

# SECRETARY'S REPORT

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## 2024

### EMAIL

Our email database currently has 88 subscribers. An increase of 4 subscribers since last year. Monday emails consist of the weekly announcements and is sent out at 5pm. Friday emails consist of the bulletin and hymns for Sunday Worship and is sent out at 5pm. Anyone can subscribe to our emails by visiting our Facebook page or our website.

### FACEBOOK

Links to the Sunday Morning Bulletin & Hymns and information about how to attend via Zoom or in person is published every Friday at 5pm. We also create events for fundraisers such as the Fish & Chip Dinner, Cookie Walk, Yard Sale, Etc. On occasion we will share pictures, scripture, songs and other uplifting content.

### WEBSITE

This is our fourth year using ChurchTrac Software. Most information is already in there and is seamless to update. Some features that are regularly used are:

- ▽ Online Directory – Gives the control to the members to update and input as much information as possible. At any time, members can log in and make changes! Or even add a photo.
- ▽ Worship Scheduling – We use this feature every week to schedule musicians, vocalists, projection and sound coverage. We can see a worship outline as well as have access to all the music each week.
- ▽ Online Giving – We are able to take giving/tithes online. We have some that have it taken out on a regular basis and others who have done it here and there. There are processing fees, but the members can choose to cover the fees for the Church if desired. Linking a checking account for a recurring donation is only a \$0.25 processing fee which is used by a few members. Credit/Debit cards are a little more.
- ▽ Submit Prayer Requests online. They are immediately sent to Pastor Dorinda's email address.
- ▽ Links to our weekly emails of the announcements and bulletin/hymns.
- ▽ Sign up Sheets. We have links to view the current sign up sheets for the various positions needed for Sunday Worship such as Liturgist, Flowers, Refreshments, Praise Music and Communion. We find it is helpful that anyone can check out the schedule without needing to be at the Church. These sheets are updated weekly, typically on Wednesdays.

An app that can be downloaded on any smart phone for easy/fast connection to this website. You now have all the information and more right at your fingertips!

Overall, this software has been such a positive addition to our Church. I hope that as we use it more and more, people will also access it and use the features available. I find it to be very user friendly, while being low cost.

Respectfully Submitted,

Shanna Bosch