

Holy Trinity Episcopal Church
Wyoming, Michigan
Parish Administrator Annual Report
Year 2020

The year we will never forget. Similar to everyone else, the job of the Parish Administrator has changed a bit in the last year. However, many things still stayed the same. As the year began, I had many goals in mind and things that were going to be accomplished. And the Pandemic hit and things that were the norm, were no longer.

Throughout the Pandemic and especially during quarantine, I was blessed by given permission as an essential employee allowed to come into the church and still fulfill my duties. Those duties as always have been to get any mail from the mailbox and distribute accordingly. On all Tuesdays my main job aside from any to her duties is to make sure the bills are paid, accounted for, and documented. Throughout this past year I was happy to report that I have successfully lowered the gas bill, the phone bill, and even found we were paying for a domain that we haven't used in years. I keep all registrations and licenses up to date and/or give to the appropriate personnel to handle. On Thursdays I mainly work on the bulletin and the weekly email which quickly turned into a newsletter.

During Pandemic I worked under Fr. Peter and Fr. Don. Fr. Peter had to livestream from home. I helped put the bulletin together, send out the weekly emails, and assist with sending out mailings to the congregation. One thing that I quickly noticed is that there was a group in our congregation that has never used Facebook or maybe they have but never knew how to get to a livestream. With that also came the teaching of Zoom. I spent many weeks helping as many as I could. It takes a little bit of patience as you have to be able to explain things slowly and work out the frustrations that the congregation encountered. I still today wish I could help more. It was an honor to help those that I could. As warmer weather came and we transitioned to outdoor services, we also transitioned with Fr. Peter leaving. And then we were blessed with Fr. Don. With Fr. Don, I have the pleasure of working with him at least on Thursdays. Although I didn't mind working alone, it's nice to work along side him. And the more I work with him, the more I understand about how a service and a church runs.

I'd like to thank the congregation for your patience and support during this time. I really do enjoy my job and love working with all of you. You all are very kind and loving.

Future Goals 2021:

- Work with Fr. Don and the Vestry on the copier proposals. The current copier is out of date.
- Although we are trying to transition directories to Realm, many still rely on the physical directory. And that had a lot of information that needs to be updated. Currently, it is handwritten.
- Cross reference all lists (birthday, anniversary, email lists, cycle of prayer) and make sure they are up to date and uniformed across the board
- Create a document with all logins and passwords (billings, files) to all accounts and devices related to Holy Trinity.