

## Office Administrator Report

Submitted by: Kristyn Johnson

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

- ❖ Kristyn Johnson, with the support of Pastor Caine, Tony Pavolini (property assistant), and the Admin SLG committee

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

- ❖ In 2018, I spent much of the year learning the Administrator position and getting a handle on my day to day tasks. In 2019, I have fully settled into my place in the Old First office and have been working to make the position my own.
- ❖ Throughout the year, I hoped to get various repair projects and maintenance goals accomplished. I'm happy that I was able to keep up with all those projects, as well as handle new ones that church leaders and other staff wanted. I got some major cleaning around the church done, smalls repairs in the sanctuary, and some maintenance projects for the HVAC system done. The only real obstacle most of the time was financial constraints, which means that a few projects did not get done. However, I hope to properly budget for them in 2020 and get them finished. Such things include regular landscape maintenance, cleaning/waxing the social hall floors, and repair some of the roof eaves on the Fox Building.
- ❖ In 2019, I also wanted to have a better, clearer understanding of the finances and expenses of the office. I was able to accomplish this, through communication with the treasurer (Jonathan Vogan) and the financial secretary (Adam Sherr), keeping a clear expense spreadsheet, and using Quickbooks online.
- ❖ As always, I want to work more efficiently, which can be a challenge at a church that has so many moving parts and people. But, for the most part, I was able to have clearer communications with church leadership, and that helped streamline some of my work. Pastor Caine and I are also constantly refining the ways we work and communicate together to create easier work tasks for ourselves.

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

- ❖ There are no areas in which I feel stuck, per se. It is more accurate to say that there are areas that I feel behind in. Certain organizational and cleaning things I had hoped to do around the office were not accomplished. My biggest battles are always with time and resources. With most church projects I'm discovering, we want to accomplish a lot, but often don't have the time and finances to do so. I have found similar difficulties in my own time at Old First. This is nothing major, but is a reminder that I should continue to try to find creative ways to manage my time to get the things done that I would like to.

*What do you hope to accomplish in 2020?*

- ❖ I would like to spend some time better organizing and utilizing the Breeze features. I also want to update some of the office storage areas and make the storage areas around the office more user-friendly and accessible. I would also love to update some of the holiday task lists to be more accurate and realistic in terms of timelines and tasks. I also hope to be a better asset and assistant to the church leaders of Old First, and help them accomplish whatever goals they seek to do. Ultimately, I see the administrator role as the primary support person for all projects, and want to fulfill (as much as possible) that role of giving help to all the leaders and their work.

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

- ❖ I have received a tremendous amount of support from the church and its leadership already. So, I think just asking that the church continue to support the administrative role is helpful. The most helpful things for me are, that folks accomplish their tasks on time and that they notify me of any issues they may notice. I am happy to fix, update, repair, etc any given thing around the church, but I do need people to let me know and/or remind me of these things. So, communication and timeliness are the most beneficial ways to support me and my role.

*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?*

- ❖ I think the biggest thing I would hope for is better organizational space for documents and such that the office needs to store. It would be great, in preparation for moving everything to a new building, to go through the old files and papers that are being stored and re-organize them ahead of the move. Plus, having a better storage system in place for the future. The best way to accomplish this would be having volunteers come to help sort through and organize the paperwork in the existing filing cabinets. And then perhaps help with planning a new organizational system for the new building. There is also probably quite a bit of stuff being stored in the office that is no longer needed, and could either be thrown away or donated. So, mostly I envision preparation for the next stage of this office and this building involving a clearing out / cleaning up of the 2+ decades of old stuff, to save the truly valuable items and make way for the next 20+, 50+, 100+ years of stuff!