

Parish Personnel Table

3:30 p.m. Jan. 7, 2020

1. Members attending: Nan Crary, Heather Goodrich, and Pastor Janine at ROH office. Absent: Brian Pollmann.
2. **Hiring office administrator:** with the use of Indeed.com, fourteen resumes were submitted in response to the office administrator posting. Four interviews were scheduled with two no-shows. Pastor Janine and Nan Crary conducted the interviews. References and last employers were checked on the two finalists. Emily Heilman was offered and accepted the position of 15 hours a week at \$15.00 per hour. Starting wage was increased to bring closer to the market rate of \$17 per hour. Emily's hours will be 9 a.m. – noon, Monday through Friday with some flexibility.
3. **2020 table focus:** In 2020, parish personnel will focus on establishing personnel files, standardizing the job descriptions format and finalizing the employee handbook. A lockable two-drawer filing cabinet is also needed.
4. **Future discussion item:** Parish personnel will be researching sick leave (paid or unpaid) as a possible addition as an employee benefit.
5. **Exit interview:** Pastor Janine will be conducting an exit interview with Julie Lofdahl.
6. **Next meeting:** The next meeting is scheduled for Tuesday, Feb. 4, 2020 at 3:30 p.m.