

Office Team Annual Report 2019-2020

Office Administrator Deborah Casamatta oversees a volunteer team working half-day shifts in the main office. The nominal job of the office volunteers is to answer the phones and staff the front desk, Monday through Thursday, 9:30am to 4:30pm, and to provide support to the administrator, ministers, staff, and other Congregational ministries. The 2019-2020 team members were Carolyn Barber, Mark Dickinson, Scott Ferguson, Debita Graham, Liz Hartley, Jim McCargar, Cathy Olson, Caron Pelton, Sally Preston, and Bennett Stark, with some changes throughout the year. These volunteers are usually the first person a visitor to the building encounters.

While working the desk, volunteers performed other basic tasks: filing; copying; folding and collating the order of service and preparing inserts for Sunday services, memorials, and weddings; preparing mailings; producing and posting notices of building hours; and stocking office supplies. The team maintained the whiteboard event schedule in the main hallway and kept the office and main hallway clean and welcoming.

These volunteers also edited and proofread the orders of service, monthly newsletter, weekly bulletin, and other publications, as well as maintained their archives. They processed recordings of services and posted them online. They also entered data to important UUAA databases and filed their paper backups. Examples are the Automated Church System (ACS) which holds membership, pledge, and giving records, and UUAA's wedding and memorial databases. An ongoing project this year has been setting up a playlist of music produced by our pianist-in-residence, choir, and handbell choir to provide MUUzak-like background music for the office.