

Office Administrator Report

Written by: Kristyn Johnson

Please list the members currently serving on your ministry or leadership team.

- ❖ Kristyn Johnson, with support of the Pastor and Administrative Team

Please list what the goals of your group or ministry were for 2018.

- ❖ Hire and train a new, full-time church administrator, since the position was staffed part-time for several months towards the start of the year. Once hired, I (Kristyn) worked with Woody to learn as much as possible about the position. The rest I learned as I went along, from Michael, and from various other church leaders and members.

Were you able to achieve your goals for 2018? Please be as specific as possible of your successes and failures.

- ❖ Given that I am mostly comfortable in the position at this point, I would say that the goal of hiring and teaching an administrator was met. There are still places where I am lacking, such as knowing where older reports and information may be stored and knowing who to contact when something breaks or goes missing. I also still have trouble sometimes remembering all the week-to-week tasks (I have to write them down). I also know that I still have a lot to learn about all the finer points of preparing for each holiday through the year. However, despite these missteps, I think I was pretty successful with stepping into the job in late June. Since then, I've made a lot of progress with organizing files, keeping up with debit finances, helping Pastor keep up with his many, many tasks and meetings, navigating the Christmas holidays, and accomplishing many of the maintenance and repair tasks.

Where is your group or ministry area stuck? What is your group or ministry area pondering?

- ❖ I consider often how best to utilize the space for storage of office supplies, paperwork, and the like. I often wish I had more storage options around the office, so this is a place I sometimes get stuck on. I also get stuck with forgetting tasks that I set down when I'm interrupted or am needing to think on something else.

What do you hope to accomplish in the coming 2019 year?

- ❖ Mostly, I hope to tackle the areas I listed as things that I get stuck on. I want to find better and more creative uses of the office space for storage, and clean up the office cabinets so I can find what I need easier. I also hope to craft a better system for me to flow from one task to the next, and being able to come back to a task easily if I have to leave it for a moment.

What are the ways that the church can support your team?

- ❖ I think the church has been very supportive already. Everyone has been generous with their time, encouragement, and help when I was unsure about what to do. So, the church can support my work by doing the things they have done to help me to this point. The only thing I would add is that it's very helpful when others do things that make my job easier,

like returning things on time, and following through on tasks. I hope this help continues in the future.