

Executive Committee Meeting

Date: Monday, November 13, 2017

In Attendance: Pr. Short, Pr. Weinhold, Sue Prescott, Kevin Rizzo, Jay Cessna, and Denise Steele**Unable to Attend:** N/A

Topic	Discussion Points to Note	Actions, Decisions, Recommendations
Call to Order	The meeting began at 5:30pm, and Pastor Short called the meeting to order.	Noted
Trinity's Constitution and By-Laws	In light of recent amendments to the ELCA's constitution (principally related to matters of the ECLA's roster of Deacons), the church council reviewed the proposed amendments to Trinity's Constitution and By-Laws at the August meeting. Our constitution must be in compliance with the ELCA. To modify the constitution, two votes - a year apart - must be done with the congregation (December 2017 and December 2018).	Noted
Retirement of Kathie Crist	Kathie Crist has been the Trinity/Parish Secretary from July 1968 until her retirement around June/July 2018. She has agreed to help with the transition time for a new secretary (about 4-6 weeks).	A retirement celebration is being planned for Sunday, May 13, 2018 at 9:45am.
Parish Secretary Job Description	A job description was compiled to reflect qualities, qualifications, tasks and responsibilities, and terms of employment for the replacement for Kathie Crist's position. The executive team reviewed and discussed the job description along with a salary and benefits for the new hire.	Job posting/advertising and interviews should begin in April 2018.
Other		
	No other business was discussed at this time.	Noted
Adjourn		
Adjourn	The executive committee meeting was adjourned at 6:20pm.	

Respectfully Submitted,

Denise A. Steele, Council Member