

Members Present: Annmarie Barajas, Mike Beauchamp, Virgie Botts, Rob Burrus, Charlie Crane, Mary Beth Hardesty-Crouch, Jane Heydanek, Matt Gournay, Tonya Vining

Update Regarding SMPAB Meetings and Actions

- Name shortened to SMAB (Student Ministry Advisory Board), removing the “P” for “parents” as all are not parents of active members in the Student Ministry
- Leadership Meeting for teachers on 1/24/10
- Finished job expectations for Chuck
- Changed Chuck’s title to Director of Student Ministry
- Starting 9:00 a.m. Sunday School program in August
- Requesting a Finance Liaison to join SMAB – Mike Beauchamp will take this request to the Lay Committee
- Asked Joy Olk to consider being the Chair of the SMAB

Update on Business Administrator Hiring

- SPRC met with Russell Nickols to consider making an offer
- He has been through 3 interviews: a phone interview with Mary Beth, a finance interview with Matt Gournay, Linda Pitts and Mark Harris, and a broader interview team consisting of Charlie Crane, Jan Turner, Linda Pitts, Glenda Howard, Barrett Owens and Annmarie Barajas
- Mary Beth spoke with 5 different references and each gave him a very strong recommendation
- Unanimous decision amongst SPRC that we offer Russell Nickols the position
- Rob will talk to him tomorrow to make the offer. Hire date to be immediate, but there may be a two-week delay as he will need to give notice at his current place of employment

Elect Secretary and Vice Chair for 2010

- Secretary – Tonya Vining
- Vice Chair – Charlie Crane

Church Mission and Goals and SPRC’s Role

- Reviewed
- SPRC’s role is to focus on the staff and report to the Church Council

Discuss Church Council’s Revised Role and Elect SPRC Representative to the Council

- Church Council will step up to be more active with the ministries of the church
- Church Council will refer issues that are not organizational or administrative to SPRC to deal with the personnel
- Leadership Training on 1/10/10
- Rob Burrus to be SPRC representative on Church Council

SPRC Liaison System

- SPRC liaison – decision that it does not work as intended
- Will no longer have liaisons – Mary Beth will tell staff members that when they have a problem, they should pick someone from SPRC to talk to about it

Annual Calendar for Future SPRC Reference

- Tonya Vining will start this “To Do” calendar and maintain it throughout the year

Review Staff Appreciation Feedback and Consider Revisions for 2010

- February Staff Appreciation Month will continue for 2010
- Virgie Botts will organize getting different Sunday Schools/Bible Studies to provide breakfast/lunch each Tuesday of the month
- Annmarie Barajas will organize the Notes of Appreciation from the whole church
- Birthday and Anniversary (hire date) Remembrances will be added for 2010
- Matt Gournay will look into how much money is available in the budget for birthday and anniversary gifts and will advise regarding whether funds can be allocated for this purpose, and in what amount
- Matt Gournay will look into the monetary amount staff members can accept without having to report to IRS
- Mary Beth will get birthdates and anniversary dates to Tonya Vining so that she can add them to the Annual To Do Calendar

Children's Ministry Position Job Description, Expectation and Interview Process

- Need strong leader for CMPAB (Children's Ministry Parent Advisory Board)
- Rob Burrus will meet with Jan Waldrup regarding what he has done with the SMAB
- CMPAB recommendations regarding staff for children's ministries:
 1. One full-time Director of Children's Ministries who would be responsible for all programs for children kindergarten through 5th grade, and the supervision of a Coordinator of Nursery and Preschool Ministries.
 2. One part-time Coordinator of Nursery and Preschool Ministries (15ish hours per week) who would be responsible for all programs for children birth up to kindergarten, and childcare.
 3. The board believes that it is important to consider the demographic of the applicants, as it is generally difficult for moms with young children to be away from home the number of evenings and weekends that these positions require. Considering applicant demographics may result in less frequent turnover of the positions.
 4. Salaries for these positions need to be raised to a level that is competitive with other churches. The board believes that it is necessary for Creekwood to make an investment in Children's Ministries, both financially and physically (in terms of congregational involvement.)
- SPRC supports the idea that Children's Ministries needs to be given as much importance as Student Ministries. To that end, Rob Burrus will report to the Church Council that SPRC believes the Children's Ministries position needs to pay the average or above average being paid in comparable churches.
- Mary Beth will find out what is being paid in comparable churches
- Information will be ready to present to Church Council at their retreat on 1/23/10
- Children's Ministry position was posted as soon as possible
- Expectations and Interview Process will be discussed at next meeting

Distribution of Employee Manuals – Signature Pages – Address Specific Questions Regarding Vacation Policies

- Signature pages for Employee Manuals need to be collected as soon as possible
- Questions regarding vacation policies need to be addressed with custodian

Annual Review for Staff and Pastor

- Process for Annual Profile and Review Packet was reviewed
- Review will be addressed at next meeting

Next Meeting: 1/12/10 at 7:30 p.m. in the Worship Center