

January 5, 2025, Office Administrator's Report

A Year in Review

I averaged 19.25 per week for 2024. We had all that extra bookkeeping in January, but there were a few weeks with zero hours. In December, I averaged 13 hours per week and made the most of my free time. I must say, I like having time to paint and am kicking around the idea of full retirement by the end of 2025. We'll see how that pans out.

December Activities:

- I am so grateful for Megan Smock and her tireless work in making sure each order of service is put together. It seemed like every service in December was "special", not following the usual order of service. There were a couple of weeks when we had some last-minute changes, or problems with music choices. But we worked together as a team and got it done.
- We finally have a Tech Team training date. Eric Ahlberg (FCCF) will lead the event. It will be great to have our volunteers fully trained on slides and sound. I'm looking forward to a time when we have a standard rotation of volunteers signed up.
- I promoted Dicken's event, Circle Suppers, and all our special services on Facebook, and with eblasts. I noticed other Facebook posts popping up on our feed which I hadn't done. Turns out Megan Watson has successfully accessed the UUCF Instagram page, which automatically cross-posts to Facebook.
- I assisted Christina Garner with the Dickens' Walk event, following up with those who registered, collecting liability waivers and the donations for all participants. We raised \$140 for the Music program.
- There was some drama with Christine Araoka's pay this month. First, I discovered that I hadn't paid her since October! (Why she never mentioned it, I don't know.) I caught her up in one fell swoop, which is why the December expenses might look a little whack. Then I misunderstood about her getting paid "extra" for 12/22 (winter solstice) and 12/24 (Christmas Eve). I was able to correct that, and hand-deliver the check to her on 12/31. Whew!
- Joshua Sharp has worked his last Sunday on 12/22. He has been officially terminated.

Respectfully submitted,
Amy Styffe