

Vestry Minutes

Holy Trinity Episcopal Church, Oxford, Ohio

Sept. 30, 2022



At the September 13 Vestry meeting, Reverend Julie distributed paper copies of the rewritten position description for the Parish Administrator position. Senior Warden John Harper subsequently emailed the resolution below to Vestry members. Vestry approved the resolution in and email vote on September 30, 2022.

WHEREAS, after diligent research and review of the current job description of "Administrative Assistant," Reverend Julie Blake Fisher and HR Committee Chair Karen Schilling have revised the position, renamed it "Parish Administrator" and proposed a new wage, commensurate with salary expectations of any candidate with the skills and experience required of the position description;

and

WHEREAS, this proposed hourly wage has been reviewed by, and has the full endorsement of, the Holy Trinity Finance Committee;

therefore

BE IT RESOLVED the Vestry of Holy Trinity Episcopal Church does approve the new hourly wage of \$19.10 per hour, as described in the revised position description of Parish Administrator

Respectfully submitted,

Stacey Peterson

Stacey Peterson, Clerk