

**Coordinating Team Monthly Report to Board of Trustees**  
**October 2016**  
**Actions, Discussions, and Information**  
**September 8 - October 5, 2016**

End (Limitation)	Topic	Action/Discussion/Information
Engagement Sustainability Community (Financial Activities, Contracts)	<b>Thursday Evening Activities</b>	The catering contract for Thursday suppers for October through May has been completed, and suppers have begun. The supper program continues much as in the past; Thursday evening activities (suppers and programming) will be evaluated mid-year, to plan for the future.
Engagement Sustainability Community (Asset Protection, Treatment)	<b>Safety Policy Implementation</b>	Family Ministry used relevant elements of the new safety policy to plan and carry out volunteer training in September. The November 6 Usher Appreciation Reception, led by Rev. Kristin Schmidt with support from the rest of the CT, will begin the process of involving our Sunday ushers in safety training, drills, and response.
Sustainability Community (Communication)	<b>Employee Handbook</b>	The CT is in the process of reviewing the proposed new Employee Handbook. We are confident that the work of the Personnel Task Force has provided an excellent handbook, with little revision necessary. We are completing research and discussion of a section involving health insurance for employees eligible for Medicare. We include the latest draft for the Board's information, and expect to finalize the handbook before the November Board meeting.
Engagement Sustainability Community (Communication)	<b>Lay Leadership: Stewardship</b>	Since the Board recently clarified that the Nominating Committee will seek nominees for Stewardship Chair, the CT would appreciate getting a proposed timeline for the nomination, in order to inform the church members and staff who are already involved in the important work of looking ahead to our next budget cycle.
Engagement Sustainability Community (Communication)	<b>Lay Leadership: Program Council</b>	At the Program Council's request, the CT approved minor changes to the descriptions of the Program Council and the Program Council Member Position (copies of both documents are included). The CT requested that during the coming year, the Program Council work to expand and further define its role in leadership development.
Engagement Sustainability Community (Communication)	<b>Installation of Co-Ministers</b>	Our recently called Co-Ministers and the CT have agreed on a date for the installation of the ministers: May 7, 2017.