

Unitarian Universalists of Southern Delaware
Spring 2025
Office Administrator Annual Report
Respectfully Submitted by Sandy Scheet-Robitaille

It is with a heavy heart, but also with joyful anticipation of a travel-filled future and lots more family time, that I formally announce my retirement. I have so very much enjoyed working with everyone here and will greatly miss you all. Having said that, I report that, while not many new processes have been created in the admin office this past year, I have continued to maintain the status quo.

Breeze Church Management System

I continually document and maintain information in Breeze and have assisted many of you with downloading the app onto your phones, accessing, and navigating in Breeze.

I entered 197 people into Breeze from July 1, 2024 to April 30, 2025. During this timeframe, 40 individuals became Members and 12 became Friends. Eighteen individuals changed their status from visitor to friend; 14 changed their status from visitor to member; and 12 changed their status from friend to member. Each of these individuals received an email from me regarding their membership status change, an invite from Breeze to create an account if becoming a friend or member, a name tag if they didn't already have one, an invitation to have their photo taken for the online directory, and a directory information form for our files.

Projects and Participation

- ✚ I voluntarily assumed the responsibility of reporting the weekly participation and First Time Visitors information, as reported by the Greeters, to the appropriate personnel.
- ✚ With Rev. Heather's direction, I created a larger format for the "Welcome to UUSD" signage that you may have noticed when you come in through the Office door.
- ✚ I assisted the Safer Congregation Committee with the revision of the UUSD Safety Response Manual.
- ✚ I continue to review and edit the Admin Procedure manual that I created in 2023.
- ✚ I continue to maintain numerous UUSD accounts and process payments for many.
- ✚ I continue to maintain Breeze records, adding new entries each week from our in-person visitor information forms, online newsletter requests, and Contact Us forms.
- ✚ I maintain calendar requests, Zoom reservations, weekly attendance statistics, periodic revisions to the Order of Service format and text, musical inserts, financial invoices and receipts for purchasing supplies, and for purchases made with the admin credit card for other committees/teams, etc.
- ✚ I updated the UU World database which distributes a semiannual copy of their periodical. New members should receive their first copy this fall.
- ✚ As time permits, I have been attempting to revise, organize and delete old files, both paper and electronic, so that the office is as organized as possible for the new Congregational Administrator.

In addition to the above, I continue to respond to random phone calls, visitors at the office door, and daily emails with a plethora of requests, all of which were detailed in last year's report.