

## October 12, 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

- I have possession of the cell phone! All messages to "the office" come to me now. My plan is to answer it during my official office hours, and then respond to any voice or text messages as I can throughout the week. (Most phone calls have been spam.)
- Adjusted my work schedule to Tue-Thu, 10-3. Other hours will be worked on a flexible schedule. (Thank you for your approval on that.) I am working from home and enjoy the freedom that arrangement provides. I could eventually work from the office each week if that is something that the Board would require/desire. Maybe on Thursdays?
- The Lease with FCC (and PSWR) has been signed! We have keys and access to the Regional Office building and classrooms. I can now complete necessary insurance paperwork.
- I have met with board president Sarah via zoom to see what support we can offer each other. Talked of revamping the format of the email announcements and updating the website. She will connect me to the webmaster, Janice Paton, so we can collaborate on any revisions.
- Successfully created a way to receive RSVPs for Sunday worship via google docs. I have been documenting vaccination status per the recommendation of the Covid Task Force. **I am not keeping copies of everyone's personal information.** The process is time-consuming, and given the HIPAA laws, perhaps a little invasive. I look forward to a time when we can just take their word for it, and not collect all the data.
- Reached out to members of the board/committees to ask for updates to any recurring meeting information. Only Social Action responded.
- Trained Rev. Jason on which thermostats regulate which area, and which lights need to be on for restroom ventilation. Showed him around the Regional Office building/classrooms we are using.

#### In progress

- Attempting to get access to Pacific Premier Bank online system. I am currently locked out. I need to set up payments for Spectrum to come from our bank instead of from Rita's Visa account.
- Tracking donations to Pathways of Hope to take advantage of an anonymous matching gift.
- Now that the classrooms are open to us, I look forward to having all the STUFF put away into the black cabinets, and the office/community room tidied up a bit. (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 have signed up for a free MailChimp account and have been playing around with new email formats. 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.
- Will connect our Social Action committee with FCC's Outreach team to encourage collaboration between the two congregations. Both committee chairs are open to the idea.

Respectfully submitted,

*Amy Styffe*