

First announcement:

After many years of faithful and diligent service, we have accepted the resignation of our church secretary, Jen Allcorn. As I have learned over these past 3 years, our secretary is an integral part of keeping our church running and she is going to be missed by so many people. She has done everything from getting our bulletins and annual minutes printed to our bookkeeping and being an awesome person who is always willing to listen to another parishioner. She kept our church running so smoothly and did her job so effectively almost silently in the background (but we never thought she was not there for us). From filling in at the last minute to play our organ to helping serve meals to organizing the volunteers, Jen was always there for us. Please join me in a very warm thank you for all she has done for our congregation as she moves onto the next chapter of her life. Jen, thank you does not seem to be enough, but know we love you and your family like our own. You are always welcome at the church, and I hope we can support you as you have supported us in this transition and always.

Second Announcement:

St. Matthew's Lutheran Church is seeking a new secretary.

Position requires excellent computer knowledge, good interpersonal skills, and the utmost confidentiality. Traditional office management duties and weekly preparation for Sunday Worship Service (bulletin, volunteers' schedule for Service roles etc.) Other specific tasks are required throughout the year. These will be made available beforehand to those candidates being interviewed.

Job requires approximately 10 hours per week. Remuneration is \$17 an hour, training will be provided.

Please apply by sending a covering letter and resume via computer to Jenn Rusk, Church Council President, at jennruskstmatts@hotmail.com by Monday, April 1st.

We thank everyone for their applications, but only those receiving an interview will be contacted by Friday, April 5th. Interviews will follow the next week. Please ensure that you have included an email address where you can be reached.