



Announcements **Sunday, August 6, 2017**

Office and Facilities Administrator Position

We are looking for a team player to fill this part-time position (25 hours/week). This position is often the first point of contact for people visiting the church office. Job responsibilities include maintaining church files & records, answering phone calls & mail, scheduling facility use & maintaining an accurate usage calendar, directing inquiries to stakeholders, assisting with financial administration and other duties as required. The successful candidate will have a high school diploma with several years of administrative assistant experience and strong skills in communication and problem solving. He/she will be proficient in data entry, word processing, working with accounting software and will have a working knowledge of Microsoft Office. For more information or to apply contact Sally Salter at ssalter050@gmail.com or okunited@telus.net.

Creamery Market

We will no longer be running The Creamery Market on Sundays next door. We could not find enough vendors this year to make it worth their while to be there. Thank you for all the support from everyone while we attempted this unusual endeavor.

Okotoks United Church History Books

Available in the Office for \$20

On the Bulletin Board and in the Foyer:

No Greater Love Musicfest August 12 and 13
Naramata News - check out all that's happening...
Upper Room Devotional books on the literature table for \$3 each

Summer Hours:

Office open 0930 to 1230 Monday to Friday July 24 to August 25

Healing Pathway Ministry by appointment only. Call Gisela at 403 938-2506

The Okotoks United Church 2017 Turkey Supper

Scheduled for Sunday October 1st. **SAVE THE DATE!**