

Administration SLG Report

Submitted by: Pam Loughman

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

Nancy Donohue; Mike Wass; Blossom Gica; Lauri McMinn; Sue Scaff; financial secretary Adam Sherr; Elders' representative Janice Smith; chair Pam Loughman; treasurer Jonathan Vogan; church administrator Devan Johnson; Pastor Michael Caine.

Goals planned for 2021 with results stated below:

1. Install attic exhaust fan if affordable and financially worthwhile
An attic exhaust fan has not yet been installed, but preparatory work was completed when the sanctuary was painted. Returning the sunburst to its original use as a ventilator may reduce the cost of cooling the sanctuary.
2. Oversee the painting of and renovations to the sanctuary
The sanctuary was painted in summer 2021 and renovations are ongoing. Renovation work started in February 2021 and was delayed by the original contractor's permitting issues, sporadic attendance without consent for delays from Old First, and failure to furnish sufficient skilled workers. Moreover, some carpentry work was not performed in a good and workmanlike manner resulting in Old First entering into a mutual early termination agreement with the original contractor. A replacement contractor to finish the work has been selected. The sanctuary project is overseen by the SEAC with support from Admin as requested.
3. Plan and oversee secure storage of sanctuary items during renovations and painting
Sanctuary items were secured and stored in preparation for renovations and painting.
4. Initiate installation of the glass doors to the narthex
Design of new glass doors has been completed and installation is ongoing. The work will be performed by The Sullivan Company with an anticipated start date of February 2022. Some delays in installation arose from the original contractor.
5. Repair and reupholster two walnut chairs original to the building and used in the chancel
Not yet completed yet. Reupholstering the chairs now could alleviate storage issues while the sanctuary is renovated.
6. Develop a fire evacuation plan for the sanctuary
New fire exit signs and twelve new smoke detectors have been installed in sanctuary. A new or revised fire evacuation plan for the sanctuary is dependent on renovations being completed and new seating arranged in the space. The sanctuary will have moveable chairs instead of pews for the first time, changing ingress and egress patterns in the room.
7. Redesign and enlarge the social hall closets
Redesign and enlargement of the social hall closets is an on-going process, not yet complete, which must be prioritized among many other renovations.

8. Improve the storage capacity of the chancel closet
The storage closet in the chancel has not been improved yet. It must be prioritized among many other on-going renovations.
9. Paint the kitchen floor
The kitchen floor has not been painted yet, but after the shelter closes it will be on our to do list after. It's on a long to do list.
10. Complete the retention policy
A proposed retention policy has been completed by the Administration SLG and forwarded to the Elders for review and approval.
11. Install safety railings in front of the chancel wall windows
Janice Smith created and installed new safety railings after the original contractor's work was rejected. Thank you, Janice.
12. Repair the railing around the well and install new lighting in the well
New railings around the well and lighting in the well needs to be completed.

Other work by Administration during 2021:

1. Renegotiated annual maintenance contract with Bradley Sciochetti, our HVAC contractor, from \$6,742 to \$5,709, resulting in a savings of \$931.
2. Twelve fire alarms were replaced by Protect Alarms in June. Administration negotiated unanticipated fees from Protect Alarms and its proposal to settle by renewing with a five-year contract down to one year renewal. Administration voted for a one-year contract to be followed by replacing Protect Alarms with Alarmist Security Systems.
3. Staff review procedures were requested by the Elders. Administrations contacted the Conference for samples performance review forms, created a form to suit Old First and distributed it to staff. Michael will conduct performance reviews of staff in February.
4. Administration examined restructuring the Outreach and Office Administrator positions due to staff changes and the homeless shelter closing in spring 2022. The proposal is for the Office Administrator, Devan, to assume Outreach duties, but no longer being responsible for the weekly Epistle newsletter associated with the Office Administrator position. The Epistle requires between 3-5 hours per week to complete and could be outsourced for \$15/hour totaling \$3,750/year. Admin voted to recommend to the Elders merging the Outreach and Office Administrator duties and outsourcing work on the Epistle for \$3,750 annually.
5. Replaced church's information sign posted on Race St.
6. Unexpected casualties managed by Administration: broken sewer pipe in lower narthex repaired in April; damaged brick wall near Race and Orianna Streets temporarily repaired in June.

How has your ministry's or leadership team's work and goals shifted throughout 2021 (due to COVID or other events)?

- ❖ Administration is not yet working on return to in-person worship services and members' use of the sanctuary, as anticipated when sanctuary renovations began in early 2021, but expects to do so in early 2022.
- ❖ Administration's anticipated work on a pre demolition work schedule for the Fox Building and CE Building has been assumed by the JVMT Committee.

Where is your group or ministry area stuck? Do you need help in discerning who to ask to join your group or to get more involved?

- ❖ Administration would benefit from someone volunteering to assume the role of recording secretary.

What do you hope to accomplish in 2022?

- ❖ The homeless shelter will permanently close in spring 2022 because transitional housing will be built at our site. As a result, Administration's work will shift from supporting the homeless shelter to supporting the construction and operation of new transitional housing via JVMT.
- ❖ Once the sanctuary renovations are complete, Administration will discuss how to handle expanded use of the sanctuary, specifically policies, procedures and job duties associated with new uses or more frequent existing uses of the space. New events and activities are expected. Music events may require a music director and AV/audio person according to the Elders.
- ❖ Administration has begun work on implementing a staff review policy, at the request of the Elders. A performance review form borrowed from the Conference has been edited for Old First's use. Performance reviews will be conducted by Michael in February.
- ❖ Administration will continue its usual work for the church: receiving monthly income and payment of routine church expenses; budgetary planning; and caretaking of buildings and property on an ongoing basis.

What do you anticipate will be different in 2022 (because of COVID? – because of the new building project? -- because of other upcoming changes)? Do you anticipate any shifts or changes in the needs or focus for your ministry and team?

- ❖ Administration anticipates new work related to expanded use of the sanctuary when completed. It will coordinate some of its work with JVMT regarding construction of new transitional housing. Once completed, procedures for common space and shared use agreements need to be created for the first time. Old First's insurance policies will need to be reviewed in light of shared property with new transitional housing and retail business(es) on the first floor.

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

- ❖ Administration is always looking for new volunteers to join our committee and assist with stewardship of church resources and property.