

Church Administrator – Sis. Sharon Grant

OPERATIONS – 2021

One of my favorite scriptures is Deut. 28:6 GNT - *“The Lord will bless everything you do!”* This is my family’s declaration! **We believe it, we receive it, and we decree it!** God has ALWAYS shown His favor and merited us walking in His favor! So, in the name of Jesus’, that same declaration is upon St. Paul and the many things that we do!

St. Paul is notorious for being a church that not only gives hope but offers a variety of services! We are not just a church that sits in the heart of the community but a community church serving the needs of God’s people. Offering services such as outreach, community development, economic development, entrepreneurship, food, clothing, mentorship just to name a few. Serving seniors, couples, men, women, youth, children, single mothers and many more. A lot of activities and a lot to manage for a church that is an organism, that’s living and breathing despite of the pandemic. We continue to stay the course and we are unapologetic for our unique assignment!

Status of operations 2021

Operationally, St. Paul must run like clockwork! Very professional, consistent, working in unison with each other, closing the back door and staying in sync and in the rhythm of our Visionary! We must be organized to maintain a competent edge and sustain integrity in the image of God and in the name of church business.

The past year had many challenges, but God has been teaching us what it means to build our lives upon His Word! Amidst the many uncertainties of COVID-19, God has been faithful to St. Paul. With the limitations and needed restrictions for gathering, we needed to continue to think creatively about how to continue to engage our partners. God is awesome! God is faithful! He is teaching us patience and his magnificent power of his Word which is not bound but is alive and active. We courageously created the St. Paul hybrid model that birthed a new normal for such a time as this!

As we continue to make ourselves available to serve our partners, St. Paul is always connecting the moving pieces to accommodate. The following information was submitted by **Sis. Alvita McWhite**, Front Office Manager, to show continuous partnership impact:

Funerals:

~ **Partners (13):**

- Alphonse, Ivy Sis.
- Andrews, Chavella Sis.
- Arline, James Sis.
- Carter, Harold Bro.
- Farmer, Rosetta Sis.
- Harris, Jerome Bro.

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- Johnson, Mosell Sis.
- King, Gerald Min.
- Lowe, Willie Bro.
- Mathis, Sylvia Deas.
- Sullivan, Janice Sis.
- Yeartie, Leroy Bro.

~**Non-Partners (8)** – ONLY immediate family of active Partners

Awards presented in 2021:

- Volunteer of the Year- Sis. Ann Jones & Dea. Raymond Sams
- Mother of the Year- Sis. Kimberly Flower
- Father of the year- Pastor J. Scott Cotton
- Special Recognition- Bro. Ryan Williams

Events (this does not represent all of the events we hosted):

JAN: Refreshed 2021 held @ the Jacksonville Landing grounds

MAR: COVID Vaccinations

APR: Park & Praise Service: Candle Lighting Memorial Ceremony for deceased Partners
Presented the 1st Dan Smith Award
Virtual Men's BootCamp "S.W.A.T"

MAY: Daycare Graduation
Delivered donuts & coffee to schools
S.W.A.G.G Women's Month

JUN: 25th Pastoral Anniversary "The Royal Celebration" Gala
Gas GiveAway

JUL: Walking for a Purpose Connection Group

AUG: Virtual Core Givers Chat w/Bishop
Virtual Family Experience "Refreshed for the Restart"

SEP: Family Drive in Movie Night "A Question of Faith"

OCT: Church Clean-Up
Virtual Fitness & Wellness
Ordination Service: Anthony Mincey, Jameshia Sneed, Ann Thomas, Cierra Terrell
Pink Out Sunday / Cancer Awareness

NOV: Investment Club Connection Group

DEC: 142nd Church Anniversary
Christmas Production "This Wonderful Life"
New Year's Eve Services (Noon & 7:00PM)

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In-Person services

After carefully assessing the state of COVID 19 Delta variant and praying about our best approach, the Lord allowed us to start our in-person services but with the disclaimer, “we WILL NOT put anyone in harm’s way, and we are subject to cease and dismiss to ensure everyone’s safety.

- **Sunday morning service** – Started Sunday, 4/11 @ 9AM
- **Seniors’ noonday service** – Started Tuesday, 4/13 @ noon. Held every 2nd and 4th Tuesdays.

COVID-19 prevention

The Delta variant ripped through the state of Florida! Many families were impacted by the devastation and as a result, St. Paul partnered with Baptist Health to provide vaccination to the community. Through this effort, vaccinations were provided to approximately 118 people.

Finally, we have spent significant time and energy rethinking our future given both the larger cultural changes impacting churches and the trauma to our nation caused by the pandemic. We know the future will be different than the past, so we are in the process of reimagining St. Paul.

Health Advisory

The Servants Team worked closely with our Healthcare Leader, Taquanta Feely, as she continued to give us COVID-19 updates to keep St. Paul a Safe Place. She consistently communicated that *“The vaccine is not a cure for the virus. Even a fully vaccinated person can possibly become an asymptomatic carrier of the virus. Let’s continue with our safety measure.”* We must remain diligent, as we execute the safety plan the Reopening Advisory Team created early in 2020.

Servants Team

Called to S.E.E. (Serve, Equip & Empower) – Partnership is necessary, and communication is required. The Servants Team is vested and always in a posture to work the vision. In order for St. Paul to remain a *Safe Place*, this is a shared responsibility! **Servants Team do + Partners do = Safe Place.** When starting to service our partners in-person, we were proactive and collaborated with the Reopening Advisory Team to do the following:

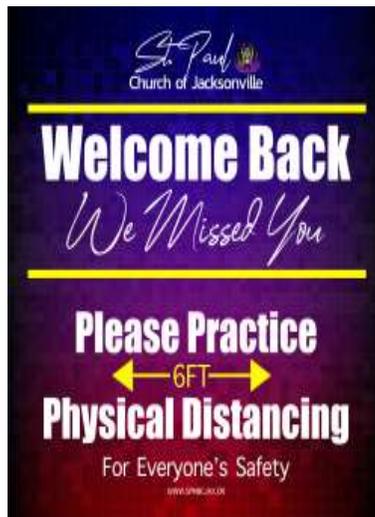
- Working with the Deacons and the Service Area Leadership (Hospitality, Ushers, Partners Relations) to ensure we are ready to receive partners for Sundays’ in-person service.
- Reopening video for attendees to view prior to attending in-person service. This allowed partners to know what to expect when they attend services.

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- Signage – pew signs were placed on pews to indicate where to sit (6ft physical distancing).



- Registration link - created for partners to register to attend service. Registration ceased effective 5/23/2021.
- On-site signage visible:



SWOT Analysis

St. Paul's SWOT has always revealed that as a weakness we lack consistency. During the pandemic, the Servants Team has worked hard to reverse the identified weakness into a strength. We are committed to continuously work on:

- **Ensure our processes are partner-friendly and not cumbersome** – The staff must continue to evaluate, educate, and empower leaders to work the process and not work against the process. We are committed to removing any barriers, but this is a partnership, so we must link together to get this done! We have worked hard to connect the pieces for our hybrid model. Forms are on-line and can be submitted electronically.
- **Improve communication** – Internal and External....Orally and in writing....Clear lines of communication must be reiterated! Every staff member has an open communication policy! We encourage you to talk with us and let's sharpen each other's iron! If we are lacking in any area, let's talk about how to improve!
- **Schedule of events** – Publicizing the virtual calendar in advance and consistently ensuring the pieces are in place! St. Paul is always evolving, and we will continue to do our best to keep everyone informed in advance!

Servants Team Expectations

Years ago, Bishop gave the staff his definition of *excellence* stating, "*Excellence must minister and impress at the same time! There's a wow and then there's a WOW!*" That became my staple and I reiterate that phrase at staff meetings. We must take everything we do as a "ministry moment" and not tarnish it by our inability to be thorough and by not operating at a HIGH level! *We know we can't be solid in a fluid ministry!* Below, you will find the clear expectations of being a fluid while on staff at St. Paul and never settling for the status quo:

NON-NEGOTIABLES

- **Committed to Excellence**
It's a mindset; thus, a level of service that ministers and impresses at the same time.
- **Empower Laity**
Committed to equipping our partners with the tools to be successful in their role.
- **Customer friendly**
Dedicated to making our internal & external partners feel loved at all times.
- **Undeniably covenant**
Exemplify "who" we are by our intentional connections to our partners; koinonia
- **Unashamedly Christian**
Model the God in us!
- **Tither**
Faithful and committed to the biblical principle.

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- **Support the Visionary and the Vision**
Must commit to partnership w/o any hesitation.

SERVICE

- Effectively communicates vision with credibility and confidence.
- Operating fully in the spirit of servant leadership in its purest expression.
- Professionalism is paramount (attire, written documents, speech, hygiene, etc); thus, keeping in mind we represent God, Bishop & St. Paul (internally and externally).
- Build a climate of trust and favorable impressions with Bishop, Staff, Board of Directors & partners.
- Go above and beyond the scope of assignment to meet and exceed the needs of partners.
- Be responsive by returning phone calls, responding to emails and make good on promised items.

ACCOUNTABILITY

- Honors ALL commitments.
- Dedicated to timeliness of attendance. (your assignment, events, activities, etc.)
- Dependable using their words and consistent actions as proof.
- Be present mentally, physically and emotionally.
- Trustworthy to work in the kingdom.
- Displays a high degree of honesty, loyalty, confidentiality and integrity.

PRODUCTIVE

- Performs at peak efficiency.
- Makes a substantial contribution to the continued operation and growth of the ministry.
- Always seeking for better and more! Goes ABOVE & BEYOND!
- Displays a highly motivated inner drive.

SELF-DEVELOPMENT

- Committed to discipleship.
- Takes their assignment serious while eagerly seeking opportunities for growth; thus, becoming an Expert in their assigned area.
- Constantly working on your character which is vital to your success.
- Invest in YOU!!!
- Always stay in the posture of learning and being a learner.
- Innovative especially when confronted with limited resources.

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VISION CASTERS

- Protect the vision!
- Work for the common good of the vision.
- Hold Bishop’s ladder while working on his behalf.
- Demonstrates a high degree of creativity and originality.
- Displays a strong, functional knowledge of emerging trends.

COLLABORATION/PARTNERSHIP

- Be willing to grow in the area of interpersonal skills for healthy genuine relationships to build.
- Intentionally build diverse & positive partnership inside and outside of St. Paul.
- Seek opportunities to join organizations/boards to connect.

Goals for Servants Team

The Servants Team has been working diligently to work hard at being excellent!

- We are in the Re-imagining stage!
- More strategic (an approach/working plan) and less operational.
- Work on our core competencies (includes analytical thinking, conflict resolution, negotiation, organization, perspective, planning, personal accountability, to name a few)
- Be forward Thinkers, so we can meet the needs of a growing and changing ministry.
- Creative and Resourceful.
- Highly functional and effective.
- Remove any cancerous tendencies.

This report collects and represents several accomplishments for this past year. As I look back at the past year, I am so encouraged at what the next year will bring. As you review the annual reports, my prayer is that you will be as proud and excited of the depicted work as I am!

“Thank you, St. Paul,” for trusting me as your Church Administrator! Rest assured that my passion to serve our partners and community will continue to be my focus. I don’t take lightly your confidence and trust! I am committed to keeping St. Paul as a *Safe Place* where second chances are welcomed, and the Lord shows up! I am confident that “*the Lord will bless everything we do!*”

