

Friday Night Fellowship



(Formerly Friday Night Sunday School)

Starts on Friday, October 12th

6:30 to 8:00 pm

Christ Church Parish Hall

We gather once or twice a month to share a meal, have fun together, and grow in our knowledge and love of God. This is not just for kids or only limited to members of Christ Church. ALL AGES will benefit and new friends are ALWAYS welcome!

Dinner is Potluck and there will always be a short program, some time to have fun together and we end with simple engaging worship.

Upcoming 2018 Dates:

October 12 and 26

November 16 and 30

December 14

CHRIST CHURCH

25390 Maddox Road

Parish Hall and Office
37497 Zach Fowler Road

P.O. Box 8
Chaptico, MD 20621

Sunday Services

8:00 a.m.—Holy Eucharist (Rite I)
10:00 a.m.—Holy Eucharist (Rite II)

Phone: 301.884.3451

E-Mail: office@cckqp.net
www.cckqp.net

Office Hours

Tuesday—Friday
9:30 a.m. to 3:30 p.m.
And by appointment

The Rt. Rev. Mariann E. Budde
Bishop of Washington

The Rev. Chris Jubinski
Rector

Email: frchris@cckqp.net
Cell: (410) 253-3664



A CHRIST CHURCH COMMUNITY OUT-REACH OPPORTUNITY

Chopticon High School, where our students attend is requesting some basic supplies for their classrooms. Currently; many teachers buy these items themselves; however, as a Community Outreach Project here at Christ Church we would like to provide these supplies to let them know we care! Supplies requested include, #2 pencils, boxed tissues, large bottles of hand sanitizer and disinfecting wipes. These items will graciously be accepted October 13th thru November 11th out in our Narthex. If you have any questions, please call Barbara Drumgoole at 301-481-8145 or Helen Wright at 301-481-1530. Thank you for your generosity!



CONTRA DANCE



Southern Maryland Traditional Music and Dance (SMTMD) is holding their monthly contra dance on Saturday, Oct 13 at the Christ Episcopal Church Parish Hall, Chaptico, MD. This month's dance features caller Jason Little with live acoustic string band music by the Southern Maryland Open Band. The doors open at 7:00pm and dancing begins at 7:30. Beginners are welcome and encouraged to attend the dance workshop at 7:00 pm. Admission is \$10 for non-SMTMD members; \$6 for members (band members are free). Children under 17 are free. For more information and directions go to www.smtmd.org. There will be an ice cream social during the intermission.

Thank You!

A great big **thank you** to Karen Owens for her faithful service to Christ Church as our outgoing Parish Registrar. **Thank you** to Julie Burch for volunteering to be our new Parish Registrar.

Thank you also to Keith Owens for organizing the work-day on October 6th, and to our volunteers who worked down at the church and around the parish hall.



PARISH NEWS

‡ **Friday Night Fellowship (Formerly Friday Night Sunday School)** will begin on October 12th at 6:30 pm. This is for members of all ages and guests are most welcome! We will start off with a potluck supper and then continue with a short program.

‡ **Hunger Walk** will take place on Sunday, October 14th, 1:30 pm at Serenity Farm. Each year we form a Christ Church team. A special collection will be taken at both services on 10/14. The money raised goes to the Hunger Fund of the Diocese which supports small organizations throughout the Diocese who feed the hungry. Please contact Fr. Chris for more information or to join the team.

‡ **Zumba and Flaunt on Tuesdays**—10:30 am Zumba and 7:00 pm Zumba and Flaunt in the Parish Hall.

‡ **Line Dancing Class**—Please join us for an hour of Line Dancing on Monday mornings, 1:00pm until 2:00pm at the Christ Church Parish Hall. We promise good exercise and lots of fun. Beginners are welcome. For information or questions, please call Lynn Burton at 202-746-4100 or Sheila Barber at 240-652-3085.

‡ **Bulletin and Newsletter Deadline**—Please forward any announcements and prayer requests to Fr. Chris (frchris@cckqp.net) by Wednesdays at 3:30 pm for inclusion in the weekly newsletter and Sunday bulletins.

Important Upcoming Dates:

- 10/14—Hunger Walk at Serenity Farm starting at 1:30 pm
- 11/3 – Parish Workday starting at 8:00 am
- 11/18—Parish Thanksgiving Dinner
- 11/21—Thanksgiving Eve Service at 7:00 pm
- 12/15—Patuxent Voices Concert at 7:30 pm
- 12/23—**ONE SERVICE at 9:00 am**
- 12/24—Christmas Eve: 5:00 pm Holy Eucharist, 9:00 pm Festive Music, 9:30 pm Holy Eucharist
- 12/25—Christmas Day: 9:00 am Holy Eucharist
- 12/30—**ONE SERVICE at 9:00 am**
- 1/5—“Twelfth Night” Party at the Rectory (more details to follow)

Thought for the week:

**“The most eloquent prayer is the prayer
through hands that heal and bless.”**

Billy Graham

St. Francis Day Blessing of the Pets October 7, 2018



Between church and home visits, 12 pets and 16 pet lovers participated in our annual remembrance of St. Francis of Assisi.

What a beautiful Sunday afternoon out enjoying God's creation and our pets! Many thanks to Barbra Drumgoole for taking these pictures.



Daily Devotions for The Way of Love Week Four: PRAY

Take 10 minutes and sit in a comfortable chair. Breathe in and exhale deeply, paying attention to the motion of your breath. Allow yourself to imagine God's presence surrounding you as you pray. Read slowly the passage below, several times. As you rise from your time of prayer, know that Jesus remains with you always.

MONDAY, October 15, 2018

I Samuel 3:10

So (the child) Samuel went and lay down in his place. Now the Lord came and stood there, calling as before, 'Samuel! Samuel!' And Samuel said, 'Speak, for your servant is listening.'

Are there times and places in your week when you 'lay down in your place' and listen for the voice of God in scripture, in worship or in the words of others in your life who are followers of Jesus?

Prayer:

Loving God, help me to set aside time each week when I can pause, breath and listen to your loving, liberating and life-giving words found in the Bible, hymns, worship or in fellow disciples.

TUESDAY, October 16, 2018

Psalm 25:4-5

Make me to know your ways, O LORD; teach me your paths. Lead me in your truth, and teach me, for you are the God of my salvation; for you I wait all day long.

In what ways do you – or could you – talk to God about who God is and what purposes and dreams God has for your life?

Prayer:

Holy God, you have made us to know you and to be your heart, hands and healing in the world. Help me to find or to make time to talk to you and listen for You in prayer.

WEDNESDAY, October 17, 2018

2 Corinthians 12:9-10

"... but the Lord said to me, 'My grace is sufficient for you, for my power is made perfect in weakness.' ...Therefore I am content with weaknesses, insults, hardships, persecutions, and calamities for the sake of Christ; for whenever I am weak, then I am strong."

Where or when in your life do you feel weakness, insecurity or incapacity?

Prayer:

Creator God, you have made me in Your image. Help me to remember in my prayers that Your power and love can fill my emptiness, heal my insecurities and abide with me in suffering.

THURSDAY, October 18, 2018

Luke 11:1-4

Jesus said to them, "When you pray, say: Father, hallowed be your name. Your kingdom come. Give us each day our daily bread. And forgive us our sins, for we ourselves forgive everyone indebted to us. And do not bring us to the time of trial."

When you read these sentences of the Lords Prayer, which are the hardest for you to believe or to practice?

Prayer:

Merciful God, help me to see and to help build Your kingdom of hope, love and justice in this world. Help me to share the bread you give me and share the forgiveness You show me with others.

FRIDAY, October 19, 2018

Luke 11:13

"If you then... know how to give good gifts to your children, how much more will the heavenly Father give the Holy Spirit to those who ask him!"

Can you think of a time when you received a gift of grace from God, whether you asked for this gift or not?

Prayer:

Holy God, help me to see the gifts You have given and are giving to me. And help me to make time to find ways to respond to in love.

THE LITURGICAL GUIDE

THE NEWSLETTER APPEARS WEEKLY. THE NEXT ISSUE WILL BE PUBLISHED ON FRIDAY, OCT. 19TH.

Click on link to access readings

October 14, 2018

(21 Pentecost--Way of Love Lectionary)

1 Samuel 3:1-10
Psalm 25:1-9
2 Corinthians 12:7-10
Luke 11:1-13

Click on link to access readings

October 21, 2018

(22 Pentecost--Way of Love Lectionary)

Isaiah 56:1-7
Psalm 96:1-9
1 Corinthians 11:23-26
Luke 24:28-35

Click on link to access readings

October 28, 2018

(23 Pentecost--Way of Love Lectionary)

Genesis 32:22-30
Psalm 23
Romans 12:9-21
Matthew 25:31-40

8:00 AM Holy Eucharist, Rite I

LEM - Kathy Cooke
Greeters - Patti & John Harhai
Lector - Ebie Cooper

8:00 AM Holy Eucharist, Rite I

LEM - John Dietrick
Greeters - Donna & Brad Reeves
Lector - David Simmons

8:00 AM Holy Eucharist, Rite I

LEM - Keith Loker
Greeters - Mary & David Simmons
Lector - Brad Reeves

10:00 AM Holy Eucharist, Rite II

LEM - Herb Redmond
Greeters - Karen & John Colton
Lector - Karen Owens
Coffee Hour – Potluck Sunday
Altar Guild: B. Franklin & D. McCubbin

10:00 AM Holy Eucharist, Rite II

LEM - Susan McQuilkin
Greeters - Amy & Mark Topolski
Lector - Carol Jubinski
Coffee Hour – Potluck Sunday
Altar Guild: B. Franklin & D. McCubbin

10:00 AM Holy Eucharist, Rite II

LEM - Lynn Burton
Greeters - Donnie & Conner Morgan
Lector - Beth Fitch
Coffee Hour – Potluck Sunday
Altar Guild: B. Franklin & D. McCubbin



October 14, 2018

Processional:

H 460 Alleluia! Sing to Jesus

Kyrie:

Setting: "Land of Rest"

Sequence:

H 488 Be thou my vision

Sanctus: Setting: "Land of Rest"

Fraction: Setting: "Land of Rest"

Communion:

LEVAS 18 Swing low, sweet chariot

Recessional:

H 473 Lift high the cross

H—Hymnal 1982

WLP—Wonder, Love, and Praise

LEVAS—Lift Every Voice and Sing

VF—Voices Found

SERVICES AT CHRIST CHURCH

SUNDAYS

8:00 am, Holy Eucharist

10:00 am, Organ & Choir / Holy Eucharist

THURSDAYS

6:10 pm, Meditative Music on the Piano

6:30 pm, A Simple Holy Eucharist

FR. CHRIS JUBINSKI

Office: 301.884.3451

Cell: 410.253.3664

fjchrist@ccp.net



EPISCOPAL DIOCESE OF WASHINGTON

www.edow.org

To see the readings for the next two Sundays,
click on the links at the top of the schedule on this page
or visit lectionarypage.net

OCTOBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>30</p> <p>19 Pentecost (Proper 21B) FIFTH SUNDAY</p> <p>9:00 AM - 10:00 AM Holy Eucharist @CC (Rite II) 10:00 AM Brunch 12:00 PM Birthday Party</p>	<p>1</p> <p>Parish Office Closed <i>Remigius, Bishop of Rheims, 530</i> 1:00 PM - 2:00 PM Line Dancing Class</p>	<p>2</p> <p><i>[The Holy Guardian Angels]</i> 10:30 AM Zumba 7:00 PM - 8:30 PM Covenant Class 7:00 PM Zumba/Flaunt</p>	<p>3</p> <p><i>[George Kennedy Allen Bell, Bishop of Chichester, and Ecumenist, 1958]</i> <i>[John Raleigh Mott, Evangelist and Ecumenical Pioneer, 1955]</i> 7:00 PM Buildings and Grounds Committee</p>	<p>4</p> <p><i>Francis of Assisi, Friar, 1226</i> 6:10 PM Meditative Music in Church 6:30 PM Holy Eucharist 7:00 PM Choir Practice 7:00 PM NA</p>	<p>5</p>	<p>6</p>  <p><i>William Tyndale, Priest, 1536</i> 8:00 AM Parish Workday</p>
<p>7</p>  <p>8:00 AM Holy Eucharist (Rite I) 9:00 AM Breakfast Bunch 9:30 AM - 10:30 AM Holy Eucharist @CC (Rite-II) 10:00 AM Holy Eucharist (Rite II) 11:00 AM Coffee Hour 4:00 PM Blessing of Pets</p>	<p>8</p> <p><i>[William Dwight Porter Bliss, Priest, 1926, and Richard Theodore Ely, Economist, 1943]</i> Parish Office Closed 1:00 PM - 2:00 PM Line Dancing Class</p>	<p>9</p> <p><i>Robert Grosseteste, Bishop of Lincoln, 1253, [Wilfred Thomason Grenfell, Medical Missionary, 1940]</i> 10:30 AM Zumba 7:00 PM - 8:30 PM Covenant Class 7:00 PM Zumba/Flaunt</p>	<p>10</p> <p><i>Vida Dutton Scudder, Educator and Witness for Peace, 1954</i> 6:30 PM - 8:00 PM Christ Church Vestry</p>	<p>11</p> <p><i>Philip, Deacon and Evangelist</i> 6:10 PM Meditative Music in Church 6:30 PM Holy Eucharist 7:00 PM Choir Practice 7:00 PM NA</p>	<p>12</p> <p>6:30 PM Friday Night Fellowship</p>	<p>13</p> <p>7:00 PM SMTMD Contra Dance</p>
<p>14</p> <p>8:00 AM Holy Eucharist (Rite I) 9:00 AM Breakfast Bunch 9:30 AM - 10:30 AM Holy Eucharist @CC (Rite-II) 10:00 AM Holy Eucharist (Rite II) 11:00 AM Coffee Hour</p>	<p>15</p> <p>Parish Office Closed <i>Teresa of Avila, Nun, 1582</i> 1:00 PM - 2:00 PM Line Dancing Class</p>	<p>16</p> <p><i>Lattimer, Ridley, and Cranmer, 1555, 1556</i> 10:30 AM Zumba 7:00 PM - 8:30 PM Covenant Class 7:00 PM Zumba/Flaunt</p>	<p>17</p> <p><i>Ignatius, Bishop of Antioch and Martyr, 115</i></p>	<p>18</p> <p>St. Luke the Evangelist 6:10 PM Meditative Music in Church 6:30 PM Holy Eucharist 7:00 PM Choir Practice 7:00 PM NA</p>	<p>19</p> <p><i>Henry Martyn, Priest and Missionary to India and Persia, 1812, [William Carey, Missionary to India, 1834]</i></p>	<p>20</p>
<p>21</p> <p>8:00 AM Holy Eucharist (Rite I) 9:00 AM Breakfast Bunch 9:30 AM - 10:30 AM Holy Eucharist @CC (Rite-II) 10:00 AM Holy Eucharist (Rite II) 11:00 AM Coffee Hour</p>	<p>22</p> <p>Parish Office Closed 1:00 PM - 2:00 PM Line Dancing Class</p>	<p>23</p> <p>St. James of Jerusalem, Brother of our Lord Jesus Christ and Martyr, 62 10:30 AM Zumba 7:00 PM - 8:30 PM Covenant Class 7:00 PM Zumba/Flaunt</p>	<p>24</p> <p><i>[Hiram Hisanori Kano, 1986]</i> 7:00 PM Intercessory Prayer Group</p>	<p>25</p> <p>6:00 PM NA 6:10 PM Meditative Music in Church 6:30 PM Holy Eucharist 7:00 PM Choir Practice</p>	<p>26</p> <p><i>Alfred the Great, King of the West Saxons, 899</i> 6:30 PM Friday Night Fellowship 7:00 PM SMTMD Homespun Coffee House</p>	<p>27</p>
<p>28</p> <p>8:00 AM Holy Eucharist (Rite I) 9:00 AM Breakfast Bunch 9:30 AM - 10:30 AM Holy Eucharist @CC (Rite-II) 10:00 AM Holy Eucharist (Rite II) 11:00 AM Coffee Hour</p>	<p>29</p> <p><i>James Hannington, Bishop of Eastern Equatorial Africa and his companions and Martyrs, 1885</i> Parish Office Closed 1:00 PM - 2:00 PM Line Dancing Class</p>	<p>30</p> <p><i>[John Wyclif, Priest and Prophetic Witness, 1384]</i> 10:30 AM Zumba 7:00 PM - 8:30 PM Covenant Class 7:00 PM Zumba/Flaunt</p>	<p>31</p> <p><i>[Paul Shinji Sasaki, Bishop of Mid-Japan, and of Tokyo, 1946, and Philip Lindel Tsen, Bishop of Honan, China, 1954]</i> Halloween 12:00 PM Lunch Bunch</p>	<p>1</p>  <p>All Saints Day 6:10 PM Meditative Music in Church 6:30 PM Holy Eucharist 7:00 PM Choir Practice 7:00 PM NA</p>	<p>2</p>  <p>Feast of All Souls Commemoration of All the Faithful Departed (All Souls Day)</p>	<p>3</p>  <p><i>Richard Hooker, Priest, 1600</i> 8:00 AM Parish Workday</p>

Christ Church on the Web:

www.cckqp.net

Christ Church King Queen Parish

CHRIST CHURCH PRAYER LIST

Please let the office know of updates to the prayer list.

Pray for Parish Members: Caroline Baldwin, Dorothy Pecson, Jane Cooper, Doris Goode, Mike Moore, Michael Sirk, Barbara and Martin Hailey, Gail Edger, Marvin Smith, Susan Tyner, Jennifer Bryant, Sharon Montillo, Virginia Raley, Karen Owens, Joe Drumgoole, and Paul Graves.

Also pray for: Richard Griffith - Colton; Bob Whitlock, Sharon Miller, Marvin Jones- Donahue; Dave Schenkman, Lee Phillips - Penk; Henry Lauver - Moore; Kay DesMarais - Kauffman, Frances Clemenos - Edger; Carl Thoburn, Myra & Ken Fitch, Fonzie Quance-Fitch - Fitch; Dennis Reich, Karletta Magura - Smith; Scott Peabody - Heflin; Joe Turner, Betty Roush - Saunders; Terri Johnson - Oliver; Carli Trost, Gilbert Murphy, Pat Valladingham - Sirk, Shophi Grace, Nicholas, Tony Bianchini, - Schuhart; Ron Wong - Redmond; Jennifer Peacock - Rocheleau; Ben Pecson - Pecson; Joann McGalloway - Tyner; Luther Wolfe, Carolyn Cave, Tom Berry, Eidson Mulling - Cooper; Elise Wloch - Shupe; Dianne Henwood, Laura Cooper and Baby Elliott - Jubinski; Pam Chaney, Pam Jones, Carolina Montillo - Montillo; Ed Poplin - Westerfield; Chuck, Jake - Loker; Melysa Anderson - Eaton; June Green, John Gradwell - McCubbin; Jessica Higgs - M. Oliver; Bill Lee - Oppermann; Linda Dickerson - Graves; Moe Mazingo, Cindy Young; Phillip & Virginia Quade, Tim Butler - Burch; Frank Gough - Donaldson; Joy Samuel, Frankie Tippett, - Simmons, Hope Brouwer-Ancher - Wright; Barbara Carlton - Shupe; Joe Fuller, Verna Kooker - Fuqua, Doris Anne Bradburn.

Recently Departed - Thelma Fuller, please also remember the lives lost in the upstate New York limousine accident.

EPISCOPAL DIOCESE OF WASHINGTON CYCLE OF PRAYER—21 PENTECOST

Please pray for the following parishes and concerns this week:

- St. Luke's Church, Trinity Parish
- St. Luke's Church, Brighton
- St. Luke's Parish, DC
- St. Luke's House, Bethesda
- Hunger Fund Committee
- World Food Day (October 16) - Pray for all who are hungry, especially children

ANGLICAN CYCLE OF PRAYER—21 PENTECOST

◆ **Sunday 14-Oct-2018**

PRAY for The Church in Wales The Most Revd John Davies Archbishop of Wales & Bishop of Swansea & Brecon

◆ **Monday 15-Oct-2018**

Diocese of Ikwo - (The Church of Nigeria (Anglican Communion) The Rt Revd Kenneth Ifemene

◆ **Tuesday 16-Oct-2018**

Diocese of Ikwuano - (The Church of Nigeria (Anglican Communion) The Rt Revd Chigozirim Onyegbule

◆ **Wednesday 17-Oct-2018**

Diocese of Ilaje - (The Church of Nigeria (Anglican Communion) The Rt Revd Fredrick Olugbemi

◆ **Friday 19-Oct-2018**

Diocese of Ilesa - (The Church of Nigeria (Anglican Communion) The Rt Revd Samuel Olubayu Sowale

◆ **Saturday 20-Oct-2018**

Diocese of Ilesa South West - (The Church of Nigeria (Anglican Communion) The Rt Revd Samuel Egbeunmi

Diocese of Irele - Eseodo - (The Church of Nigeria (Anglican Communion) The Rt Revd Felix Akinbuluma



BULLETIN INSERTS

October 14, 2018

Diocese of Western Massachusetts Revival

On October 20th and 21st, the Episcopal Diocese of Western Massachusetts will host revival events in Pittsfield and Worcester. The revival will consist of two services, along with several opportunities for Episcopalians to serve the wider community.

The first of the two services will take place at First United Methodist Church in Pittsfield. At 1:00 pm Eastern, the Rt. Rev. Douglas Fisher will preside and the Presiding Bishop will preach at the Holy Eucharist. The second service will occur at 5 pm Eastern at the Hanover Theater in Worcester. This service will feature music and testimonies, along with preaching by Bishop Curry on the Way of Love.

Episcopal revivals, far from singular events in the life of a region, are preceded by focused community service from Western Massachusetts Episcopalians. In Worcester, the faithful will focus on cleaning up a neighborhood park, beautifying and blessing the area, and gathering people for worship. During the month of September, Addiction Awareness Month, Episcopalians on the western side of the diocese have worked to educate their communities about the scourge of drug addiction and the hope and health available to them through ministry and treatment. The entire diocese has also undertaken the Bible Challenge, reading the entire Bible over the course of a year.

Please keep the Western Massachusetts Revival, its participants and planners, and the people of the diocese in your prayers. Selected portions of the revival will be live-streamed on the Episcopal Church's Facebook page. For more information, including future revival locations and events, please visit bit.ly/episcopalrevivals.

A Prayer for the Western Massachusetts Revival

God of the living, your faithful love has made us a people of hope. This hope is your gift to be shared. We wonder how to share Jesus' mission of mercy, compassion and hope in this time, in this place. We hear voices that cry out for your justice. We see children who long for bread. We are waiting for your Word to spark our imagination. We are trusting that you will lead us to a deeper praise that touches hearts and lifts up those who are bowed down. We know that if we wonder, listen and wait, you will revive your people. We thank you for guiding our way and for what we, as yet, cannot see. In Jesus' name we pray. AMEN.

Rekindling
HOPE

Sharing
LIGHT

Loving
JESUS

#WMARevival



Wednesday, October 31, 2-18

12 Noon

Christ Church Parish Hall

Please RSVP to 301.884.3451
or office@ccckap.net

And bring a Friend!

Additional Handicap Parking

Christ Church now has five dedicated handicap parking spots in front of the church. Nice new signs were installed during our parish workday on October 6th.





1 out of every 5 **CHILDREN** & 1 out of every 6 **ADULTS**
in our diocese struggle to get enough food.

Every step you take helps someone eat.

Hunger Walk
Sunday, October 14, 1:30pm
Serenity Farm
Benedict, MD

The walk will raise funds for the Hunger Fund of the Episcopal Diocese of Washington.

www.hungerfund.net

Please let Fr. Chris know if you are interested in walking.
The “loose plate offering” on Sunday, October 14th will be
donated to support the Hunger Fund of our Diocese.

rites of Passage

Please forward Birthday and Anniversary information to Fr. Chris at frchris@cckqp.net

October Birthdays

- 1 Delilah Ann Ferrari Carey
- 2 Debbie Dorsey
- 4 Robbie Loker
- 7 Bill Edger
- 11 Mary Ann Oliver
- 13 Joan Schuhart
- 15 Macie Topolski
- 16 Gale Edger
- 16 Karen Owens
- 28 Margaret VanMeter
- 31 Tina Shupe

October Anniversaries

- 18 Henry & Arlene Oliver
- 24 David & Mary Simmons
- 26 Tina & Steve Shupe
- 27 James & Anne Ridenour
- 30 Chip & Lynn Burton



On the Lighter Side...



Parish Office
37497 Zach Fowler Rd
P.O. Box 8, Chaptico, MD
Office Phone: 301-884-3451

The
EPISCOPAL
Church
welcomes you

Parish Office Hours
Tuesday-Friday: 9:30am to 3:30pm
office@cckqp.net
Mari Rondeau, Parish Administrator