

2015 Annual Report from PANDA Parish Administrators/Secretaries Network Diocese of Atlanta

OUR PURPOSE

PANDA is a professional organization whose purpose is to assist its members, associated staff, and laity through spiritual support and growth, continued education, and communication by way of workshops, seminars, group meetings, and resources with God-centered intent and focus.

OUR MISSION

The mission of PANDA is to provide assistance and support to its members in their everyday workplace, encouraging them in their vocation and service.

REPORT FROM OUR PRESIDENT

Our organization is thriving despite the decreased numbers of Parish Administrators in our Diocese. It is not only in our Diocese that our profession has suffered downsizing, lay-offs, and elimination of the staff position; it is Church-wide. But we stand strong as a cohesive group in the Diocese of Atlanta, coming together twice a year at our one-day Spring Workshop and at our Fall Continuing Education Seminar for a weekend at Camp Mikell. In April we had The Reverend Licia Affer present "Pastoral Care and the Parish Administrator" at our Spring Workshop. The Reverend Bill Deneke led us in "Changing Perspectives" in October at Mikell. We are grateful for the guidance from the many wonderful retreat leaders we've had over the years.

Our organization was founded in September 1989 under the guidance of Bishop Frank Allan. We are an effective resource not only for each other, but for clergy and lay leaders as well. We regularly share information about how best to do our jobs, and several years ago we did a salary + benefits survey which assisted those who were hiring or negotiating for the position of Parish Administrator. We have led workshops at the diocesan Ministry Fair, organized service projects within the Diocese, and we have representation at Annual Diocesan Council.

PANDA membership is open to all persons serving in paid positions as parish administrators, secretaries, administrative assistants, registrars, and receptionists in the Diocese of Atlanta. Former PANDA members are welcome to continue their participation in the organization. We meet regularly on a quarterly basis, with additional called meetings as determined for the purpose of planning special projects. Our dues are \$25 per year, but participation and involvement is not limited by financial obligation of individuals or their respective parishes.

We encourage all parishes to support their administrative staff to join and be actively involved in PANDA. Please consider financially supporting their involvement with the organization by including the cost of dues and continuing education in your annual church budget, totaling approximately \$250. This amount includes the annual dues, the Spring Workshop, and the Fall Education Seminar at Camp Mikell.

As Bishop Wright wrote in his 2013 letter to the clergy in support of the PANDA organization, "The word "administrator" shares its etymological roots with the words "minister" and "ministry", and I can personally attest to the level of commitment these professionals bring to their vocation. The work of PANDA and its members helps these men and women fulfill their chosen path in the ministry of the Episcopal Church."

Respectfully submitted,
Muriel Diguette
President, PANDA

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