

Church Administrator Report
Submitted by: Devan Jordan

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

I work along side the Pastor and Admin SLG:: Rev Michael Roca-Caine, Pam Loughman, Nancy Donohue, Adam Sherr, Jonathan Vogan, Sue Scaff, Blossom Gica, Grant Frame

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

The renovations to the Sanctuary (begun in 2021) were finally completed, with the last of the painting being done and the sound/ tech desk being completed and properly trained on. I assisted with the coordination of the contractors and support, when necessary on those projects.

There were a few weddings and memorial services held at the church, along with other building uses throughout the year, such as concerts, a tour guide event, a recital, play rehearsals, and various meetings. Since the renovations, there has been an effort to draw more groups in to use the Sanctuary space, as it is now more versatile and accessible.

We also hosted youth service summer camps through the summer yet again. We had some assistance from an additional staff person over the summer, but it remained a long and challenging part of the year. There is much extra work and coordinating that goes into the time that service camps are on the property, so that is always a big endeavor.

The Old First House / Community Ventures construction project also continued to be on its way, with many changes occurring in 2023. The Christian Ed building was torn down, the Fox building was moved further south on the property, and the DOMUS construction company has been excavating and preparing that part of the property to begin building the new building. While that construction has not impacted me so much since the church office was moved out of the Fox building in 2022, there are still times where the construction group needs help from the office, getting information or access to a certain area.

And finally, near the end of 2023, we learned that the Sanctuary roof had a leak in it. This opened up a larger conversation about needing an entire new roof, insulating the attic, repairing a loose window in the attic, and cleaning up the attic space entirely. I assisted Michael with getting certain proposals for those projects, and being in touch with contractors as they came by to inspect the attic and roof.

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

There was not much that changed over the course of 2023, except that timelines for things were often shifting. Certainly the timeline for the Old First House construction changed often in 2023, with L&I delays, construction changes, and the like. But overall, there were not any major, unexpected problems that caused a shift in the church office's or my goals and tasks during the year.

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?

The biggest source of difficulty for the administrator position, and the staff more generally, is the absence of an Outreach staff person. After the position was not filled again during the pandemic, the work was shared out to Michael, myself, and the Outreach SLG chair. This has been doable ever since, but it isn't an ideal situation. The Outreach ministries is an ever-changing ministry, and likely to be a growing ministry soon, with the opening of Old First House at the end of 2024. Hopefully, in the next year or two, a more permanent solution will be found, to get closer to the Outreach program having a dedicated staff person again.

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?

I don't think hybrid ministry has impacted my job as administrator all that much. There are more meetings in Zoom, which I don't like as much, but I have learned to adapt to them over these years. But otherwise, much of my work is in-person in the office, just as before. There continues to be work that I do that supports Michael's work, which includes setting things up for hybrid worship, etc, such as online bulletins, additional information in the weekly newsletter, and updating the website with more announcements.

What do you hope to accomplish in 2024?

As most of the church knows at this point, I will be leaving my position as church administrator this coming March 2024, after 6 years here. It has been a wonderful blessing to be able to help the church throughout these years. We have accomplished so much together, and I'm so grateful to have been with the church community through so many moments of transition.

In the last few months that I have here, I hope to be able to put some final safety nets in place for whoever takes over the position after me. There is a lot of information to take in when you first start this job. I hope I can put some decent plans in place ahead of time to help that person in their transition into this job, and provide good training when they start to help prepare them.

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

I hope that the church community and congregation can be patient with the church office as a new administrator comes on board. Things will not run as quickly as they have been, while a new person learns the position. A little extra time and patience will go a long way, both for Michael and for the new administrator. And if you see a place where you might be able to step in and help out, even for a little bit, consider doing so! All help is useful in a time of transition!