



CJ Lewis, Office Administrator

Annual Report, June 2020

As Office Administrator for Saltwater UU Church I have a varied and interesting position. I manage the office aspects of the church and provide information and connection within our community. This half-time position is made of a variety of pieces from the mighty to the mundane.

Calls and email inquiries come to me, and I connect the requests with the appropriate person within our community. My deepest appreciation goes to you who live our values and support our efforts in the world. You who support this church with your time and efforts make life worth living. Keeping

track of who does what is critical, and I try very hard to have accurate contact information and to maintain our database.

We have many obligations to the earthly (water, power, services, and suppliers), and to the organizational (dues to the UUA, insurance payments, support for our community), and to the spiritual (queries about our worship services, requests for weddings and funerals and other pastoral needs). My position is to help connect those many points. I have a responsibility to listen, analyze, and confidentially connect you with one another.

The most clearly defined parts of my position include bookkeeping tasks of accepting and recording all the income we receive and paying all the expenses that we incur. I pay bills and record the information. Deposits must go to the bank. Calendaring events, purchasing supplies, connecting with vendors, and keeping an eye on our campus are all parts of my job. We need and use supplies, repairs, upkeep. Team leaders hear from me with many requests for direction and/or action.

The past few months have been different, challenging, and not always smooth. We have changed from a people friendly office with meetings and visitors to a work from home office and on-line meetings. Portable drives, email attachments and even the use of cloud-based storage have made operating from a make-shift office possible, even efficient in some ways. (Don't let anyone try to tell you that we are paperless! It's amazing how much information is ferreted away in computer drives or personalized compilations of notes!) Even though a huge part of my job is done on the computer or phone, the transition has been a learning experience. It isn't easy for me to define exactly what I do, as what I do is provide support, whatever that is. I have to say that I miss those who would stop in after a meeting to ask a question or say hello; I miss the library of donated and purchased treasures; I miss our old way of life. I have grieved for my old ways, and I don't know what our new normal will be. Change is part of our mission, and change can be good. We are learning new ways, and we will continue to be a people of learning and doing. I am grateful to be a part of this organization.