

Christian Church in Oregon and SW Idaho

Administrative Assistant Report

Reneé Windsor-White

November 5, 2022

My administrative duties over the summer focused on clerical jobs, women's retreat preparation and onsite duties, as well as office cleaning projects partially due to a water leak in our office suite and also as a larger office reorganization.

Regional Minister Cathy and I prepared a large thank you mailing list for a letter to all those who have contributed to the Annual Fund (54 households). This mailing will be launched in November.

The (usually) annual Oregon Women's Fall Retreat came back in person for the first time since 2019 and was both well attended and well received. Our speaker was Rev. Dr. LaTaunya Bynum, Regional Minister of the Northern California/Nevada region. My duties prior to the retreat included recruiting workshop leaders, childcare, and kitchen help and printing items/stuffing attendance bags and making signs. During the retreat I led a workshop on this year's book, Home of the Brave which told the story of a young immigrant to America from Somalia. I was also in charge of all meal procurement, serving and clean-up.

While on the topic of women's ministries, I would also like to report that I participated via Zoom in the annual meeting of the International Disciples Women's Ministries (IDWM) Executive Committee, which I will be serving on until my term ends in 2024. IDWM will be focusing on three areas of intentional ministry for the next two years: Justice (specifically regarding gender violence), spiritual formation and leadership development. An in-person meeting of the Disciples Women's Leadership Council (DWLC), made up of staff and volunteers in women's ministries from all regions of the denomination, is being planned for 2023. This meeting has also been on hold since 2019 due to the COVID pandemic.

Regional Minister Cathy, and I have begun the task of deep cleaning and sorting the regional office suite and storage closets. Beginning with the downstairs storage space, we are pruning away unneeded items and paper records, carefully determining which records must be kept in paper form and which can either be digitalized or shredded. We project that we will be doing this task through the winter and possibly into the spring.

Respectfully submitted,

Renee Windsor-White

Administrative Assistant