

TRINITY LUTHERAN CHURCH

ADMINISTRATION AND PERSONNEL COMMITTEE REPORT TO COUNCIL FOR MEETING OF AUGUST 11, 2020

At its most recent meeting, the A&P Committee considered and approved draft job descriptions for three new positions and a draft of changes to the job description of the Director of Administration. However, the Committee chose to refer these new job descriptions to the Finance Committee for its consideration of the budgetary impact of filling the positions or of adjusting the compensation of the Director of Administration. None of these matters will be referred to Council until the Finance Committee has made its report and recommendations to the A&P Committee.

The new job descriptions approved by the Committee are as follows:

- A part-time Director of Technology to support our digital outreach. This person would work for approximately 10 hour per week in support of the Church worship and other ministries.
- A part-time Sexton. This person would work 10-15 hours per week, mainly on weekends, and would perform minor maintenance tasks, spot cleaning as needed, and would be responsible for Sunday morning set-up for worship in Fellowship Hall and for other duties on Sunday. The sexton also would assist with set up for special occasions such as funerals and weddings.
- A part-time Daytime Receptionist and Facility Use Coordinator would work 20 hours per week and, in addition to greeting people, answering the phone, and assisting visitors with directions, would be responsible for managing systems for effective scheduling of the facility, including making reservations for building use.

- The Director of Administration’s job description would be changed so that the position would be called “Director of Administration and Property.” The responsibilities of this position would be formally stated to include oversight of Building Use and Maintenance. This would, in effect, merge Steve’s current job description with major parts of the job formerly filled by Erich.

In addition to discussing these job descriptions and referring them to Finance, the Committee reviewed and discussed the staff’s responses to a questionnaire submitted to the staff by Pastor Horner seeking information about how job responsibilities had changed during the pandemic and how jobs might change in the future as we use more technology-based outreach. The Committee decided to reconsider these questions, and an overall review of staffing needs, at its next meeting.

Peter Glenn, Chair