ROSER MEMORIAL COMMUNITY CHURCH OF ANNA MARIA, FLORIDA, INC.
CHURCH COUNCIL MEETING MINUTES
Wednesday, February 25, 2026

Quorum:

The Clerk of Council hereby certifies that the Church Council meeting of the Roser Memorial Community Church of Anna Maria, Florida, Inc., held on Wednesday, February 25, 2026 at 9:30 a.m., has reached the required quorum of 7 or more members present, as put forth in the *Roser Church Bylaws, Page 7, Section F, Meetings.*

In Attendance:

Sharon Wisniewski, Chair of Congregation
Gail Swain, Vice Chair of Congregation
Deborah Marini, Clerk of Council
Gary Hickerson, Treasurer
Darrel Shinn, Financial Secretary
Lorna Smilde-Powers, Member at Large
Vanessa Oney, Member at Large
Jen Serra, Member at Large
Andy DeVries, Member at Large
David Cheshire, Member at Large
Dale Dohner, Member at Large
Dirk Rodgers, Senior Pastor

CALL TO ORDER:

The February 25, 2026 Roser Memorial Church Council Meeting was called to order by the Chair of the Congregation, Sharon Wisniewski, at 9:31 a.m. The meeting was held hybrid; via ZOOM and/or in-person.

JOYS AND CONCERNS were shared.

OPENING PRAYER

Pastor Dirk Rodgers opened the meeting with a word of prayer.

CHURCH COUNCIL LIAISONS

The Bylaws of Roser Memorial Church of Anna Maria, Florida, as adopted by the Council of Roser Memorial Church on January 7, 2026, *Section II, The Church Council*, Pages 4 through 7, specifically states:

> "G. Responsibilities
>
> *4. Designate one Council Member for each Board, Committee and Ministry Team, who will act as Designated Council Contact. Board Chairs, Committee Chairs and Ministry Team Leaders will interact with their Designated Council Contact to ask questions, make requests, and submit reports. Designated Council Contacts, however, are not appointed to directly supervise ministries. Oversight remains a collective responsibility of the entire Council. The Designated Council Contact's role is to act as a liaison between the Council and the Board, Committee or Ministry Team."*

Chair, Sharon Wisniewski, advised that as the Church Council works through the process, they should think about the bigger picture. As we look at the resources we have in time, talent and treasure, we need to make sure that our decisions and resources are being used effectively to achieve whatever objectives we believe God is leading for Roser.

Sharon reaffirmed that the boards, committees and ministry teams continue to operate and function as they always have; they obtain budgets, solicit team members, and hold meetings. The Church Council liaison's job is to make sure that any questions or concerns that the boards, committees and ministry team members have can be communicated and responded to appropriately. The liaisons should reach out to make sure the ministry chairs are comfortable to remain in their positions, and they are aware who they report to at Council.

After discussion, the following Church Council members were designated as liaisons with the appropriate boards, committees and ministries.

- Alter Committee - Lorna-Smilde Power
- Stephen Ministers - Lorna-Smilde Power
- Grief Share - Lorna Smilde-Power
- Board of Deacons - Lorna Smilde-Power
- Board of Finance - Dale Dohner

- Board of Religious Education - Jen Serra
- Buildings and Grounds/Board of Trustees - Dale Dohner
- Bylaws and Policies - Deborah Marini
- Golfing for God - Andy DeVries and Pastor Dirk Rodgers
- Investment Committee - Gary Hickerson
- Kitchen Committee - Move to Board of Trustees/Dale Dohner
- Digital Application Committee - David Cheshire
- Financial Review Committee - David Cheshire
- Contract Oversight Committee - David Cheshire
- Holy Yoga - Jenn Serra
- Hospitality Committee - Sharon WIsniewski
- Food Pantry - Dale Dohner
- Stewardship Committee - Andy DeVries
- Memorials and Gifts - Andy DeVries
- Board of Missions - Vanessa Oney
- Mom's Cafe - Jenn Serra
- Music Committee - Gail Swain
- Nominating Committee - Darrel Shinn
- Membership Committee - Gail Swain
- Ushering - Lorna Smilde-Powers
- Tues @ 2 Women's Book Study - Sharon Wisniewski
- Roser Guild - Sharon Wisnewski

ROSER STAFF - SUPERVISION AND COUNCIL LIAISONS

The Roser Policy Manual, as updated through January 7, 2026, Staff Supervision and Evaluation (P50), specifically states:

> *"**Supervision***
>
> *In accordance with the Roser Bylaws, Article II.G.7, all Staff report to the Council, and a designated Council Member will directly supervise each Staff member. All Staff will have confidential access to the Chair or Vice Chair of the Council should they have questions or concerns about the person assigned to supervise their work on a day-to-day basis. The Chair of the Congregation will directly supervise the Senior Pastor."*

Chair Sharon Wisniewski reported that under the new structure, all of the staff work for the Church Council. The Church Council needs to designate the Church Council Member that will directly supervise each Staff member.

After discussion, the following was discussed and supervisors were designated. .

- Bev Hunsberger, Communications Specialist - Dirk Rodgers
- Charles Wade, Facilities Administrator - Dale Dohner and Board of Trustees
- Edita Urbon, Director of Music Ministry - Gail Swain and Music Committee
- Emily Glasscock, Video Specialist - Dirk Rodgers
- Liz Rodgers, Youth and Family Leader - Jenn Serra and Board of Religious Education
- Matt Meehan, Finance Administrator - David Cheshire and Board of Finance
- Nikkiah Jaworski, Office Administrator - Dirk Rodgers
- Lauren Culhane, Nursery Attendant - Jenn Serra and Board of Religious Education

ROSER CHURCH COUNCIL TERM ROTATIONS

Chair, Sharon Wisniewski, indicated that each Church Council member's current term allows for the ⅓ ⅓ rotation. As terms expire, council members should be thinking if they are willing to extend. If not, then they need to be thinking who their replacement may be.

Sharon thanked members for their willingness to step up and become members of Church Council.

KITCHEN

Bill Marini, Buildings and Grounds/Board of Trustees, reported that a county examined the kitchen in Fellowship Hall. The inspector indicated that we need a grease trap for the dishwashers and garbage disposal because grease is not supposed to go down into a drain. We have 30 days to fix it. A plumber will be called to give a quote to do the work that is required to comply.

PART-TIME ASSISTANT FACILITIES WEEKEND ADMINISTRATOR

Sharon Wisniewski indicated that Buildings and Grounds/Board of Trustees has interviewed a candidate for the position and would like to go

forward with hiring the candidate. Sharon asked for questions and concerns relative to the Part-Time Assistant Facilities Administrator Job Description, attached hereto on pages 6, 7, 8.

Discussion:

David Cheshire indicated that in the section indicating that the thermostat should be set at a comfortable cool temperature, the word “or heat” should be added. Wording should be added to reset the thermostat back at the end of the event. Also that wording should be placed in the document that when the Facilities Administrator is on vacation, the Assistant Facilities Administrator can be provided the option to work additional hours, as needed.

> **MOTION:** Sharon Wisniewski made a motion to accept the Part-Time Assistant Facilities Administrator Job Description, as amended.
> **FURTHER DISCUSSION:** None
> **SECONDED:** Jenn Serra
> **VOTE:** All in Favor by a show of hands.
> Motion Passes Unanimously

Sharon Wisniewki indicated that the Part-Time Assistant Facilities Administrator, Memorandum of Employment, attached hereto on pages 9, 10, was updated to conform to the current Church Council structure.

> **MOTION:** Sharon Wisniewski made a motion to accept the Part-Time Facilities Administrator, Memorandum of Employment, as written.
> **DISCUSSION**: None
> **SECONDED:** Jenn Serra
> **VOTE:** All in Favor by a show of hands.
> Motion Passes Unanimously

BOARDS AND COMMITTEE REPORTS

Sharon Wisniewski and Deborah Marini confirmed that the Boards and Committees should continue to send their reports to the Clerk of Council prior to the Sunday before Council meetings. The reports will be consolidated and forwarded to Council the Monday prior to the monthly

meetings. The Church Council meetings will be scheduled on the fourth Wednesday of each month at 9:30 a.m.

Sharon Wisniewski closed the February 25, 2026 Church Council meeting with a word of prayer. The meeting adjourned at 10:51 a.m.

Respectfully submitted,

Deborah Marini, Clerk of Council

ROSER MEMORIAL COMMUNITY CHURCH OF ANNA MARIA, FLORIDA, INC
PART-TIME ASSISTANT FACILITIES ADMINISTRATOR
JOB DESCRIPTION

POSITION DESCRIPTION

The Part-Time Assistant Facilities Administrator is responsible to maintain the cleanliness of the church buildings during weekend services and events, and assist whenever needed per the responsibilities outlined below. This employee is supervised by the Full-Time Facilities Administrator and the Chairperson of the Buildings and Grounds Committee.

WORK HOURS:

Friday 9:00 a.m. to 12:00 p.m.
Sunday 7:30 a.m. to 12:30 p.m.**
Saturdays - Whenever needed for special events, such as weddings,

funerals, concerts.

** If there is only one scheduled service on a Sunday, the hours can be adjusted according to need.

POSITION DUTIES:

Employee is responsible for weekend custodial service at Roser Memorial Community Church, including but not limited to the following:

- Open Church buildings for scheduled services and special events.
- Close Church buildings at the conclusion of scheduled services and special events.
- Prepare the Church Sanctuary, Narthex, and Chapel for weekend services and special events. This may include but is not limited to touch-up cleaning of pews, the choir loft, and the pulpit areas, as well as touch up cleaning of all restrooms.
- Must be on-site during all services and be available to the Pastor, Ushers, and Trustees to assist with any special requests.
- May require additional weekend setups and duties when the Facilities Administrator is on vacation or sick leave.

POSITION DUTIES IN THE EVENT OF WEDDINGS/REHEARSALS AND/OR MEMORIALS SERVICES:

Will be paid according to the Wedding/Memorial Brochures and in coordination with the Facilities Administrator to cover these events.

- The Chapel/Sanctuary should be open at least two hours before scheduled time of service or as requested.
- Thermostats should be set to comfortably cool in all requested rooms by time the service begins.
- Be present at the rehearsal and wedding to assist as needed.
- Move chancel furniture as needed, check oil in Candle, adjust lighting, ensure that Chapel or Sanctuary entrances, and Narthex areas are clean. ● Put signs out front of Chapel/Sanctuary
- Have dressing rooms and Church ready two hours before weddings, including but not limited to mirrors, hanging racks, ice water and glasses.
- Be available to Pastor, Ushers, Wedding Coordinator, etc. to assist with any special requests.
- Assist florist and photographer if needed - for memorial place flowers on stands.
- Turn-off Carillon if it will interfere with Chapel wedding.
- Ring the Church bells at the end of the wedding ceremony.
- Leave all areas clean and set up for Church services the next day
- Turn off lights and lock all doors at the end of the services. .

POSITION SKILLS AND QUALIFICATIONS:

The Part-Time Assistant Facilities Administrator must have the following skills and qualifications:

- Knowledge of basic custodial procedures.
- Personal flexibility to adapt to changes.
- Organization and analytical skills to set priorities.
- Have the ability to respond to the congregation's needs, and have the ability to work with minimal supervision.
- Be familiar with and adhere to the applicable building usage policies and procedures as outlined in the *Policies Manual of the Roser Community Church*.
- Have the ability to lift and move over 25 pounds, and possess excellent physical strength and mobility.
- The Part-Time Assistant Facilities Administrator must have a working communications system in place so as to be in touch at all times when on duty.

In addition, the Part-Time Assistant Facilities Administrator will have interactions with the Church staff and the congregation as a whole. Therefore, strong interpersonal and communication skills are required as well as the ability to exhibit a relationship of teamwork and cooperation with the Church staff and the Senior Pastor.

This is an hourly position, and time worked should be reported weekly to the designated supervisory person.

Memorandum of Employment

of

By Roser Memorial Community Church

This Memorandum sets forth the framework of the employment of (Name) by Roser Memorial Community Church ("Roser') as the Part Time Assistant Facilities Administrator.

Job Description

The job tasks of the Part Time Assistant Facilities Administrator are contained in the 'Part Time Assistant Facilities Administrator Position Description' document that is attached hereto, as Exhibit A. It is understood that by mutual agreement of the Part-Time Assistant Facilities Administrator and the supervising committees, Roser Buildings and Grounds (Trustees), and the Roser Church Council, the Job Description may be amended from time to time, and that (Name) and the Buildings and Grounds (Trustees) will keep the Job Description current and reflecting all such changes.

The immediate supervision of the Part Time Assistant Facilities Administrator shall be the Chair of Buildings and Grounds (Trustees) and any issues not capable of resolution with the Chair shall be reviewed by the Roser Church Council, and the Church Council's decisions shall be deemed final and not subject to further review.

The Part Time Assistant Facilities Administrator will give their best efforts and will work and cooperate with the Minister(s), other staff, volunteers and members in a professional manner with a spirit of teamwork.

Start Date and Compensation

(Name) will begin his employment on _____ in an hourly non exempt position acknowledging the needs which may require more hours per week (Advent, Christmas, Lent, Easter, Special Events). Compensation will be paid twice a month on the 15th and the last working day of the month in an amount based

on a beginning total gross hourly rate of $20.00.

Paid Vacation, Paid Holidays, Sick Days and Extended Sick Time

These matters are as described in the Roser Policy Manual, the relevant parts of which are Attachments B and C.

Performance Evaluation

The Part-Time Facilities Administrator will receive an annual performance evaluation by the Buildings and Grounds (Trustees) in consultation with the Church Council. The performance evaluation will review previously established goals and discuss opportunities for improvement and set goals for the future. The Job Description will be reviewed, discussed and revised as appropriate. All revisions are approved by Buildings and Grounds (Trustees), and the Church Council.

Terms of Employment

(Name) employment is an 'at will' relationship, is not a contract for a particular duration and Roser reserves the right to amend conditions of employment as Roser, in its sole discretion, deems necessary. (Name) or Roser Church may terminate this agreement with (60) sixty days written notice at which time any vacation earned but not taken as of the effective date of termination shall be paid.

Employment will commence _____.

Accepted and Acknowledged:

Sharon Wisniewski Date
Chair of Congregation

(Name) Date

William Marini Date
Buildings and Grounds (Trustees)