

Administrative Division 2020

The Administrative Division works with the church staff to support the church's many programs, initiatives and mission activities and to maintain and improve the operational functions of Westminster Presbyterian Church's extensive buildings and grounds.

This year's activities were significantly impacted by the emergence of the COVID 19 pandemic and the necessity to suspend many of our normal operations and plans for the year.

However, during the past year the Administrative Division has:

- Continued its stewardship of the church's property by
 - Overseeing the security of the church buildings during periods of vacancy.
 - Maintaining the church's grounds and exterior landscaping.
 - Cleaning, sanitizing and sealing all unused spaces including classrooms.
 - Re-finishing the tile floors in the classrooms and hallways.

- Provided the special housekeeping necessary before and after usage to allow
 - Sanctuary use for worship service and other recordings.
 - Fellowship Hall/Library use for Red Cross blood collection events.
 - Fellowship Hall use a "teaching pod" center for Venable neighborhood elementary school children struggling with both "on-line" learning and English as a second language.
 - Monthly drive-thru Communion events.

- Reduced utility usage and costs by
 - Installing additional programmable thermostats and adjusting settings.
 - Reducing trash collection service because of lower usage.

- Adopted measures to enable basic church functions to continue while respecting COVID precautions by
 - Purchasing equipment and supplies including signage, masks, sanitizers, fogging equipment, and tents to enable limited gatherings of church staff and members.
 - Assuming responsibility for monitoring building usage and providing contact tracing to comply with CDC guidelines.
 - Assuming responsibility for audio recording and, through UVA Media Studies student, Anna Brown, for video recording and producing the weekly Youtube podcasts of our worship and other services.
 - Developing detailed plans for staging the re-opening our Sanctuary when it is determined to be safe to resume in-person worship.

- Replaced the HVAC system on the first floor of the Common Grounds building and began renovations of that space for planned new initiatives for University students and our youth programs.
- Completed all City regulatory requirements and are well under way with the construction of our re-designed Rugby pedestrian entrance to our Sanctuary.

In the current year, we plan to:

- Undertake church website design revisions.
- Purchase and install ceiling mounted projector in fellowship hall.
- Purchase and install replacement kitchen dishwashing machine.
- Continue exterior window trim and soffit repair and painting.

We remain extremely thankful for our efficient and dedicated church staff including Tom Mullen and Alonzo Williams, our Church Sexton and Assistant Sexton; Steve Brown, our Financial Administrator; Ashley Dunn-Jalenak, who began her service as our Communications Manager in June; and for Kate Brinkley, who retired in June as our Church Office Manager, and Sandy Wilcox, who retired in December as our Church Administrator.

The Administrative Division Committee consists of Wayne Cilimberg, Chair; James Burch, Irv Cox, Jennifer Sulzberger, and Linda Seaman.

The Rugby Entrance Project Committee (which has been an ad hoc committee under the Administrative Division) has worked diligently for over two years to plan, design, and now oversee the construction of this major project. Members of this committee are Irv Cox, Chair; Carolyn Kelly, Bobbie Bruner, James Burch, Wayne Cilimberg, Nancy Takahashi, David Martin, and Bob Stroud, (who provided valuable guidance especially in historical design matters, but who unfortunately died this year before the project was completed).

Wayne Cilimberg, Chair Administrative Division