

**TRINITY LUTHERAN CHURCH  
REPORT TO CONGREGATIONAL COUNCIL  
ADMINISTRATION and PERSONNEL COMMITTEE  
June 1, 2010**

The Administration and Personnel Committee met on June 1, 2010.

The Committee is planning a celebration of Nancy Martin's 20<sup>th</sup> anniversary and Pastor Nancy Easton's 10<sup>th</sup> anniversary of serving on Trinity's office staff for Sunday August 1. We rejoice in their service to the congregation at Trinity.

Several of the job descriptions in the Policy Manual appear to be out of date or in conflict with other pages. The Policy Manual subcommittee is working with staff to update all job descriptions.

The Committee reviewed and approved staff performance evaluations for past program year. The process went well and staff is commended for their efforts.

Pastor Easton is expanding her work hours for Trinity on July 1 and A&P is recommending passage of the following motion to Church Council:

**I move that the position title of Pastor Nancy Easton be changed from Assistant Pastor to Associate Pastor.**

This change is recommended in recognition of expanded responsibilities, including participation in Church Council meetings.

Dave Miller