

**Trinity Lutheran Church  
Administration & Personnel  
Report to Council  
October 2021**

The committee met via Zoom on Wednesday, October 6. Discussion was mainly centered on the cell phone policy, as Council's comments from the September meeting were taken back to the committee for review.

It is the opinion of the A&P committee that staff members who are expected to be available by phone at all times in order to fulfil their assigned duties should receive a reimbursement for the use of their personal equipment. Council members had requested clarification regarding the amount of the available reimbursements. To address this concern, A&P amended the policy to state the reimbursement will not exceed \$50 per month. To address another concern raised by council members at the September meeting, the cell phone policy was revised to allow the pastors to run their cell phone service through their professional expense line items, if they choose to do so.

In addition, the committee discussed possible changes to the parental leave section of the Sick Leave policy. Suggestions were taken and will be reviewed at the next committee meeting in November.

Changes to the Property Policy were approved as presented.

Preliminary 2022 budget discussion was begun. The 2022 budget request will be submitted before the end of October.