

Administration Committee
January 2012 Report to Council

Previously, the Council agreed to allow the AA group to meet at Ascension for a 3 month trial. That time ended in Dec.. Since there have been no problems or conflicts with other users, it was agreed to recommend that the Council allow the group to continue using our facility. (The use will be included in the safety protocol procedures to be completed in the near future).

Questions brought up by concerned congregation members were discussed and resolved:

- Coord. of Child/Family Min. is a salaried position (not hourly). At 25 hours per week, it is actually considered a .625 FTE (62.5% Full Time Equivalent) position.

- The position reports to Pastor Doug and the FFE Comm.. for now.

- Also, the position is considered as “Program Staff”, thus the items in the Personnel Manual under “Support Staff” do not apply.

- Clarified that Susan didn’t receive a “paid vacation” last year. Since she worked less than 20 hours, no benefits were due to her. But, she worked salaried (her work hours vary throughout the year) and no one was paid as a substitute during her absence.

- Since Susan will be entitled to benefits during 2012, vacation time for 2012 was determined to be 2 paid weeks (if she were fulltime, it would have been 3 weeks). Per the Personnel Manual, this needs to be added to Susan’s job description. Since the job description was previously approved by Council, an addendum/modification should be added stating the vacation time for 2012. (Also, as a reminder, Susan’s signature is required on the job description and then to be placed in the office file).

- Susan’s work hours will be recorded and maintained by Pastor Doug (even though she is salaried, tracking will be helpful for future needs assessment and program growth).

- It is recommended that each Council member have a copy of the Personnel Manual.

Goals for 2012: Safety protocol/procedures to be maintained in office
Update all job descriptions for format and consistency
Review salaries/standards for future
Update Personnel Manual

Dee Wittenberg, Chair