

Administration Commission

Commission Members: Alice Bandstra, Wayne McKay, Kurt Somsel

ROLE OF THE ADMINISTRATION COMMISSION

To oversee and manage administrative matters and operations of the United Church under the guidance and supervision of the Governing Board.

ACTIVITIES

Evaluation Process: For 2024, Formal evaluations of all paid United Church Staff have been assigned to the Administration Commission Members. Completion date for evaluations is December 20, 2024. Final reports to Governing Board at the January 2025 meeting. Thank you to all our staff members who work diligently to keep our church running smoothly.

The Emergency Point of Contact List was upgraded and is being maintained in the church office.

Review and revision of Mission Statement of United Church BR continues during 2024.

Staff Positions/Personnel:

Pastoral Service: We are having more consistent Pastoral support through Rev. Devon Herrell.

Choir Director Linda Rinehart is in place as choir director, Katy McGinnis will serve as substitute.

Custodians (Bruce Ducat & Deb Ducat) are retired. Amanda Little (substitute custodian) has resigned.

Custodian (Erin Dumond) is now the custodian.

Bookkeeper (Jan Cassidy) is in place.

Treasurer (Amy Buse) well established in role.

Financial Secretary (Deb Ducat) has retired, and we are using Amy and Jan to complete these tasks

Developed an Emergency Notification list for all employees. A copy is in the church office, with a copy in the personal file cabinet for use when needed.

Church Administrative Assistant Position (Julie Cole). Job descriptions have been changed to administrative assistant.

Organist Paul Heidemann continues as our most able and talented organist and musical advisor.

FUTURE NEEDS:

ADDITIONAL COMMISSION MEMBERS. If you know someone that would be a good fit, please let us know.

Admin Commission Role and Mission – Need to take to GB to delete Items 5) Annual Membership Review; Matters related to membership rolls and records; Matters related to church archives.

Continued review of Mission Statement of United Church BR.

Respectively Submitted:

Wayne McKay – Governing Board Representative