

Westminster Presbyterian Church
Akron, Ohio
Tuesday, April 18, 2018
Minutes of Session E-meeting - FINAL

Be adaptive, engaging, generous, inclusive and relevant. Be faithful. Be Westminster!

The e-meeting of the Session of Westminster Presbyterian Church was called to order by the Moderator, the Reverend Jon Hauerwas, at 10:25 a.m.

Elders (+ present, * excused, - absent)

Class of 2018	Class of 2019	Class of 2020
+Ellen Daugherty	+Harriet Chapman	+Michael Dunbar
+Nancy Keogh	+James Gray	+Brad Hall
+Sue Wallin	+Ed Labbe	+Shelly Koutnik, Treasurer
+Gert Wilms	+Alec Works, Clerk of Session	+Todd Willis

Also present by email: Pastor Jon Hauerwas, Moderator.

Opening

Pastor Jon opened the meeting by email.

Quorum

The presence of a quorum was confirmed and declared.

New Business

Pastor Jon reminded Session that Germaine Wilson has resigned as our Director of Communications, effective the end of this work week (April 20). An urgent replacement is needed to keep the office functioning smoothly.

Upon hearing of the vacancy during the church service last Sunday, Claudine Schooley, who has attended and plans to join Westminster this Sunday (April 22), expressed her interest in the vacancy to Pastor Jon. He discussed the position and its with requirements with Claudine, Germaine and the Personnel Committee. Pastor Jon shared Claudine's interest and qualifications with Session. He acknowledged that concerns have been expressed in the past about hiring church members, although there is no set policy regarding such.

Pastor Jon provided a job description for an Office Administrator, from the Personnel Committee, then presented the following motion from Personnel that does not require a second, as it comes from a committee.

Motion: The Personnel Committee moves that Westminster hire Claudine Schooley, who is also to be received into membership in our congregation on April 22, 2018 as the Office Administrator, with a start date of April 23, 2018. The position is part-time, 25 hours per week, with vacation and sick leave as outlined in the Personnel Policy. I am attaching a copy of the job description, as approved by Personnel. The rate of pay is \$20/hour pending a positive background check and the employment status is temporary in nature, pending a Session review of hiring church members and a positive performance review after 90 days.

Pros and cons regarding the hiring of members were covered in a series of emails. Subsequently, the original motion was amended as follows:

Motion: That Westminster hire Claudine Schooley, who is also to be received into membership in our congregation on April 22, 2018 as a temporary Office Administrator, with a start date of April 23, 2018. The position is part-time, 25 hours per week, with vacation and sick leave as outlined in the Personnel Policy. The job description has been approved by Personnel. The rate of pay is \$20/hour pending a positive background check and the employment status is temporary in nature, pending a Session review of hiring church members. If Claudine is later to be considered for a regular position, a positive performance review after 90 days would be needed.

Pastor Jon noted that he has been very clear about the situation with Claudine and our staff. She (and they) understand this could be temporary as Session discusses the issue more. Claudine says that she understands completely and is happy to help in whatever capacity she is needed for however long that may be. Pastor Jon also noted that Claudine agreed to serve voluntarily for 2 days to learn basic duties from Germane.

The vote tally by the Clerk of Session noted 7 “yes” and 3 “no” votes, with 1 uncertain response (no response from 1 elder). The motion thus passed as amended. A discussion of the hiring of members will be included in the agenda for the regular April 24 Session meeting.

2018-071 Motion passed to approve hiring Claudine Schooley, who is also to be received into membership in our congregation on April 22, 2018 as a temporary Office Administrator, with a start date of April 23, 2018. The position is part-time, 25 hours per week, with vacation and sick leave as outlined in the Personnel Policy. The job description has been approved by Personnel. The rate of pay is \$20/hour pending a positive background check and the employment status is temporary in nature, pending a Session review of hiring church members. If Claudine is later to be considered for a regular position, a positive performance review after 90 days would be needed.

The E-meeting was closed by Pastor Jon on April 20 at 10:25 a.m., with follow-up discussions to be included on the agenda of the regular April 24 Session meeting.

Alec Works, Clerk of Session

Pastor Jon Hauerwas, Moderator