

**Administrative Associate Report**  
**Prepared by Wendy Hestermann**  
**Spring Congregational Meeting**  
**June 2, 2024**

The primary daily functions of this position are routine in nature—sorting mail, preparing deposits, updating databases, taking phone calls, email correspondence, keeping the calendar current, face-to-face interactions with congregants, service people, walk-ins and renters, sending out the weekly e-blasts and proofreading newsletters and reports.

This position also supports other staff members as needed. Additional resources and time are required to prepare for ceremonies, meetings, budgets, auctions and other projects identified by the Administrative Director.

Additionally, there are extensive ongoing projects that periodically require extra attention, the largest of these being the tracking and updating of pledge information as it comes in. Other periodic projects include setting up YouTube links and maintaining the signup sheets for coffee makers/greeters/ushers, supplying sorted credit card data for inclusion in the monthly financial reports, and providing bank statements as needed.

This position is part-time at 15 hours per week, so I am only in the office on certain days. There is flexibility if I need to be gone during my regular hours as things can be done at other times. Between the Admin Director, myself and the Dazzlers, we make sure there is someone here for all open office hours.

After nearly two years of working in this position, I can truly say I am blessed to have a place, both in this church and here in the office. I enjoy my days here, where quirks are appreciated and opportunities to help others abound. This is a supportive, challenging and enjoyable environment.