

OFFICE
Tommie Moore
Program Administrator

The work of the staff centers on supporting the ministries that are offered. Our jobs would be impossible to do without the energy, talents and faithfulness of our volunteers! It has been a privilege to work with all of you this past year.

In 2021, the office was allocated \$15,218 and as of December 31, 2021 \$12,747.92 was spent in the following ways:

Office supplies: Includes purchases of checks and deposit slips, newsletter graphic resources, mailing labels, mailing envelopes, pencils, pens, legal pads, easel pads, acknowledgement cards, parish birthday cards.

Postage: Includes bulk rate postage for newsletter and other mailings and 1st class postage.

Computer Expenses: Includes Automated Church System Technologies subscription (ACS houses our financial network and data management), Carbonite backup subscription, Office 365 subscription, Domain name renewals and web hosting. We were able to allocate funds to begin replacing some of the office computers as they are aging out of the support network being offered. We will be looking at replacements in the first half of 2022.

Printing Expense: The majority of our printing is done in-house. These expenses include bulletin and newsletter paper, toner and ink.

Copier/Printer Repairs: Includes maintenance on our copier and printer.

Advertising: Includes Constant Contact subscription (our mass email tool), Hootsuite (our social media management tool), social media ads, print media ads and graphic resources subscription.

Other Office Expense: Includes background checks; CDF membership; Ordo calendars; Downtown Tupelo Main Street Association membership; Forward Movement; Scriptographics supplemental materials and "Zoom" account subscriptions for online meetings.

The pandemic has made it difficult to publish a monthly newsletter as details change, often at the last minute. As of this writing, we are publishing "Saints' News," a weekly email, which includes current information about worship, programs and events. Currently, this is our main communication tool, so if you have not signed up to receive it, please contact Nancy at nancy@allsaintstupelo.org.

We have reduced advertising expenses by utilizing social media to advertise our services, events, programs, etc. You can find us on Facebook, Twitter and Instagram by searching "allsaintstupelo." Once you find us online, please "like," "share," "retweet" us to help us reach a wider social media audience. Currently, we have a little over 1,800 friends on Facebook, 151 followers on Twitter and 275 followers on Instagram.

I'd like to offer my thanks to the staff: Debra Atkinson, Organist; Emily Jackson, Youth Director; Hannah Maharrey, Saints' Brew Director; Michele McBride, Bookkeeper; Chuck Redwood, Sexton; Taylor Sparks, Choirmaster; Nancy Sweat, Parish Secretary, as well as our volunteer staff Michelle Hester, Coordinator of Children's Ministries and Vicky Vance and Joellen Murphree, Coordinators for Pastoral Care. We are all very grateful for the presence, advice, counsel and leadership of our Rector, The Rev. Phillip Parker and The Rev. Dr. Billy Walton, Deacon. This really is a great team that works well together and has made the last two years less difficult as we learned how to be the church and do ministry during the pandemic. With all of us working together, I'm confident 2022 will find All Saints' moving forward, embracing and sharing the gospel with our neighbors and beyond, while we continue to live into our mission statement: *To equip ourselves for Christ's service by gathering for worship, fellowship, prayer, and study; To minister to and support each other, and to welcome all who walk through our doors; To act as responsible stewards of God's gifts to us; And to do God's work in the world by seeking and serving Christ in all persons.*