

Trinity Lutheran Church

Administration & Personnel Council Report

2023 Year-End Report

It was a fairly productive year. The A&P Committee was able to complete a review of the policies that relate to the administration and personnel issues of Trinity Church. Revisions were made to several policies in order to update them to current standards. The main change made was to the parental leave policy, which was updated to allow up to eight weeks of leave for eligible employees in the event of the birth or adoption of a child. Most changes made were of administrative nature only, with no substantive edits to any benefits.

The committee also completed a review of staff job descriptions. Again, many of the changes made were strictly administrative in nature, mainly updates of position titles. One major change was the hiring of in-house janitorial staff in place of a contracted position. The position of part-time sexton was also eliminated from the budget request as it was determined the position is not currently needed. Should it become necessary to combine the communications and digital media positions, which are currently part-time, into one full-time position, the committee has prepared a job description to be available for consideration.

We believe we are leaving this committee in good shape for the upcoming year.