

Teresa's Responsibilities

During the workweek, I'm in the main office. My office duties are quite varied and include answering the phone, answering the door, greeting visitors and maintenance workers, among other general office duties. I also send out the weekly newsletter, OP E-News. I will also be working on OP's website and keeping it updated.

I handle most of OP's bookkeeping, including making bank deposits, paying bills, running payroll for OP and Sonshine School, and tracking online giving. I prepare reports for the deacons, as needed.

In addition to this, I help Allen with worship ministry. This involves scheduling people to lead prayers and serve on the praise team on Sundays, finding tech help for weddings, funerals, and other special events in the auditorium, making slides for announcements, and inserting slides into the program for Sunday. I create announcement slides that run before and after worship.

On Sundays, I can usually be found in the crow's nest – the control center for sound, lights, and projection for the auditorium. I'm the one at the computer who controls what is on the big screen.