

TRINITY LUTHERAN CHURCH
ADMINISTRATION AND PERSONNEL COMMITTEE
REPORT TO COUNCIL

MAY 14, 2019

The A&P Committee has reached the following decisions:

1. The job descriptions for the Lead Sexton and the Sextons will be amended so that the Lead Sexton reports to the Director of Administration and the Sextons report to the Lead Sexton. Previously the Lead Sexton and the Sextons reported to the Director for Finance. This is an administrative change that does not require action by Council.
2. The policy page for the Administration and Finance Committee will be amended to delete references to a Mutual Ministry Subcommittee because no such subcommittee has existed or been used in recent years. Instead the job descriptions of the full-time program staff will be amended to include a statement of responsibility for establishing a mutual ministry team.
3. A new staffing chart has been developed through the good efforts of committee member Patti Shatto, Pastor Horner, and Steve Kauffman.
4. Documents related to these decisions will be distributed to Council not later than the June meeting of Council.

At the A&P Committee's May meeting, the committee will discuss the following:

1. Additional amendments to the policy pages related to the A&P Committee to reflect the actual operation of the committee.

2. Continued discussion of annual or semi-annual performance review processes.
3. Discussion of internal control issues related to the payroll. (This will be discussed with Paul Hensel prior to the Committee meeting.)
4. Improvements in the system for the use of volunteer receptionists in the office.
5. Possible improvements in our IT/AV systems and the retention of consultants to help with those improvements.
6. Continued discussion or responsibility for recognition events (anniversaries and other special occasions).