

ADMINISTRATION & PERSONNEL COMMITTEE

REPORT TO COUNCIL

DECEMBER 8, 2020

The A&P Committee met on December 7, 2020 and discussed two items of business.

Pastor Horner reported on the resignation of Kelly Falck as of year-end. The Committee then discussed and approved the creation of a task force to thoroughly consider the staffing and allocation of responsibilities for Trinity's Faith Formation ministry, including reconsideration of job descriptions and the use of volunteers in this ministry. The Committee decided to submit a motion to Council for Council to agree that Pastor Horner should create such a task force, to be chaired by a member of Council, and to include the task force chair, the Lead Pastor, the Chair of A&P, the parent of a child involved in the children's ministry, the parent of a child involved in the youth ministry, and an adult who has been involved in faith formation activities.

The Committee then discussed its proposed 2021 budget request in view of the anticipated budget deficit for 2020 and the uncertainty of revenues in the new year. The Committee concluded that, because its budget request includes funds for three staff positions that are now not filled — the part-time sexton, the Director for Technology, and the Receptionist/Building Use Coordinator — and because the Director of Faith Formation position is not likely to be filled in the first couple of months of 2021, there is flexibility in the budget request so that if revenues continue to be below expectations, the hiring of people for the part-time sexton and building use coordinator positions will be deferred until a time when the positions are needed (not likely to be before April, 2021 *or even later*) and can be funded from available revenues. This would amount to a reduction in the budget of approximately \$23,000 coupled with savings derived from the anticipated delay in filling the Director of Faith Formation position, which is likely to be \$5,000 or more.

The Committee then briefly discussed its membership composition for 2021 and beyond. Patti Shatto will become Chair of the Committee in 2021.