

Administration Standing Leadership Group
Submitted by: Pam Loughman

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

- ❖ Adam Sherr, Nancy Donohue, Blossom Gica, Sue Scaff, Mike Wass, Financial secretary Grant Frame, Treasurer Jonathan Vogan, Elders' representatives Sarah Sherr and David Killian, chair Pam Loughman, church administrator Devan Jordan, Pastor Michael Roca-Caine.

As you look at the goals you had planned for 2023, what were you able to accomplish?
Please be as specific as possible.

- ❖ Goal: Admin 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.
 - Results: Admin promoted reuse and recycling of hardscape materials and plants from the courtyard before construction started. It continues to support the construction of transitional housing which started in earnest over the summer. In addition to performing routine monthly duties, Admin recovered \$5,200 from the company that accidentally cut underground electrical lines to the church building while installing a new ramp to Orianna Street. It was not able to recover from the uninsured driver who crashed a car into the brick wall and wooden sign on the corner of 4th and Race Streets. These structures were already planned to be removed during the construction of the new mixed-use building. Members of Admin helped remove debris and damaged shrubs and cut down the wooden sign to give the property more curb appeal while waiting for construction to begin.
- ❖ Goal: Admin will continue to implement a periodic staff review policy, at the request of the Elders.
 - Results: Admin assisted the Elders and the Pastor in redefining job duties and number of hours for the music director and custodian positions. Staff reviews of these positions were deferred because a new custodian was hired in March and an interim music director was hired in June, then permanently hired later in the year. It also assisted with the upcoming job posting for a new administrator.
- ❖ Goal: Admin will continue to 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.
 - Results: The combination of a leaking roof and construction zone outside resulted in fewer new uses of the sanctuary in 2023. Nonetheless, Admin continues to discuss how new uses will be accommodated in the future.

How has your ministry's or leadership team's work and goals shifted throughout 2023 ?

Admin's goals expanded when the roof sprung a leak and repair work became necessary. Repairing the roof and preventing additional damage to the newly renovated sanctuary became one of our main goals. Defining new policies, procedures and job duties for

expanded use of the sanctuary were not as pressing. It should be noted that the reduction of hours for the music director position will reduce the number of job duties for that position associated with expanded use of the sanctuary in the future.

Admin is no longer maintaining for the Fox Building and CE building which were emptied and then demolished to make way for transitional housing. After clearing out two buildings and giving away many items, preventing clutter from accumulating in the future is a new goal for proper stewardship of the sanctuary, church building and grounds.

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?

Admin SLG welcomes new members who would like to participate in overseeing the property, buildings, finances and related administrative matters.

What has changed since returning to in-person/ hybrid ministry? How does your group imagine continuing to bridge the in-person/ hybrid gulf in 2024?

Admin continues to meet once per month on Zoom. This format has worked well for the committee, and it plans to continue meeting on-line. Most members of the group attend services on Sundays so there is sufficient face-to-face time, if needed.

What do you hope to accomplish in 2024?

- ❖ Goal: 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.
- ❖ Goal: Administration will continue to 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.
- ❖ Goal: Adopt a policy for clutter control of the church building and implement periodic maintenance.

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

We appreciate everyone who supports the Admin team.