

Backup Support So You Can Take a Vacation

How do you make backup plans as a church administrator or communicator with others on staff? When your work never seems to stop, how do you find someone to fill in when you are gone on vacation? What systems do churches use to provide backup for these roles? Facilitated by Mike Orr, Canon for Communications and Evangelism in the Episcopal Church in Colorado.

- Decide which tasks or processes can be automated / scheduled
- Decide which tasks can be deferred (it's ok to pause the nonurgent!)
- Determine which tasks can be handled by someone else (bulletin, website updates, printing, etc)
- Create an account/password cheat sheet for the person(s) who is backing you up.
- Cross-train staff so you can support one another (hint: training up (your Rector) will help them understand the work that you do and may help you in the long run!)
 - Forward emails to backup person?
 - Give email account access to backup person?
- Communicate vacation dates and who will be your backup
- Schedule a day or two when you get back as buffer time
- Set up an out-of-office message and outgoing voicemail message communicating that you are unavailable, who to contact meanwhile, and when you'll be back.
- Remove your work email account from your phone.