

ADMINISTRATION AND PERSONNEL COMMITTEE

REPORT TO COUNCIL

JUNE 6, 2019

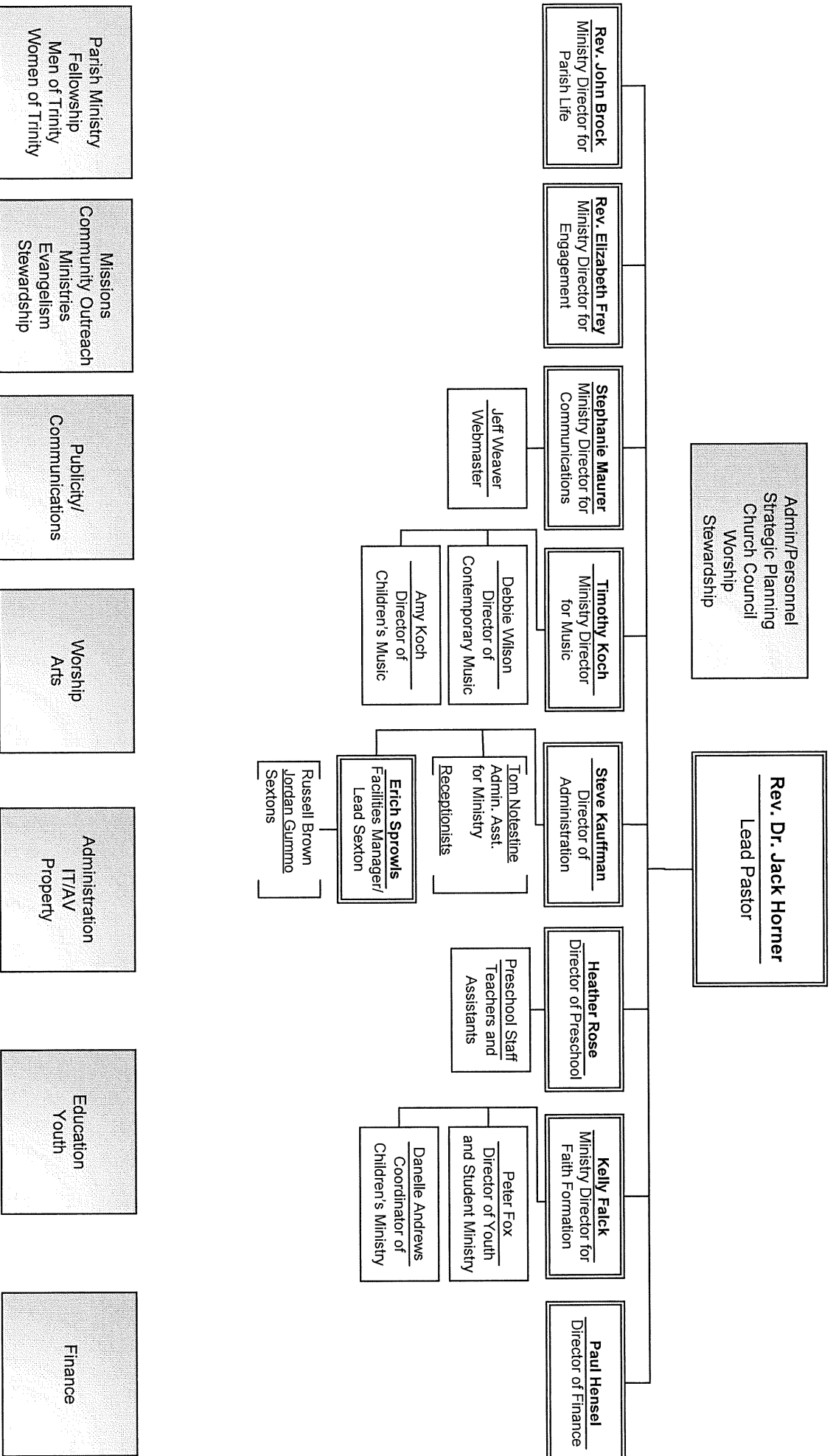
The A&P Committee has made progress in the following areas:

- 1. Organization Chart.** Committee member Patti Shatto, acting in consultation with Pastor Horner and the Committee, has prepared an updated Organization Chart. A copy of the new Chart is attached to this report and will be distributed at the 6/11/19 Council meeting. *The A&P Committee seeks the Council's approval of this chart (which has not been updated since July 2015).*
- 2. Volunteer weekday receptionists.** Steve Kauffman will work with Stephanie Maurer to recruit two or three additional volunteers to serve as receptionists in the office on weekdays. They likely will develop a job description for the receptionists. The question of having enough volunteers for the receptionist role is now off the agenda of the A&P Committee but will be placed back on the Committee's agenda if a job description is presented to the Committee for its input and approval.
- 3. IT/AV Consultation.** Council President Dan Drury and Committee member Steve Chevarria provided the Committee with suggestions for consultants to help plan for and implement improvements in our IT and AV equipment. Those suggestions are being considered by Pastors Horner and Brock, Director of Administration Kauffman, and others involved in the Church technology systems. An IT consultant should be retained within the next 30-45 days. AV consultation is a less immediate need. These matters will be returned to the Committee if and when there is a contract or employment decision that requires Committee action.

4. **Employee Handbook and Compliance Project.** Jill Lashay, a member of the congregation, is one of the most well-respected employment lawyers in Pennsylvania. Jill generously agreed to help us develop a new employee handbook and to review our various personnel policies for compliance with state and federal law and with best practices. Jill's preliminary work-product will be delivered to us in June and she will meet with Pastor Horner and Messrs. Glenn, Hensel, and Kauffman on July 3 to discuss her advice. The A&P Committee expects to report to the Council about this project not later than the end of the summer.
5. **Annual Employee Evaluations.** The Committee has been discussing various ways in which annual employee evaluations should be conducted. At its meeting in May, the Committee decided to defer further discussions about this topic until after we receive Jill Lashay's report and advice.
6. **Facilities Manager/Lead Sexton and Sextons' Job Descriptions.** Attached to this report are hand-written mark-ups of the existing job descriptions for the sextons and the lead sexton. The suggested changes in reporting lines also are reflected on the new Organization Chart. The Lead Sexton, Erich Sprowls, will now have the title of Facilities Manager/Lead Sexton and he will report to the Director of Administration. The sextons will now report to the Facilities Manager/Lead Sexton. The Committee considers these job description changes to be administrative rather than substantive and therefore presents these changes to the Council for its information rather than for its approval.
7. **Policy Manual Update Process.** The great majority of the Policy Manual pages have not been updated since 2014 or 2015. The A&P Committee, which has oversight responsibility for this process, intends to update most of the Policy Manual pages during 2019. This process is now underway, with review by the respective chairs and members of the A&P, Finance, and Property Committees of their Policy Manual

pages. During July we hope to work with the Ministry Directors, Directors, and Team Leaders to review and update the Policy Manual Pages (and job descriptions) relevant to their work. In August we hope to work with the Pastors to update the Policy Manual pages relevant to their ministries. The A&P Committee expects to have a major report on this process ready for consideration of the Council at the Council's September 2019 meeting. Our objective is to make the Policy Manual pages accurate, non-restrictive, and non-legalistic.

TRINITY CAMP HILL STAFFING CHART



TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.20.72
Subject Job Description: Lead Sexton
Effective Date ~~07/01/2015~~ 05/24/2019
Committee Administration & Personnel

**FACILITIES
MANAGER -**

CHURCH ORGANIZATION

JOB SUMMARY

The Lead Sexton is responsible for the overall cleaning, repair and maintenance of the church building and serves as an assistant staff resource person to the Church Property Committee.

REPORTS TO: ~~Ministry Director for Finance and Property~~

DIRECTLY SUPERVISES: Sextons

EVALUATOR: ~~Ministry Director for Finance and Property~~

STATUS: Full-time

FLSA: Hourly Non-Exempt

**Director of
Administration**

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Supervises, schedules and coordinate the work of the sextons in consultation with the ~~Ministry Director for Finance and Property~~
- Provides necessary training for the sextons.
- Assumes primary responsibility for ordering janitorial supplies.
- Coordinates and participates in the cleaning of all areas of the building, including activities such as removing snow or debris from sidewalks.
- Plans and coordinates work schedule with other sextons for daily, monthly, and yearly cleaning.
- Secures the building and arms the security system, opens the building and disarms the security system as scheduled.
- Performs minor maintenance and repair work in consultation with the Ministry Director for Finance and Property.
- Understands the operation of the HVAC system and cleaning equipment.
- Responsible for furniture arrangements and provision of requested equipment (audio/visual, etc.) for groups using the facilities.
- Orders and stocks janitorial supplies as needed.
- Participates in emergency drills and environmental safety activities, as requested.
- Available to respond to emergencies as needed.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number
Subject
Effective Date
Committee

1.20.72
Job Description: Lead Sexton
~~07/01/2015~~ 05/14/2019
Administration & Personnel

FACILITIES
MANAGER

CHURCH ORGANIZATION

Director of
Administration

OTHER RESPONSIBILITIES:

- Engages in education and professional development as required.
- Performs other duties as assigned by the Lead Pastor or ~~Ministry Director for Finance and Property.~~

MINIMUM QUALIFICATIONS:

- Knowledge of cleaning practices and methods.

PHYSICAL REQUIREMENTS:

- Ability to listen to staff, members, and community.
- Must be capable of lifting and moving up to 65 lbs. as a regular part of the job.
- Ability to operate machinery and equipment such as floor cleaners and snow removal equipment.

CORE COMPETENCIES:

• **Teamwork**

Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Displays willingness to help outside area of responsibility.

• **Planning and Organizing**

Identifies and organizes projects and resources to meet objectives. Determines priorities and anticipates contingencies. Completes assignments in a timely manner according to priorities and requests.

• **Problem Solving**

Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.

• **Integrity**

Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.20.74
Subject Job Description: Sexton
Effective Date ~~09/08/2014~~ 05/14/2019
Committee Administration & Personnel

CHURCH ORGANIZATION

JOB SUMMARY

The Sexton is responsible for the overall cleaning, repair and maintenance of the church building.

FACILITIES
MANAGER

REPORTS TO: ~~Ministry Director for Finance and Property~~

Lead Sexton

DIRECTLY SUPERVISES: None

EVALUATOR: ~~Ministry Director for Finance and Property~~

Director of
Administration
and Lead Sexton

STATUS: Full-time/Part-time

FLSA: Hourly Non-Exempt

FACILITIES
MANAGER

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Coordinates and participates in the cleaning of all areas of the building, including activities such as removing snow or debris from sidewalks.
- Plans and coordinates work schedule with other sexton for daily, monthly, and yearly cleaning.
- Secures the building and arms the security system, opens the building and disarms the security system as scheduled.
- Performs minor maintenance and repair work.
- Understands the operation of the HVAC system and cleaning equipment.
- Responsible for furniture arrangements and provision of requested equipment (audio/visual, etc.) for groups using the facilities.
- Orders and stocks janitorial supplies as needed.
- Participates in emergency drills and environmental safety activities, as requested.
- Available to respond to emergencies as needed.

OTHER RESPONSIBILITIES:

- Engages in education and professional development as required.
- Performs other duties as assigned by the Lead ^{Sexton} ~~Pastor or Ministry~~ Director for Finance and Property.

FACILITIES
MANAGER

Lead Pastor or
Director of
Administration

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.20.74
Subject Job Description: Sexton
Effective Date ~~09/08/2014~~ 05/14/2019
Committee Administration & Personnel

CHURCH ORGANIZATION

MINIMUM QUALIFICATIONS:

- Knowledge of cleaning practices and methods.

PHYSICAL REQUIREMENTS:

- Ability to listen to staff, members, and community.
- Must be capable of lifting and moving up to 65 lbs. as a regular part of the job.
- Ability to operate machinery and equipment such as floor cleaners and snow removal equipment.

CORE COMPETENCIES:

- **Teamwork**
Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Displays willingness to help outside area of responsibility.
- **Planning and Organizing**
Identifies and organizes projects and resources to meet objectives. Determines priorities and anticipates contingencies. Completes assignments in a timely manner according to priorities and requests.
- **Problem Solving**
Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.
- **Integrity**
Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.