## STEVE BADER OFFICE ASSISTANT

### 2025-26 OFFICE ROAD MAP

- · CREATES WARM AND WELCOMING ENVIRONMENT
- · OFFICE SUPPORT
- · OFFICE EMAIL MGR
- . WELCOME LETTERS
- · VISITOR NAME TAGS
- 7/10 DAY FORECAST/POSTS
- · ROOMS/INTERNAL REQUEST SUPPORT
- . MONITORS MEETING ROOMS FOR SUPPLIES
- . KEY DISTRIBUTION
- · EXTERNAL ROOMS/RENTAL SUPPORT
- . ROOMS/CONTRACT MGR
- · SITE VISITS
- . MONITORS COMPOSTABLES & TABELCLOTHS
- . MEMORIAL GARDEN/PROCESS SUPPORT
- · A/V ORIENTATIONS
- . WORSHIP SUPPORT
- TECH TEAM (BROADCAST SPECIALIST)
- . BROADCAST OOS
- . BACK UP WORSHIP/INTERNAL SET UP SUPPORT

#### MICHELE SAGER EXECUTIVE ASSISTANT

- . EXECUTIVE ASSISTANT
- REV JACQUELINE/ REV DANIEL CALENDAR MGR
   SPECIAL PROJECTS
- . WORSHIP SUPPORT
- · GRAPHIC DESIGNER
- · ENEWS DESIGNER
- . WEBSITE UPDATES
- · LEADER LIST
- · PHOTO MANAGER



## SHAWN TRIMBLE

- . OFFICE ADMINISTRATION
- . WORSHIP PRODUCER
- . TECH TEAM/A/V MGR
- . INTERNAL/EXTERNAL ROOMS MGR
- . EVENT PLANNING SUPPORT
- . ONSITE AFTER HOUR CONTACT
- . FACILITIES/JANITORIAL MGR
- STAFF PARTNER:

LIBRARY
GARDEN TEAM
ART GALLERY
GROUNDS
CELEBRATION OF LIFE TEAM

- . SENIOR STAFF MEMBER
- EMERG. RESPONSE TEAM
- VOLUNTEER COMMUNITY ENGAGEMENT LIASON

#### ED GERHARDT FACILITIES ASSISTANT

- · FACILITIES SUPPORT
- . JANITORIAL SUPPORT
- WORHIP/INTERNAL EVENTS SET UP SUPPORT
- · RECYCLING/WASTE MGT
- . GROUNDS TEAM

#### COMMUNICATIONS SUPPORT COMPONENT:

- . WEB CALENDAR UPDATES
- . WEEKLY ENEWS COMMUNICATIONS
  - CREATION OF RSVP FORMS FOR ENEWS

MICHAEL GILBERT

SINGLETARY

DIRECTOR OF MEMBERSHIP DEVELOPMENT

· SOCIAL MEDIA ENGAGEMENTS

# SIIFAN HIRPA WORSHIP SERVICE & SPECIAL EVENTS SUPPORT TECHNICIAN

- . WORSHIP SUPPORT
- . SUNDAY TECH TEAM SUPPORT
- · TECH TEAM (MEDIA SPECIALIST)
  - . MEDIA OOS
  - MEDIA TECHNICIAN
  - BROADCAST/MEDIA TECHNICIAN
- · SPECIAL EVENTS TECH/SOUND SUPPORT

#### VOLUNTEERS/ CONTRACTORS



- · OFFICE SUPPORT
- . FACILITIES SUPPORT
- . IT/TECH SUPPORT
- . SPECIAL PROJECTS
- · PEW STRAIGHTENING
- . SANCTUARY PLANTS



**REV. BRETT Lead Minister** 

REV.
TROLLINGER
linister Executive Minister

Minister of Lifespan Faith Development and Pastoral Care

Music Director

MICHAEL
GILBERTSINGLETARY
Director of
Membership

Development

KALEB GRAVES
Justice Coordinator

RE Coordinator

Nursery
Coordinator

SHENG YANG Bookkeeper