

## ADMINISTRATOR DUTIES

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### MONDAY

- Contribution data entry, report, & back-up in Database.
- Enter visitor card information into Database – Add to email for email newsletter if necessary. Send out welcome letter.
- Deposit: update database as well as deposit form provided by Treasurer. Take the deposit to the bank.
- Update sign-up genius
- Begin editing and composing B&B & OOS
- Editing the audio recordings of the worship services, creating MP3 files of the sermons to be posted on the website.
- Enter information to google docs concerning the Share the Plate proceeds and Sunday attendance
- \_\_\_\_\_
- \_\_\_\_\_

### TUESDAY

- Committee work as necessary (fall)
- Update data (computer, files, etc.) as necessary
- Editing and composing B&B & OOS
- Email reminders to Sunday crew
- \_\_\_\_\_
- \_\_\_\_\_

### WEDNESDAY

- Betwixt & Between e-blast (Calendar format)
  - 1- or 2-line announcements
  - upcoming meetings
  - Sunday service description
  - special fellowship or social justice events
  - pending deadlines (e.g. Oracle)
- Continue reformatting OOS; prepare drafts for review
- \_\_\_\_\_
- \_\_\_\_\_

### THURSDAY (office closed)

- Continue Communication
- Update data (computer, files, etc.) as necessary

FRIDAY (office closed)

- Continue Communication
- Update data (computer, files, etc.) as necessary
- Print OOS

GENERAL

- CHECK PHONE MESSAGES & E-MAIL (Respond or forward as necessary)
- ANSWER PHONE
- FILING (electronic and paper) file purging & cleanup
- MAIL (preparation & distribution)
- MAINTAIN DATABASE – monetary data entry, membership changes, visitors, reports as requested, back-up, coordination with treasurer, and accounting & payroll files restore.
- Communication with Worship Chair & Music Director regarding pulpit assistant & music information for OOS
- Communication with flower committee chair regarding flower dedications for OOS
- Update Calendar – committee meetings, activities, rentals,
- Coordinate rentals – applications, fees, contracts, building supervisor, custodial, etc.
- Order office supplies as necessary (QUILL and DEMCO)
- Continual communication with Properties chair regarding building and properties needs
- Communication with custodian regarding building needs and rentals
- Communication with Treasurer regarding timesheets, memorials, pledges, sharing the plate, giving statements, miscellaneous donations, etc.
- Maintain office forms, Policies & Procedures binder (update) & bylaws on website, etc.
- Update church information for UUA, OMD and UU World (re: new members, new leadership) (1 time per year)
- File marriage certificates)
- Troubleshoot equipment glitches; contact repairmen as necessary; maintain supplies for computer, printers, etc.
- Recruit and train volunteers for office support
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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### WEEKLY/BI-MONTHLY

- time sheets to Treasurer (saved to computer – see instructions, babysitter hours turned at end of month only)
- temporary name tags for visitors (*labeler under back counter – 1<sup>st</sup> cabinet bottom shelf*)
- order nametags for new members or current members requesting new one (DEMCO)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### MONTHLY

- Send sharing the plate donation with letter explanation
- Edit and publish Oracle
- Update Oracle mailing list
  - how to manage Oracle mailing list (e.g. visitors for 3 months, but no longer)
- Purge file drawers, stored files, etc.
- Enter billing and payroll information and writing checks.
- \_\_\_\_\_

### QUARTERLY

- Compose and execute the quarterly stewardship reports
- Distribution of updated directory
- \_\_\_\_\_
- \_\_\_\_\_

### ANNUALLY

- January
  - Work with Membership Chair and board to update membership roles – complete membership certification to UUA (due 2/1)
  - Create new file folders for yearly files; purge and store old files
- February
  - 2/1 – UUA membership certification deadline
- March
  - Update directory
  - \_\_\_\_\_
- April & May
  - Coordinate with flower committee for Easter flowers – print flower sign-up sheet & create dedication insert

- Miscellaneous activity announcements, paperwork, etc. (i.e. – Bazaar committee, Goods& Services Auction, Earth Day, Community Garden, etc.)
- Easter Flowers
- June & July
  - Update directory
  - Hold down the fort if minister is off
  - Work with Worship Chair regarding services
  - Any & All projects that need addressed but have been put on back burner during the year
  - New Member Sunday
  - Fire Inspection
  - Plan and execute summer fundraiser
- August
  - Begin gearing up for September and fall activities
- September
  - Update directory
  - Miscellaneous announcements, paperwork, etc. for fall activities (RE start-up, fall clean-up, staff meetings, etc.)
  - Water Service/In Gathering
  - Stewardship Campaign
- October
  - Association Sunday
  - Continued fall activities & fundraisers
  - Stewardship Campaign
- November
  - Work with Stewardship Committee – providing reports, mailing help, etc.
  - Prepare annual report for Annual Congregational Meeting (including minister, treasurer, board, and committee reports as well as proposed budget) – reformat, organize, copy collate, & staple
  - Christmas Flowers orders
- December
  - Provide current membership list for annual meeting
  - Update directory
  - Stewardship committee administrative assistance
  - Holiday activity assistance –Christmas flower dedications, etc.

### **SPECIAL PROJECTS**

- Create and maintain the website
- Membership Packets to be given to new members and to have available following UU:101 classes
  - update any letters previously signed to reflect current chair's signature
  - update “committee” contact list with current chairs, contact info & meeting dates

- Update policies and procedures manual
  - Table of Contents
  - Hard copies of all P&P in manual, and also on website
  - Contacts list for services provided to UUCM, i.e. janitorial supplies, plumbers, electricians, HVAC, gas, piano tuning, printing supplies, office supplies, snow removal, etc. – who do we call to help us take care of the property and assets?
- Change phone answering message as needed or time during daylight savings
- Update Doyle alarm with name and contact information should emergency contact need changed
- Manage Oracle labels (to reduce number of oracles we send out)
- Volunteer Management
  - Maintain a volunteer projects list
  - Advertise in Oracle
- Scheduling maintenance on various appliances (e.g. vacuum cleaners), thermostats, exit lights, and water softener
- Monitoring the condensation lines on the furnaces in the basement