

Carla Sakmar

What I Do:

I serve alongside the OP Youth and OP Kids Ministers by assisting them in implementing the vision, direction and goals of their ministries. This includes:

- organizing and managing registrations for special events and activities.
- helping to organize and participating in events and activities as needed.
- communicating with families via social media, email, printed documents, website, etc.
- reporting weekly OP Kids' attendance statistics
- organizing security and nursery volunteers and working in the nursery or on security when there are no volunteers available.

I may also be found performing more general office duties such as:

- ensuring accounts payable and payroll duties are performed when the bookkeeper is absent.
- ensuring the HVAC and doors are set properly when the facilities scheduler is absent.
- covering doors and phones if the front office is short staffed
- assisting visitors and other church staff with software and business machine (primarily copier) challenges