

## **Administrator Report 2022**

**Submitted by:** Devan Johnson

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

Devan Johnson, Pastor Michael Caine, with support from the Admin SLG, Treasurer, and Financial Secretary

### **As you look at the goals you had planned for 2022, what were you able to accomplish? Please be as specific as possible.**

There were several big projects in 2022 that I was involved in supporting. Moving out of the Fox building and getting set up in the temporary office in the Sanctuary building was probably the biggest of those tasks. There was much coordinating needed around moving all the office equipment, files and books, holiday materials, office supplies, etc etc that had to be moved out of the old office, and then set up somehow in the new temp office space. With help from volunteers, we were able to move out of the Fox building by our deadline of July 31, 2022.

The SEAC building project also was finished (2 projects notwithstanding). While I was not directly involved with the planning of the project, I provided support for contractors, scheduling with their work times, and coordinating clean up between projects as needed.

In 2022, I was also asked to be the main support person for the Outreach SLG and their various ministries. That involved upkeep of the various sign-up forms, ordering supplies, and other things for the Saturday Cupboard and Sunday Dinners. But the major aspect of that work was scheduling, coordinating, and assisting in running the youth service camp program. It was a much larger endeavor than I had anticipated, with a lot of details, communication, and logistics that was more time consuming than I had realized. But thankfully, the hard work paid off and the summer service camps were a success.

Otherwise, it was just the regular month-to-month tasks of church operations, holidays, and supporting Michael in his various endeavors.

### **How has your ministry's or leadership team's work and goals shifted throughout 2022 (due to COVID or other events)?**

Perhaps the biggest impacts around COVID have been with the gradual return of in-person events and the coordination around that. Church returned to in-person worship over the summer, with a hybrid worship format. That has taken some time to adjust to, and I've been asked to work on an online bulletin (Loop) and other worship options for a hybrid service.

I have also started managing the logistics and planning of more in-person events at the church -- a thing that was missing for the previous two years. We have hosted a few dinner retreats for groups, two music concerts, and other small meetings.

**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?**

At the moment, I do not feel that anything about my work is particularly stuck. Church volunteers have been very generous with their time and help when I've asked. The new office space is working well. And, the various recent transitions have seemed to settle. Overall, things are going fine. The office is busy, as always, but nothing too radical.

The biggest area of support that I need in 2023 is assistance with the service camps. The work involved in scheduling, coordinating, and building the service camp weeks was more than I can do on my own. In the absence of an Outreach Coordinator, a Service Camp Coordinator position (or something similar) is necessary to complete that work. The Outreach SLG, Elders, and Admin SLG are working on discerning that possibility.

**What do you hope to accomplish in 2023?**

As with most years, I hope in 2023 to get things a bit more organized. The paperwork and files that were brought over from the Fox building are still somewhat in disarray, so that filing will be a priority of mine in the early part of 2023.

We also are in search of a new cleaning staff person, and I will be thinking about what and how cleaning can be effectively done in the church building (since the Fox and CE buildings are coming down this year).

There will also be lots more transition in 2023, as the anticipated demolition and construction of Old First House is set to start this April. It's impossible to know what many changes will take place as that construction begins, but I'm sure new plans and goals will need to be made as that project moves into its next major phase.

**What has changed since returning to in-person/ hybrid ministry? How does your group imagine bridging the in-person/ hybrid gulf in 2023?**

I don't think too much more will be different for me in 2023, as it relates to the in-person / hybrid nature of church life. There may be future changes made to the order of service, which I help Michael with. And there might be changes to how Sunday worship is done, as adjustments are made around the in-person/ hybrid setup. And I will help Michael with whatever those transition may be. But in terms of my own work as administrator, I suspect my day-to-day will remain much the same.

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

As always, I feel grateful to Old First and its church community. I regularly feel supported by their kind words and actions. People are always open to helping me out when I ask, and I truly appreciate that. The church community's general support and understanding is helpful and appreciated.