she has graciously continued to help out). Advertisements of the open position have been sent to the Synod, to the music departments of local community colleges, Cal State Channel Islands and CLU. A few prospects have surfaced and then retreated. One candidate will audition with the Praise Band on May 2 and lead a song during worship on May 5. The band members will be asked provide evaluation forms and if the decision is to interview, a member of the Praise Band, along with a member from the Personnel Committee and the pastors will conduct the interview. It was also noted that some kind of recognition for Caroline's years of service take place.

**6. Parish Secretary.** Pastor John reviewed some of the basics: Marilyn Gardner has submitted a letter of resignation, effective August 31, 2013. She has indicated a willingness to spend two weeks training a replacement. She is also willing to sit in on the interviews, particularly to provide candidates to ask specific questions about the job that only she could answer. Pastor John also mentioned that two or three member of Mount Cross have specifically mentioned to him that they are interested in the position and there are rumors of one or two others who may also be interested. After much discussion about reconfiguring this position, the Children's Ministry Director position and adding a new position (see below), it was decided that the current job description for Church Secretary/Office Manager be updated, the title of the position possibly changed, and the position announced as open. The announcement will be simultaneously published to the church's publications, to an email to Ventura County churches and Craigslist. The announcement will not contain any reference to health benefits (this to be determined as we go).

**7. New Position.** The proposal brought to this meeting by the pastors included creating a new position: a part time Parish Assistant who would work to connect the gifts, talents, abilities and interests of members with the places those gifts are needed. The pastors will work to outline what this position (Volunteer Coordinator, Director of Gift Deployment, whatever) would look like and present to Church Council at the May meeting.

Meeting adjourned at 8:55.

Respectfully submitted,  
Pastor John W. Soyster