**August 11, 2020 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

* Worked fewer hours to balance out the extra hours worked during the beginning of the pandemic and then the move
* Had to learn how to create and send pledge statements with new QuickBooks Online program
* Sent email out about voting online, received and tracked the votes. We don’t quite have a quorum but will probably have one by the time your meeting starts. All votes have been unanimous—YES on all 4 issues.
* Hosted the Grief and Caregivers Group
* Acted as point person for various aspects of the worship service and put the order of service together

In process

* Verifying that we have the best PayPal account for non-profits
* Working on G-Suite email addresses for each staff member
* Still working to ensure that we are receiving all of our mail

Respectfully submitted,

*Rita Salama*