



## Office Staff - Who does what?!?

**We thought you may all like to know who to reach out to for specific things now that we've completed our 'office staff restructuring'.**

**We can't possibly list everything everyone does, but here is a quick 'top 3' (or 4):**

**Solange (works Monday-Thursday, 9:00 - 2:30):**

1. Books Rooms for meetings/events - for our teams, and for outside groups
2. Books meetings for Rev. Laurie
3. Responds to [office@standrewscalgary.ca](mailto:office@standrewscalgary.ca) emails
4. Books zoom meetings for teams/groups

**Dolly (works Monday-Thursday, 9:00 - 4:00):**

1. Looks after ALL THINGS financial
2. Receives pastoral care information about our people, and passes that information on to the ministers and Care Connectors
3. Updates PowerChurch, which stores all of our 'congregation information' (like addresses and telephone numbers)

**Debby (works Tuesday & Wednesday, 9:00 - 4:30):**

1. ALL THINGS LinX (receives information, writes information, works with Kevin & Barbara MacFarlane on getting out weekly emails to those who have signed up to receive them)
2. Maintains/updates our Ministers' and staff shared Worship Document, and creates a Sunday service document for the Ministers, choir, sound board people, ushers, and participants in the service
3. Updates the electronic sign (starting Jan 2026)

*Please know that we are ALL willing to take whatever requests come our way and make sure they get to the right person - we know transitions take time... and that it will take 'we Presbyterians' time to get used to*

*CHANGE!!! :)*

*~ Deb, Dolly & Solange*