

Restorative Justice Ministries of the Brazos Valley  
Special Called Board Meeting Minutes  
January 22, 2015

Scripture: Isaiah 43:19 “See I am doing a new thing! Now it springs up; do you not perceive it? I am making a way in the desert and streams in the wasteland.”

Opening prayer: Jim Jackson

In attendance: Hal Sweet, Carolyn Carroll, Linda Bow, Doug Ralston, Obed Matus, Jim Jackson, Michael McGinnis

Review Job Description for Chaplain

The committee for reviewing and clarifying the Chaplain's Job Description met three times. It was reported that it was a good process. A meeting was also held to go over the job description with Lt. Walker and Sgt. Preston. At that meeting it was reiterated that the Chaplain is responsible to the RJM Board. The final draft of the Chaplain's Job Description was distributed and reviewed by those present. An extensive discussion was held on the presented job description. Under II. Qualifications A. Education and Experience, CEP is to be spelled out as Clinical Pastoral Education. Under III. Responsibilities A. to BCSO add 13. The Chaplain is to reply to phone calls and emails within two days. Obed moved to accept the Chaplain's Job Description with those additions. Linda Bow seconded the motion. Motion Carried.

The RJMBV Staff Performance Appraisal Form was distributed to each board member.

New Board member

Obed moved that Doug be added as a board member. Michael seconded it. Motion carried to add Doug Ralston to the RJMBV board.

Review Job Description for Administrative Coordinator

A copy of the Administrative Coordinator's Job Description had been sent via email. Each board member also received a hard copy at this meeting for review. The Administrative Coordinator's Job Description was accepted as presented with a review of responsibilities in three months. This will be to assess if the work load has been reduced.

Nominating Committee Report

The Nominating Committee of Jim Jackson, and Linda Bow, presented the following slate: Obed as Chair, Doug as Vice Chair, Carolyn to continue as secretary and Jim to continue as treasurer. The slate was accepted as presented and will be installed at the January 29<sup>th</sup> board meeting. Clare Jensen served as an Ex-Officio member of the committee.

Other Business

Jim will not be present at the January 29<sup>th</sup> meeting, therefore, he gave the treasurer's report which was accepted as presented. Jim reported that the Sherriff's office has payments still due to RJM. Hal will follow through with Sgt. Preston regarding the late payments.

At 7:05 P.M. Hal closed the meeting with prayer.

Submitted by Secretary, Carolyn Carroll

