

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 2022, the office was allocated \$16,983 and as of December 31, 2022 \$13,303.40 was spent in the following ways:

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

Postage: Much of our communication is done electronically. Our newsletter, "Saints' News," is a weekly publication sent via email, which includes current information about worship, programs and events. For now, this is our main communication tool, so if you have not signed up to receive the weekly email, please contact Nancy at nancy@allsaintstupelo.org. Along with our newsletter, weekly reminders and other notices are sent via email, which has helped us reduce our overall postage and printing costs.

Printing Expense: The majority of our printing is done in-house. These expenses include paper, toner and ink to print bulletins, stewardship mailings, financial statements and other special mailings throughout the year.

Computer Expenses: Includes Automated Church System Technologies subscription (ACS houses our financial network and data management), Office 365 subscription, Domain name renewals and web hosting. We have discontinued using a backup subscription and moved to a backup system that is free, cloud based and included in our computer programs. In 2021, 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. In 2022, we were able to replace the Rector's laptop, as well as purchase a laptop for the Curate position. In 2023, we will continue to replace some of the older computers in the Office.

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

Advertising: Includes Constant Contact subscription (our mass email tool), Hootsuite (our social media management tool), social media ads and graphic resources subscription. 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." In 2022, almost 3,000 posts were made on our social media accounts. Look for us online and then please "like," "share," "retweet" us to help us reach a wider social media audience. Currently, we have over 1,800 friends on Facebook, 151 followers on Twitter and 308 followers on Instagram.

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.

I'd like to offer my thanks to the staff: Debra Atkinson, Organist; Deepika Dey, Saints' Brew Director; Emily Jackson, Youth Director; Michele McBride, Bookkeeper; Chuck Redwood, Sexton; Taylor Sparks, Choirmaster; Nancy Sweat, Parish Secretary, as well as our volunteer staff members, Michelle Hester, Coordinator for Children's Ministries; Joellen Murphree and Margaret Anne Robbins, Coordinators of Pastoral Care. 2022 also saw the addition of our Curate, The Rev. Becca Walton, who has supported our ongoing ministries, while developing some new areas of worship and study. I am very grateful for the presence, advice, counsel and leadership of this team along with our clergy, Phillip, Billy and Becca, who work well together and made navigating the last few 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 2023 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.*