June 10, 2009

To: Woodlawn United Church

I have found that the activity here at Woodlawn is dropping steadily, the last couple of weeks in May and into June have not been busy. I have had to time to archive, file, clean and catch up. I need to be busy and feel that I am wasting Woodlawn's time if I am not, thus offering the following proposal.

Proposal of Summer Office Hours

July & August only.

Current Office hours are Monday – Friday 8am – 4 pm

Summer hours Closed Monday

Open Tuesday – Thursday 8am – 4 pm

Closed Friday

The summer proposal is a win/win situation for both myself and Woodlawn United Church as I propose to buy my time off, this will save Woodlawn United Church a two week pay plus benefits, CPP & EI not to mention I get to enjoy some extra time with my son. The days off are as follows (see attached schedule) we would have Ivan Richardson issue a two week pay at zero dollars. If there happens to be a funeral on any of the days off, I will without hesitation come and cover it. Ministry & Personnel are aware of this proposal and said they were OK with it as long as the ministers approved, Maarten Kramers said he would pass this information along to the Church Council for approval. Valerie & Phillip are both fine with the summer hours but make it clear that they will not answer the door or office phone the days the office is closed as pastoral emergencies go to their cell phone. Please review the calendar. Hopefully I covered all points but if you have any questions or concerns please do not hesitate to call me.

Donna Macumber
Office Administrator
Woodlawn United Church