



PROFILE

The Northern Spirit Administrators' Association is open to all United Church Office Administrators & Managers in the Northern Spirit Region. We meet once a month (via Zoom these days) and in person when possible, except for July & August.

NEXT MEETING: Tuesday, **May 18th** at 12:00 Noon via Zoom.

CONTACTS

CHAIR

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**MINISTERS - PLEASE
ENCOURAGE YOUR CHURCH
ADMINISTRATORS TO JOIN US –
IT WILL BE WORTH THEIR TIME!**

NORTHERN SPIRIT REGION ADMINISTRATORS' ASSOCIATION

BACKGROUND

Mission

- Promote the ministry of church office administration
- Together we renew our spirit through personal development, professional affirmation and mutual support

Supported by

- Northern Spirit Regional Council and the (former) Red Deer & Edmonton Presbyteries

Focused on

- Assistance to new Office Administrators & Managers
- Networking and support
- Learning & development
- Courses & free training offered to administrators have included
 - o Covid-19 response and preparedness planning
 - o Emergency First Aid & CPR
 - o Social media platforms
 - o Verbal Judo: Tactical Communication Skills
 - o Volunteer Acknowledgement & Rewards
 - o Church software programs including Excel
 - o Criminal & Police Records check requirements
 - o Building safety and security

COMMENTS

"I want to share what a wonderful experience it has been to be involved with the Northern Spirit UC Administrators' Association ... I have been welcomed by the members with open arms. I have found their support and resources to be the biggest value to me... it's like having a bunch of co-workers at my side to help and support me. The monthly meetings provide consistent contact and valuable learning tools, but they also provide connections and foster friendships. Keep it up Admins. and thank you!"

"I have gained so much valuable knowledge from attending these monthly meetings. Everyone is very welcoming, and every meeting is different. At one information sharing meeting I discovered how useful and time saving ChurchWatch software is. At another meeting I received my First Aid Certificate. Pre-Covid, one meeting was a "field trip" for lunch and a tour of the Muttart Conservatory. Regardless of what is planned for each meeting, I always learn some new-to-me information that will help me to do my job more efficiently."

"As a new administrator I found I had a lot to learn about the Church and my role as a United Church Administrator. It took me a few months to work up the courage, but I decided to attend one of these meetings. I was warmly greeted by this supportive and encouraging group. I learned a lot and was immensely relieved to realize that although I work mostly alone, I am not alone in this position. Especially in this year of so much isolation the Northern Spirit Administrators' Association has provided me a valuable source of knowledge and connection."

"Our minister put me in touch with this group as I was not aware of it when I started in 2012. I really look forward to the monthly meetings. The information from this group helped our board revise our rental rates. The Administrator's handbook compiled by the group is very informative. The Christmas potlucks and summer group luncheon helped us to get to know each other better and share the obstacles we face in our positions. I felt very connected to the group when we compared our status regarding church openings in this Covid time - thanks to this sharing, we choose to have doorbells installed at our main door and office door and have purchased a "fogger" to sanitize the church when we are reopened."