

## ADMINISTRATION AND PERSONNEL REPORT TO COUNCIL FOR THE OCTOBER 8 COUNCIL MEETING

The A&P committee met on September 15<sup>th</sup>. At that meeting, the following items were discussed:

1. Reports: Pastor Horner reported that Tim Koch has agreed to take charge of the music for the Saturday services, replacing Ryan Hannigan, who performed that function for many years and has now “retired” as a volunteer with that responsibility. Pastor Horner also reported that we will have a first-year seminarian from United Lutheran Seminary with us for 7-10 hours per week.
2. Jill Lashay project. Jill Lashay has prepared a draft Employee Handbook for us that several of us need to review from an operational point-of-view before the document is presented to Council. She also is advising the A&P Committee about our classification of staff members as “exempt” or “non-exempt” and therefore whether the staff members are entitled to overtime compensation.
3. Year end-reviews. Each member of the staff is being given his or her job description (as presently stated in the Policy Manual) and will be asked to suggest changes in their job description to match their actual work and responsibilities. Pastor Horner will meet with each member of the staff to discuss the job descriptions and performance.

4. Ongoing Matters: The Committee discussed the following matters, each of which will require some additional internal discussion before we move forward:

- The possibility of establishing term limits (probably two-year terms, renewable twice) for members of the A&P, Finance, and Property Committees.
- The possibility of reorganizing the Endowment Subcommittee of the Finance Committee and allocating that subcommittee to the Give, Serve, and Lead Committee.
- Consideration of the proposal of the Taskforce proposal for the re-establishment of the Trinity Preschool Board.
- The Committee will work with Paul Hensel to develop its 2020 Budget request.

5. Property Committee policy page revisions. The Property Committee has proposed revisions of its description in the Policy Manual. Those revisions include removing from the Committee's responsibilities oversight of audio-visual equipment, office/computer equipment, and musical equipment. (Other, purely editorial, revisions relate to the elimination of the Facilities Manager/Lead Sexton position.) The Committee unanimously approved these revisions and will report these changes of the Council.

