

THE WOODLANDS COMMUNITY PRESBYTERIAN CHURCH  
Personnel Committee  
Aug 1, 2006

Present: Rev. Jones, Rev. Price, Virginia Breaux, Linda Evans, Nancy Schlirf,  
Ron Dieterich, and Russ Simpkins

Excused: Skip Cain

Guests: Bob Huck and David Castro, WCPC Building and Grounds Committee

The meeting opened with a Devotional at 7:30 pm.

1. Russ welcomed Virginia to the Committee and expressed appreciation for her willingness to serve.
2. Bob and David outlined a proposal to develop a janitorial/maintenance position. WCPC pays \$37,000 per year under the current contract, plus \$335 per month for various housekeeping supplies. This money can be used to pay for the proposed position, which will better meet our needs, custodial and minor maintenance. It was noted that approximately 31% would have to be added to total cost if it were a full-time position, to cover benefits. The possibility that the position could be considered an exempt position was discussed. Linda pointed out that the number of hours worked was not the sole consideration when determining exempt/non-exempt status. Decision making authority and span of control must be considered when making such a determination. It was agreed that Building and Grounds would delineate specific cost estimates (Salary estimated to be approximately \$24,000/yr), finalize a job description, and prepare a motion to be put before Session for approval.
3. Skip Cain has agreed to be Co-Moderator of the Personnel Committee. The committee approved authorizing Skip to sign and approve expenditures on behalf of the Personnel Committee. This will be communicated to Finance Committee.
4. Russ presented information gained by contacting various churches, Presbytery, and various pastors, concerning the question as to whether or not it was necessary to include ministerial expense accounts under "Terms of Call" Some do, some don't. Research of several church tax and law publications indicates that it is reasonable to make such funds available to staff, not just ministers, as an Accountable Reimbursement Plan. This option is also part of the New Covenant Presbytery "Compensation Report Form Worksheet", which is used for clergy, under "Reimbursed Expenses". After discussion, the committee agreed that expense monies should not be included in clergy Terms of Call, and that the attached draft "WCPC Accountable

Reimbursement Plan” be referred to Finance Committee for their consideration and presentation to Session for adoption.

5. It was noted that the Personnel Evaluation process needs to begin in Sept. Russ will provide copies of evaluation forms to committee members for their review.
6. The draft WCPC Personnel Manual has been scanned into the WCPC computer system and can be updated as sections are reviewed and updated. Linda is reviewing the section relating to various HR laws.
7. Personnel issues:
  - a. Jennifer is planning to take six weeks pregnancy leave following the birth of her baby, which is expected in Nov. Ann Fleischmann has agreed to cover in Jennifer’s absence.
  - b. Soo Yin Pyo’s application for permission to work at WCPC is still in process.
8. LRPC draft goals were discussed. Russ suggested that one way the Personnel Committee might support the objectives would be to adopt some of the characteristics of a small group. That is, continue devotions at the beginning of the meeting and allowing time for Joys and Concerns. The document will be distributed to committee members and discussed in future meetings. Members are asked to review the document and forward comments to Russ so they can be discussed at the next Session meeting.
9. Russ announced that there will be a Personnel Committee space at the Ministry Fair on Aug 20, 2006. Information concerning committee responsibilities and membership will be made available.

The meeting concluded with prayer at 9:10pm.

Respectfully Submitted,

Russ Simpkins