

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