

ADMINISTRATION & PERSONNEL  
REPORT TO COUNCIL  
NOVEMBER 13, 2023

The A&P Committee met on Wednesday, November 8. During the meeting, several updated job descriptions were presented, discussed, and approved to be presented to the Council as information and for approval. All appropriate action items are included on the agenda for the November council meeting.

Background:

Webmaster: Administrative updates, to include requirements for familiarity with various online media platforms, updated titles, and to reassign duties from the webmaster to the director in order to conform to current practices. There are no substantial changes.

Director for Digital Media: Administrative updates, to include duties reassigned from webmaster position, requirements for familiarity with online media platforms and practices. This brings the description in line with current duties for the position. There are no substantial changes.

Preschool Director, Teacher and Substitute Teacher: Moses Kavishe had expressed a concern that there were no contracts for the preschool positions. The job descriptions were updated to include a contract signature page. The contract length for the director was set at three years while the teacher and substitute teacher contracts were set at one year.

Hospitality Team: The Hospitality Team (formerly the Evangelism Team) has been updated to include the former Fellowship Team. It is the purpose of this combined team to welcome visitors and current members and share information regarding worship and educational opportunities. This includes, but is not limited to, information regarding new member classes.

Next meeting will be on December 6.

Submitted by Patti Shatto, Chair