

A&P Report to Council for September 14, 2021 Meeting

Administration and Personnel met twice over the summer, on August 9 and September 8, to discuss issues related to Trinity staff:

August 9, 2021 – via Zoom. In attendance: Patti Shatto, Daryl Ackerman, Kim Holland, Kim Shindle, Steve Nailor, and Matt Bingaman (Pastor Horner and Jake Jacobs excused)

It was brought to the committee's attention that the salaries of the three pastors were below the synod recommended minimums, and have been for several years. Part of the reason for this discrepancy is the changes made a few years ago to take the size of the congregation into consideration when determining annual compensation levels for rostered staff. Due to the changes in Trinity staffing during this year, it was determined the 2021 budget contains sufficient funding to allow the committee to increase the salaries for the three pastors to the recommended minimums for the remainder of 2021. This was approved by the committee during the August 9 meeting.

The committee also discussed a request to grant monthly cell phone reimbursements to Beth Bard for a cell phone that is used strictly for Trinity business. The meeting ended with no decision and inquiries were sent to the church office regarding the existence of a cell policy to guide the decision.

After consulting with Paul Hensel, it was determined that there is no current cell phone policy to regulate these payments, but rather it is decided on a case-by-case basis. With that information, an email vote was sent out to committee members; the committee agreed unanimously that Beth's position should receive the cell phone reimbursement. It was also agreed that a cell phone reimbursement policy will be drafted for review.

Emails were sent to Paul Hensel directing him to update the pastor salaries on a pro-rated basis, beginning in September and to begin paying the cell phone reimbursement to Beth.

September 8, 2021 – via Zoom. In attendance, Patti Shatto, Pastor Horner, Daryl Ackerman, Kim Shindle, Kim Holland, Steve Nailor, Jake Jacobs, Matt Bingaman

Pastor Horner gave a report on his mini-sabbatical from Aug. 2-30, with all indications being it was a productive, and restful, time away. The main focus of this meeting was to begin a long-overdue review of policies as they relate to the administration and personnel of Trinity.

The committee discussed and updated:

- Policy 2.10 Retirement Plan – Updated Paul Hensel's title
- Policy 2.20 Employee Insurance Benefits – Updated to reflect ACA requirement of offering benefits to dependents up to age 26 and changed the designation “mental retardation” to “mental disability” to reflect current terminology
- Policy 2.30 Sick Leave – Discussed possibility of updating the parental leave policy. Currently offer up to six weeks on unpaid leave or they can use accumulated sick and/or vacation time.
Discussion was tabled pending research of the ELCA Synod policy
- Updated Sabbatical Leave – Pastor Horner presented an updated sabbatical leave policy as current policy does not reflect current church administration. Kimberly Holland made a motion to approve; Jake Jacobs second. Motion passed.
- A draft of a Cell Phone Stipend Agreement was reviewed. Some suggested changes were made to the policy presented. Pastor Horner moved to approve; Jake Jacobs second. Motion passed.