

OFFICE
Tommie Moore
Program Administrator

The work of the All Saints' staff centers on supporting the ministries that All Saints' offers. Our jobs would be impossible to do without the energy and faithfulness of our volunteers! It has been a privilege to work with all of you this past year.

In 2017, the office was allocated \$17,470 of which \$14,892.12 was spent in the following ways:

Office supplies:

Includes purchases of checks and deposit slips; newsletter graphic resources; mailing labels; mailing envelopes; pencils, pens, legal pads; easel pads; acknowledgement cards, cover photo on birthday cards

Postage:

Includes bulk rate postage for newsletter and other mailings; 1st class postage

Computer Expenses:

Includes Automated Church System Technologies subscription (houses our financial network and data management); Carbonite backup subscription; Office 365 subscription

Printing Expense:

Most of our printing is done in-house. These expenses include newsletter and bulletin paper; toner; ink; birthday cards printed message

Copier/Printer Repairs:

Includes maintenance on copiers; color copier was replaced in 2017

Advertising:

Includes Constant Contact subscription (our mass email tool); Facebook ads; Daily Journal ads; graphics resources subscription

Other Office Expense:

Includes updated background checks for all employees and nursery workers; Safeguarding God's Children training; CDF membership; Ordo calendars; Downtown Tupelo Main Street Association membership; Forward Movement; Scriptographics supplemental materials

Moving more households to receiving their newsletter and notices via email saves on expenses in the categories of postage, printing, office supplies, copier supplies and maintenance. Approximately 428 people receive their monthly *Cross and Crown* newsletter by email, with approximately 200 households receiving paper copies. "Saints' News" our weekly communication, usually sent on Tuesdays highlighting services and activities for the week, is strictly an email communication, so be sure you've signed up to receive it. If you would like to receive the *Cross and Crown* newsletter by email, please contact Nancy at nancy@allsaintstupelo.org.

We are also reducing expenses by advertising our services, events, programs, etc. on social media, while continuing to supplement our advertising in the print media. If you haven't "liked" our page on Facebook, you can find it by searching "All Saints' Tupelo". Once you've "liked" our page, then be sure to "like" and "share" our posts to help us reach a wider social media audience.

I'd like to offer my thanks to the staff: Rick Armstrong, Sexton, Michele McBride, Bookkeeper, Nancy Sweat, Parish Secretary and Stacy Carroll White, Youth Director, as well as our volunteer staff, Michelle Hester, Coordinator of Children's Ministries and Vicky Vance, Coordinator for Pastoral Care. They are a dedicated group of professionals, who take their jobs seriously and deliver their work with the highest of standards. We are also grateful for the presence and advice/counsel of Bishop Joe Burnett over the next few months. With all of us working together, I'm confident 2018 will find All Saints' moving forward, embracing and sharing the gospel with our neighbors and beyond, while we continue to live into our mission statement: *To equip ourselves for Christ's service by gathering for worship, fellowship, prayer, and study; To minister to and support each other, and to welcome all who walk through our doors; To act as responsible stewards of God's gifts to us; And to do God's work in the world by seeking and serving Christ in all persons.*