

December 13, 2022, Office Administrator's Report

How I spent the month of November

- Continue to help Hilary Keys by generating the RE weekly eblasts, and monitoring the RE inbox.
- Continued creating mid-week posts for the church Facebook account. Promoted the Bread Communion, Chili lunch fundraiser, New to UU class, and Readers for the Solstice Service.
- We had a memorial service for Tommy De Marti. It required printing a program, and some Saturday hours for building use coordination/clean-up.
- Created a flyer promoting our December special holiday services.
- Met with Rev. Jason and David Diiorio to discuss what type of congregation UUCF is striving to be. We need to think **Program Size**.
- I gave a Breeze demo to the Small Group leaders. Answered questions about attendance and creating follow up notices.
- Researched Breeze Statements. Chose 3 people to be my Giving Statement guinea pigs (Laurel Estrada, Bruce Johnson, and Meredith Worden). Sent them a heads up and asked for feedback. Received none, so maybe my sample statements never were sent out like I thought. I'll follow up.
- Continue to be the second to last set of eyes on the Sunday slides. And I update an announcement loop that can run on the screens before the service. It's still unclear whether this is helpful or entirely unnecessary. I would appreciate some feedback.
- Advertised switching over to the new Zoom link for worship on Dec 4. Tried to make certain that all the links on the website and in the announcements pointed to the correct link.
- Coordinated handouts for the New to UU class! Sent invitations to those on the list. Updated the handouts. Stuffed the folders.

Respectfully submitted,
Amy Styffe