

Office Volunteers

Submitted by Jim McCargar, Member

Office Administrator Deborah Casamatta built a volunteer team working half-day shifts in the main office. The 2015 team members were Carol Acitelli, Carolyn Barber, Kathy Duquette, Jane Ferguson, Scott Ferguson, Liz Hartley, Jim McCargar, Terry Morris, Sally Preston, and Peggy Shearer.

Office volunteers staff the phones and front desk, Monday through Thursday, 9:30am to 4:30pm. These volunteers truly represented our Congregation's welcoming culture.

While working the desk, volunteers performed other basic tasks: filing, copying, folding the Order of Service and inserts, preparing mailings, and stocking office supplies. They maintained the whiteboard event schedule in the main hallway and beautified the office.

These volunteers edited and proofread the Orders of Service, *Monthly Newsletter*, *Weekly Bulletin*, Annual Report, and other publications, as well as maintained their archives. They also entered data to important UUAA databases and filed their paper backups. Examples are the Automated Church System (ACS), which holds membership, pledge, and giving records, and UUAA's wedding and memorial files.

During 2015, the office administrator began expanding the team to eventually schedule two volunteers per shift to better cover special projects. The volunteers steadily provided better support to the ministers, staff, and other Congregational ministries. A huge focus in the first half of 2015 was supporting the many activities of UUAA's 150th Anniversary Celebration.

The team processed recordings of services and posted them online. They supported the Accessibility Team by producing large-print Orders of Service. One special project completely organized Reverend Geisenhainer's ministry library. The team worked to update the UUAA website and removed UUAA from unnecessary vendor mailing lists. They helped Director of Worship & Music Dr. Glen Thomas Rideout provide his score markups to the Chalice Singers. Finally, they began supporting an LED lighting project for the office administrator and the Green Building Committee.