

ADMINISTRATION & PERSONNEL COMMITTEE

REPORT TO COUNCIL

JANUARY 11, 2021

1. December 2020 Activities

The A&P Committee had a brief meeting in December. At the meeting, the Committee decided that, under the leadership of Kim Holland, the Committee should prepare a video tribute to the Church staff in appreciation of the hard work and sacrifice of the staff during the exceptional circumstances of a year dominated by the Covid-19 pandemic. This will be presented to Council on January 12 as a matter of information.

2. Summary of 2020 Activities

As was the case with most of the ministries of the Church during 2020, much of the A&P Committee's attention and work during the year related to staffing issues related to changes in the worship and outreach activities of the Church resulting from the need to operate remotely because of the pandemic. The A&P Committee also responded to the aftermath of the resignations of the Lead Sexton and Sexton and the year-end resignation of the Director of Faith Formation.

During the year the A&P Committee developed (with the great help of Director of Administration Steve Kauffman), approved, and submitted to Council job descriptions for:

- a newly described position of Director of Administration & Property;
- the position of Director of Digital Media;
- the position of Director of Worship Technology;
- the position of Part-Time Sexton;
- the position of Daytime Receptionist and Facilities Use Coordinator

The first two of these positions have been filled, the first by Steve Kauffman and the second by Danelle Andrews. The other positions, and the position of Director of Faith Formation, are unfilled and are not expected to be filled

until the Church is “re-opened” for extensive live worship and in-person meetings in the building.