

# Church Office News



Greetings Everyone,

There have been several changes in the way we do business here in the office and for those who have missed the announcements and bulletins, I felt it would be a good idea to go over them in the Newsletter. Here they are:

- Reserving Church Building space: Inquiries and Reservations now go through the church office. Please call the office on Tuesday mornings 10:00 AM to Noon to speak directly with Joann, anytime to leave a message, call Joann at home @ 503-622-3569, or via email to: [hoodland@verizon.net](mailto:hoodland@verizon.net). This will be checked daily.
- Office Security: In order to comply with new Federal guidelines on maintaining security of people's personal information, please do not use the office to store personal items. New safeguards are in place governing access to desks, file cabinets and electronic files. Feel free to leave your items in the Fellowship Hall or in your vehicle until needed. If you need paper, pens, tape, copies, etc., please ask me or a Council member, we will be happy to assist you.
- A great big thank you to Pastor Berry for getting 3 bulletins and May's Newsletter ready in a week and a half! I will be on vacation April 25 to May 2 and wanted to have all the office business complete before I go. Also, to Linda Bell who helps at home with collating and folding and stapling and delivery, no matter how she feels.

Adios Me Amigos!!!!

