

THE UNITED CHURCH OF CANADA / L'EGLISE UNIE DU CANADA
Newfoundland & Labrador Conference / Synode De Terre-Neuve et du Labrador

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Rev. E.V. Faith March-MacCuish, B.A., M.Div., Executive Secretary
Rev. Heather Sandford, B.A., M.Div., Conference Personnel Minister Ms. Alison Piercey, Conference Office Administrator

June 15, 2018

Conference Office 2018 Summer Schedule and Staff Vacations

Rev. Faith March-MacCuish:

July 3 – July 13
August 20 – September 4

Rev. Heather Sandford:

August 6 – August 17

Ms. Alison Piercey:

July 6 – July 13
July 27 – July 31
August 6 – August 17

Ms. Leona Laundry:

August 2 – August 13

Ms. Jennifer Taylor:

July 24 – July 27

Please note the following:

- ❖ If a required staff person is on vacation, please contact the office and another staff person will respond.
- ❖ Emergency number when offices are closed: 709-691-3524
- ❖ During the Executive Secretary's holidays, Rev. Heather Sandford will be Acting Executive Secretary.
- ❖ A student will be employed in the St. John's office for a period of eight weeks beginning June 25.
- ❖ For safety purposes, if a staff person is working alone, the door will be locked. Unless a **closed** notice is posted on the outside door, the office is open. Please ring the doorbell for service.

Effective July 2, through to and including September 7, 2018, the summer hours for the office and Bookstore will be 8:30am-4:00pm Monday to Thursday. Friday office hours (beginning July 6 and ending August 31) will be 8:30am-12:00 noon. This action will allow staff to use accumulated compensating time for extra duties throughout the year or annual leave.

Blessings for a safe and enjoyable summer holiday season!

Sincerely,

Rev. Faith March-MacCuish
Executive Secretary

With joy in our hearts and a song on our lips we, the Newfoundland and Labrador Conference of The United Church of Canada, Believe that we are called by God to love and serve others. Through our various shared ministries in the name of Jesus Christ, we are called to uphold the gifts and skills in each other; to honour differences; to be accepting of change while honouring heritage and traditions; to seek justice and through all of this to know that we are not alone. Thanks be to God