

ADMINISTRATIVE DIRECTOR REPORT

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Church Year 2023-2024

Many of you only see me on Sundays or at the occasional potluck, so you may not know that my official job description encompasses all of these things:

- Facility Management
- Rental Oversight
- Financial Management
- Professional Support
- Office Management and Supervision
- Communication

In my Administrative Director role I now work 30 hours per week and each week is different! I really like my job because I get to do a lot of different things. I love numbers, so I enjoy the financial and bookkeeping parts. I love people, so I enjoy interacting with members and friends. I love a challenge, so this job has stretched me and it keeps things interesting!

More than anything I love working with a group of people who continually inspire each other. I am amazed by the vast number of events in which our members and friends participate onsite and out in the community. Recently I was inspired by the fact that, for the second year in a row, we made up more than 10% of the audience at the second annual Justice in Action Nehemiah event on Thursday, May 2.

I mentioned that “each week is different” for a reason. I want to help everyone understand why we ask for two-weeks notice on large mailings and have deadlines for communications pieces. There are events that occur annually for which the office is able to plan ahead. There are other times when there is an unplanned event that takes us away from our usual duties and cause delays.

One thing that is less visible, that unfortunately happens a few times a year, is when one of our beloved members dies. The logistics of a Celebration of Life or Memorial Service (beyond the selection of a date and time) are nuanced, specific and require a special presence when asking a grieving family member to make decisions. These are the times when I often have to ask other members and friends for grace with deadlines and expectations. I have become better at setting boundaries, saying “No” when needed and asking for grace in these circumstances.

This year is bringing new challenges. We are losing our beloved minister of seven years and welcoming Rev. Galazen as our interim for the next two years. There are many things that I am looking forward to, after we get over the hurdle of onboarding a new minister, including the congregational discernment of our mission and vision. Each week, and each year, is a little different. In the office we are continually making improvements, tweaking things to serve the good of the whole, and trying new things. I have worked in this position for almost sixteen years, and I hope to continue working here until I retire. A special thanks to all of the Dazzlers (office volunteers), and those who are serving on the Visibility Team, without whom we would never be able to move as quickly and accomplish so much.