

## ADMINISTRATION AND PERSONNEL COMMITTEE

FEBRUARY 2019

The A&P Committee will have its first meeting of the year on February 20. The agenda for that meeting will include the following:

- A discussion of the role of the committee and its objectives for 2019.
- Discussion of adding new members.
- Discussion of process for reviewing and updating policy manual provisions.
- Discussion of amending the job descriptions for the sextons to clarify their chain of command.
- Discussion of the creation of a simple employee “manual” that can be distributed to members of the staff.
- Items brought to the committee’s attention by the Lead Pastor.

Peter Glenn