

TRINITY LUTHERAN CHURCH

ADMINISTRATION AND PERSONNEL COMMITTEE REPORT TO COUNCIL FOR MEETING OF JUNE 9, 2020

At its June 3 meeting, the A&P Committee discussed and acted on the possible creation of a new staff position – a 10-hour per week position as Director of Digital Media. The discussion revealed a consensus that even when the building can be reopened, it will be very helpful to continue, and to enhance, the various ways in which the Church has reached out to members and other interested people electronically.

Pastor Horner presented to the committee a draft job description for the new position and said that he has discussed the position with Danelle Andrews, who has done such a good job in this capacity during the pandemic. Danelle is comfortable with the job description and willing to fill the role.

Pastor Horner suggested, and the committee agreed, that the responsibilities of the new position should be reflected in a per hour wage of \$20 per hour.

The committee voted unanimously to approve the creation of this new position and to present it to Council for final approval at its meeting on June 9. This new job description is on the agenda for the June 9, 2020 Council meeting.

On another subject, the committee continued its discussion about – but did not yet take action on – the question of how to staff the part-time sexton position (especially for Sundays) and how to allocate the responsibility for scheduling and assigning rooms, and doing set-ups for rooms used by outside groups. This is part of an ongoing discussion that will be continued.

On the broader question of allocation of responsibilities, at the suggestion of committee member Shannon Costill, Pastor Horner will have conversations with all staff members to discuss the question of whether the

existing job descriptions describe responsibilities that are consistent with the needs of the Church, now and in the near-term future.

Peter Glenn, Chair