

July 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.

Ongoing: updating the Administrator's Handbook and basic information.

Additional tasks and accomplishments:

Completed

- Contacted Rev. Mandye for app access to building
- Moved boxes from the Chapman Lounge at FCC into one of our offices
- Got keys and made duplicates for our 2 offices
- Scheduled a meeting with FCC's office admin for this Thursday, 7/15, to discuss work arrangements
- On-going support for the pledge drive
- Provided support to the Personnel Committee
- Provided support for the Worship Committee for summer worship services
- Formatting and emailing sermon transcripts.

In progress

- Purging both electronic and paper files and rewriting administrator's handbook
- Applying for a credit card for administrative purposes.
- Still waiting for this: Updating our insurance information now that we have a contract with 1st Christian; it would be best to wait until we have the contract for the additional RE space.

The future

My moving date is scheduled for July 28. I'm concerned about training my replacement. Although some things can be done remotely, it would be helpful to have some in-person time to go over paper files, and going over the various electronic programs that are used: QuickBooks Online, Venmo, PayPal, PowerChurch, Microsoft Word, Excel, Google Groups, Google Contacts, Google Sheets, Google Slides, Google Forms, Gmail, Wix (UCF Website), Notebook, Publisher, Zoom, Google calendar. Can this part be done remotely? Yes, if there is a program that would allow me to remotely access the same screen as the new administrator so that we are looking at the same thing.

There is also a lot of information that needs to be shared about what needs to happen, when and how, and who to contact.

All of this take a tremendous amount of time to figure it out as you go along if you don't have adequate training. It did for me - and I had already been a UU admin. It also means making mistakes and then having to correct them.

I thought it might be helpful to see the schedule of weekly, monthly and the yearly church calendar (pre-COVID). It is attached with this report. It is not entirely accurate during this time of transition both because of the pandemic but also because of the move.

Respectfully submitted,
Rita Salama