

Finance, Administration and Stewardship Annual Report, 2007 - 2008

Candace Clarke, Director of Finance & Administration

Jan Larson, Office Manager

Zaida Cooper, Controller

- The Stewardship Team hosted regular Stewardship phonathons and donor events.
- Congregant “cottage parties” were introduced, to bring congregants together by neighborhood or interests or other common ground.
- The annual church audit was clear again this year with no findings.
- The Administration Team successfully continues the annual vote-by-mail process.

Facilities Department Annual Report, 2007 – 2008

Gardner Grice, Facilities Manager

- Updated the Five-Year Maintenance Plan.
- Hired a Promotions Coordinator to increase publicity and rental income.
- Revised wedding and rental fees to reflect marketplace.
- Developing a virtual tour of the facilities to market the spaces to tenants.

Personnel Committee Report, 2007 – 2008

Bill Beavers, Chair

- In the process of reviewing and suggesting changes to the Personnel Policy Manual and Conflict Resolution Process in preparation for legal review and then final approval.