

May 4, 2025, Office Administrator's Report

Concerns and Comments

Wow! I am blown away at the successful pledge campaign. It warms my heart to see so many people invested in the continuation of this congregation.

I will be taking a week off June 22-27 to serve as a counselor at Loch Leven, the Disciples' summer camp. I will skip the newsletter that week and work ahead on the orders of service so everything is in place. I won't leave you hanging.

April's Activities:

- We got a request from the region for a short video showing our fundraising efforts to be shown at the Area Assembly. I forwarded to Debbie, who jumped right in with a script and PowerPoint. Rob recorded the voice-over. I put them all together into a video to submit. We were a great team.
- With Mary Botts, I created a google form to collect registrations and preferences on a new women's group.
- Assisted Kyra in scheduling a new meeting schedule for the Caring Committee. They now meet via zoom on the last Wednesday of odd numbered months.
- Revised the Visitor Card as requested to include a place for DOB.
- Worked with Shelby Harras and Claudia Trifa on Crop Walk organization. There was talk of having new blue t-shirts printed for the event, but Pastor Rob and I suggested we wait until the refresh of our website and logo happen for t-shirts.
- Advertised the nominating committee report and the date for the congregational meeting (Sunday, June 8.)
- Worked with FCCF to use the sanctuary for a Planned Parenthood fundraiser on May 31!
- Successfully authenticated our Domain within Mailchimp. That should help Google and Yahoo recipients get our newsletter.
- I fleshed out the worship matrix through June of 2026, so Rev. Rob and Megan Smock can start planning.
- Assisted the Pledge Committee with mid-week eblasts, creating an online pledge form and adding it to the website. Tracked pledges and shared data with the team. Entered the new pledges into Breeze. This was the smoothest pledge drive EVER!
- Promoted Tasty Tuesday, Pledge Drive, Love Fullerton, Tara's Garden, Hot Meal Revamp, Circle Suppers, CROP Walk, Fellowship Dinner, and the PSWA Assembly with eblasts, flyers, articles, and Facebook posts.

Respectfully submitted,
Amy Styffe