

Parish Personnel Table

3:00 p.m. May 14, 2018

1. Members attending: Pastor Laura, Nan Crary, and Rachel Stearns at ROH office. Members absent: Brian Pollmann.
2. **Sabbatical** : Pastor Laura reported on sabbatical activities to date. The schedule for lay preachers is filling, with the first opening in July.
3. **Employee Handbook**: Nan will electronically distribute a copy of the River of Hope Employee Handbook to each member of the parish personnel table and to Sara Wilke, office administrator. The final page of the handbook is the employee signature page to be filed in the employee personnel file.
4. **Table collaboration**: Discussion was held concerning scheduling a joint meeting of the tables annually in order to stay connected and identify tasks appropriate for the tables. An example is overseeing milestones like graduation recognition.
5. **Future topic**: policy discussion related to employee recognition.
6. **Meeting adjourned**: 4:20 p.m.
7. **Next meeting**: The next meeting is scheduled for 3:00 p.m. June 11, 2018 at the ROH office.