

## September 13, 2022, Office Administrator's Report

### How I spent the month of August

- Purchased magnetic attachments for our nametag holders.
- Our last month of guest speakers went swimmingly. The worship leaders have been great and responsive. There were some technical issues that were resolved by the team. I am purposefully not insinuating myself in the Sunday worship operations.
- I have followed up with congregants who give regularly but did not fill out a pledge card. I ask them if we can consider their monthly gift pledged giving. I assure them that, pledged or unpledged, it all goes to the same account, and supports the same good work. Several people have said yes.
- I continue to help Hilary Keys with the RE weekly eblasts, and monitor the RE inbox. Assisted Lesley in entering RE registration data into Breeze. Maintained the distribution list for RE Mail Chimp account.
- Promoted Festive Food Fridays, Circle Group sign ups, and a Fundraiser for St Andrews Soup Kitchen with their own eblasts. I also created posts for the church Facebook account.
- Sufficiently needled folks about hanging the banners until someone (Barry) stepped forward. After a couple meetings and much discussion, we got them hung up. (The gang added additional anchors this morning to make them even more secure when the Santa Ana winds blow.)
- I updated some pages on the website, and asked Janice to assist with clean up, but did not hear back. Her recent injuries might prevent her from doing that work.
- Hilary notified me of some search engines that were still reporting UUCF at the Temple address. I reported the bad information to Yelp and Apple Maps. They have made the updates.
- We now have listening devices in the sanctuary!! However, people who would benefit from using them are less likely to read the announcements. Spread the word.
- We are attempting to secure a date and location for a Fall Dinner in October. Between FCCF and the PSW Regional Office we are trying to secure a date and location. (UPDATE: Saturday, Oct 22!)
- Gently reminded members of the Personnel Committee about the need to hire a DRE. They have been working on it, and I just wasn't aware of their progress.

### Looking Forward

I have noticed that I have been putting in fewer hours the last couple of months. Whether that was due to a seasonal lull, I don't know. But I plan to meet one on one with Rev. Jason soon to discuss priorities for my time, and where my talents and abilities should be focused. Are there tasks currently done by volunteers that should really be done by a staff member, and vice versa? Mind you, I am not looking to work *more* hours. I just want to give you the most bang for your buck.

Respectfully submitted,  
*Amy Styffe*