

ADMINISTRATION 2022

PHIL BRAUDAWAY-BAUMAN,
CHURCH ADMINISTRATOR



ACCOUNTING & FINANCES

Keeping the Trains Running

The core of my responsibilities centers on our financial life – managing income and expenses, data recording, providing financial information, generating reports.

2022 Focus Examples: Refined our budget to match seasonal trends; created accessible reports; provided information to Boards.



SYSTEMS & PROCESSES

Making Things Work

A concerted effort in making our workflow and systems efficient and low cost.

2022 Focus Examples: Reorganized online file storage to match MS Office structure; moved printing in-house to save money; enhanced the management of credit card use and reporting; emphasized electronic in favor of paper when possible.



FUNDRAISING & DONATIONS

Valuing our Donors

Enhancing the donor experience and sharpening our data recording and reporting.

2022 Focus Examples: Began phasing out the cumbersome Evergreen Partners program; applied our online donation functionality to Missions Marketplace, replacing bank-reliant card reader; encouraged electronic contribution statements.



BUILDING MANAGEMENT

Caring for a Treasured Resource

Working closely with the Board of Trustees in maintaining our building.

2022 Focus Examples: This has been mostly a year of learning, as I accompanied the members of the Board in a variety of activities related to building care and planning for its future.



HUMAN RESOURCES

Honoring the Workforce

Creating systems that help our staff carry out their responsibilities.

2022 Focus Examples: Effected a significant modification of our Personnel manual to clarify benefit and staff policies; created a compensation authorization record tool; created and implemented an employee paid time off tracking system.