**December 8, 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

* Updated information on the website
* Support of the Thanksgiving fundraiser and additional bookkeeping
* Collected stories for the Bread Communion
* Contacted Judy Ballard about questions regarding benefits. It was very helpful!
* Gathered information for the budgeting process
* Put together the Sermon Digest for November and emailed and snail mailed it to everyone
* Updated Order of Service templates for guest speakers

In progress

* Sending pledge statements. Jennifer and I have been working together to get the statements and messages that go with the statements to match.
* Purging both electronic and paper files and rewriting administrator’s handbook

Thank you

* Thank you for the new, transparent Pledge Policy. Jennifer has cleared all the pledge balances for the 2018/2019 year so they won’t show up on the statements.

Wishing you all happy and safe holidays!

Respectfully submitted,

*Rita Salama*