

Miller

MANAGEMENT

— Good Faith Accounting Partners —



WEBSITE SPOTLIGHT: FORMS & ARTICLES

Thank you for being adaptive as we all navigate these shelter in place orders. While some processes have changed, we continue to be open for business and are eager to serve our clients. The changes we have

made to our internal operations are designed to protect our staff and clients, while complying with government orders. Information on processing changes was sent by email last week. If you have questions on these processes, please contact one of your representatives.

During this time, we also wanted to provide you with some additional resources. If you find yourself working from home, our [forms can be found on our Resources page](#). We have also posted a few helpful articles regarding working from home on our [social media](#) and [our blog](#) in case you are needing some help navigating this “new normal.”

Jaelyn has been with Miller Management for three years and has experience in accounts payable, accounts receivable and contribution record-keeping.

She is married to David who is a pastor at a local church. The two of them love to go on evening walks in the Spring. They also enjoy drives around the lake; usually ending with ice cream or Starbucks.

When asked about her time at MM, Jaelyn said, “I love being apart of the Miller Management team. We have wonderful clients and my co-workers are as good as you can get!”

STAFF SPOTLIGHT: JAELYN SHAW



THE HAPPENINGS

BOOK REVIEW



If, like most of us, you are stuck at home and need a book recommendation to help fill your time, our book review on *Do More Better* can be found on [this post on the MM blog](#). Some of the MM staff have had the opportunity to read this book and have found some helpful ideas for project management in both their work and home lives.

Amazon link to [purchase Do More Better](#).

Link to [Mid-Continent Public Library](#) to request an e-copy.

[Click here](#) to see some other books we recommend.

MINISTRY DESCRIPTIONS



We've added a few new items to our every-growing list of online resources: [Ministry Descriptions for six different areas of ministry](#). Miller Management always suggests having your job description firmly in place before making any hiring decisions.

During these times, you may find yourself needing to hire new staff either right away or in the coming months. This could also be a good time to review your job descriptions and make sure they still reflect the mission of your ministry.

OFFICE HACK



Staff Appreciation

Right now especially is a great time to show our appreciation for our staff and co-workers. Plus, the last full week of April is Administrative Professionals Week. We've added a [post on our blog](#) and some pins on [Pinterest](#) for ideas to show your appreciation.

VERSE OF THE MONTH



Matthew 6:34

“Therefore do not worry about tomorrow, for tomorrow will worry about itself. Each day has enough trouble of its own.”

CAPTAIN'S CORNER



“Stewardship is working with the resources God provides to maximize our ministry's impact. Where does faith and stewardship intersect?”

- Dr. Glenn A. Miller