



Church Council Meeting Minutes

Shepherd of the Mountains Lutheran Church, Park City, Utah
June 12, 2023

Jennifer opened in prayer at 6:05pm.

Attendees: Pastor Rob, Jennifer L, Wendy J, Julie C, Mary A, Alison V, Stephanie H

Attendees via Zoom: Dave V

Regrets: Annie L

Agenda Topics

- Emergency Training:
 - Ken M offered to provide emergency training in cases of earthquake, fire, active shooter, etc. Council is in favor of this. Pastor Rob will talk to Ken for further information on this training.
- Safe Haven compliance:
 - Sunday School is not in compliance with the Safe Haven Policy (minimum two adult supervision for all activities involving youth.)
 - This will also apply to Confirmation activities in the Fall.
 - Will make sure the new Youth and Ed Chair is aware of this policy going forward.
 - Individuals working with youth need background checks.
- Staff Performance Reviews:
 - Personnel policy last updated in 2004. Needs to be updated before new Pastor is onboard. Jennifer will find one or two people to update the policy.
 - Hope, Erin and J.J. all need reviews. Heather is a contract employee, but needs an informal review.
 - Mary completed job description for the cleaners.
 - Hope is working on her job description.
 - Jennifer is working with Erin on the Sunday School director tasks and the curriculum.
- Communication Guidelines:
 - Kari M-H will work with Hope on streamlining internal and external communications. Critical to have this done for the Transition team.

Committee Reports/Updates

- Pastor Report:
 - See report previously emailed
- Finance:
 - See report previously emailed.

- Insurance has confirmed they will send a check for \$10K to help cover the costs of basement cleanup and new carpet.
 - A large donation was received to help offset the costs associated with the flooding of the basement.
- Worship:
 - See report previously emailed.
- Property:
 - See report previously emailed
 - Saturday cleanup day was very successful, 10 people assisted, all projects completed.
- Fellowship:/Social Ministry:
 - Fundraiser dinner at Church on August 20th. This will benefit a well for a village in Mexico. Dinner will be provided. We will handle set-up and clean-up.

Other Business

- Jennifer will host a social BBQ at her house sometime in July for outgoing and incoming Council members. She'll email some suggested dates for this event.

Pastor Rob provided closing prayer. Meeting adjourned at 7:06pm.

Next meeting is Monday, August 14, 2023 at 6:00pm.