

TRINITY LUTHERAN CHURCH

ADMINISTRATION AND PERSONNEL COMMITTEE

REPORT TO COUNCIL – NOVEMBER 9, 2020

1. We are pleased to report that Patti Shatto has agreed to become Chair of A&P beginning in January, 2021.
2. At our November meeting we decided to make some reductions in our 2021 budget request without reducing salaries or employee health care insurance benefits. An amended budget request has been forwarded to the Finance Committee.
3. The committee concluded that we should request Council's approval of a new job description for a Daytime Receptionist & Facility Use Coordinator who, when hired will work on a 20 hour per week schedule. We do not anticipate that this position will be filled before April, 2021 and perhaps later depending on the circumstances that will permit greater use of our facilities.
4. The committee concluded that it should defer any formal staffing survey until the Church is ready to almost fully reopen.

Peter Glenn, Chair