



Is the end near?

This week I was listening to the reports about the Coronavirus and vaccine development. I have to confess that I haven't been listening or paying much attention to these things in the past several weeks. That's because I'm finding that I can only take so much, especially when news reports aren't leading to anything new. These recent reports are speculating that a COVID-19 vaccine might be fully developed, tested, and ready to go as early as the end of November, but that wide dissemination of a vaccine may take up to 12 months.

This news affects me in probably the same ways it affects you. We are all mourning the loss of socially connected life, including the ability to move about freely; visit friends and family; enjoy movies, concerts, and sporting events; dine out; and travel, not to mention sing and celebrate communion and coffee hour. The vaccine news coupled with the news that our socially distanced life will be prolonged is a mixed bag. We rejoice that the end may be near and sorrow that it might be several months away.

This is a perfect frame of mind for November; November provides us with extraordinary worship opportunities: **All Saints' Day, Christ the King, and services that focus on the end.** In fact, November's worship themes are all about the end: the end of the church year, the end times, the end of life itself. We are presented with a topsy-turvy set of language and images that not only disrupt our faith patterns, but call us anew to see things with the eyes of faith. These great themes are

all designed to help us experience our own frailty and failings and help us focus on the love and power of our almighty God, who draws life from death and builds a realm of inclusion, hope, and joy for all people. They offer us the chance to see that although uncertainty abounds, we stand upon ground of hope.

As we experience uncertainty, distress, failure, and the end in November's worship, we can hear Paul's admonition to the Thessalonians anew: *"encourage one another and build each other up"* (1Thessalonians 5:11). This is a time to notice injustice, claim the actions we have taken to participate in God's justice, and allow God to light a fire in our proclamation: God is

making all things new and God can bring life from death.

Look around for faith active in love, the delight people take in service to others, and the counterbalance of God's abundance to the scarcity preached from the secular society. Take delight in small random acts of connection and kindness

and give thanks for little sparks of hope and joy that litter your days.

Our isolation provides us the space and time to slow down and settle into a period of prolonged praise and wonder. God is near. God is beginning a marvelous work. God is re-making us and the whole world in the divine image. God promises to never leave us, nor forsake us, but to walk alongside us with power and love as everything is being transformed. We are in this together!

peace, Pastor Laura



LEAD ... love God with all your heart

Weekly offerings may be mailed into the church, or go on our website www.churchofthecross.ca

and click the **DONATE** button, **OR**
e-transfer to churchofthecross@shaw.ca

OR mail to: 10620 Elbow Dr. SW

Many thanks to those of you who have continued your weekly offerings.

Do you have an Advent Wreath?



We are developing Worship at Home resources for Advent and Christmas. It would be helpful if you have an Advent wreath in your home.

If you need an Advent wreath, please contact the church office. We'll work on getting one to you!

The **MUSTARD SEED** is again receiving stuffed socks for the Christmas Season. To 'stuff a pair of socks' we need the following items:



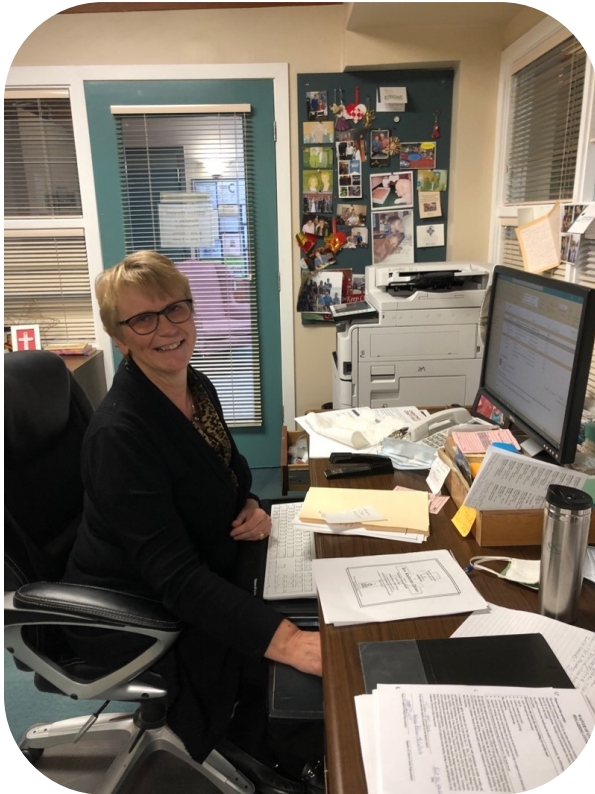
For personal hygiene (i.e. soap, toothbrush and paste, deodorant, lip balm, skin cream, shampoo, comb, tissues), chocolate bars, candy treats, pen and writing pad, bus tickets, gift cards (e.g. Tim Hortons).

A box will be placed in the narthex for your donations.

December 12th is the final day for collection.

November Cause of the Month - CHRISTMAS HAMPERS

The End of an Era



Are you ready to say goodbye to Dianne? We aren't, but ready or not, she retires at the end of the year.

She'll leave with 22 ½ years' experience – including a great portion of our institutional knowledge.

She and Gates will remain members of Lutheran Church of the Cross, but this familiar scene of Dianne at her desk in the front office will become a thing of the past.

We celebrate with Dianne as she reaches this awesome milestone and prepares for a vacation with Gates from coast to coast in the summer of 2021, and we begin a new era in the life of this congregation, as we seek someone to excel at office administration, social media, and technology. We hope to find someone who can approach Dianne's good-nature, flexibility, compassion and cheerfulness.

COVID-19 protocols will deny us the kind of end-of-career celebration we would like to hold for Dianne, but we invite you now to scour through your pictures, make farewell videos with your phones, write thank-you/farewell cards, and begin planning your gift-giving.

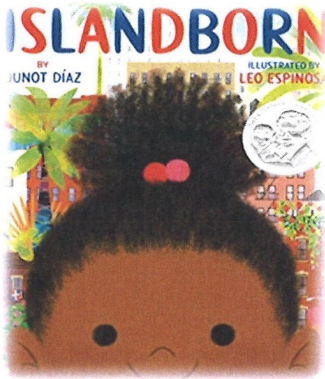
Pastor Phil is coordinating the picture and video gathering; gifts and cards for Dianne may be dropped off in Pastor Laura's office. Plan to have all of your farewell commemorations complete by Dec 1. This will give us time to make a thoughtful remembrance for Dianne.

In the meantime, feel free to call or stop by the office (socially distanced, masked, and with sanitized hands, of course!) and say goodbye to our wonderful office administrator.

We love you, Dianne! Thanks for all of your hard work, good cheer, and constant presence!



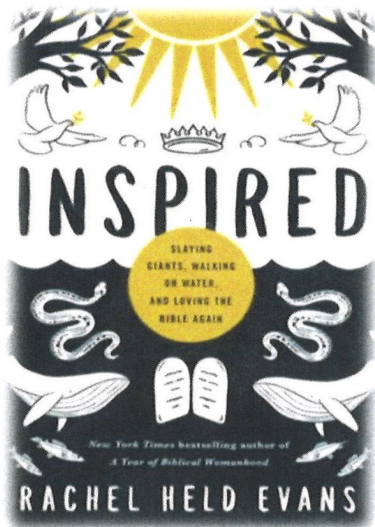
On our library shelves



***Islandborn*, by Junot Díaz. Penguin Random House, 2018.**

Every kid in Lola's school was from somewhere else. Hers was a school of faraway places.

So when Lola's teacher asks the students to draw a picture of where their families immigrated from, all the kids are excited. Except Lola. She can't remember The Island—she left when she was just a baby. But with the help of her family and friends, and their memories—joyous, fantastical, heartbreaking, and frightening—Lola's imagination takes her on an extraordinary journey back to The Island. As she draws closer to the heart of her family's story, Lola comes to understand the truth of her abuela's words: “Just because you don't remember a place doesn't mean it's not in you.” Gloriously illustrated and lyrically written, *Islandborn* is a celebration of creativity, diversity, and our imagination's boundless ability to connect us—to our families, to our past and to ourselves.



***Inspired: Slaying Giants, Walking on Water, and Loving the Bible Again*, by Rachel Held Evans. Penguin Random House, 2018**

If the Bible isn't a science book, instruction manual, or position paper, then what is it? New York Times bestselling author Rachel Held Evans invites readers on a journey of rediscovery as she explores the magic of the Bible, engaging the old, familiar stories in new ways that honor the past and enlighten the present. Part memoir, part bible study this beautiful easy read will help you discover the ways the Bible stories are true.

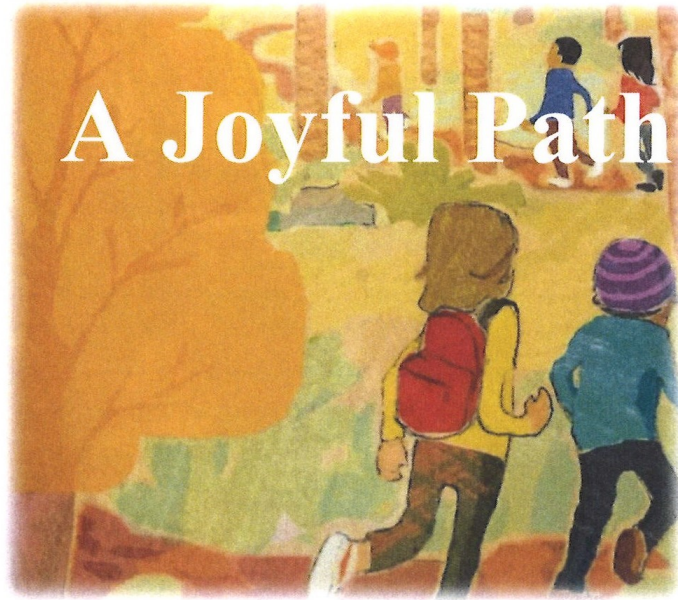
“We live inside an unfinished story.”

“If we train ourselves not to ask hard questions about the Bible...how will we know when we've got it wrong?” - Rachel Held Evans

Church Library



LEAD ... love God with all your **mind**



We are celebrating the addition of new Sunday School materials: A Joyful Path.

This 2-year, 75-lesson curriculum teaches the wideness of God's mercy, and basic lessons in becoming a gentle and kind-hearted person, courageous in following Jesus' way. Among its lessons: Non-greed, Courage, Filling our minds with goodness, Inclusion, Expressing gratitude, and The faith traditions of our world.

Lessons from this curriculum are being combined with puppet shows from the Spark Story Bible each week in 20-25

minute lessons that can be found on our website (see Sermons and Worship). These lessons are most suited for children ages 6-10, but may also be enjoyed by families or by children 4-12.

As we develop and present this new material, we welcome your feedback and suggestions. Email Pastor Laura: auraholck@gmail.com



New signage for our bench by the Memorial Garden. This was made possible through funds from the Memorial and Honors Special Fund.

LEAD ... love God with all your soul

Update on Worship during COVID

During this time of COVID, we continue to try to provide meaningful worship opportunities that also help us keep each other safe. Here is an update on our current efforts and plans.

Live streaming and Phone-in Worship – Thanks to our *Tech Crew* (headed by Gates Fortier), we are now live-streaming each Sunday. The live stream is accessible from the worship page on our website (www.churchofthecross.ca) for that particular Sunday. By mid-afternoon, a recording of the service is available to be viewed also. For people who are not able to view it on a computer, members may also phone in and listen to the audio portion of the worship at 10am on Sunday morning. **The Phone-in number is (587) 328-3010.** If they call after the service is over, they will be connected to an audio recording of the latest service. There will also be the option of *receiving a call* at 10am every Sunday morning to get connected to the live worship.

In-person worship – We are once again gathering for in-person worship. Those who wish to worship in person must:

- RSVP with the office beforehand
- Sign a waiver
- Observe COVID protocols including wearing masks and maintaining social distancing.

Holy Communion – Our current plan is to offer Holy Communion during the live-streamed worship. Those present will receive pre-packaged communion kits from the presiding minister to commune at the altar rail or in their seat. Those watching or listening by live-stream are invited to assemble bread and wine in their home and commune when the pastor indicates.

Sunday morning Zoom ministry - We will continue to gather via Zoom after worship for Fellowship time and discussion:

11:15am – Fellowship Time

11:30 am – Sermon Talk Back

Worship Assistance – As we transition back to having in-person worship on Sunday mornings, we are once again in need of help to make sure worship goes smoothly.

- **Ushers (3)**– These are people that are responsible for maintaining COVID protocols by:
- marking pews which are “NOT IN USE,”
- making sure people are masked & their hands are sanitized,
- registering attendees, and
- seating people so that families/cohorts are physically distanced during service.
- Resetting and cleaning the sanctuary after the service.
- Contact **June Kvicala** for any questions about ushering.

Worship Assistant – When we began videotaping the worship, we had different members assist with worship leadership. We will continue this practice. For questions, **contact Pastor Phil.**

Lectors (Scripture Reader) – We will continue to have lay people read the lessons. For those that wish to read but are not able or choose not to

attend, they may still sign up and submit a video recording of their reading which will be broadcast during the live streaming. This recording may be from home or they may come during the week to record it in the sanctuary. For questions, contact **Pastor Phil.**

To volunteer, go to our website (www.churchofthecross.ca) and click the VOLUNTEER tab. Then choose, WORSHIP ASSISTANCE.

Looking ahead to Advent and Christmas – There seems to be no indication that the pandemic will be going away anytime soon. We are anticipating that for the holidays, we may still be limited in our ability to gather in large numbers in person. We are making plans to support members and their families in having meaningful worship times in their homes during these times. More particulars on what this will look like as we get closer to the holidays.

Pastor Phil





Caring for Grieving People during the COVID-19 Crisis

Grieving the loss of a loved one is difficult under any circumstances, but the effects of the ongoing coronavirus crisis have made grief even harder for many.

- Family members may have been isolated from their loved one and not had the chance for closure or saying their final goodbyes.
- Limitations on gatherings prevent loved ones from physically gathering to grieve and reminisce together at funerals and memorial services.
- Extended family and friends are unable to visit and offer in-person support and condolences.
- Comforting acts like hugging the grieving person, holding their hand, or sitting with them just aren't possible right now.
- In the midst of their grief, people are also dealing with increased stress, anxiety, and other losses because of the crisis.
- As those around the grieving person are facing many challenges of their own, they may have less emotional energy to reach out and offer care.

Whether or not a death was directly due to the coronavirus, factors like these compound the pain and isolation that many grieving people feel. Pastors, chaplains, and other caregivers are working diligently to

provide as much care as they can, but current conditions limit what they're able to do right now. That's where the care you offer can make a big difference.

Principles for Caring for a Grieving Person during Social Distancing

Even when you can't offer care in person, there are still ways to be a light in the darkness of someone's grief.

- **Be there emotionally for the person.** When you are not able to be physically present, you can still let the person know you're there for them and you do care. As you connect with them, give them your full attention.
- **Use the phone or video chat.** When being physically present isn't possible, the next best way to care is by phone or video chat. Your voice and face can communicate compassion and support much more effectively than a text or email.
- **Encourage the honest expression of feelings.** In a caring way, ask how the grieving person is really doing and what they're thinking and feeling, and show that you're willing to listen. If the person doesn't have a lot to say initially, that's okay. Just continue to be available, and as time goes on,

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they'll most likely appreciate having a safe person to open up to.

- **Listen and validate.** Validating lets the person know you heard what they said and you accept that they feel that way. For instance, if the person says, "Sometimes it hurts so much I don't know what to do," a validating response would be "That sounds awful. I'm sorry you're going through that."
- **Avoid platitudes or other words that discount the person's feelings.** Platitudes are words that sound caring or helpful on the surface but usually end up causing further pain, such as "She lived a good, long life" or "Only the good die young." Words that discount the person's feelings include "At least . . ." or "You shouldn't feel that way."
- **Let the person know that it's okay to grieve.** Too often people feel pressured to rush

through their grief or bury their feelings, and that may be especially true in the current crisis. As the first *Journeying through Grief* book points out, grieving is normal, natural, and necessary. Encourage the person to take the time they need to grieve.

- **Be there for the long term.** Grief takes time, so if you're willing and able, let the person know you'll be there for them throughout the grief journey—and then follow through. Check in periodically to see how they're doing. They'll likely appreciate knowing you remember their loss and still care.

Even though it's not the same as in-person care, these behaviors can make a big difference to someone who's grieving, especially during these times when people may be feeling very alone.

To see other COVID-19 communications, visit stephenministries.org/covid19.

We have several Grief Book resources in our library and in the Pastors' offices. Please don't hesitate to call if you would like to talk to one of our Pastors or some printed information.



LEAD ... love God with all your **strength**

BROWN BAGGING FOR CALGARY'S KIDS

I must begin by saying our God is so good!!

When this little kitchen started the first full week of September, we have grown and come to realize every week is different. Our daily quota has consistently increased a little at a time, and we know we can accommodate this because we have such amazing and dedicated volunteers! God shows up every time we are in need: volunteer lunch makers and drivers are prompted to help. Literally within 24 hours any void that occurs, He provides a solution.

A wonderful community has begun in our kitchen! It's great to see smiling eyes (masks cover so much) and to see how everyone enjoys being together. We currently have 26 volunteers in our database and 14 of those volunteers do not call LCOC their home. I am so proud to see how comfortable everyone is in our church!

I am excited to update you on total lunches made. If you remember, our tally for September was 734 lunches. Our current October tally is **1526**, for a grand total of 2260 lunches!

Thank you for all of your prayers and support of this program. We are making a difference and the students know they can count on us!

In His love,

Sasha Craven

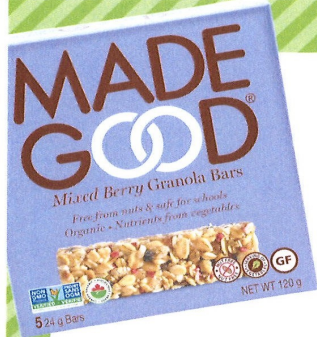
403-203-1473

Sign-Up link: <https://signup.com/go/FBCEYXi>



Check out their website to learn more about Brown Bagging for Calgary's Kids!

<https://bb4ck.org/>



BROWN BAGGING FOR
Calgary's Kids
bb4ck.org

SNACK WISH LIST

GRANOLA BARS

NUT FREE

NO CHOCOLATE DIPPED OR CHOCOLATE COVERED

Natures Valley Lunchbox Bars

Made Good Granola Bars / Granola Minis

Nutri Grain Bars

Quaker Nut-Free Granola Bars

Chocolate Chip Granola Bars (Nut Free)



FRUIT ALTERNATIVES

SunRype Fruit Source / Fruit To Go bars

GoGo Squeez Fruit Sauce ****not fruit in plastic cups or apple sauce in cups**

Sun-Maid Raisins

CRACKERS, COOKIES & OTHER



Gold Fish Crackers Snack Packs

Ritz Bitz Snack Pack - Cheese Flavoured

****no peanut flavoured**

Bearpaw Soft Cookies

Dare Brand individually packed cookies

Beef Jerky

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Canadian Lutheran World Relief

UPDATE

This weekend, Canadian Lutheran World Relief's (CLWR) Board of Directors, leadership team and denominational leaders gathered for our annual September meeting. As we came together — completely online for the first time in our history — we were all forced to confront the fact that we are working in a new reality, one that is marked by change and new circumstances.

Everyone at CLWR is committed to meeting the challenges of this moment with humility and courage. We are steadfast in our responsibility to ensure CLWR can respond with integrity, efficiency and kindness in a time of soaring global need, and to make sure Lutherans in Canada can continue a tradition of working toward justice and peace for all people.

Based on those commitments, this weekend we made the decision to begin transitioning We Care, CLWR's long-standing and beloved commodity shipment program, with the intent that the shipping component of the program will be fully closed by the end of 2021. While many of us feel a deep, personal connection to this aspect of We Care, the decision was made with the unanimous support of everyone involved.

Despite some sadness in making this change, we are united in confidence that this decision affirms CLWR's most deeply-held values, including responsible stewardship, shared learning and honouring the voices of those we are called to serve. We are encouraged and optimistic at the commitment everyone at CLWR has shown to being the most responsible, effective organization we can be on behalf of Lutherans in Canada.

In the midst of the COVID-19 pandemic, the need experienced by our global partners has never been greater, and they are urgently calling on Lutherans in Canada to respond as generously as possible. The decision to revise the We Care program comes both in response to those calls, and as part of our deeply held commitment to honour the kindness of our church communities, making sure to do as much good as possible.

We are proud of CLWR's long history of growth and adaptation as an organization. Since as early as the 1950s, the organization has continually adapted its efforts in response to shifting contexts, and especially to the voices of our partners. CLWR has always tried to exemplify the spirit of "semper reformanda" — always reforming — that has guided our faith tradition as Lutherans. Today, facing the prospect of a post-COVID world, we are united in our belief that we must not cease learning, growing and reforming.

The COVID-19 pandemic has brought new complications to We Care and has amplified existing challenges to a point where continuing the program in its current form would not be a responsible course. Shipping and travel restrictions have left our warehouse nearly dormant for months, despite significant donor dollars continuing to pay for the warehouse space. At the same time, the supplies provided by our current We Care program are neither a rapid nor a cost-efficient way for CLWR to respond to the immediate, critical needs faced by so many around the world.

As this work evolves, we will count on your continued partnership, and we pledge to continue in our commitment to do everything we can to be faithful and responsible partners in this ministry.

If you have any questions or comments about this decision, or about what to do with existing items, CLWR's Community and Donor Relations Director, Carla Blakley, is eager to hear from you. You can reach her at 204-230-1323 or carla@clwr.org.

We invite you to join us in prayer today for the ongoing ministry of our organization, for those we serve, and in gratitude for the incredible legacy of kindness that has reached across the world for so many years through We Care.

Deepest blessings,
Cheryl Bauer Hyde - President of the Board
Canadian Lutheran World Relief

LEAD ... love God with all your strength

Campus Ministry looks different this year, but it's **still vitally needed** by students at U of Calgary and Mount Royal U. We are having wonderful experiences **meeting with students online** for our Women's Circle, Drum Circle, Simple Suppers, Dirty Theology, and Simple Chef cooking lessons! Our annual fundraiser, which is usually a dinner in a local ELCIC church, will also be held online. This year's theme is **"In this Together: Building Resilience in Difficult Times."**

This year, we're partnering with our friends at YYCCM, the United Church chaplaincy, for an **online auction (opens October 28)** and **livestream event (November 7, 2020 at 7:00 pm)**. Please support Pastor Margaret Propp and her important ministry by donating an auction item, bidding on auction items, and watching her co-MC the livestream on the 7th! More information about the event, instructions for donating auction items, and links to the auction and livestream can be found at www.CampusMinistry.ca.

Sat. Nov 7, 2020 @ 7 pm

more info at
www.campusministry.ca



In this Together:



Building Resilience in Difficult Times

Online Fundraising Event & Auction



- Auction is now open
- Make a bid
- Join us live Nov.7th @ www.campusministry.ca

(Donations can still be made for the silent auction!)

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We need help with worship! We are looking for:

Assisting Ministers to lead the Introduction to worship, Prayer of the Day, Creed, Prayers of the People, Lord's Prayer and Dismissal

Lectors/Readers to read the scriptural lessons

Ushers to help us observe COVID-19 building protocols on Sundays, including helping maintain social distancing, monitoring hand sanitizing and masking, ushering people in and out of the sanctuary, and helping with cleaning routines

COVID Protocol Partners to team with the pastors in evaluating health advisories and guidelines, our next steps, and our COVID-19 worship protocols

Sign up online on the "Volunteer" tab of our website or phone the church office.

Also Needed on Sunday Mornings: Help with the Audio Visual Technical Ministry, which means **Operating the Sound Board** and the **filming for our live-streaming**.

On-sight training for both these operations is available. Please contact the church office if you are interested in learning these very important additions to our Sunday worship.





... love God with all your **strength**

women's REtREAT

with Rev. Kathy Calkins and
Rev. Barbara Groote

NOV 13-15





set apart **BUT STILL TOGETHER**

**Check out the Camp Kuriakos Website for various on-line
opportunities of study:**

Creation Care - November Bible Study - with Rev. Dave Saude
November 5 - 26 - 9 am on Thursdays
Register on-line at Camp Kuriakos





... love God with all your **strength**



Run4Camp on November 1 and support our Capital projects

We've partnered with Lutheran Outdoor Ministries (LOM) to host a fun event in support of this fall's capital projects.

- Rebuilding the Lakefront Retaining Wall (pictured above with the 2008 Summer Team)
- Replacing the Walk-In Cooler in the main kitchen

Participants donate at least \$25 to Kuriakos, and commit to finding at least 5 other supporters (in any amount). Then, on or before November 1, move yourself 5km in whatever way you choose! Run, walk, swim, dance, roll, paddle, trick-or-treat... just remember to send a selfie of you doing it.

LOM is hosting a few information sessions when they will be happy to provide more details about the campaign.

Registration is online through LOM. (<https://lomnetwork.wufoo.com/forms/mi2zyf11iow6ol/>)

More information and updates will be available on the Kuriakos website.





November 2020 Message for Congregations and Lay and Rostered Leaders

Dear Beloved of God –

My October Message for Congregations and Lay and Rostered Leaders shared of the birth of our grandchild and that I have been pondering what it might be for me to be a Papa, and Cathy a Nana. I have been reflecting on this remarkable, mysterious gestation, germination, quickening, and birth, and that it feels very much like the remarkable, mysterious gestation, germination, quickening, and birth of this coronavirus adventure. A journey, an opportunity that invites us to where we do not determine the route, the result, or the final outcome. Where we walk in the midst of disorientation and anxiety, frustration and uncertainty, through resiliency, imagination, generosity, experimentation, and learning.

We are living in what many are calling a liminal time. Standing on a threshold between an ending and a new beginning. Living, not through an era of change, but a change of era. Entering, thrust into, a new chapter in our history and experiencing that it is unraveling almost everything that we have taken for granted about the church, congregational life, its leadership, its life.

Liminal seasons are challenging and disorienting. They are unsettling. We seek to move forward with purpose and certainty, but we feel as though we are trudging through mud or fog. We drift, said one theologian during a webinar I recently participated in, between resignation and indignation and we are not sure that we know how to occupy this continuum in a healthy way.

This is where many of us are. It's why there is less and less energy for the how-tos. It's why many are exhausted. We need to name this grief and address the trauma that is upon us.

Recently, I heard someone describe our time in terms of a bush suddenly uprooted from its established bedding in the ground. The roots had gone deep, so they had to be cut all around before moving the bush to another location. It is a massive trauma for the bush. It isn't going to bounce back in a few months or even a year. The bush needs the time of numbers of seasons before it can hope to generate new life back into its roots and branches. The gardener knows that for the bush to stand a change of re-rooting, all its flowers have to be cut off, so its energy is redirected to the traumatized root system.

This is the grief and trauma that has become pervasive in our lives. There are no quick, no easy fixes, nor Wizard-of-Oz-like solutions. We are on a road that few, if any, of us have known before. How-tos seem like band-aids on an open wound.

Our vocation, dear Beloved, is to face the realities of this liminal moment, to name the grief and trauma that surround and overwhelm us. The how-tos, writes Alan Roxburgh, are dead ends we grab on to when we don't know what else to do. Facing together the hard questions of this unraveling requires the writing of a new chapter, one that will be very different from the one we've written to this point.

To name the grief and trauma is to begin the work of discernment. This work of discernment begins with a naming, a deep naming, that God is at work doing something new, together with an openness to the ways God is inviting us into something... beyond imagination. And, like the bush this will require time, perhaps a significant time, before we can hope to generate new life back into its roots and branches.

Discernment is located in prayer; it is seeing, knowing and acknowledging what is; it is noticing the movement of the Spirit with practiced listening; and, it is a journey, not a destination.

Perhaps we could begin together by considering the following, by writing down our thoughts and sharing them with others in the faith community, one's congregational council or Bible study, all-the-while listening deeply, with responses that may at this time be only answered in part...tentatively:

When have I/we experienced this dislocation before? This uncertainty?

What stories of resiliency, discernment, imagination can I/we share?

Where is God? Where is God, in the midst of the unraveling?

What does hope look like?

What does it mean to be a Christ-proclaimer in this day and age, when we are living in a global village, living amongst a variety of cultures and religions (not so different from New Testament times), and yet – for our health and the safety of others, we are so separated from our communities of care and concern?

How might I/we “be” at this time rather than “do”? Is this difficult for me/us? Why?

How does our faith inform every decision we make and refuse to make, every thought and prayer and question we ask and refuse to ask, every task we undertake and refuse to undertake? Share a story when faith clearly informed my/our decision-making?

How might I/we make room in my/our heart(s) for our siblings who suffer, who are sick, who continue to live under oppression? How do I/we make room in my/our faith community for the widow and the orphan, the hungry and the poor?

What is critical in this moment is that we become clear on the source of our hope. Without this we are tossed and turned by every wind and proposal for change that comes along. The source of our hope...the God of hope.

The God of hope fill you with all joy and peace in believing, so that you may abound in hope by the power of the Holy Spirit. Romans 15:13

In Christ Jesus –

Shalom,

+Larry

LOOKING FOR THE BEST JOB IN THE WORLD? Awesome work colleagues and hundreds of friends!!! Here's your opportunity!

Office Administrator Position Available

Evangelical Lutheran Church of the Cross, an affirming and inclusive church in Calgary is seeking an Office Administrator to provide business services for the church office.

Employer:

Evangelical Lutheran Church of the Cross
10620 Elbow Dr. SW
Calgary, AB T2W 1G4
Phone: (403)-255-4792

Starts: Immediately

Status: Permanent

Pay Rate: \$18-\$22 per hour depending on experience

Description

The Office Administrator actively supports the church's core values, mission statement, vision and various ministries. They manage the day to day operations of the church, and keep the office running smoothly. They also serve as one of the first points of contact for members of the congregation, the Synod, and the general public, providing information to people entering the church office and directing them to their proper destination.

Languages: English

Education: Secondary (high) school graduation

Specific Duties:

- Receive visitors to office and respond to needs. Manage church membership records. Date, sort and distribute incoming mail. Answer the telephone and manage the answering system.
- Ensure that all office equipment such as copiers and computers are in good working order, and arrange for maintenance as needed. Manage the office, kitchen, church and building supplies.
- Maintain master calendar of church-related events and schedule use of the facility. Maintain bulletin boards with current information.
- Coordinate the preparation, compilation & distribution of the Annual Report.
- Maintain Personnel records.
- Coordinate and manage member participation in church ministries.
- Edit and publish the monthly and weekly newsletters. Develop and publish Worship Leaders' Guides and Sunday Bulletin (print copy) and power point presentations.
- Maintain & Develop content on the church web site and inter-face with Ascend
- Keep the congregation informed via email and social media of upcoming events both within the church and within the broader faith community
- Manage and oversee social media content, manage Search Engine Optimization and user engagement, and suggest content optimization

Required Skills:

Knowledge of Business software such as Microsoft Word, Excel, Publisher and Powerpoint, Google Drive, and OneDrive. Good communication skills, ability to coordinate with other employees around the organization. Familiarity with office management procedures and basic accounting principles. Knowledge of Powerchurch would be an asset

Knowledge of Facebook, Twitter, LinkedIn, Pinterest, Instagram, Google+ and other social media platforms. Experience with Marketing/Graphic Design, and Social Media Marketing would also be an asset

Working Hours:

The Administrator works in the Church Office, and is expected to be available by phone and email during office hours 9:00 am to 4:00 pm Monday to Thursday.



Pastor Kate's Ordination Service
October 23, 2020

Confirmation 2020

I - r - Jonah Janzen, Natalie Allison, Pastor Laura,
Pastor Phil, Lukas Thomson, Trey Dresser



CHRISTMAS CRAFT SALE

Christmas decor, wreaths, quilts, and even jams, preserves, and more! Come on out to our Christmas Craft Sale on Saturday, November 7th.

There is no cost for this event, but to ensure adequate distancing measures we do require all guests to register their attendance. Please complete the form below for all who will be attending, including children.

Date & Time

November 7, 2020 11:00 AM - 4:00 PM

**PLEASE REGISTER
FOR THIS CHRIST-
MAS EVENT ON
SOUTHWOOD UNIT-
ED'S WEBSITE**

[https://
www.southwoodchu
rch.ca/](https://www.southwoodchurch.ca/)

Sunrise and Sunset ceremonies will be held from November 1st until November 10th

• While the public is welcome to wander amongst the crosses at all times during November 1 – 10th, in order to maintain a limited number of attendees around the Cenotaph area during Sunrise and Sunset ceremonies only invited attendees will be allowed access to the restricted area around the Cenotaph.



Night of Lights – November 10th

• We will once again be honouring the fallen within the Field of Crosses by placing a candle in front of each cross which will burn until sunrise November 11th. To keep within the restricted numbers allowed in the park the site will be closed from 11:00 AM until approx. 4:00 PM, or until the candles are all in place. Only pre-designated volunteers will be allowed onsite to help with the setup of the candles.

Remembrance Day – November 11th

- There will be no Sunrise or Sunset ceremonies on Remembrance Day
- The Remembrance Day Ceremony will be a virtual event broadcast live from the Field of Crosses by Global Calgary. The virtual event will also be live streamed. Only those taking part in the ceremony will be allowed in the park during the live ceremony.
- The park will be closed to the public from 7:00 AM to 2:00 PM on November 11th
- On November 11th security will be on site to ensure only participants in the ceremony are allowed in the park.
- Alberta Health Services request that crowds do not congregate off site and that onlookers do not congregate along Memorial Drive opposite the Field of Crosses
- At 2:00 PM the park will open to the public but will be limited to 100 people on the field at any one time.