

# **Christian Church in Oregon and SW Idaho**

## **Administrative Assistant Report**

**Renee Windsor-White**

**June 4, 2022**

Since assuming this position in February of this year, and especially while working on regional assembly preparations, I have been both amazed and dismayed at the amount of work that Doug and Cathy have had to do in addition to their regional ministry tasks. That they have been able to do that work, and continue to perform all of their duties for the regional church and the general church, is nothing short of herculean.

During February and March, I learned all the details necessary to begin a new job.

April and early May focused primarily on preparations for the Regional Assembly and to a lesser extent the Women's Event on June 18<sup>th</sup>.

My tasks to be continued from the Assembly include following up with distribution of Honored Minister pins and notices to home churches of those receiving pins and helping to collate evaluations from the assembly event as well as attend an evaluation meeting with the local arrangements committee of Salem FCC.

This summer I will be working with Cathy to clear out years of old paper files from the Regional Office, creating a new catalogue of digitized files, and sending out a large mailing to Annual Fund givers in mid July.