

Office Administrator

Submitted by: Devan Johnson

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

Devan Johnson, plus Admin SLG: Pam Loughman, Adam Sherr, Jonathan Vogan, Sue Scaff, Lauri MacMinn, Nancy Donohue, Mike Wass, Blossom Gica, Rev. Michael Caine, Janice Smith

As you look at the goals you had planned for 2021, what were you able to accomplish? Please be as specific as possible.

- ❖ The beginning of 2021 was spent working on initial aspects of the Sanctuary Enhancement and Accessibility (SEAC) project. I helped with finding some of the initial contractors, met with possible contractors for bids, and other support tasks for Michael, Janice, and the SEAC team.
- ❖ Along with the Sanctuary building project, I helped coordinate moving everything out of the Sanctuary to other storage areas, including pews, bookshelves, hymns and Bibles, chancel furniture, and other items housed in the Sanctuary space.
- ❖ During Lent and Easter, the church office organized a holiday box mailing, similar to what we did last year. So, I coordinated the Easter letter, palms, cascarnes, and Easter treats to be included in the Easter boxes that were delivered to the church members.
- ❖ Throughout the year, I helped Michael create his Powerpoints for worship services. This was not every week, but mostly as needed. I would assist with adding the liturgy text and music to the Powerpoint slides. I also created the slides in totality for worship on Sundays when Michael was on vacation.
- ❖ In December, the church office put together an outdoor, in-person worship service for Christmas Eve. It included singing, telling the Christmas Story, hot chocolate, and outdoor decorations. It was a big effort, but the service turned out wonderfully.
- ❖ In November, the Outreach Coordinator, Natania Harris, left her position at Old First. The Outreach SLG and Pastor Michael asked that I take on the administrative tasks of the Coordinator position (replying to emails, monitoring SignUp Genius for shelter dinners and Saturday Breakfast, and planning Service Camps). My daily work at the end of 2021 has included these tasks. They are hoping to hire a new Coordinator in 2023, and then I will hand these tasks back over to that person.

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

- ❖ The largest difference is the continued work done for online worship. We are still experimenting with new online platforms, ways of incorporating music into service, online storage, and ways to make it easiest to create the worship service each week.
- ❖ The added complexity of not asking volunteers to come and help out with tasks (for COVID safety reasons) has meant that myself and other church staff sometimes have to do additional tasks that would otherwise be done by volunteers, such as moving furniture, sorting items, clean-up, and other odd jobs.

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?

- ❖ I could use as much help as possible with creating plans for cleaning out the Christian Ed and Fox buildings, in preparation for the coming demolition and construction for the new Old First House/ Community Ventures Project. There is much work to be done within the two buildings, and I would love help with that work. Sorting items, organizing, cataloging, packing, and storing items for the office, as well as items to be stored for the future office.

What do you hope to accomplish in 2022?

There is a lot of uncertainty about what the next 12 months will look like for Old First staff. There are changes to worship that will occur, finalizing the Sanctuary renovation project, starting the Old First House/ Community Ventures building project, plus as-yet unforeseen plans. But all that considered, the three things I'm most focused on for the upcoming year are:

- ❖ Hybrid Worship: figuring out with Michael and Worship SLG what a hybrid worship service will look like. Then, with those plans, working with Michael to coordinate what parts of the bulletin and online service I should be building each week.
- ❖ Cleaning out the Fox and Christian Ed buildings: Everything in these two buildings must be pulled out ahead of the demolition of these two buildings in August or September.
- ❖ Creating a work space in the Social Hall that is comfortable and functional: Pastor Michael and I will be working in a temporary work space in the Social Hall for 18 months, while the new Old First House is built. I want to be sure that the space we put together is a comfortable space to work in, but also is functional and efficient. While the work space is technically temporary, 18 months is a long time, and the space needs to function in as permanent a way as possible, in order to not disrupt the day-to-day work of the church office.

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?

- ❖ The biggest disruptions of 2022 for myself and my work will likely come from the demolition and construction that is planned for the Old First House/ Community Ventures Project. Given the ways in which it will impact the property and buildings, it will have a widespread impact on my work.

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

- ❖ The greatest help to me will be having volunteers to work with me on moving and organizing the items in the Christian Ed and Fox buildings. Any help that church members want to lend with those projects will be greatly appreciated.