

Joint Executive Committee Meeting

Thursday, July 7, 2016

7:00 – 9:00 PM

The Joint Executive Committee met to develop policy and regulations for implementing the Covenant. The following members were in attendance: from St. George's - Greg Syler (rector), Bob Etter and Mike Mead. From Ascension- Melinda Artman (rector), Tom McCarthy, and Karol Wolgemuth. Also in attendance was Gail Dobson, parish administrator.

Topics for discussion.

- Melinda presented copies of the Parish Secretary Position Description and Employment contract and duties were discussed. The question – which of all the duties listed would be considered most important?
- Some suggested Parish Registers – both parishes indicated that their records need to be updated and edited. Melinda feels that supporting the Sunday service.
- Realm by ACS is a program that has membership, communication, finances, and data management, that would serve both parishes. It can be tailored according to parish size, multi-campus, and levels of service.
- There is great potential to avail ourselves of current technology with answering phones, greeting visitors, and communication.
- This is a “honeymoon period” – people are expecting changes and are prepared to accept them. This is the time to implement new policies and educate people to new programs and policies.
- It is time for Ascension to update its copier. Do both parishes need a copier – probably not. It could work to have one at one site and a printer for small jobs at the other.
- Less paper – how can we do things electronically? This is the time to find ways to eliminate things that are currently printed.
- Next steps – Gail will spend some days at Ascension and gain experience with the location and layout. Schedule a presentation by Realm.
- We need to manage expectations; people will need to accept the fact that with shared personnel and ministries, they will have to adjust their expectations to access. There will be less opportunity for drop-ins and people may need to be accustomed to make appointments.
- Tom will talk to George Merchant about what is available phone-service wise that would enable rector/administrative assistant to answer for both parishes from a single site.

- There is a real need to improve the accuracy of our membership records. There are two issues – regular attendees who are not members and members who are not attendees.
- There was discussion about combining social outreaches ministries. There might be a way to include St. Georges in the HOPE partnership.
- There was discussion regarding how the JEC reports to the vestries, what level of detail should be shared.
- During this time when Gail is spending time and energy at Ascension, how can it be ensured that she is paid at the appropriate rate and by the right entity? It was decided that Ascension assume responsibility for this – secretarial services have already been budgeted and money is available.
- The next meeting will be on Thursday, July 21 at 7:00 at Karol's.

Karol Wolgemuth