

October 11, 2022, Office Administrator's Report

How I spent the month of September

- Continue to help Hilary Keys by generating the RE weekly eblasts, and monitoring the RE inbox. Assigned Megan McLellan and Christina Garner as users in Breeze, since they help as teen advisors, and needed access to grade levels and ages.
- Started creating mid-week posts for the church Facebook account. Promoted Festive Food Fridays, Circle Group sign ups and Water Communion.
- Updated the website with our new COVID guidelines.
- Learned how to extract the text content out of our MailChimp announcements. With 15 minutes of formatting, we have printed announcements available for those who do not "do" computers. I have found only 1 or 2 copies are being picked up each Sunday. Trying to find that sweet spot between availability and wastefulness. I suppose I could mail any leftovers to the home-bound folks. That adds more expense but one with a purpose.
- Circle groups have started. Worked closely with Mary Botts to secure meeting rooms for 4 new groups. Trained those facilitators on what was expected for securing the building. Assigned them fobs for the church building. Met a couple of them at the church to show them the ropes.
- We use the FCCF copier more and more. Made an agreement to track our copies for a period of time to see if it's an issue. If anyone makes copies, please use tick marks on the tally to track.
- Secured permission to use the back parking lot for a Trunk or Treat event on Oct 30.
- Facilitated the onboarding of new hire, Joshua Sharp (AV tech).
- Facilitated KC Marie Pandell's zoom "interview", making sure she had access to AC and Wifi, and had everything she needed.
- Spent some time diving into Breeze, and what it does. Since we pay a monthly fee for this (I feel very responsible for this decision) I feel we should get the most out of it. I am learning about creating events in their calendar, tracking attendance, and printing rosters. I have made each of the small group facilitators Breeze users so that they can "maintain" their assigned people. I don't know how many will actually make use of it, but it's worth a try.

Looking Forward

My weekly hours are slowly getting back to normal. Turns out Rev. Jason is a task master. *wink

Respectfully submitted,
Amy Styffe