

November 9, 2021, Office Administrator's Report

Regular duties: answering emails and phone messages; entering pledge payments, making bank deposits, paying bills; creating and emailing weekly announcements and 'blasts'; preparing order of service; keeping the calendar up to date; updating our church records for emails and membership, etc.; posting the announcements and reports, and editing our website as needed.

Additional tasks and accomplishments:

Completed

- The insurance paperwork with Church Casualty Insurance has been filed, listing FCC as also insured.
- Met with the webmaster, Janice Paton, and got some pages tidied up. No real reformatting done at this time, but we added a page about Scrip, revamped the way the Board reports are accessed, and fixed some weblinks.
- I made it so people could RSVP for all the Sundays in November at once. Tracking is still cumbersome.
- Created HOW-TO documentation for using various rooms on campus, now that in person meetings are starting up again. Proper planning needs to happen for evening meetings, so that keys can be exchanged/returned, and I don't have to necessarily be there to let people in. (The document is included in this report.)
- Tracked matching gifts for a Pathways of Hope fundraiser.
- Alerted Sarah and Bruce to emails from YourCause.com, who claims to have funds for us. The whole operation seems shady to us. We are not registering with them. If they send us a check, fine.
- Connected our Social Action committee with FCC's Outreach team to encourage collaboration between the two congregations.
- Secured viewing access to the FCC and PSWR building use calendars.

In progress

- (Still) attempting to get access to Pacific Premier Bank online system. I am currently locked out. This requires orchestrating an in person visit along with a signer.
- The office/community room still need work. (The room gives me anxiety in its current state of chaos.) I come on campus once a week, to deal with bank deposits or do some filing.
- I will meet with Rachel White, to learn more about MailChimp. She is successfully using that platform for her RE emails. Also looking into efficient ways that reminders can be sent via text message to those who would prefer that format. Not ALL the announcements, but some of the reminders for meetings and youth-related events.

Respectfully submitted,
Amy Styffe

Using Rooms at 109 E Wilshire (FCC Church building)

Getting into the building

This assumes you have connected with Amy prior to the event, so that we are on the same page. If no one is in the building when you arrive, I can unlock the doors remotely with an app on my phone. When you arrive, text my personal cell 714-357-8065. (I don't always have the office phone with me.)

Disabling the Alarm

You will have 60 seconds to disable the alarm (that's a long time, so don't panic). Follow the sound of the loud beep and open the display. Press **1-2-1-2-1** and you will hear a change in the tone to know you have done it correctly. If it continues to beep, stay calm and try again.

Lights

There are light switches on the brick wall to the right when you enter the building. They control the foyer, hallway, and exterior porch lights. **Always turn on the hallway lights** when you're in the building because that switch also controls the bathroom ventilation system. Turn them all out when you leave.

Heating/Air Conditioning

There are several thermostats that control different *areas* in the building.

Foyer/Narthex. Located on the wall across from restrooms. Just turn the timer knob and (in theory) it should invoke Heat or AC as needed.

Chapman Lounge. Located just inside the door that's across from the office counter. Set **Fan** to Auto, and **Mode** to Heat or Cool, as needed. Use the up or down arrows to adjust the temperature.

Community Room. Located in the front Administrator's office, above the copier.

Choir Room. Located inside Pastor Mandye's office. This will require making prior arrangements.

Also good to know

Wi-Fi network: FCCNET. Password: DOccc@1972

When leaving

Rooms and spaces should be left clean and in good working order. Thermostats, electronic equipment, and lights should be turned off before exiting. When you leave, **AFTER YOU HAVE TURNED OUT ALL THE LIGHTS AND AC**, you will press **1-2-1-2-2** to enable the alarm. Again, you will have 60 seconds to leave the building via the front door. It will lock behind you. Should you discover you need to stay a little longer, simply use the *disable* sequence—**1-2-1-2-1**— and then try it again when you're ready. Please send a text when you have left the building, simply to close the loop. (You can wait until you're in your car. It doesn't have to be done immediately.)

Using Rooms at 115 E Wilshire (PSWR building)

Of course, you have worked with Amy to schedule the room in advance. You must also arrange to pick up the keys prior to the event and have a tour so you know where you're going. The keys will be in distinctive zipper bag—orange with flying cranes.

Which key does what:

G opens the Wilshire Ave Gate.

Fob opens the back parking lot gate, and also the hallway leading to WW room.

F (for *FCC*) opens the FCC Worship & Wonder room.

NW (for *North Wing*) opens Rooms 120-122 and the door to that back NW hallway

U (for *Underground*) opens the padlock to the basement stairwell, and the basement door.

M opens the 223 (above the kitchen)

Getting into the building

The gates will lock behind you, so you will need to prop them open or have someone stand there to let people in. There are no alarm codes to worry about. Exterior lighting is on a timer.

Bathrooms are located near the Fellowship Hall in the back hallway. While there is an elevator in the West Wing of the PSWR building, navigating that requires being issued extra keys. If members of your group require ADA access, we wholly suggest booking one of the downstairs rooms instead (N120-N122).

Technology

Most rooms have HDMI cables that can be plugged directly into a laptop. Wi-Fi is available. Network: Guest. Password: 4Invitedguests.

When Leaving

Rooms and spaces should be left clean and in good working order. Thermostats, electronic equipment, and lights should be turned off before exiting. Trash should be collected and placed in the dumpster behind the building upon exiting. Doors to rooms and hallways should be locked upon exiting. Return all the keys to the zipper bag and place in the FCC church mail slot (located in the window to the left of the front doors, above a wooden platform.) If for some reason you do not feel comfortable doing that (someone is sleeping there?) text the church office 714-871-7150, saying you will drop them off the next day. (You can do that from your car. It doesn't have to be done immediately.)