

Parish Personnel Table

3:30 p.m. Feb. 4, 2020

1. Members attending: Nan Crary, Heather Goodrich, and Pastor Janine at ROH office. Absent: Brian Pollmann.
2. **Exit interview with Julie Lofdahl:** Pastor Janine reported a very positive exit interview with Julie Lofdahl. Julie prepared a notebook of instruction for daily/weekly tasks for the office administrator job which has been very helpful for Emily.
3. **Breeze congregational directory app:** Pastor Janine will be meeting with Jenny Tillmann who has agreed to oversee collecting member information for input into a program to keep congregation data updated. Some congregational information needed in the profile being prepared for the call process will be much more accurate once the directory information is completed.
4. **2020 staff goals:** Nan will be contacting Jim and Emily to schedule time in March to talk about goals for 2020. The process will include a check-in during August to monitor progress. Sample goal language that focuses on ministry will be reviewed at the March meeting.
5. **Sick leave benefit:** Sick leave was discussed as an employee benefit. Pastor Janine will collect sample language and work with Nan to bring draft language to the March meeting.
6. **Next meeting:** The next meeting in March will be scheduled possibly at an evening or Sunday noon time.