

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

320 Elizabeth Avenue ◀
St. John's, NL
A1B 1T9
Telephone: (709) 754-0386
Fax: (709) 754-8336
E-mail: unitedchurch@nfld.net



www.newlabconf.com

10 Pinsent Drive, Suite C
Grand Falls-Windsor, NL
A2A 2R6
Telephone: (709) 489-5101
Fax: (709) 489-2473
E-mail: newlabwest@nl.rogers.com

Rev. William G. Bartlett, B.A., M.Div., Executive Secretary
Rev. E.V. Faith March-MacCuish, B.A., M.Div., Personnel Minister

Rev. Roger Janes, B.A., M.Div., Programme & Leadership Development
Ms. Alison Piercey, Administrator

June 18, 2010

Conference Offices 2010 Summer Schedule and Staff Vacations

Rev. Bill Bartlett: August 2 - September 3 **Rev. Faith March-MacCuish:** June 23 - July 30

Rev. Roger Janes: June 23 - June 30 and August 2 - September 3

Ms. Alison Piercey: July 14 - August 13 **Ms. Susan Critch:** August 19 - August 24

Ms. Leona Laundry: July 26 - August 13 **Ms. Rochelle Forward:** August 23 - September 3

Please note the following:

- ❖ A student will be employed in the St. John's office for a period of seven weeks beginning July 5.
- ❖ If the Grand Falls-Windsor office is closed, please forward enquiries to the St. John's office.
- ❖ If a required staff person is on vacation, please contact the office and another staff person will respond.
- ❖ Both the St. John's Conference Office; Bookstore and Archives, and the Grand Falls-Windsor Conference Office will be closed on July 1 for Canada Day, as well as July 2 for General Council Staff holiday.
- ❖ 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 or knock on the door for service.

Effective June 28 through to and including September 3, 2010 the summer hours for both offices (including the Bookstore) will be 8:30 am to 4:00 pm Monday to Thursday and from 8:30 am to 12:00 noon on Fridays. This action will allow staff to use accumulated compensating time for extra duties throughout the year or annual leave. This is in consultation with the Conference Staff Committee.

Blessings for a safe and enjoyable summer holiday season!

Sincerely,

Rev. William G. Bartlett
Executive Secretary

cc: Mr. Doreen Whalen, Chair, Conference Staff Committee