

OFFICE **Tommie Moore** **Program Administrator**

The work of the staff centers around supporting the services, ministries, events and programs 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 2023, the office was allocated \$13,700 and as of December 31, 2023 \$11,254.24 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. In 2022, we 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. From these funds, in 2022 we were able to replace the Rector's laptop, as well as purchase a laptop for the Curate position and in 2023, we were able to replace the secretary's and bookkeeper's computers in the Office. In 2024, we should be able to replace the Program Administrator's computer from the balance of the funds allocated in 2021.

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 subscriptions. 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." Look for us online and then please "like," "share," "retweet" us to help us reach a wider social media audience. Currently, we have 1,900 friends on Facebook, 146 followers on Twitter and 351 followers on Instagram.

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

In 2023, several of our valuable staff members resigned to take advantage of other opportunities. Our Youth Director, Emily Jackson and her family, along with Michelle Hester, our volunteer Children's Coordinator (and husband Herb) moved to North Carolina to be closer to extended family members; our Bookkeeper, Michele McBride left for a full-time bookkeeping position with benefits; and our Music Director, Taylor Sparks resigned to focus more on his full-time job as an Elementary School Assistant Principal and his work on his Doctorate degree. With Taylor's departure Dr. Debra Atkinson, who was serving as our Organist, has brought her many talents and serves in the now combined role of Organist/Choirmaster. In June, Angela Brice, owner of a bookkeeping firm, was contracted as our bookkeeper and has worked diligently to learn our Automated Church System. In addition to our other responsibilities, Phillip, Becca and I have taken on all of the aspects of children and youth formation as a search is conducted to fill these positions.

In addition, I'd like to offer my thanks to the staff: Debra Atkinson, Organist/Choirmaster; Deepika Dey, Saints' Brew Director; Angela Brice, Bookkeeper; Chuck Redwood, Sexton; Nancy Sweat, Parish Secretary, as well as our volunteer staff members, Joellen Murphree and Margaret Anne Robbins, Coordinators of Pastoral Care. I am very grateful for

the presence, advice, counsel and leadership of this team along with our clergy, Phillip, Billy and Becca, who together made navigating the challenges over the last year less difficult. With all of us working together, I'm confident 2024 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.*