

ADMINISTRATION AND PERSONNEL REPORT TO COUNCIL FOR THE FEBRUARY 11, 2020 COUNCIL MEETING

The A&P committee met on February 5. We welcomed new members, congregation member Kim Shindle, and Daryl Ackerman, Chair of the Finance Committee.

Cleaning Company and Sexton

Pastor Horner reported that the cleaning company hired by the Church has begun its work. Sexton Russell Brown has been told that his hours will be reduced as the cleaning company has assumed many of his former duties. Presently, Russ is working a 30-hour week, and retains his full benefits. However, it is likely that in several weeks it will be appropriate for his hours to be reduced to 20 hours per week and, a month after his hours are reduced to that level, benefits will be unavailable. Pastor Horner and Steve Kauffman are considering, how, if necessary, to ease Russ' transition if Russ eventually chooses to leave the Church staff. (Russ has accumulated five weeks of vacation time.) If Russ chooses to leave the Church staff, we will have to replace him with a 20-hour per week sexton.

Job Description Editing Project

Pastor Horner reported that he has met with every member of the Church staff. During those meetings the staff members reviewed the job descriptions that previously had been edited by Pastor Horner, Patti Shatto, and me. As a result of those meetings some minor changes were made to the job descriptions and during the next week or two, members of the A&P Committee will be reviewing the final drafts of the job descriptions which will then be submitted to Council for acceptance.

Policy Page Revisions

The Committee had before it the policy pages for the A&P, Property, Finance, and Strategic Planning committees.

The Committee will present to Council on February 11 one change to the Finance Committee policy. That change will eliminate the current requirement that the Finance Chair be appointed by Council “from among its members.” This will provide for greater flexibility in finding volunteers to serve in this important role.

As to the rest of the Finance Committee policy pages, Daryl Ackerman and his committee colleagues will review the pages and will report to the A&P Committee if changes are appropriate.

Jon Andrews and Bob Frymoyer will be asked to review the policy pages for the Property and Strategic Planning committees, respectively.

The A&P Committee spent some time discussing possible modernization of the policy pages for our committee. In view of this discussion, I will review the policy pages, revise as seems appropriate, and submit possible revisions to the Committee.