

September 14, 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

- Rita distributed the new, updated Directory.
- I (Amy) had several days of Zoom meetings with Rita to learn the ropes. Rita has left behind FABULOUSLY detailed instructions for me to follow.
- Took possession of the administrator's laptop, folders, keys, and "mobile office" elements. Rita still has the cell phone.
- Trained with the bookkeeper, Jennifer, on QuickBooks, Venmo, and PayPal responsibilities.
- Since I already have an electronic key fob for the FCC building, I will give Rita's old fob to David Diiorio on October 3.
- Successfully reported the semi-monthly hours to Jennifer. Everyone is getting the hang of it now. Paper system for the RE folks is working well.
- Worker's Compensation paperwork for Rachel and Sarah has been submitted.

In progress

- Attempting to get access to Pacific Premier Bank online system. I am currently locked out. (It requires secondary verification text sent to a cell phone, and the cell phone is still in Washington with Rita.)
- Created a Google form to coordinate our In-Person RSVP system. Working out the kinks.
- Working the thermostats. Mandye says they too are still learning how to program them. She will provide instructions.
- (Rita was) Applying for a credit card for administrative purposes. Note: This still has not been completed. I would like to have a conversation with Sarah about this before proceeding.
- Still waiting to update our insurance information. Waiting for the contract for the RE space. Near completion.

Personal update

As I learn what is expected of this position, and the how-to, I ask for your patience. There was nothing in our training sessions that really had me stymied. I need to get used to the Google way of dealing with emails and groups. In time I will know instinctively where things are located on the computer without needing to do a keyword search. I look forward to meeting members in the weeks/months ahead.

I have set up a workspace in my home. I go into the office every week as needed. I would like my "official" hours be Tue-Thu, 10am-3pm. Of course, I will work up to 20 hours per week, with the rest of the time being flexible.

Respectfully submitted,
Amy Styffe