

Office Administrator 2020 Annual Report

Date: May 28, 2020

Job Position: Office Administrator

Name of Person Submitting the Report: Joanne Krettek

Key Accomplishments from 2019-20 Church Year:

- Helped create and consolidate the results from a few different surveys, including an Adult Faith Development Survey, a Stewardship Survey, and the 2020 BUUF Member & Friend Survey. Helped link what we learned to fellowship initiatives, like our stewardship campaign, budget development, etc.
- Worked with the Sunday Services Team to update our paper-based Order of Service and create a Welcome Guide, which will be introduced when we resume face-to-face Sunday services.
- Conducted lots of research on various topics and shared this information with the board and/or took appropriate action. Primary research topics included: options for online giving platforms, effective year-round stewardship, building a mission-based budget, leadership and employee training options, and CARES Act funding.
- Edited and distributed the BUUF Announce weekly, with several “special” editions distributed as needed to accommodate last minute events, Letters from the Minister after the quarantine started, etc.
- Formatted and printed the Order of Service while we were still conducting face-to-face services. Since going online, have been producing an email-based OOS and distributing it to a newly created distribution list weekly.
- Have been setting up Zoom sessions for board meetings, committee/team meetings and congregational meetings, and helping with logistics, as needed

Key Goals for 2020-21 Church Year:

- Update our website and resolve various plug-in issues, and also incorporate an online giving platform
- Work with Katharine Lion and Rev. Jim McConnell to plan a board retreat at the beginning of the new church year, to facilitate group cohesion and planning for the coming year, and to impart high priority board member training recommended by the UUA
- Work with the board on putting together some type of member retreat or planning session to develop a new five-year plan, as recommended by Lisa Fuller, Beth La Fleur and others
- Work on a system to educate members & friends about various BUUF committees & teams and to facilitate recruitment/sign-ups to these teams

Budgetary Requests

- Website hosting & maintenance with support from Marc Shade or Gretchen Ohmann: \$250
- Digital giving platform: \$250