

Our Mission: To make disciples of Christ for the transformation of the world.

Our Vision: To be a radically inclusive community of Grace.

Attendees: Pastor Herschel Richardson, Luke Naylor, Rachel Jolley, Norma Jean Rittman, Brandy Hansberry, Jane Burrow, Glenda Bell, Alison Oden, Dan Perry, Hughie Craig, Jan Gruen

VT Members absent: Cheryl Johnson, James Meyer

GLC Board Members absent: Regina Hite, Kristine Spears

Opening Prayer: Pastor Herschel Richardson, 1:00 p.m.

Discussion of beginning the process of creating procedures and checklists for space that is shared between GLC and Grace Church, most specifically shared between GLC and the Children's Ministry Sunday School classes. Space that is shared between GLC and Grace Church in the kitchen area was also discussed.

The group toured the Children's wing/GLC classrooms and kitchen area with the following actions plans:

1. Shared wall space
 - Wall space will be reserved in each shared classroom for Sunday School classes to post work, pictures, posters, etc
 - Grace Church 2,3,4th grade classroom (Room 201) – wall that includes the white board
 - Grace Church K-1 room (Room 205) Wall with doorway leading to the bathroom
 - Grace Church toddler room (Room 204) Wall with Doorway leading to the bathroom
 - Grace Church Nursery (Room 203) Wall between the 2 windows
 - Hallway space – area between rooms 205 and 203
2. Classroom labels outside of the doorways
 - Identification of Sunday School classrooms and age groups served on Sunday mornings will be added back outside of the doors.
 - (203 is already done) Teacher is currently Regina Hite
 - 204 – Toddler/Pre K, ages 3-5 Teacher is Jenny Eckles
 - 205 – K-1st Teacher is Kari Naylor
 - 201 – 2nd, 3rd, 4th grade Teacher is Jennifer Stanley
3. Storage room located between the nursery 203 and room 201 will be for Sunday School Storage only
4. New smaller, more manageable tables will be bought for use on Sunday mornings in room 201
5. Storage cabinet will be re-added in room 204 (Toddler room) as there is no longer dedicated space in this room for Sunday School supplies.
6. New bibles will be purchased for Toddler room 204 that are appropriate for ages 3-5 as those bibles cannot be located
7. Storage cabinet for Sunday School supplies in K-1st room 205 will be more clearly labeled

8. New GLC classroom in nursery area, room 203:

- Arrangements will need to be made for a changing table to be inside of the room instead of in the bathroom
- 3 D objects must be hung from the ceiling
- Toys currently in the room will stay unless they are broken or missing parts
- Baby swing and jumper will be moved out of the room during the week and moved back into the room by GLC staff on Friday afternoons for use with infants on Sundays
- Second table that was in the room will be moved back in
- Rocking chair will stay in the room

9. Kitchen space

- Supplies on lower level of stainless steel tables and ice machine are not used by GLC
- Towels that are not used by GLC are placed in buckets under the sink and will be marked as the responsibility of church members to clean when they use the towels
- GLC refrigerators inside of the kitchen will be marked for GLC use as well as the supply cabinet inside of the kitchen.
- Supply closet and fridges/freezer located in the gym area are for church food and supplies and will be marked also
- Kitchen cleaning checklist needs to be developed

10. Cleaning checklists for GLC / Sunday School areas will be jointly created and kept in 3 ring binders in each room so that those tasks can be completed and checked off by GLC staff and Sunday School teachers each week. Any issues with the completion of items on the checklist will be reported to GLC director and nursery coordinator to be addressed with that staff member/volunteer.

11. Sunday School supplies

- Sunday school teacher will be asked to provide a list of items needed for their classrooms so that those can be purchased with Children's ministry funds if available

Meeting adjourned at 2:10p.m.