Parish Personnel Table

3:00 p.m. December 10, 2018

1. Members attending: Pastor Laura, Nan Crary, Brian Pollmann and Rachel Stearns at ROH office.
2. **Office administrator:** Julie Lofdahl accepted the office administrator position of 15 hours per week effective Nov. 26 in addition to her 35-hour per week job with New Journey UCC. Hopefully the equivalent of full-time work between two employers will increase sustainability. Pastor Laura reported the first weeks have gone well.
3. **Performance evaluations:** Brian and Nan will meet with Jim Nelson on Dec. 20 to discuss performance and future plans.
4. **Holiday office hours:** the church office will be closed Dec 25-27 and Jan. 1, 2019. Nan will seek volunteers for Tuesday through Thursday, beginning Jan. 2, 2019.
5. **Salary adjustments:** Adjustments in 2019 were discussed and will be finalized following the Dec. 20 meeting with Jim Nelson.
6. **Computer replacement:** with two computers approaching six years old, the table is supportive of replacing at least one computer in 2019.
7. **Table resignation:** Rachel Stearns is leaving the table effective this meeting. Aloise Hauge has volunteered to join the parish personnel table.
8. **Next meeting:** The next meeting is scheduled for 3:00 p.m. January 21, 2019 at the ROH office.