

January 2019

Dear Board,

Happy New Year!

Since the office has re-opened, things have been very busy so far this month. Currently, in addition to the routine administrative tasks performed each week, I am working on UUA Certification (due Feb. 1<sup>st</sup>), preparing materials for a memorial service, a wedding vow renewal and year-end information needing to go to the accountant. Requests for building reservations have also been frequent, and our calendar is very busy and full.

I have been able to consolidate many paper files in the office and have made some room for new materials. The Pastoral Care program pamphlet has been updated and updates continue to come in with regards to committees and task forces.

I've also been working on updating my job description with Rev. DL to more accurately reflect the tasks I am responsible for, as my role is a bit different than that of the current OA job description.

Although I have been busy, I've also been able to provide Rev. DL with some additional administrative support so he may be able to focus more on ministerial tasks.

I look forward to the new year!

Best,  
Karen