

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 work on the website and keep 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 Nikki with worship ministry, which includes making copies for the Praise Teams, building the ProPresenter program for worship on Sundays, and working behind the scenes for worship and other events to make sure the presentations run smoothly.