

Administration SLG Report

Submitted by: Nancy Donohue

List of the members currently serving on your ministry or leadership team:

- ❖ Blossom Gica, Janice Smith, Michael Wass, Beth Walker, Pam Loughlin, Michael Caine, Jonathan Vogan, Adam Sherr, William George

As you look at your goals for 2019, what were you able to accomplish? Please be as specific as possible.

- ❖ Completed major repairs to the church building HVAC system
- ❖ Entered into maintenance contract with Bradley-Sciocchetti
- ❖ Tony Pavolini successfully transitioned to his role as resident program facilitator.
- ❖ Narthex chandelier lamps replaced with warm light LED's
- ❖ Activated giving by text
- ❖ Increased electronic pledging/giving by 200 percent
- ❖ Switched workmen's compensation insurance from Hartford to Travelers
- ❖ Sanctuary windows washed inside and out (will be an annual occurrence)
- ❖ Elevator, kitchen grill, garbage disposal repaired
- ❖ Shelf and coat hooks installed in church building ladies' room
- ❖ Upper narthex sofa repaired & reupholstered
- ❖ Ushers' cabinet refinished
- ❖ Supported Administrator and staff in decision making re budget matters

Where is your group or ministry area stuck? What 2019 goals were not accomplished? What is your group or ministry area pondering?

- ❖ Increasing congregational participation for cleaning/work day/s (2019 cleaning/work day poorly attended)
- ❖ Kitchen storage, etc.

What do you hope to accomplish in 2020?

- ❖ Contracting for regular lawn/church yard maintenance
- ❖ Pursue installation of glass doors in the front of the church
- ❖ Pursue installation of architectural glass over well in the narthex
- ❖ Install an appropriate safety barrier between the back stairs to the balcony and the chancel wall windows
- ❖ Maintain the Fox Building preparatory to building move
- ❖ Anticipate program and storage needs once construction project begins
- ❖ Investigate ways Old First can be "greener"
- ❖ Install some interim exterior lighting

What are the ways that the church can support your team in achieving your goals?

- ❖ Alert the Office Administrator to problems with the buildings and grounds

The church will be 300 years old in 2027. How do you see your ministry evolving in the next seven years? What will it take to achieve those goals?

- ❖ Admin will work to make the physical church and grounds ready for the 300th anniversary and beyond. To that end, Admin will support the ministries of Old First Church by ensuring that the Old First campus is inviting, clean, and safe; that the Old First campus is configured appropriately for use by multiple groups within the congregation, from the neighborhood, and from the region; that Old First's sanctuary is conducive to worship.
- ❖ In no particular order:
 - Improved regular maintenance of the building/s and grounds
 - Painting and refurbishing of the sanctuary
 - Painting of the lower narthex and fellowship hall
 - Renewal of the history panels in the lower narthex
 - Efficient, intuitive kitchen (with storage--both secure and open) that is easy for outside groups and congregation alike to use
 - Implementation of regular, thorough kitchen cleaning
 - Landscaping